



Strategic Pillar	Educate and Advocate					
Goal:1	Improve Education and Support for Individuals and Families					
Objectives / Actions	Responsible	Measurement	Q1 Progress	Q2 Progress	Q3 Progress	Q4 Progress
1.1 Strengthen MCBDD partnerships with schools <ul style="list-style-type: none"> Ensure smooth transition from school to adulthood 	Director of SSA Department Director of Education	Increase in the number of students from year to year that participated in the transition process Increase in the number of schools Transition presents to (with education on services) Documentation of meetings Checklists Meeting notes Percentage of students in a given year that participated in transition process	85- transition students 2-additional schools educated Parent information meetings Inviting SSAs to IEP meetings	91- transition students 3- additional schools Educated 11- students graduated/exited school services; 2- had transition meetings/ placements All discussed transitions as part of annual IEP meetings	91 students 1 additional school educated (Youngstown City in process) Family Information Series held Working on travel training for those that can safely use WRTA. The navigation procedure is in place and SSAs are being trained on the new process at October department meeting. Quarterly Self-Advocacy meeting held. Summer picnic held. Community Outreach Advocate also started the Aktion Club. Family Information Series focused on new Ohio ISP. New advocacy presentation set for Youngstown City Schools. Monitoring SSA ensuring new sites are integrated into the community, SSAs are discussing community and technology options for services.	Increased to 118 transition students Community Outreach Advocated an additional school in advocacy and transition services. WRTA travel training through NEON is now available and we had our first referral for this year. This will help students get transportation to community jobs. Self Advocacy Meeting held. Family Information Series in process, scheduled for special needs planning and education. Only 2 students have failed to participate in the transition services and were discharged.



					<p>Meet with SS/transition department/personnel to discuss vocational work setting (August).</p> <p>The transition section of IEPs is discussed and completed for all students 14 years old or older.</p> <p>2021-22 school year: Two (2) students will transition from school to postsecondary due to age of 22 in first semester of the school year. (Exit at winter break).</p>	
<p>1.2 Increase SSA engagement with individuals and families</p> <ul style="list-style-type: none"> Develop individual service plans (ISP's) for technology goals 	Director of SSA Department	<p>1- Family information series held each quarter to educate and engage</p> <p>Implementation of Technology Expert Team to increase Technology Use and education Documentation of meetings</p> <p>Survey/evaluation results/outcomes</p> <p>Increase engagement by 10%</p>	<p>Family Information series held</p> <p>Technology Expert Team trained and certified</p>	<p>Family Information series held</p> <p>Technology Assessment completed</p>	<p>Technology Expert Team implemented, new process began, we have added significant amount of technology for folks.</p> <p>The collaborative is very successful; started a new group employment site, as well as helped a significant amount of individuals gain community employment.</p>	<p>The Technology expert team is working to set up a demonstration area in the respite home.</p> <p>Added 25 more people ready to use technology (they are at different points in the set up process)</p>



