

# Ottawa County Board of Developmental Disabilities Work Plan - January 2011 - December 2012

## Strategic Initiatives/Action Steps

### Strategic Initiative #1: Educate families, Board members, community partners and other key stakeholders about services, programs and waivers.

**Action Step #1:** Dedicate a portion of monthly all staff meetings to educate OCBDD staff members about the roles of the SSA and EI Departments.

Timeline	Person Responsible
ongoing 12/12	EI Coordinator/Director of SSA

**Action Step #2:** Attend a monthly physicians meeting at Magruder Hospital to inform physicians about EI services.

by 12/11	EI Coordinator/ Superintendent
----------	--------------------------------

**Action Step #3:** Present information about EI and SSA Services at the Council on Social Concern meeting on an annual basis.

ongoing 12/12	Family Support Specialist/ Superintendent
---------------	---

**Action Step #4:** Update and enhance program brochures and promotional materials

by 3/11	Director of SSA/Director of Business and Operations/EI Coordinator
---------	--

**Action Step #5:** Initiate a "Coffee with The Superintendent" meeting to allow families to meet as a group with the Superintendent.

beginning 1/11	Superintendent
----------------	----------------

**Action Step #6:** Put notices about OCBDD services in local school newsletters.

by 5/11	EI Coordinator/ Superintendent
---------	--------------------------------

**Action Step #7:** Dedicate up to 30 minutes at monthly Board meetings to educate Board members about services and programs.

**Action Step #8:** Dedicate up to 15 minutes at monthly People First meetings to educate persons served about services and programs.

**Action Step #9:** Host a community resource fair or participate in a collaborative venture with other community partners.

**Action Step #10:** Each senior team member will become a member of a civic group or community partner Board.

**Timeline      Person Responsible**

ongoing 12/12	Senior Team
---------------	-------------

ongoing 12/12	Director of SSA
---------------	-----------------

by 12/11	EI Coordinator/EI Specialist/File Clerk
----------	---

beginning 6/11	Senior Team
----------------	-------------

**Strategic Initiative #2: Expand the role of OCBDD in transition services  
(Early Intervention – School – Adult Services)**

**Timeline      Person Responsible**

**Action Step #1:** Educate OCBDD staff members about the Board's role in transition services.

by 3/11	Senior Team
---------	-------------

**Action Step #2:** An SSA will meet with family members of eligible children prior to transition from EI to pre-school services.

beginning 9/11	SSA Director
----------------	--------------

**Action Step #3:** Continue participation in Bridges to Transition Program.

ongoing 12/12	Board/Superintendent
---------------	----------------------

**Strategic Initiative #3: Increase positive public relations (electronic, social media, success stories)**

**Action Step #1:** Enhance OCBDD web site to be more family-friendly, organized and useful.

Timeline	Person Responsible
by 9/11	IT Manager Director of Business and Operations

**Action Step #2:** Begin parent group for the purpose of raising awareness and fundraising.

beginning 1/12	Family Support Specialist Director of SSA
----------------	--

**Action Step #3:** Invest in targeted promotional materials.

by 6/11	EI Coordinator/Director of Business and Operations
---------	--

**Action Step #4:** Establish an OCBDD Face Book page.

beginning 2/11	Director of Business and Operations/File Clerk/EI Coordinator
----------------	---

**Action Step #5:** Publish at least one positive article in a local paper on a quarterly basis..

ongoing 12/12	OCBDD Staff
---------------	-------------

**Action Step #6:** Speak at a local service and/or community group at least one time per quarter.

ongoing 12/12	OCBDD Staff
---------------	-------------

**Strategic Initiative #4: Develop a plan for future use of school building.**

**Action Step #1:** Develop a written business plan that outlines viable uses for the building space that is not currently leased.

**Action Step #2:** Implement the business plan.

**Timeline**

**Person Responsible**

by 3/11	Board/Superintendent/ Senior Team
---------	--------------------------------------

by 10/11	Board/Superintendent Senior Team
----------	-------------------------------------