

FAYETTE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES STRATEGIC PLAN

2023-2025

**Debra Buccilla, Superintendent
(2023)**

**Larry Gray, Superintendent
(2024 and forward)**

Updated 2/2025



OUR MISSION

To offer programs and coordinate available services so that the people we serve may realize their dreams and actively contribute to their community.

OUR VISION

To empower people to be the best version of themselves.

GOALS

Goal #1 Consumer Perspective

Vision: To support children of Fayette County through best practices in partnership with other community agencies. (part 1)
Vision: To support transitional youth and adults by developing a broader network of community opportunities. (part 2)

Goal #2 – Fiscal Perspective

Vision: Assure fiscal integrity and accountability through best practice policy.

Goal #3 – Employee Perspective

Vision: Create an agency which mirrors a best place to work model.

Goal #4 –

Communications/Public Relations

Vision: Foster a well-informed staff and community who understand the mission.

Goal #5 – Information Technology Services

Vision: To ensure and improve cyber security to protect all systems and information.

GOALS

Goal #6 – Advocacy

Vision: Promote advocacy for and by individuals served through the person-centered planning process, activities and community connections.

Goal #7 – Quality Services

Vision: Ensure all individuals served receive quality services.

GOAL #1 – CONSUMER PERSPECTIVE

Vision – To support children of Fayette County through best practices in partnership with other community agencies (part 1)

- Objective #1 – Expand a trauma informed care culture for staff, community and people served.
- Objective #2 – Expand community partnerships to meet the broad needs of children
- Objective #3 – Promote a healthy and safe environment for people served and employees to feel safe and thrive.

- Objective #1 – Expand a trauma informed care culture for staff, community and people served.
 - Compose a leadership team for TIC across all departments to keep this in front of staff and integrated in our culture.
 - The Trauma Response Committee (TRC) was developed in 2023 with members across all departments. Meetings were held, a staff survey was completed, and data compiled. The TRC worked toward implementing recommendations from the survey to ensure ongoing exposure to TIC philosophies.
 - Ongoing training and tips either through Public Works or another means.
 - The Employee Assistance Program (EAP) information was emailed to all staff throughout the year. Additional training topics will be added to Public Works in 2024.

- **Objective #2 – Expand community partnerships to meet the broad needs of children**
 - Work with various professionals to provide learning opportunities for children birth to age 5 (first responders and medical providers).
 - The Washington Court House Fire Department visited with students at the preschool to teach them about fire safety. Canines for Christ visited for pet therapy.
 - Early Intervention continues the collaboration with ABC Pediatrics with the ADEP diagnostic program for autism.
 - EI hosted a lunch and learn and invited other community agencies including Help Me Grow, Child Protective Services and Head Start , sharing what Early Intervention is, how to refer and autism awareness and education.
 - Fayette Progressive Preschool staff attend FCFC and CORE meetings.
 - Collaborate with outside agencies and LEAs to create a working interagency agreement in serving children birth to age 5.
 - The interagency agreement was finalized in September of 2023. Agencies signing the agreement included FCBDD Early Intervention and Fayette Progressive Preschool, Fayette County Family and Children First Council, Greenfield Exempted Village School District, Washington Court House School District, Miami Trace Local School District, Head Start/Early Head Start and Fayette County Help Me Grow (HMG).
 - Transportation –FCBDD staff work together with local school staff and families to prepare all students for public school transportation.
 - FCBDD staff communicate with families and school districts on an on-going basis related to transportation issues. FCBDD utilizes resources from local school districts as needed to ensure transportation needs are met. In 2024, Fayette Progressive Preschool partnered with Miami Trace and Washington City Schools for student transportation.
 - Develop the Special Olympics Youth Program (Ages 2-7) and seek Youth Special Olympics.
 - FCBDD has reached out to Special Olympics of Ohio to develop this program. FCBDD is waiting on additional information from them to move forward.

- Objective #3 – Promote a healthy and safe environment for people served and employees to feel safe and thrive.
 - Teach and encourage universal precautions for safety.
 - Preschools students are taught handwashing and being healthy care throughout the school year.
 - All staff have annual universal precautions training via PublicWorks.
 - Continue building on our current safety practices and hold various safety drills and meetings involving community partners.
 - Fire, tornado and safety drills are held routinely at the preschool and all staff participate in those drills. A full evacuation drill was completed in 2024. Preschool Management met with local first responders (Fire Chief, Police Chief, Sherriff, EMA) to discuss safety plans. Don Raybold from Brown County ESC review the safety plan and provided recommendations. Jenni Luke from Brown County ESC met with preschool staff to review safety protocols.
 - Administrative staff attended safety training in Columbus in July of 2024.
 - Installation and training on new doors with fob entry and lockdown capabilities.
 - Installation of window film and window armor at the Starting Gate Building.
 - Train and empower staff to recognize danger signs .
 - Jenni Luke from Brown County ESC met with preschool staff to review safety protocols. Staff are required to take annual training for fire safety and Bloodborne Pathogens through Public Works.
 - FPP staff were trained to be aware of surrounding and always side with safety.