<p>1.3 Increase the number of individuals of working age in community employment</p> <ul style="list-style-type: none"> • Develop Community Employment Navigation Procedure for consultation with Employment Navigator SSA to assist individuals in gaining meaningful employment • Implement a Community Awareness Collaborative where local businesses, employment service providers and SSAs come together to help link individuals to available jobs in the community. 	<p>Director of SSA Department</p>	<p>Develop collaborative and meetings to be held quarterly</p> <p>Increase in the number of individuals engaged in community employment each quarter</p>	<p>Collaborative Developed and agencies and providers notified</p> <p>Adding all employers to Britco software develop baseline of number of individuals</p>	<p>First Collaborative Scheduled for June 10th.</p> <p>SSAs reporting number of those employed for data entry into Britco.</p>	<p>Navigation procedures have been set up. Navigator continues regularly collaborative meetings.</p>	<p>5 additional people have obtained community employment (work crew-group employment with Twi) at D& D.</p> <p>Continuing to work on helping individuals gain community employment.</p> <p>Navigator and Outreach Advocate are also scheduled to speak at Austintown Rotary and will continue to educate the community about our services and businesses for hiring the people we serve.</p>
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<p>1.4 Strengthen LKS educational programming</p> <ul style="list-style-type: none"> • Develop academic/functional skill curriculum. • Continue behavior support implementation. 	<p>Director of Education</p>	<p>Provide PD to teachers and staff on the following:</p> <p>IEP writing</p> <p>Behavior plan development</p> <p>Data collection</p>	<p>Monthly IEP writing work session/training meetings</p> <p>Monthly behavior support meetings</p>	<p>Monthly IEP writing work sessions/training meetings</p> <p>Monthly behavior support meetings</p>	<p>Monthly committee meetings continue to occur.</p> <ul style="list-style-type: none"> • Behavior • Feeding/Swallowing • Transition/Vocational <p>IEP writing training occurred (week of August 30th)</p> <p>FBA/BIP training occurred (week of August 30th)</p> <p>Work sessions (individual, small group) on writing IEP goals/objectives and integrating them into instruction.</p> <p>Sign in sheets were used for all trainings to document attendance.</p>	<p>Monthly committee meetings continue to occur.</p> <p>Conducted professional development (PD) on IEP writing and continue to review the IEP writing process as they occur/as needed.</p> <p>The behavior committee has been reviewing the development process of Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP). (<i>The goal is to have a consistent format and process for both FBA and BIP development and implementation.</i>)</p> <p>Continue to discuss and work on data collection processes related to IEP goal/objective progress and behavior plan implementation(s).</p> <p>Beginning stages of training on the completion of an evaluation team report (ETR) planning form and role of teachers and related services in the process.</p>
<p>1.5 Develop parent support group</p>	<p>Director of Education</p>	<p>Collect data on parent areas of need/interest</p>			<p>Parents were contacted re: surveying topics but related to COVID-19 – not any other topics.</p>	<p>Planning for parent groups and topics of interest presentations, etc. are still in the planning/discussion phases.</p>



	Community Education Specialist	<p>Create meetings with topics and purposes</p> <p>Documentation of meetings Meeting notes</p>			<p>Survey/interest development system/form will be completed and sent to parents.</p> <p>(Haven't conducted any actual groups or presentations to date; due to COVID-19).</p>	No actual meetings/groups have been implemented due to COVID-19.
<p>1.6 Promote Self-Advocacy of Individuals served by the County Board</p> <ul style="list-style-type: none"> • Ensure individuals receive services in the most integrated setting appropriate to their needs. • Promote self-advocacy in-person education to all local school districts • Reduce the number of individuals in the county waiting for services 	Director of SSA Department	<p>Hold a quarterly self-advocacy group to ensure individuals know their rights and are trained on self-advocacy. (agenda-documentation of meeting)</p> <p>Hold self-advocacy training to all school districts annually (documentation of meetings as meeting agenda)</p>	<p>Quarterly Self-Advocacy Meeting held</p> <p>Self-Advocacy training provided to 3 local school districts (focused on BEST service, transition and new OISP)</p>	<p>Quarterly Self-Advocacy Meeting Held</p> <p>Self-Advocacy training provided to 2 local school districts (focus on Transition Services and Summer programs available)</p>	<p>Self Advocacy Meeting Held</p>	<p>Self-Advocacy Meeting held.</p> <p>There is no one waiting for services.</p>
Strategic Pillar	Visibility					



