

**CARROLL COUNTY BOARD OF
MENTAL RETARDATION AND DEVELOPMENTAL
DISABILITIES**

2009 ACTION PLAN



Date of Board Approval

12-11-2008

Philosophy Statement

The Carroll County Board of Mental Retardation and Developmental Disabilities recognizes that every person is granted certain freedoms and rights. The Board also recognizes that these inherit freedoms and rights are available to every person. They afford each consumer of our services the opportunity to become as independent and as capable of controlling their own lives as possible. It is to this end that the Board's services are aimed.

The uniqueness of each individual is reflected in the development of each consumer's habilitation and education plan within the Carroll County Board of Mental Retardation and Developmental Disabilities Program. The concepts of "normalization" and "least restrictive environment" are implemented as integral parts of each program developed for consumers of our services.

The Carroll County Board of Mental Retardation and Developmental Disabilities also believes that one of the highest goals of normalization within its services is the enhancement of positive social roles of the individual. The normalization goals are achieved with the development of individualized programs which reduce or prevent different ness which may lessen the value of the person in the eyes of the observer. The program also works with the community to change perceptions and values toward our clients so that mental retardation and developmental disabilities characteristics are no longer seen as devalued.

All services offered by the Carroll County Board of Mental Retardation and Developmental Disabilities are available without prejudice to age, race, national origin, sex, or physical or mental handicap. Delivery of programming and services is provided upon the results of unbiased comprehensive evaluation and individual needs assessment of all consumers.

Constraints; Unique Characteristics of Carroll County

Carroll County's essentially rural nature and relatively small population brings a number of advantages in terms of ease of collaboration and solid relationships with other community agencies. At the same time, all service providers in the county who depend on locally-raised public funds are affected by the proportionately smaller tax base which these demographic characteristics also create. As a result, Carroll County is designated by the Ohio Department of MR/DD as one of the state's "tax poor" counties with revenue generated per mill falling in the bottom third of all counties. The availability of funds for programs will continue to be a constant challenge.

Coupled with this, Carroll County also has one of the highest populations of adults who have mental retardation and other developmental disabilities being served in the entire state in proportion to the county's total population of about 29,500. The principle reason of this is the influx of persons who have come to Carroll County to live in residential facilities. These persons, through no fault of their own, have come to Carroll County, made it their home, and deserve the same access to services no matter what their physical location. The program will continue its efforts in making the state aware of the disproportionate load and the need for additional revenue for counties like Carroll to help offset this load and in being pro-active in seeking innovative methods to assure services for as many persons as possible.

Input and Feedback

Views of consumers and their families on the services of the Carroll County Board of MR/DD have been solicited through various means prior to the formulation of this plan including

- random sampling conducted by the Family and Children First Council
- discussion meetings sponsored by the Carroll Hills Council
- solicitations for feedback in service plan meetings
- public hearings offering opportunities for comment and input as appropriate
- selected utilization of feedback instruments

Consumer, staff and county agency feedback obtained through the use of a survey that was disseminated to these parties.

Persons wishing to obtain additional information about the programs and services offered, provide feedback, apply for services, etc., may call the administrative offices at 330-627-6555, access our website at carrollhills.com, or visit them at 1182 Roswell Road, Carrollton, Ohio, 44615 during the hours of 8-4 weekdays. A current schedule of days in session for the program is available from the administrative offices.

Prioritization

The Board will continue to prioritize serving persons who are without current service resources who live in the community.

Collaboration

Board personnel collaborate with many agencies and people throughout Carroll County. Service and Support administrators spend a lot of time working with community service providers for the benefit of MR/DD enrollees.

School personnel interact often with school district personnel to meet the needs of Carroll Hills students.

Administration interacts with community service providers and school districts to deal with systemic issues which may impact MR/DD services.

Formal collaboration agreements are in place with Help Me Grow, Family and Children First Council, and Carroll County Transit.

Family Support Services

The family support program provided services to sixty-seven separate families in 2008 and anticipates serving eighty-five families in 2009.

The Carroll County Board has taken the position of attempting to provide some services to as many families as possible. To this purpose the Board allocates \$700 per family registered in the first quarter of the fiscal year. For families that register after the first quarter, the allocation is decreased by \$175/quarter.

In 2009 the Board will set aside \$10,000 for emergency services. If this money has not been used by April 30, 2010, the money will be returned to the operation fund.

Family Support Services is administered by the school secretary. The Board provides respite workers as needed and many families select their own respite providers. Expenditures for travel, equipment, respite, equipment are all approved by the board's ethics council and the Board.