GOAL #1 – CONSUMER PERSPECTIVE

Vision – To support transitional youth and adults by developing a broader network of community opportunities (part 2)

- Objective #1 – Educate the community on the philosophy of “Community First”.
- Objective #2 – Enhance the provider pool.
- Objective #3 – Broaden community work opportunities.

- **Objective #1 – Educate the community on the philosophy of “Community First”.**
 - Operations staff enjoy working with many different departments in our daily mission to provide the best services possible for the clientele we serve. Homes in the community (SSAs), school transportation, classrooms, Early Intervention Program.
 - FCBDD staff communicate with families and school districts on an on-going basis related to transportation issues. FCBDD utilizes resources from local school districts as needed to ensure transportation needs are met. FCBDD maintenance man is well know in the community homes.
 - Continue to grow Pre-employment transition services and summer youth program in both school districts.
 - There are currently seven students from the Washington Court House School District enrolled in the program and seven from Miami Trace. One is working in the community. The other three are working with the program and will participate in summer youth when they become eligible. Fayette County works in conjunction with Highland County for the summer youth program and will have two local work sites in 2025 and will employ up to eight students for the five-week training session.
 - Develop a training series for people served, families and service providers.
 - Fayette Progressive Preschool hosted a training related to Human Trafficking training that was open to the community and was held at a facility off site.
 - Increase presence at community professional organizations, committees, boards to highlight out mission.
 - Several FCBDD staff participate in committees throughout the community. Early Intervention staff participate in Family and Children First, CORE and Washington City Council. Business office staff are involved in Business Leadership Committee and Highland Housing Board. SSA staff have attended Rotary, Suicide Coalition, Cluster, Fayette Transportation, Chamber of Commerce and Fayette County Economic meetings. Community First Specialist is a member of the Opportunities for Ohioans with Disabilities transition expo committee.

- Objective #2 – Enhance the provider pool.
 - Develop a provider recruitment strategy to enhance service delivery/options for people served.
 - Information related to becoming a provider was sent to local school districts, ESC and surrounding community colleges. Information was posted on FCBDD website and Facebook page. The website has a section for provider resources, including the process to become a provider. SSA Director has reached out to neighboring counties for assistance with provider services. This information will be updated as needed and reminders are posted on the FCBDD Facebook page quarterly.
 - Develop a process to assist independent providers to obtain and maintain provider certification.
 - This process has been completed and in place since early 2023. Since that time, eight independent providers have been assisted, with all of them completing the certification process. Information related to the process, what to do after certification is obtained and on-going support is offered.

- Objective #3 – Broaden community work opportunities.
 - Strong partnership with the adult program to provide paid work opportunities to individuals we serve.
 - FCBDD has successfully hired an individual served who provides office assistance at both the preschool and the SSA department.
 - Lead Employment Navigator (LEN) position has been created. LEN is meeting providers of vocational and employment training in Fayette and Ross Counties on developing paid job training and employment opportunities.
 - Increase Provider and business relationships.
 - SSA staff have meet with local businesses, including McKesson, YUSA and Two Scoops Bakery to build relationships relate to employment opportunities.
 - LEN is working with various businesses for work and volunteer opportunities. Multiple people have gained employment and started volunteering. Businesses include Copper Knoll Nursing and Rehabilitation and at the 71 Roadside rest.
 - LEN is participating in Chamber of Commerce activities.
 - Development of a training series for people served, families, providers and business partners on employment first.
 - On-going goal.

GOAL #2 – FINANCIAL PERSPECTIVE

Vision – Assure fiscal integrity and accountability through best practice policy.

- Objective #1 – Manage operational overhead in accordance with the established annual budget.
- Objective #2 – Enhance revenue streams as opportunities become available.

- Objective #1 – Manage operational overhead in accordance with the established annual budget.
 - Implement and encompass waiver projection tools and any future planning tools that will help with budget projections/process.
 - Annual budgets have been developed and submitted per requirements.
 - Purchasing Management, Cost Containment future planning for Capital Projects.
 - FCBDD is working to obtain a new PO system, that is part of the current MIP system that is in place. This will allow for reduced cost with DocuSign and make the PO process more efficient. FCBDD is working with the county as well and will be able to upload information across systems in the future. This was implemented in 2024.