Goal: 2	Increase MCBDD Visibility and Engagement within the Community					
Objectives/Actions	Responsible	Measurement	Q1 Progress	Q2 Progress	Q3 Progress	Q4 Progress
<p>2.1 Enhance website and social media presence</p> <ul style="list-style-type: none"> Continue to update and enhance marketing efforts to promote MCBDD. Develop campaigns for electronic and digital media that promote the agency. Utilize branding of MCBDD logo, mission and values on all media outlet. 	<p>Community Education Specialist</p> <p>Administrative Assistant to the Superintendent</p>	<p>Increase number of postings. Post a minimum of three (3) items per department per quarter</p> <p>List of and access to resources through the website</p>	<p>-Promoted Family Info Series, and Advocacy events, including developing fliers, taking pictures and video, and posting on FB and Twitter. Shared with Kara to post on the website.</p> <p>- Promoted Awareness month 5 times in March</p> <p>-Posted for Adult Services, and LKS more than 3 times.</p> <p>- Media Coverage averages at least 1 time per month, 12 times per year.</p>	<p>-Promoted Family Info Series, Advocacy, and Voice events on FB and Twitter. Kara handles posting on the website.</p> <p>-Also posted for Adult Services, spring and summer events.</p> <p>-Posted spring and summer events for LKS including, prom, graduation, summer camp, and playground fundraisers.</p> <p>-For HR, promoted Job Fair, Boost Coach and job openings at MCBDD.</p> <p>- Media Coverage averages about 2 times per</p>	<p>Promoted Family Info Series, Advocacy, and Voice events on FB and Twitter.</p> <p>-Posted about MCBDD participation in events including Boardman Park Family Night, Canfield Fair, DSAV Buddy Walk. Posted pictures and video.</p> <p>-Posted LKS back to school events</p> <p>- Media Coverage averages about 2 times per month, 24 times per year.</p>	<p>Promoted Family Info Series, Advocacy, and Voice events on FB and Twitter. Kara handles posting on the website.</p> <p>Posting on MCBDD social media several times per week, including Facebook, Twitter, Instagram and YouTube channel, including:</p> <p>-MCBDD participation in Civic Night in Boardman, and other election events</p> <p>-Holiday events, activities and crafts at Adult Services/Javit Court and LKS.</p> <p>-Christmas Cookie Event for HR.</p> <p>- Job openings at MCBDD</p> <p>Developed media campaign for Disability Employment Month.</p> <p>Updated literature on Employment for those with disabilities.</p> <p>Media Coverage during this quarter:</p> <p>-Nov 1- Employment Success story on WKBN – follow up from summer.</p>



				month, 24 times per year.		<p>-Nov 2 & 3 – positive mentions on all media during election coverage</p> <p>November – WKBN covered MCBDD tree decorating at Mill Creek Park</p> <p>-December -- WYSU 88.5 (public radio) featured Emily Martinez on the local interview show <i>Doing Good</i></p>
<p>2.2 Increase participation and promotion of all MCBDD community activities and events, including forums, field trips, informational meetings, fundraisers and self-advocacy group events.</p> <ul style="list-style-type: none"> • Ensure that MCBDD is visible at all events related to the agency’s mission. • Promote MCBDD’s connection to these events. 	<p>Director of SSA Department</p> <p>Director of Provider Relations</p> <p>Community Education Specialist</p>	<p>Documentation of postings. Exit slips from participants</p> <p>Interest inventory of topics of need/interest</p> <p>Artifacts of resources (e.g., podcasts, presentations)</p> <p>Sign-in/participation sheets Promote employers that employ MCBDD individuals</p> <p>Hold quarterly Family Information Series (documentation as agenda)</p> <p>Educate community on the Lifetime</p>	<p>Quarterly Family Information Series held</p> <p>Family Info Series topic was Lifetime Navigation Tool</p> <p>LKS Quarter War</p> <p>Chipotle Fundraiser for LKS</p> <p>Chic-Filet Fundraiser for LKS</p> <p>Sheeley’s fundraiser for LKS</p> <p>Billboards to build DD Awareness – 2 on Market Street; one on Route 46, one on South Ave and one Route 224</p>	<p>Quarterly Family Information Series held</p> <p>Krispy Kreme fundraiser for LKS</p> <p>Voice Advocacy meetings promoted and planned.</p> <p>Job Fair on Social Media and in the Vindicator about Summer Camp</p> <p>Krispy Kreme fundraiser for LKS</p>	<p>Had a commercial to highlight employment of people with disabilities, focused on the individual and the employer</p> <p>Quarterly Family Information Series held</p> <p>Voice Advocacy meetings promoted and planned.</p> <p>Developed Employment Trifold for Community Services.</p> <p>Organized TV Coverage of individuals employed in community.</p> <p>Promoted success stories about individual in our programs.</p> <p>Promoting MCBDD at Boardman Family night, Canfield Fair and other major events</p> <p>Promotional items with MCBDD logo info purchased.</p>	<p>Assisted outreach person with promoting the Aktion Club – invited the Club to participate at the Mill Creek Park Tree festival.</p> <p>Worked with Canfield High Students collecting clothing for our MCBDD families in need.</p> <p>Took part in Boardman Civic event</p> <p>Promoted success stories about individual in our program on social media and in the local media.</p> <p>Helped coordinate booster clinic for MCBDD. Promoted that MCBDD has helped more than 1000 people get vaccinated and boosted.</p> <p>NOTE: On Facebook, Job Postings and the Halloween video for LKS have attracted the most engagement.</p>