Each family who uses FSS services is asked to evaluate the service annually. Any family who uses a Board respite provider is asked to return an evaluation with their voucher. These evaluation activities provide excellent feedback for the FSS coordinator.

Families are informed of the availability of FSS services at all individual plan meetings. The program is also described in the enrollee and parent handbooks.

Board Services

Service Coordination - Services delivered to enrollees are coordinated by the SSA's and cooperative efforts of the service providers. Coordination of services is discussed at all individual's plan meetings with follow up by involved providers.

Service Monitoring - Services are monitored by SSA's through some direct observation and communication with providers. The education supervisor monitors the delivery of services for children of school age, pre-school age and early intervention. The education supervisor attends all IEP meetings and is very aware of contact of IFSP's. The education supervisor monitors services through observation and consistent communication with staff. Adult day services are monitored by the Adult Services Director and the Vocational SSA. The monitoring is accomplished through knowledge of each enrollee's service plan and observation of services being delivered. Residential Services are most closely monitored by SSA's. They attend residential ISP meetings, assist enrollees and other team members in creating the plan, and stay in consistent contact with residential providers beginning implementation of the plan.

Crisis Intervention - An SSA can be contacted at any time through the use of a publicized crisis phone number. The Board has an excellent relationship with local law enforcement, medical personnel and other emergency services.

MUI Review - Designated managers and supervisors review MUI's that have occurred on a semi-annual and annual basis. This review includes analysis of all MUI's that occurred at the workshop, school, on transportation and for all individual providers. The review looks for trends or patterns in the MUI's which may indicate systemic problems. After analyzing all MUI's occurring to date of review, the Board will send the analysis and description of follow-up activities to the State Department of MR/DD. This report will be submitted by August 31 for the semi-annual review and February 28 for the annual review. The Board also maintains the report on file.

Information and Referral - It is the intent of the Board to assist any person who requests information from the Board. An individual or a family will be assisted with information and referral regardless of the eligibility status of the person being assisted.

CARROLL COUNT BOARD OF MENTAL RETARDATION AND DEVELOPMENTAL
DISABILITIES
ANNUAL ACTION PLAN 2009

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| 2) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 3) <input type="checkbox"/> School Age | 6. <input checked="" type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 4) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 5) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: To keep the Preliminary Implementation Component Tool (PICT) up to date cooperatively with the Business Manager within ODMRDD timelines.

Plan Objective: To utilize the PICT as a planning tool to anticipate the future financial ability to fund additional Medicaid waivers.

Action Steps: 1) To remain up to date on the latest training from ODMRDD to complete the updated version of PICT.

2) Utilizing the information gathered from the new statewide waiting list after completion/correction for Carroll County, the PICT will be reviewed for potential fiscal ability to enroll additional individuals on Medicaid waivers.

3) If it is determined that this is financially feasible & beneficial to the county MRDD program, additional enrollment opportunities will be requested from ODMRDD

Desired Outcome: To complete the PICT & determine the ability & benefits of additional Medicaid enrollment possibilities.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

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| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input checked="" type="checkbox"/> FSS | 9. <input checked="" type="checkbox"/> Public Relations |
| 2. <input checked="" type="checkbox"/> School Age | 6. <input checked="" type="checkbox"/> Residential | 10. <input checked="" type="checkbox"/> Staff Development |
| 3. <input checked="" type="checkbox"/> Adult | 7. <input checked="" type="checkbox"/> Transportation | 11. <input checked="" type="checkbox"/> Recreation |
| 4. <input checked="" type="checkbox"/> SSA | 8. <input checked="" type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: To prepare for 2009 Accreditation review

Plan Objective: To supervise & analyze the completion 2008 Self-review tool & address needed areas for the agency.

Action Steps: 1) Distribute sections of the 2008 self-review tool to appropriate staff for completion.

2) Review sections returned & direct appropriate follow-up.

3) Work cooperatively with County Board staff to effect needed changes/improvements in advance of ODMRDD Accreditation review.

4) Review policies & procedures for state compliance & recommend changes/updates when needed.

5) Prepare Accreditation book with requested presurvey documents in advance of site visit from ODMRDD.

6) Continue to apprise staff of Accreditation needs & timelines

7) Coordinate ODMRDD staff site visits with appropriate County Board staff, families & enrollees.

8) Participate in Accreditation review with ODMRDD staff.

9) Participate in follow up by coordinating & assisting in assembling answers to the Final Accreditation Report.

