



**2023
ANNUAL ACTION PLAN
REPORT**

**Guernsey County Board of
Developmental Disabilities**

AAP 2023 Report

Goal #1: The Board will improve methods for service delivery to infants, children and adults with developmental disabilities and their families.

- All managers met with peers outside the Board to compare processes at least 1 time last year.
- We were able to offer mini-grant to the local school districts totaling \$29,742.
- We equipped 4 individuals with Augmentative Communication devices.
- We secured two additional employment providers.
- We partnered with the community for a Fishing Tournament, Pickle-Ball, Park Clean-Up day, Chalk Walk, Slightly Spooky Stroll and Candy Cane Hunt.
- Self-Advocates presented at three Board meetings.
- We sponsored inclusive summer camps at the YMCA.
- The Board offered LEAN Process Improvement to two community providers

Goal #2: Increase communication and educational opportunities for individuals, their families, staff, service providers and the community.

- The Business office provided funding highlights and changes for the annual report.
- We provided 4 provider meetings for training and DODD updates.
- We provided monthly radio advertising, had various billboards, and participated in "Talk of the Town" to promote special events and to provide information about our services.
- Two young adults attended the Synergy Conference.
- Self-advocates have met on a monthly regular basis to hang-out and work on covering the self-determination principles.
- All staff completed training on review of updated policies, HIPPA, confidentiality, seizure protocol, bloodborne pathogens, lockdown/lockout, tourniquet, MUI procedures, Health and Safety Alerts, and Bill of Rights. Additionally all staff used the intranet to update their medical authorizations, press release, and vehicle insurance.
- Quarterly, HR completed a quality assurance review to make sure all staff have completed training in Person Centered Thinking.
- The Board approved new crisis intervention training to be used for all staff.
- Two SSA's were trained in trauma informed care and trauma biographical timelines.

AAP 2023 Report

Goal #3: Assure quality services to individuals eligible for services.

- We successfully increased the number of individuals in supported and integrated employment to 35% of all eligible adults..
- In 2023, we had 6 families participate in the PLAY Project.
- In May of 2023, all Departments submitted their accreditation readiness packet for MEORC review.
- The Speech Pathologist offered provider training to support individuals who have communication and/or swallowing needs.
- We were not able to meet the objective to offer mini-grants to our community partners but instead offered several free “Messy Play” events.
- Monthly, the IT Officer provided information highlights and cyber-security to all staff.
- Do to lack of interest from families, we did not offer monthly Parent Support Group meetings.
- Quarterly, we monitored our website to make sure information was up-to-date.
- The IT officer will developed a five year replacement plan for all devices being used in the field regularly or as determined by the IT officer. Additionally, all desktop devices will also be placed on a schedule to review and add modifications and/or replace as needed to ensure optimum performance.
- With the assistance of each department-head for their area, the HR Director/Records Manager ensured the Board records were reviewed and set for destruction in accordance with the current Records Retention Schedule.

Goal #4: Develop and implement plans and strategies for additional, alternative funding and resource acquisition to support its mission.

- We did not have a levy fundraiser this past year.
- We were successful with making sure we had a minimum of a 3 year match for Medicaid Services.
- We completed a monthly TCM audit to ensure accurate reporting of services, timely reporting of services, and efficiencies of TCM documentation and billing.

Superintendent Report

Kellie Brown, Superintendent

Goal #5: Furnish and maintain adequate physical facilities and equipment to meet the needs for services and programming for individuals with developmental disabilities.

- We purchased a building in downtown Cambridge in order to open a pottery business with plans to open in the fall of 2024 following renovations.
- We had a objective for bullet proof glass for the doors but maintenance found that it was not feasible for the scope. We will continue with monthly lockdown/lockout drills.
- The Board started a recycling program for paper, plastic and aluminum.
- We looked at several ranch style homes but were unable to purchase any in 2023.

Goal #6 - All components of the three year plan are completed.

- Quarterly, the management team reviewed every objective to make sure that the strategic plan goals were being implemented.

In spite of large employee turnover which put additional stress in all our departments to implement our Annual Action Plan plan, I am pleased to report that we were able to continue to move forward in assuring quality services to those we support and their families. We look forward to continued progress in 2024.

~Kellie Brown

GCBDD Superintendent