		<p>Navigation Tool on MCBDDs website that helps families link to community resources (documentation of training)</p>	<p>Vindicator and WKBN Media coverage on the Vaccination Clinics and other MCBDD/LKS news</p> <p>Over 40 YouTube Videos produced of MCBDD /LKS happenings</p>	<p>Sheely’s fundraiser and check presentation</p> <p>You Tube Video and Media coverage about the LKS Prom</p> <p>TV story on Landscaping Project – this project was organized with Community Services to take care of homes where individuals live. All services and landscaping items were donated.</p>	<p>Assisted outreach person with promoting the Aktion Club.</p> <p>Planning for promotion at Mill Creek Park Christmas Tree event. December and January.</p> <p>Promoted William Clark and his book on Facebook and Twitter.</p> <p>Producing media spots for October Employment Month.</p>	
<p>2.3 Create new opportunities to educate the public and share information about MCBDD</p> <ul style="list-style-type: none"> Promote businesses and agencies that employ individuals 			<p>Hired Community Outreach Advocate – William Clark III.</p> <p>Put information about William’s Book of Poems he authored on the MCBDD website for the community and in the HR newsletter</p>	<p>Quarterly Family information Series held</p> <p>Had a commercial to highlight employment of people with disabilities, focused on</p>	<p>Assisted Community Outreach person with promoting the Aktion Club.</p> <p>Worked with AL White to make a video highlighting all MCBDD employees.</p> <p>Added videos to our Youtube Channel</p>	<p>In December WYSU 88.5 (public radio) featured Emily Martinez on the local interview show <i>Doing Good</i></p> <p>Working with Community Outreach Coordinator on a master list of organizations and events where MCBDD’s mission and success stories can be shared. (ROTARY, Kiwanis, Jr. League, Lions club, Libraries and supporting groups)</p>



<ul style="list-style-type: none"> • Continue to expand community outreach • Explore and develop new ways of connecting to others via social media. • Continue to utilize free publicity through press releases and print media as well as through PSA's on electronic media. • Tell the community about the individuals served by MCBDD through their stories and pictures. 			<p>for staff. Also put information about it out on the MCBDD Facebook page and Twitter.</p> <p>Developing Kiwanis Action Club : power point presentations and flyers completed. Meetings to-be-scheduled with providers (13 so far).</p> <p>Developing Disability Awareness Program to be offered to schools and businesses.</p> <p>Developing a referral process for SSA's to refer to William if they would like him to speak with individuals on their caseload about the benefits of self-advocating.</p>	<p>the individual and the employer Attended Boardman Family Night and gave information on our services. CS department is participating in Austintown's Trunk or Treat and will give out information about our services</p> <p>Worked with Provider Relations and Community Services to attract DSP job applicants at all provider agencies. Produced TV spots for this</p>	<p>Posted more often on Instagram</p> <p>Pitching stories to the Media about individuals working in the community.</p> <p>Updated Billboards for all campaigns with new pictures of individuals and employees.</p> <p>Media Coverage averages at least 1 time per month, 12 times per year.</p>	<p>Posting videos to Youtube Channel. More than 50 videos are now uploaded.</p> <p>Updated Billboards for all campaigns with new pictures of individuals and employees.</p> <p>"Free" Publicity is best found on social media. We remain on 4 social media platforms.</p> <p><i>(For the most part, emails to the media contact list is the best way of getting information to them. Pitching stories about MCBDD sometimes results in a story on air, which is Free. All advertising is paid for by MCBDD.)</i></p>
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				<p>airing on all 3 local stations.</p> <p>Added videos to our Youtube Channel (now 45+ videos)</p> <p>Posted more often on Instagram</p> <p>TV coverage for Prom at LKS</p>		
<p>2.4 Participate in community and Provider events</p> <ul style="list-style-type: none"> • Ensure that MCBDD’s logo, mission and involvement as a partner is clear at all events. 					<p>Community events included Boardman Family Night, Canfield Fair, DSAV Buddy Walk, various smaller health and family focused events</p>	<p>Working with Provider Relations on promoting job openings for DSPs in Mahoning County. A TV spot will run in April encouraging interest in these jobs.</p> <p>Attend provider meetings when possible and take photographs for posting on Social Media</p>