- **Objective #2 – Enhance revenue streams as opportunities become available.**
 - Utilize Capital Housing funding.
 - **Capital Housing funding is reviewed and used for repairs and development of new homes in the community.**
 - Ensure all departments have a process on how to meet people served and family needs in the most cost-effective manner.
 - **FCBDD utilizes Support Living Funds and FSS funds to help meet needs of those served. Early Intervention complete virtual visits as possible to reduce mileage costs.**
 - Seek grant opportunities and apply as appropriate for all Departments.
 - **BWC, ODE and School Safety Council grant for school safety items is being pursued.**
 - **EI has an ongoing grant with Part C.**
 - **Safe Families/Strong Communities grant continues.**
 - **FCBDD Administration team to discuss contracting with someone specialized in grant writing for pursuing future opportunities (SOCOG).**
 - **Transition funds are being received from OOD for Pre-ETS and Summer Youth.**
 - **Administrative staff attended grant training in the fall of 2024.**
 - **Fayette Progressive Preschool received a \$25,000 grant from Valero for a sensory space.**

GOAL #3 – EMPLOYEE PERSPECTIVE

Vision – Create an agency which mirrors a best place to work model.

- Objective #1 – Initiate a wellness atmosphere to promote healthy lifestyles.
- Objective #2 – Promote educational opportunities to enhance professional development.
- Objective #3 – Initiate a salary and benefit study to determine fair market value.
- Objective #4 – Promote team building opportunities and enhance employee recognition programs.

- Objective #1 – Initiate a wellness atmosphere to promote healthy lifestyles.
 - Organize quarterly wellness lunch and learns on MS Teams with topics like relaxation techniques, strengthen emotional intelligence and stress response.
 - Several lunch and learn opportunities have been shared with staff on the topics of healthy cooking.
 - Weekly/monthly healthy recipes, food prep tips and tricks, healthy lunch ideas email/newsletter.
 - All of the above topics are covered in the daily emails sent to all FCBDD employees.
 - United HealthCare’s Real Appeal Program in an option for staff to participate in. Real Appeal is a 52-week program that focuses on weight loss, healthy eating and fitness. Participants meet with a wellness coach weekly and receive a success kit that includes scales, a balanced portion plate and access to online fitness tools.
 - Weekly “get moving” reminders with examples of simple stretches and exercises.
 - This is included in the daily email sent to all FCBDD employees.
 - United HealthCare’s Real Appeal Program in an option for staff to participate in. Real Appeal is a 52-week program that focuses on weight loss, healthy eating and fitness. Participants meet with a wellness coach weekly and receive a success kit that includes scales, a balanced portion plate and access to online fitness tools.
 - Organize an onsite health fair for staff.
 - Current health insurance policy does not provide funding for a health fair. This bullet will be tabled, and no further action will be taken.
 - Staff who are on the medical insurance plan were invited to participate in the United Healthcare Rewards program and could earn up to \$300 in calendar year 2024.

- Objective #2 – Promote educational opportunities to enhance professional development.
 - Implement a Tuition Reimbursement Program that supports program and staff needs.
 - Program and policy has been revised and will be present for final approval to the board at the December 2023 meeting. The annual budget was included reimbursement funds.
 - Increase DocuSign usage for majority of forms and documentation used by the agency.
 - All departments are now using DocuSign for the majority of paperwork. The proposed PO system will reduce the usage of DocuSign related to purchasing, hence reducing the cost of DocuSign.
 - Increased software training applicable to department (Excel, Outlook, Word, Power Point, DocuSign, TEAMS, Foxit, etc.).
 - IT has developed training videos for all software used by staff. The trainings are emailed to staff, TEAMS presentations have been completed and they are also on the IT portable in the shared drive for staff to revisit as needed. Additional courses are available in Public Works.

- Objective #3 – Initiate a salary and benefit study to determine fair market value.
 - Survey other County Boards of DD with similar demographics.
 - The 2024 OACB salary survey was completed and reviewed. All staff received a 5% raise for 1/1/2025.
 - Survey local employers with similar positions.
 - HR compared salaries of competitive outside agencies and made adjustments according to fair market value for salaries in the SSA and Preschool departments.

- Objective #4 – Promote team building opportunities and enhance employee recognition programs.
 - Organize giving together activities that focus on giving to the community.
 - Fayette Progressive Preschool completed a toy drive for Christmas in 2024 for the Second Chance Center of Hope.
 - The SSA department hosted a shoe box fundraiser called Operation Christmas Child the month of November 2024. Staff who participated filled shoe boxes with toys, school supplies and personal care items. The shoe boxes were sent to children in need around the world.
 - Supplement the Employee Recognition Program.
 - On-going goal.
 - Have department celebration day/week.
 - Fayette Progressive Preschool held monthly team building events to increase relationships and a sense of community.
 - Develop a “new employee welcome kit”.
 - A new employee welcome kit has been put into place that includes a polo shirt, lanyard and a new hire binder with phone information/instructions, payroll information, PSW training, calendars, benefits, FAQ’s and key board policies, table of organization and DD acronyms.