Desired Outcome: A four year certification from ODMRDD.

Person Responsible: Jan Clayborn & appropriate staff from each area of County Board.

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF MENTAL RETARDATION AND DEVELOPMENTAL
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ANNUAL ACTION PLAN 2008

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| 6) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 7) <input type="checkbox"/> School Age | 6. <input checked="" type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 8) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 9) <input checked="" type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |

Numbers to be served _____

Statement of Need: To complete the updating of the computers in the SSA department.

Plan Objective: To replace 1 (machine used by L. Erwin) out of 6 of the computers currently in use in the SSA department. This will mean all computers in this department are less than 2 years old.

Action Steps: 1) Replace computer in the first quarter in the SSA department complete with updated software & antivirus/spyware software.

Desired Outcome: To keep up to date with technology needs in this department since they are required to interface with ODMRDD for many of their job duties.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

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| 10) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 11) <input type="checkbox"/> School Age | 6. <input checked="" type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 12) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 13) <input checked="" type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: To keep statewide residential waiting list up to date as requested & within the designated timeframe as required by ODMRDD.

Plan Objective: To utilize the statewide waiting list to prioritize those that are waiting for services within Carroll County.

Action Steps: 1) Review the information that is sent by ODMRDD in regards to those waiting to receive residential services in Carroll County.

2) Compare/correct information with/to the information provided.

3) Analyze the fiscal impact of additional enrollment(s) into the waiver programs.

4) If determined to be fiscally sound, prioritize those on the waiting list to facilitate & maximize adult services refinance dollars.

5) To complete annual assessment of each individual on waiting list to determine current waiver needs/goals.

6) Utilize this information in the completion of the PICT if requested by ODMRDD.

Desired Outcome: To comply with state guidelines.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

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| 14) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 15) <input type="checkbox"/> School Age | 6. <input checked="" type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 16) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 17) <input checked="" type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: To promote continued positive interaction, communication & information flow between Carroll County MRDD & MEORC.

Plan Objective: To continue to be served by MEORC for the purposes of representation, cost savings & efficiency of MUI services, residential services & Medicaid services provision.

Action Steps: 1) Continue to attend County Contacts meetings or send an SSA designee & provide recommendations & input to needed agenda items to be discussed.

2) Continue to communicate needs & issues to MEORC.

3) Continue to be responsive to feedback from MEORC as to county areas of improvement needed.

4) Participate in annual evaluations as requested.

Desired Outcome: To continue to be served by MEORC & have MEORC provide services to Carroll County MRDD that is responsive to our needs.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

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| 18) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 19) <input type="checkbox"/> School Age | 6. <input checked="" type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 20) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 21) <input checked="" type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: To maintain positive relationships with the residential providers of Carroll County.

Plan Objective: To continue positive interactions & communications with the residential service providers in Carroll to promote positive outcomes for the individuals they serve.

Action Steps: 1) The SSA staff will continue to attend regular meetings with providers.

2) SSA staff will share information about trends, rule changes & upcoming changes to our residential system.

3) SSA staff will continue to refer providers to resources & training that is available to them.

4) SSA staff will provide agency consultation when needed to understand residential issues that affect them.

Desired Outcome: To maintain the cooperation & assistance of the residential providers of Carroll County to provide quality outcomes to the individuals they serve.

Person Responsible: Jan Clayborn

Objective Initiated: _____ Objective Completed: _____

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| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
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- Numbers to be served _____

Statement of Need: To continue to provide support staff & communication the Carroll Housing Opportunities, Inc. Board

Plan Objective: To assist the Housing Board in continued operation, fiscal solvency & to achieve their agency's goals.

Action Steps: 1) To provide continued support to pay bills & monitor the agencies financial status.

2) To communicate & provide the necessary information & documentation to the contracted CPA to maintain 501 (C)3 status.

3) To facilitate the maintenance & needed repairs of the Housing Board's properties.

4) To aide the Housing Board in the sale of desired properties & in the acquisition of replacement properties as per the Board's goals

5) To facilitate full occupancy of all available Board properties.

6) To seek out & apply for any available monies/grants that is available for capital improvements of the Board's properties (contingent on available support services monies where applicable.)

Desired Outcome: To continue to provide quality housing for Carroll county citizens who may have disabilities at below market rents.

Person Responsible: Jan Clayborn assisted by Amy Swaim

Objective Initiated: _____ Objective Completed: _____

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| 1. <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
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| 3. <input checked="" type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: Paint the outside of the Building at CHI.