Strategic Pillar	Quality Standards					
Goal: 3	Ensure Effective Delivery of Provider Services					
Objectives/Actions	Responsible	Measurement	Q1 Progress	Q2 Progress	Q3 Progress	Q4 Progress
3.1 Collaborate with providers to offer appropriate trainings <ul style="list-style-type: none"> Assist providers with professional development Offer certification and orientation services 	Director of Provider Relations	Documentation of trainings/meetings Exit slips and sign in sheets from participants Spreadsheet of all independent providers assist with certification County board will provide information re: “Welcoming Committee” for any new provider within 15 days of notification of provider’s desire to serve individuals in Mahoning County	Assisted providers with Cert process. The Welcome Committee started 3/1/21	Assisted providers with Cert process.	Assisted many Independent Providers regarding obtaining certification, and a few agencies regarding adding on services. Welcoming Committee is working well.	Continued to assist many Independent Providers regarding obtaining certification. Welcoming Committee continues to work well.
3.2 Ensure providers meet mandated requirements and quality standards. <ul style="list-style-type: none"> Continue regular compliance reviews to support providers. 	Director of Provider Relations	Checklists Spreadsheets re: QA and QARN reviews completed	Provider Compliance Assessment have been completed per DODD schedule.	Provider Compliance Assessment have been completed per DODD schedule.	Provider Compliance Assessments and QARN Reviews are being done on a continual basis. Mtg was held with providers. Their requests were shared with Superintendent and Community Support Services Director. Recruitment of DSPs was completed by Media Blitz Campaign.	Provider Compliance Assessments and QARN Reviews are being done on a continual basis. Provider Meetings have been on going.



					Mtgs with providers has been on going.	
<p>3.3 Provide technical guidance and assistance to providers to ensure positive outcomes for individuals served.</p> <ul style="list-style-type: none"> Continue monitoring services Plan and host provider meetings regularly <p>3.4 Recruit sufficient number of providers based on assessed need.</p> <ul style="list-style-type: none"> Recruit providers based on identified service gaps. 	Director of Provider Relations	<p>Spreadsheet documenting technical guidance re: FCOP, etc.</p> <p>Bi-monthly provider meetings</p>	Mtgs. w/ providers re: Brittco	Mtgs w/ Providers re: 3 year goals		A training was done with county board SSA's and providers regarding outcomes.



Strategic Pillar		Fiscal Management				
Goal: 4		Promote long term financial stability through sound fiscal management.				
Objectives/Actions	Responsible	Measurement	Q1 Progress	Q2 Progress	Q3 Progress	Q4 Progress
<p>4.1 Allocate resources for long term sustainability</p> <ul style="list-style-type: none"> Maximize revenue streams Seek funding sources that decrease reliance on tax dollars Evaluate and assess programs. 	Director of Finance	<p>Monthly:</p> <p>Fund Balance Report</p> <p>Revenue and Expenditure Reports</p> <p>Quarterly Waiver Utilization Report</p>			<p>Provided fund balance reports to Board members on a quarterly basis, and Superintendent monthly, as well as monthly Revenue and Expenditures, including a check register and memo expenditures to all vested parties as part of the monthly Board packet. These financial metrics keep team leadership apprised of the financial status of MCBDD, so that business decisions can be developed based on sound, accurate financial data. The Waiver Utilization Report was distributed and monitored monthly as part of the Board package to allow team members to ensure waiver services are maximized within the financial constraints of available resources to sustain long-term support.</p>	<p>Provided fund balance reports to Board members on a quarterly basis, and Superintendent monthly, as well as monthly Revenue and Expenditures, including a check register and memo expenditures to all vested parties as part of the monthly Board packet. These financial metrics keep team leadership apprised of the financial status of MCBDD, so that business decisions can be developed based on sound, accurate financial data. The Waiver Utilization Report was distributed and monitored monthly as part of the Board package to allow team members to ensure waiver services are maximized within the financial constraints of available resources to sustain long-term support.</p> <p>Renewal of MCBDD’s 5 year, 2 mill levy, which brings in an estimated \$5.6 million, and provides opportunities that maximize quality of life through collaboration and connection to the community, was passed at a 72.24% rate.</p>