GOAL #4 – COMMUNICATION/PUBLIC RELATIONS

Vision – Foster a well-informed staff and community who understand the mission.

- Objective #1 – Enhance internal communication to promote team building and assure consistent messaging.
- Objective #2 – Increase utilization of public relations platforms to share our story with the community.

- Objective #1 – Enhance internal communication to promote team building and assure consistent messaging.
 - Enhance our social media platforms to keep the public updated on what is happening with services and FCBDD employees.
 - FCBDD Facebook page is updated regularly with information and happenings from different departments to ensure the community is aware of events, activities and successes.
 - New Employee Spotlight posts are emailed to all FCBDD employees when a new employee joins the team.
 - Develop an employee newsletter to highlight departments and provide wellness and other valuable information.
 - Ongoing goal.

- Objective #2 – Increase utilization of public relations platforms to share our story with the community.
 - Improve and move website to a new platform for better use and access for the community
 - Website is updated regularly. Move to a new platform has been delayed due to software changes in the new platform.
 - Involve community partners in creating a YouTube channel to provide lessons and literacy practice for children from birth to age 5.
 - Ongoing goal.
 - Communicating best practices on a quarterly basis to keep the community informed through our social media outlets.
 - All updates from the CDC, local health department and DODD are shared on-going through the Facebook page and website as applicable.
 - Facebook posts about community events and other events at FCBDD are updated on an on-going basis.

GOAL #5 – INFORMATION TECHNOLOGY SERVICES

Vision – To ensure and improve cyber security to protect all systems and information.

- Objective #1 – Improve cyber security throughout the agency.

- Objective #1 – Improve cyber security throughout the agency.
 - Implementation of DNS protection for all board PCs.
 - Has been tested but not yet implemented.
 - Implementation of a password manager.
 - IT department has rolled out Zoho Password Manager for eligible staff members.
 - SAAS that we can run vulnerability scans on a monthly basis.
 - Threats and Patches has been implemented in 2023. This is an add-on product for the Desktop Central product used to manage all board PCs and servers. This service scans all PCs daily and reports missing patches or software fixes required.

GOAL #6 – ADVOCACY

Vision – Promote advocacy for and by individuals served through the person-centered planning process, activities and community connections.

- Objective #1 - Offer a local advocacy group to those served.
- Objective #2 – Offer regional advocacy resources.
- Objective #3 -Create opportunities for advocates to make and share connections with community members.

- **Objective #1 – Offer a local advocacy group to those served.**
 - FCBDD offers a local advocacy group called F.A.C.T. (Fayette Advocating Change Together), which meets on a monthly basis to discuss local and statewide issues related to the needs of individuals with disabilities. F.A.C.T. is a member of People First of Ohio.
 - F.A.C.T. had an open house in January of 2024 to share their mission and recruit new members to the group.

- Objective #2 – Offer regional advocacy resources.
 - F.A.C.T. members attend the regional advocacy group SOAG (Southern Ohio Advocacy Group) on a monthly basis. This group consists of members from 15 different county boards and discusses local, regional and statewide issues.

- **Objective #3 – Create opportunities for advocates to make and share connections with community members.**
 - **F.A.C.T. members attended the People First of Ohio Advocacy Conference in March of 2024.**
 - **Buffy Enochs, FCBDD advocate, sits on the FCBDD board and attends monthly meetings.**
 - **F.A.C.T. members participate in the community Christmas parade each year.**
 - **F.A.C.T. members and Special Olympic athletes volunteered at the community Toys for Tots drive on December 7, 2024.**

GOAL #7 – QUALITY SERVICES

Vision – Ensure all individuals served receive quality services.

- Objective #1 – Ensure that individuals are receiving services in the most integrated setting for their needs.
- Objective #2 – Reduce the number of individuals in the county waiting for services.
- Objective #3 - Identify and address gaps in services.

- Objective #1 – Ensure that individuals are receiving services in the most integrated setting for their needs.
 - All individuals served must meet level of care (LOC) for an intermediate care facility (ICF) for waiver enrollment.
 - LOC is reviewed annually or with a change in need to ensure that all individuals are in the most appropriate setting.
 - The Residential Options brochure is provided at the time of a settings inquiry or request, and at least annually.
 - The residential resources are available on our website for review.

- Objective #2 – Reduce the number of individuals in the county waiting for services.
 - An administrative review, which included the Superintendent, Business Director and the SSA Director, is held semi-annually to review the waiting list for waiver services.
 - The waiting list is reviewed as needed for new waiver enrollment.
 - There is no waiting list for case management services.

- Objective #3 – Identify and address gaps in services.
 - During each individual annual plan review, any required services are identified and addressed.
 - Alternative services and community resources, including local county board funds, are coordinated or offered to those where a need has been identified.
 - Administrative staff are working with local education agencies to determine community needs and how best to support families.