Plan Objective: By June 30th, 2009 the brick building of CHI will be repainted.

Action Steps: Will have the maintenance supervisor contact area businesses to provide a bid for the cost of completing the job.

** The cost to complete the job is estimated between 4,500 and 5,000 dollars

Desired Outcome: The CHI building will have been re-painted by the time stated.

Person Responsible: Dave Haught will contact area businesses to obtain bids for the job.

Objective Initiated: March, 09 Objective Completed:

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
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|------------------------|--------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. <u>X</u> Adult | 7. ___ Transportation | 11. ___ Recreation |
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- Numbers to be served _____

Statement of Need: Renovation of main floor production area.

Plan Objective: By January 5th 2009 the main floor production area will have the old carpet removed and new carpet replaced.

Action Steps: Will have the maintenance supervisor contact area businesses to provide a bid for the cost of completing the job.

** The bid received to complete the job is 4,630 dollars

Desired Outcome: The CHI main floor production area will new floor covering.

Person Responsible: Dave Haught will contact area businesses to obtain bids for the job.

Objective Initiated: December, 24th when closed for X-mas break Objective Completed:

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
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| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
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- Numbers to be served _____

Statement of Need: Update the current heating and cooling system

Plan Objective: By May 31st 2009 the heating and cooling system will have designated thermostats replaced.

Action Steps: Will have the maintenance supervisor contact area HVAC services to provide a bid for the cost of completing the job.

** Estimated bid to complete this project is 3,500 dollars. Special order for the materials may be needed.

Desired Outcome: CHI will have properly operating thermostats to be able to adjust the needed heat and cool air as desired in the production areas and offices.

Person Responsible: Dave Haught will contact area businesses to obtain bids for the job.

Objective Initiated: April 1st 2009 Objective Completed:

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
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- Numbers to be served _____

Statement of Need: Purchase of a new bus for transportation.

Plan Objective: By 8-25-09 all appropriate information will be sent into the state to acquire the needed funds, and the appropriate match money from the Board of MR / DD to purchase a new bus.

Action Steps: The maintenance supervisor and transportation supervisor will make the needed contacts to the state and make application for the needed funds.

** based on the last bus purchase the estimate cost is 70,000 dollars to the County Board.

Desired Outcome: CHI will have obtained a new bus to be used for transportation of students in the Carroll Hills program.

Person Responsible: Steve DeFilippo and Dave Haught

Objective Initiated: March, 09

Objective Completed:

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| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
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- Numbers to be served _____

Statement of Need: Renovate the front office with a new paint job.

Plan Objective: By 4-30-09 during the spring break the office area and entrance way will have the existing flooring removed and replaced with new flooring.

Action Steps:

** the estimate for this job is 1088,00 dollars.

Desired Outcome: new flooring for office area and entrance way.

Person Responsible: Dave Haught

Objective Initiated: March, 09

Objective Completed:

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
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| 1. <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
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- Numbers to be served _____

Statement of Need: Staff refrigerator for break room.

Plan Objective: By 1-31-09 the staff break room at CHI will have a new refrigerator purchased for staff use.

Action Steps: The Maintenance Supervisor will check prices with local appliance dealers to obtain the best price on an apartment size refrigerator.

*** the estimated cost of the refrigerator is between 400.00 and 500.00 dollars

Desired Outcome: Staff working at CHI will have a refrigerator for personal use in the staff break room.

Person Responsible: Dave Haught

Objective Initiated: January, 09

Objective Completed:

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|------------------------|--------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
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- Numbers to be served _____

Statement of Need: new carpet and paint touch up for CHI conference room.

Plan Objective: By 8-30-09 the conference room will have the flooring replaced and the walls repainted.

Action Steps: The maintenance supervisor will obtain bids from area businesses to re-do the flooring and then the maintenance supervisor will paint or touch up the needed areas of the walls.

**Estimated cost would be between 400.00 and 500.00 dollars

Desired Outcome:

Person Responsible: Dave Haught

Objective Initiated: January, 09

Objective Completed:

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- Numbers to be served _____

Statement of Need: New ceiling tiles for CHI conference room.

Plan Objective: By 6-30-09 the ceiling panels in the multi-purpose room will be replaced.

Action Steps: The maintenance supervisor will obtain bids from area businesses.

**Estimated cost would be between 575.00 and 600.00 dollars

Desired Outcome: All new drop ceiling panels in the multi-purpose room at CHI

Person Responsible: Dave Haught

Objective Initiated: February, 09

Objective Completed:

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
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Statement of Need: Concrete walk off the back patio at the Admin. Site, and concrete pads for the picnic tables.