<p>4.2 Work collaboratively to develop budget proposals that maximize departments’ abilities to achieve their respective priorities and provide budgetary updates.</p>	<p>Director of Finance</p>	<p>Budget Five Year Forecast Monthly YTD Budget Reports Annual Non-federal Share of Medicaid Waiver Match Budgetary Updates</p>			<p>Completed the Calendar Year 2022 Estimated Resources portion of the Annual Budget, and the 5 Year Forecast for the period 2021-2025. One area of interest included Property Taxes remaining consistent with no request for additional millage, and only renewal of the existing 2 mill, and 3 mill levies. These levies bring in approximately \$17.5 million, and were originally passed in 1992 and 2000, respectively, with the latest passage rate of the 3 mil levy at 75%. The Estimated Receipts will be included as part of the 2022 Budget to be presented to the Board at the October Board meeting.</p>	<p>Monthly year-to-date budget-to-actual Financial Reports have been submitted as part of the monthly Board packet, reflecting financial data to ensure departments stay within their respective budgetary allotments, and achieve compliance with Ohio Revised Code statutes. Budgetary data is also available in real time through the accounting and budgetary software, and the Finance Department provides continual support to ensure a collaborative approach to develop budget proposals that maximize departments’ abilities to achieve their respective priorities.</p>
<p>4.4 Develop effective budgetary and actual financial metrics for Board presentation. Develop annual budget Monitor long-range financial forecast.</p>	<p>Director of Finance</p>	<p>Annual Report Report on how MCBDD is being a good steward of taxpayer dollars.</p>			<p>Completed the Calendar Year 2022 Estimated Resources portion of the Annual Budget, and the 5 Year Forecast for the period 2021-2025. One area of interest included Property Taxes remaining consistent with no request for additional millage, and only renewal of the existing 2 mill, and 3 mill levies. These levies bring in approximately \$17.5 million, and were originally passed in 1992 and 2000, respectively, with the latest passage rate of the 3 mil levy at 75%. The Estimated Receipts will</p>	<p>Monthly year-to-date budget-to-actual Financial Reports have been submitted as part of the monthly Board packet, reflecting financial data to ensure departments stay within their respective budgetary allotments, and achieve compliance with Ohio Revised Code statutes. Budgetary data is also available in real time through the accounting and budgetary software, and the Finance Department provides continual support to ensure a collaborative approach to develop budget proposals that maximize</p>



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Strategic Pillar	Workforce Engagement and Culture					
Goal : 5	Enhance Employee Experience					
Objectives/Actions	Responsible	Measurement	Q1 Progress	Q2 Progress	Q3 Progress	Q4 Progress
5.1 Develop leaders/succession planning <ul style="list-style-type: none"> Develop succession plans for superintendent and directors. Implement development plans for high potential employees 	Director of HR Supt.	Increased percentage of leadership development trainings provided All directors and superintendent have succession plans in place 70% of high potential employees named in succession plan	Sexual Harassment training for all managers and supervisors Training on Fifth Amendment, Garrity/Loudermill/Weingarten Rights provided to all Managers	Performance Evaluation process started earlier this year	Started meeting with key department heads to discuss succession plans/candidates.	Completed initial meetings. Received Succession Planning documents and planning details from a few key department heads.
5.2 Promote employee collaboration and empowerment <ul style="list-style-type: none"> Develop and distribute Newsletter for all staff Facilitate Lunch meetings with new hires and Supt. and staff Conduct Wellness and Self-Care Activities Plan and implement All Staff Training Day 	Director of HR	90% participation in all activities High level of satisfaction reported in evaluations and surveys from participants in all activities	Staff newsletter distributed one year later after Pandemic year suspension Adult Services staff had a Wellness contest	August 30 th All Staff Training Day Plans underway	All staff participated in the Agency-wide update and continued Trauma Informed Care training 8/30/2021. Each professional day departments have training scheduled. For October 8/ NEOEA Day, options include the NEOEA Day programs and two programs in-house for all staff to participate: 1) The Science of Being Happy (Self Care) and 2) Hostile Work Environment (includes sexual harassment and bullying).	Continued Self- care training for employees: <i>The Science of Happiness</i> – Ruth Bowdish, On Demand Distributed HR Staff and Leadership Briefing New Briefings Organized Christmas Cookie Exchange with a group of staff. Plans underway to kick off Wellness activities bringing back Lose to Win and Steps Challenge contests Posted Telehealth, Urgent Care and Clinic information in the breakroom for staff.



