

# **MCBDD SUCCESSION PLAN - DRAFT**

**May 20, 2013**

The Board is desirous of smooth transitioning when “key” positions and personnel change through reorganization, resignation or retirement. The purpose of a “succession plan” is to assure the hiring and retention of highly qualified personnel to fulfill the Mission and Services of the Board when these changes occur.

The Board recognizes that there is a relatively small pool of Ohio Department of DD “Certified” personnel available to fill Administrative vacancies when they occur. To the extent possible the Board wishes to maintain internal personnel certified to fill vacated positions and is committed to developing internal staff for such certifications.

The Board recognizes that unexpected absences and/or resignations occasionally occur. To ensure that services continue without negatively affecting the Board’s operations and the individual’s served, the Board may use interim temporary contracts and/or services from NEON until a permanent replacement is determined.

To fulfill the foregoing the Board adopts the following Plan for successful transitioning.

## **KEY POSITIONS**

The following positions are considered “key” or “critical” for assuring success of the Board’s Mission:

**Superintendent  
Assistant Superintendent  
Service and Support Administration Director  
Adult Services Director  
Business Director**

## **KEY POSITIONS – CRITICAL QUALIFICATIONS**

### **Superintendent**

- **Ohio Department of DD Superintendent Certification**
- **At least five years of significant managerial experience with eight or more years experience preferred.**
- **At least 10 years experience in service provision to individuals with developmental disabilities.**
- **Budgetary experience with Operating Budgets of at least \$15M.**
- **Working knowledge of State and Federal Rules regarding services and funding for DD services.**
- **Working knowledge of National and State Accreditation standards.**
- **Communication/presentation skills both orally and written.**
- **Experience with contract negotiations and Labor-Management issues.**

### **Assistant Superintendent**

- **Ohio Department of DD Assistant Superintendent Certification**
- **Masters degree in Public Administration or related field.**
- **Working knowledge of DODD and Medicaid rules and regulations.**
- **At least five years of significant managerial experience.**
- **Understanding and experience with services for individuals with DD.**
- **Experience with service and program development.**
- **Communication/presentation skills both orally and written.**

### **Service and Support Administration Director**

- **Ohio Department of DD SSA Management II Certification.**
- **Bachelor's degree in Social Work or related field with a Master's degree preferred.**
- **At least five years significant managerial experience.**
- **Thorough knowledge of Needs Assessments, ISP development and Service Funding.**
- **Thorough knowledge of Ohio's Waiver programs and MUI/UIR processes.**
- **Working knowledge of State and Federal rules and regulations regarding County Board SSA functions.**
- **Strong organizational, communication and mediation skills.**

### **Adult Services Director**

- **Ohio Department of DD Adult Services Management III Certification.**
- **Master's degree in Public Administration or related field.**
- **At least five years significant managerial experience and five years experience in the DD field.**
- **Thorough understanding of Employment law and present trends of vocational services/supports for individuals with DD.**
- **Understanding of and experience with State and National accreditation standards involving adult and vocational services.**
- **Commitment to Community-based employment strategies and options.**
- **Strategic thinking skills for projecting future adult service arrays.**

### **Business Manager**

- **Ohio Department of DD Management II Certification.**
- **Master's degree in Business or related field.**
- **Experience with significant budget development and management.**
- **Working knowledge of Accounting, Access Database, Excel Spreadsheet and Word Processing software.**
- **Thorough knowledge of State and Federal Medicaid Rules, Regulations and Billing processes.**
- **Thorough knowledge of Ohio's Waiver programs rules and regulations.**
- **At least five years significant managerial experience in a business or accounting environment.**
- **At least five years experience in the field of DD.**
- **Ability to synthesize information from multiple sources and be able to succinctly communicate same.**
- **Ability to project future funding patterns and project related service actions and implications.**

### **RECRUITMENT EFFORTS**

**The Board will use the following efforts to identify potential internal applicants for the positions outlined above:**

- **Annual performance evaluation process**
- **Professional Development Plans**

- **Recommendations by Department Heads**
- **Reaching out to individuals that demonstrate appropriate leadership abilities**

**When a key position becomes available, the Board will internally and externally post the position on its website and through the County Boards Association's website. At its discretion the Board may avail itself of the County Board's Association expertise in recruitment and interviewing support. Additional recruitment efforts may include:**

- **Use of County Board list serves, e.g. SSA, Business Managers**
- **Local Chambers of Commerce**
- **Educational Service Centers**
- **Cleveland Plain Dealer**
- **Akron Beacon Journal**
- **Columbus Dispatch**
- **Toledo Blade**
- **Recruitment Agencies**

### **STAFF DEVELOPMENT COMMITMENTS**

**To assist identified staff progress to Educational and Credential qualifications, the Board will:**

- **Fiscally support annual MTEAM and MIDDLE MANAGER training.**
- **Fiscally support one (1) annual MTEAM MEMBER or MIDDLE MANAGER's participation in Leadership Medina.**
- **Fiscally budget \$20,000.00 annually for Educational/Continuing Education support for Managerial Development.**
- **Fiscally budget \$3,000 annually for recruitment efforts.**

### **ANNUAL REVIEW AND APPROVAL OF SUCCESSION PLAN**

**The Board will annually review the foregoing plan and either modify and approve or approve without modification.**