Plan Objective: By 3-31-09 there will be a cement walk from the back patio at the Admin. Site out into the yard. This is needed for safety of Enrollees to get away from the building safely incase of an emergency. Also would like to have the picnic tables to be able to sit on concrete slabs for Enrollees convenience during use.

Action Steps: Dave Haught will get estimates for cost to complete.

Two bids so far, Carrollton Company 1, 800 dollars, Minerva Company 1,500

Desired Outcome: Walkway from the current patio off the side of the new addition and concrete pads under the picnic tables

Person Responsible: Dave Haught

Objective Initiated: January, 09

Objective Completed:

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| 1. <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
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| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: An overhang on the Admin building where the busses and vans unload.

Plan Objective: By 6-30-09 there will be an overhang covering the area where the Enrollees exit and enter the busses at the Admin. Building

Action Steps: Dave Haught will get estimates for cost to complete.

Desired Outcome: An overhang that will protect Enrollees from severe weather situations during loading and unloading. Also there will be less water and dirt tracked into the building in general.

Person Responsible: Dave Haught

Objective Initiated: March, 09

Objective Completed:

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Statement of Need: 2 metal outside doors replaced on the front side of CHI.

Plan Objective: By 2-28-09 there will be 2 new metal doors in place of existing doors that have rusted at the bottoms

Action Steps: Dave Haught will get estimates for cost to complete. Current bid from vendor that did a few doors in 08, \$2,292.00 complete

Desired Outcome: 2 new outside metal doors

Person Responsible: Dave Haught

Objective Initiated: February, 09

Objective Completed:

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|--|---|--|
| 1. <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input checked="" type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served _____

Statement of Need: 4 additional full time positions for CHI.

Plan Objective: By 3-31-09 there will be 4 full time positions approved and filled with staff currently working 5 regular days per week. 1 drivers and 3 in-shop staff.

Action Steps: The Superintendent will present to the County Board the need.

Desired Outcome: 4 Full time positions will be filled

Person Responsible: Superintendent

Objective Initiated: March, 09

Objective Completed:

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|------------------------|--------------------------|----------------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. <u> X </u> Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 255

Statement of Need: Carroll County Board of MRDD needs to place the Carroll Hills 1 Mill 3 year operational levy on the November ballot for renewal.

Plan Objective: Place the 1 Mill 3 year school operation levy on the ballot for November as a renewal and again in the Spring of 2010 if needed.

Action Steps:

1. Meeting with the budget commission for approval to renew the school levy.
2. Prosecutor approval of renewal levy language.
3. Board resolution passed to renew the school operational levy.
4. Commissioners' resolution passed to put the renewal levy on the November 2009 ballot.
5. Auditor approval of renewal levy resolution.
6. Renewal levy resolution turned into Board of Elections.
7. Board staff organize and campaign for passage of renewal levy.

Desired Outcome: The 1 mill renewal school operational levy will be passed in November of 2009 to ensure continued services to students with mental retardation and developmental disabilities.

Person Responsible: Matt Campbell

Objective Initiated: _____ Objective Completed: _____

Carroll County Board Of Mental Retardation And
Developmental Disabilities
Annual Action Plan 2009

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|------------------------|--------------------------|--|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |

Numbers to be served: _____

Statement of Need: Continue the electronic filing process and implement the records retention schedule.

Plan Objective: Reduce & then organize the large volume of paper documents and maintain secure copies of records that are to be kept permanently.

- Action Steps:**
1. Continue the scanning process. Scanning student files is the project currently underway.
 2. Clean the storage building behind the administration building.
 3. Sort all boxes by category and date.
 4. For each category, identify and separate the documents that have a date which is beyond the retention schedule associated with that category. Label the boxes containing these documents "SHRED". List the category name and date range of these documents on the Disposal of Obsolete Records form and submit the form to the Carroll County Records Commission. Once the documents have been approved for disposal, contract with Carroll Hills Industries for the documents to be shred.
 5. Organize the boxes of documents that are to be kept according to the retention schedule on shelving in the garage.
 6. Annually purge the oldest documents according to the retention schedule for each category.

Desired Outcome: Secure retention of permanent records. Efficient records accessibility and retrieval. Minimized volume of stored paper documents, therefore reducing a fire hazard and the necessary space for storage.