						Co-Hosted Financial Wellness Seminar for Provider and MCBDD staff along with BOOST Program leaders and Cardinal Credit Union.
<p>5.3 Increase Human Resources efficiency and effectiveness</p> <ul style="list-style-type: none"> Enhance HR/Career section on MCBDD website Implement MUNIS HR Modules 	Director of HR	<p>High percent of site visits</p> <p>Track number of site visits</p> <p>85% satisfaction with HR customer as reported on surveys</p>	<p>HR Career Site has been enhanced.</p> <p>HR Policies added to Career Site.</p> <p>All Personnel files electronic now.</p> <p>All training and certification files electronic now.</p>	Working with I.T. to implement electronic signatures.	<p>Continued daily use of MUNIS daily to input all trainings, track certifications and scan files.</p> <p>Viewed MUNIS Performance Review and Recruitment Module DEMOS. Starting inputting data in the Performance Review training system.</p> <p>Discussing Recruitment Module with Finance Director.</p>	<p>Hosted Pre-Disciplinary Hearing Training for Department leaders, presented by Mahoning County HR Director.</p> <p>Renewed On-Demand Work Solutions Contract including Pre-Employment physicals, Drug Screens, Fingerprinting, Employee Assistance Program and Training services.</p> <p>Working with Dennis Murphy in IT on possible learning management programs already being used by other county depts.</p> <p>Looked into how to utilize the alerts feature in MUNIS – will work with Jim Romeo in IT on the feasibility of use 1st quarter 2022.</p>
<p>5.4 Ensure hiring, orientation and training practices are trauma-informed and trauma-sensitive.</p>	Director of HR Supt.	90% staff indicate positive and pleasing work environment	Added Trauma Informed Care (T.I.C.) questions to Interview process for supervisors and I.A.'s.		All current staff must participate in at least one hour of trauma training yearly.	Continued Trauma training with/ Sarah Buffie – The Healing Power of Belonging (Part 4 of 4) – CS and EI depts



<ul style="list-style-type: none"> Establish a welcoming and aesthetically comfortable and safe workplace environment Include trauma informed questions to all position interviews Ensure that all new hires and existing staff are trauma informed 	<p>Other Department Directors as appropriate</p>	<p>70% of new hires trauma informed aware</p> <p>100% staff trauma inform trained</p>	<p>Building signs consistently updated with newer MCBDD Logo.</p> <p>New electronic sign at entrance to main campus.</p> <p>1 hour T.I.C. training added to New Hire Orientation (NEO) and woven into every professional day.</p> <p>Working with Sarah Buffie from Soul Bird Consulting to offer training to staff.</p>		<p>Trauma training for this year, led by Sarah Buffie, has included:</p> <p>Foundational Training (March) – LKS, EI, AS, CS</p> <p>Self Esteem/Resilience (June) – EI, AS, CS</p> <p>Deep Listening (August) – all depts.</p> <p>All new hires receive one hour of trauma training as part of new employee orientation. This is built into the schedule.</p>	<p>All staff trained in Hostile Work Environment/Sexual Harassment Training by end of 2021 by On Demand, or by a self-guided option using CORSA.</p>
<p>5.5 Promote and uphold positive employee and labor relations</p> <ul style="list-style-type: none"> Plan and facilitate collaborative labor Management Meetings Negotiate Contracts successfully with labor unions 	<p>Director of HR</p> <p>Supt Department Directors as appropriate</p>	<p>90% of participant indicate positive experience</p> <p>Contracts negotiated on time</p>	<p>I.B.B. Training for Management and SSA Union Reps.</p>	<p>I.B.B. Negotiations for SSA Contract began</p>	<p>Continued MEADD-SSA Contract negotiations.</p> <p>Had two Labor Management meetings.</p>	<p>Completed contract negotiations with MEADD –SSA Union and obtain Prosecutor’s Office approval for 2021-24 contract.</p> <p>Had Labor Management meetings and worked together to complete M.O.U.’s with E.I. and Community Services Department.</p> <p>Distributed New Hire Surveys to staff hired in the last 6 months.</p>