Person Responsible: Superintendent and Business Manager

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNT BOARD OF MENTAL RETARDATION AND DEVELOPMENTAL
DISABILITIES

ANNUAL ACTION PLAN 2009

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|---|---|--|
| 2) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 3) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 4) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 5) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served NA

Statement of Need: Have current, legal agency policies

Plan Objective: To update and revise the agency policies of the Board

Action Steps:

- 1) Network with colleagues to assess current policies and possible needed changes.
- 2) Research Ohio Revised Code and Ohio Administrative Code.
- 3) Consult current employees as needed.
- 4) Disseminate finished product to employees and get sign-off acknowledging receipt.
- 5) Implement all policies.

Desired Outcome: Clear understanding among all employees of expectations and requirements.

Person Responsible: Matt Campbell

Objective Initiated: _____

Objective Completed: _____

CARROLL COUNT BOARD OF MENTAL RETARDATION AND DEVELOPMENTAL
DISABILITIES

ANNUAL ACTION PLAN 2009

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|--|---|--|
| 22) <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 23) <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 24) <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 25) <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input checked="" type="checkbox"/> Administration |
- Numbers to be served _____NA_____

Statement of Need: Revision of some position descriptions and some modification of the Table of Organization based on staff attrition.

Plan Objective: Review and revise (if needed) position descriptions and the Table of Organization.

Action Steps:

- 1) Managers will consult with employees to delineate job duties and frequency of duties. This discussion will yield a description of job duties. New job descriptions created and taken to the Board for approval. Disseminate job description to employees.
- 2) Superintendent and program managers will review Table of Organization regarding position hierarchy and lines of authority.
- 3) Table of Organization will be revised as needed and taken to Board for approval.
- 4) Revised Table of Organization will be distributed to staff

Desired Outcome: Employees will have clear idea of their job duties and lines of authority.

Person Responsible: Matt Campbell

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|------------------------|-------------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. <u>X</u> Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 110

Statement of Need: Healthful, effective septic system at CHS.

Plan Objective: To maintain current treatment plant to provide healthful and efficient elimination of waste.

Action Steps:

1. Monitor daily operation of pumps and system, performing maintenance tasks as needed.
2. Arrange for repairs as needed.

Desired Outcome: Treatment plant remains efficient and working up to capacity.

Person Responsible: CHS Maintenance Coordinator

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|-----------------------------|--------------------------|---------------------------|
| 1. <u>X</u> Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 48

Statement of Need: Children of preschool age with identified delays need educational services to be better prepared for the school environment and for learning when entering kindergarten.

Plan Objective: Continuation of current preschool program serving a total of 32 children with special needs and 16 children identified as typically developing to serve as role models.

Action Steps:

1. Preschool teachers will work with local school districts in providing information for evaluation team reports.
2. Preschool teachers will maintain observation and other data to document progress of students through portfolios, anecdotal records, and completion of developmental records online through CreativeCurriculum.net.
3. Preschool teachers will align lesson plans and classroom environment to adopted curriculum, Early Learning Content Standards and individual needs of the students.
4. Preschool teachers will write IEP goals incorporating needs of the child, wishes of the parent, and Early Learning Content Standards.
5. Preschool teachers will report on progress of IEP goals each 9 weeks to parents.
6. Preschool teachers will attend professional development opportunities to stay abreast of current research and regulations.

Desired Outcome: Preschool students with special needs will receive educational services based on their individual needs while having typically developing children integrated into the classroom environment to serve as role models for age appropriate behavior.

Person Responsible: Director of Educational Services

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|--|---|--|
| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 48

Statement of Need: Carroll Hills Preschool needs to be recognized as providing exemplary services.

Plan Objective: To complete accreditation through the National Association for the Education of Young Children (NAEYC).

Action Steps:

1. Complete Self-Assessment of program which consists of: family and teaching staff surveys, observations of each classroom, classroom and program portfolios.
2. Complete candidacy for accreditation materials.

Desired Outcome: NAEYC Accreditation will be received for 2009-2010 school year.

Person Responsible: Director of Educational Services

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|--|---|--|
| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 113

Statement of Need: To maintain collaborative working relationships with local school districts, Help Me Grow, and the Tuscarawas-Carroll-Harrison Educational Service Center.

Plan Objective: To continue the cohesive and collaborative working relationship with local school districts and Help Me Grow.

Action Steps:

1. Develop current interagency agreements for individual school districts and Help Me Grow and have signed by necessary personnel.
2. Continue tradition of open communication by sending frequent updates as to enrollment, contacting with problems and successes and including district in decision making meetings.
3. Have contract with each school district for those students served at Carroll Hills School who require 1-1 attendants.

Desired Outcome: School districts, Help Me Grow, and Carroll Co. MR/DD will work together to ensure the best possible educational and early intervention services are provided for each child.

Person Responsible: Director of Educational Services

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|--|---|--|
| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 35

Statement of Need: Families of children ages birth to 3 with diagnosed medical conditions or developmental delays need supportive services.

Plan Objective: Continuation of current program with Early Intervention Specialist.

Action Steps:

1. Continue to work with Carroll County Early Childhood Collaborative Group to keep abreast of services available to families.
2. Continue to work closely with Help Me Grow personnel to ensure a smooth delivery of services to families between agencies.
3. Continue to work with families in regard to their needs and wants for their children.

Desired Outcome: Parents feel supported and empowered to make decisions to meet the needs of their child and follow through with the decisions.

Person Responsible: Early Intervention Specialist

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|--|---|--|
| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 90

Statement of Need: Children with developmental delays often need therapy services to help develop speech, fine and gross motor skills to age appropriate levels.

Plan Objective: Continuation of current therapy programs for Early Intervention, special needs preschool children and school age children with multiple disabilities.

Action Steps:

1. Continuation of collaboration with Help Me Grow staff in receiving referrals for children in need of therapy evaluations and possible services.
2. Collaborate with local school districts in conducting timely evaluations for referred students.
3. Continue to consult with classroom staff as to proper positioning of students in school for various events and other classroom needs.
4. Therapists will continue to participate in IFSP, transition and IEP meetings and write goals for children's therapy incorporating wishes of parents with needs of child.
5. Therapists will provide progress reports on each child's goals on a regularly established basis.

Desired Outcome: Children will be able to access their environments and be as independent as possible.

Person Responsible: Director of Educational Services

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|--|---|--|
| 1. <input checked="" type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 35

Statement of Need: Children with special needs often have difficulty developing socialization skills.

Plan Objective: To provide an activity on a regular basis for children within the E.I. and preschool programs to be able to socialize with other children in a safe, nurturing and developmentally age appropriate environment.

Action Steps:

1. Continue providing playgroup at CHS 1 time per week for children and parents from E.I. program and community.
2. Promote participation in playgroup among E.I. and preschool programs.
3. Provide activities for parents to help inform them according to their stated needs and/or interests.
4. Provide ongoing communication to parents as to upcoming activities.
5. Provide model for parents to encourage appropriate socialization skills by their children.

Desired Outcome: Children within the early childhood age group will develop age appropriate socialization skills.

Person Responsible: Early Intervention Specialist along with Preschool Service Coordinator

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|------------------------|-------------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. <u>X</u> Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 110

Statement of Need: Maintaining the CHS buildings and grounds in order to provide a clean, safe and efficiently operating environment for the students and staff.

Plan Objective: To keep CHS in good operating order.

Action Steps:

1. Perform daily, weekly, monthly and yearly maintenance tasks according to schedule.
2. Arrange for repairs as needed.

Desired Outcome: Students and staff have a safe, clean and efficiently operating facility.

Person Responsible: CHS Maintenance Coordinator

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|------------------------|--------------------------|---------------------------|
| 1. ___ Early Childhood | 5. <u>X</u> FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. ___ Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 70

Statement of Need: Families need to have financial help at times to provide for their individual with special needs.

Plan Objective: To offer services that support the needs of the families.

Action Steps:

1. Continuation of current Family Support Services program to include financial assistance for respite care, household adaptations, specialized equipment, therapeutic treatments, etc.
2. Maintain same ceiling dollars per family as in 2008.
3. Continue to provide information on FSS to families annually.
4. Maintain a practice of acting upon requests for assistance in a timely manner.

Desired Outcome: Families have financial support for their individual with special needs so the individual may have his/her needs met.

Person Responsible: Family Support Services Coordinator

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|------------------------|-------------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. <u>X</u> Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 110

Statement of Need: Accessible drinking fountain.

Plan Objective: To install a drinking fountain that is accessible to all students and that may be easily maintained.

Action Steps:

1. Replumb in a manner that will accommodate a new drinking fountain.
2. Install new drinking fountain.

Desired Outcome: All students may access the drinking fountain.