						Conducted Exit interviews with employees who resigned.
<p>5.6 Utilize employee input to improve workplace culture</p> <p>Conduct employee surveys covering the following areas:</p> <ul style="list-style-type: none"> • New Hire Surveys • Exit Interviews • Engagement/Satisfaction Surveys • Stay/Retention • Ensure that regular Superintendent Forums occur. 	<p>Director of HR</p> <p>Supt</p>	<p>Survey feedback with themes analyzed annually</p> <p>Improvements implemented based on employee feedback</p>	<p>Conducted 1 Exit Interview</p> <p>Distributed 6 New Hire Surveys</p> <p>Communicated information about STAY Interviews in Leader Briefings.</p> <p>Supt. met with MEADD leadership regarding the LKS renovation plans. Supt. also met with Transportation staff to explain the new Med Delegation process that would be implemented on the Buses.</p>	<p>Conducted 1 Exit Interview and Distributed 3 exit Interviews</p> <p>Prevented two employees from leaving MCBDD/they rescinded their voluntary resignations</p>	<p>Two Med Cert classes have been conducted to begin to certify Transportation staff (Aug and Sept).</p> <p>Conducted two exit interviews for employees who resigned positions for outside employment.</p> <p>Transitioned new BOOST Success Advisor Coach. Developed schedule to be at each site on bi-weekly visit from 11:00 – 1:00.</p>	<p>Reached out to 2021 new hires to provide feedback on the organization of the orientation manual to improve for future classes.</p> <p>Superintendent met with SSA Department.</p> <p>Superintendent met with LKS staff to discuss building construction project.</p> <p>Superintendent met with Adult Services staff to thank them for their services during their last week of transition to Active Day.</p>
<p>5.7 Ensure smooth transition of Adult Services</p> <ul style="list-style-type: none"> • Assist new provider in assuming operations of the Center at Javit. 	<p>Director of HR</p> <p>Supt.</p> <p>Director of Adult Services</p>	<p>New provider chosen that meets 85% of criteria</p> <p>90% of participants satisfied with transition</p>	<p>Supt. met with Adult Services to explain the RFQ process.</p>	<p>Career /Job Services Advisor from the Library attended June 4th Professional Day.</p>	<p>8/30 – Provider Fair and ODJFS presentation on re-employment, resources and unemployment took place for AS staff. Met with staff two weeks prior to review what would be discussed, provide informational materials and have staff participate in survey to determine needs</p>	<p>Prepared all training and certification information for Active Day for all requested employees and substitutes to help with coordinating/fulling their initial training requirements.</p> <p>Met with Adult Services staff/superintendent to distribute</p>



				<p>Provider Job Fair scheduled 8/30 for Adult Services staff. Soc. Sec./ODJFS Reps will also be there.</p> <p>Received proposals from two interested Providers.</p>	<p>Developed comparison of Active Day and MCBDD benefits information grid for staff to review.</p> <p>Coordinated informational meeting for Active Day Benefits Manager to present to staff at Javit.</p> <p>Working on setting up times for OPERS and Deferred Comp Reps to visit Javit and meet with staff regarding their accounts.</p>	<p>lay off letters and related information.</p> <p>Met with Unemployment Official regarding Mass Lay Off number and instructions to give Adult Services staff.</p> <p>Met with OPERS Educator to plan presentation for Adult Services staff concerning Carry Over options.</p> <p>Set up in-person meetings with Deferred Compensation Vendor Reps and Adult Services staff.</p>
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