Person Responsible: CHS Maintenance Coordinator

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|---|---|--|
| 1. <input type="checkbox"/> Early Childhood | 5. <input type="checkbox"/> FSS | 9. <input type="checkbox"/> Public Relations |
| 2. <input checked="" type="checkbox"/> School Age | 6. <input type="checkbox"/> Residential | 10. <input type="checkbox"/> Staff Development |
| 3. <input type="checkbox"/> Adult | 7. <input type="checkbox"/> Transportation | 11. <input type="checkbox"/> Recreation |
| 4. <input type="checkbox"/> SSA | 8. <input type="checkbox"/> Bldg. Maintenance | 12. <input type="checkbox"/> Administration |
- Numbers to be served 32

Statement of Need: Students with multiple disabilities between the ages of 5-22 need to receive educational services that will teach functional life skills.

Plan Objective: Continuation of current school age program for students with multiple disabilities.

Action Steps:

1. School age teachers will work with local school districts in providing information for evaluation team reports.
2. School age teachers will maintain observation and other data to document progress of students.
3. School age teachers will align lesson plans and classroom environment to adopted curriculum and individual needs of the students.
4. School age teachers will write IEP goals incorporating needs of the child, wishes of the parent, and Academic Content Standards.
5. School age teachers will report on progress of IEP goals each 9 weeks to parents.
6. School age teachers will provide opportunities for students to practice learned skills in the community in real life situations.
7. School age teachers will attend professional development opportunities to stay abreast of current research and regulations.

Desired Outcome: Students with multiple disabilities will use the skills taught to be fully contributing members of society as adults.

Person Responsible: Director of Educational Services

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|------------------------|-------------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. <u>X</u> Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 110

Statement of Need: Safe playground area that meets regulations.

Plan Objective: To bring fall zones around playground equipment up to new regulations.

Action Steps:

1. Assess current fall zones around each piece of equipment.
2. Make upgrades as needed.

Desired Outcome: Playground is a safe environment on which the students may play and grow.

Person Responsible: CHS Maintenance Coordinator

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|------------------------|-------------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. <u>X</u> Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 110

Statement of Need: School building needs to meet Jarod's Law regulations.

Plan Objective: To bring school into code for Jarod's Law.

Action Steps:

1. Have committee comprised of Director of Educational Services, Maintenance Coordinator, School Nurse and Superintendent meet semi-monthly to prioritize needs and determine next step.
2. Perform corrective actions needed to meet terms of Jarod's Law.

Desired Outcome: School building is safe for all students and staff.

Person Responsible: CHS Maintenance Coordinator and Director of Educational Services

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2009

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|------------------------|-------------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. <u>X</u> Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 110

Statement of Need: Bathroom shared by Elementary and Middle School classrooms needs to be free of sewer odor, and operating efficiently.

Plan Objective: To have bathroom shared by Elementary and Middle School classrooms running efficiently without sewer odor seeping into classrooms and backwash into classroom sinks when toilet is flushed.

Action Steps:

1. Determine exact specifications of job.
3. Choose company to do work,
4. Oversee to make sure job is done according to specifications.
5. Make sure work is done prior to beginning of 2009-2010 school year.

Desired Outcome: Bathroom operates in an efficient manner in accordance with health department rules and students and staff have an odor free, healthy environment in which to learn and work.

Person Responsible: CHS Maintenance Coordinator

Objective Initiated: _____ Objective Completed: _____

CARROLL COUNTY BOARD OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES
ANNUAL ACTION PLAN 2008

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|------------------------|-------------------------------|---------------------------|
| 1. ___ Early Childhood | 5. ___ FSS | 9. ___ Public Relations |
| 2. ___ School Age | 6. ___ Residential | 10. ___ Staff Development |
| 3. ___ Adult | 7. ___ Transportation | 11. ___ Recreation |
| 4. ___ SSA | 8. <u>X</u> Bldg. Maintenance | 12. ___ Administration |
- Numbers to be served 110

Statement of Need: Replacement plan needs to be developed for boiler and air conditioning systems at CHS as they are nearing 22 years of use. Replacement parts of difficult to obtain along with the systems becoming harder to fix when problems arise.

Plan Objective: To have a plan in place for the replacement of the boiler and air conditioning system before they break down and the operation of school is effected.

Action Steps:

1. Meet with various HVAC companies to get information on new systems
2. Determine what system(s) will be best for the school both operating and budget-wise
3. Write up specific plan and have in place so replacement may begin on schedule

Desired Outcome: A plan for replacing the current boiler and air conditioning systems with an updated and efficient boiler and air conditioning system will be in place by 9/1/09.

Person Responsible: CHS Maintenance Coordinator

Objective Initiated: _____ Objective Completed: _____