

OHIO ASSOCIATION OF COUNTY BOARDS
SERVING PEOPLE WITH DEVELOPMENTAL DISABILITIES

*Executive
Development
Program*

CONTINUING PROFESSIONAL DEVELOPMENT

*2010
Final Program*

IN AFFILIATION WITH:



Introduction

On behalf of OACB, it's my pleasure to formally announce the **Executive Development Program, Class of 2010**. This program has been specifically developed for individuals seeking positions in middle or upper management, as well as those seeking to enhance the delivery of services for individuals with developmental disabilities.

The **Executive Development Program** provides for group-based study, specifically designed to enhance the professional learning experience. As you will see in the attached brochure, the program has been divided into eight, two-day units. As such, participants will not be away from their jobs or families for extended periods of time.

The **Executive Development Program** will begin in January 2010 with one unit being taught each month. We will, however, take a break during the months of May, June and July, allowing for professional spring conferences and summer vacations. The program will resume in August with units continuing through November.

The **Executive Development Program** has been endorsed by the *Ohio Department of Developmental Disabilities*, as they have approved continuing education credits. Participants completing the entire program will earn 128 CEUs from the Department (or 14 per unit, for those unable to participate in the entire program.)

In addition, we are very excited about our continuing affiliation with *Notre Dame College* in Cleveland, Ohio. As was the case with our initial class in 2006, participants will have the opportunity to earn college graduate-level credit for attending the program!

Another exciting feature of this program is our extensive list of presenters. We have assembled a group of professionals not only "well-heeled" in adult education, but also well experienced and knowledgeable in our "real world." Some of our presenters have worked with Fortune 100 organizations across the country, while others have served provider agencies and *County Boards of Developmental Disabilities* in our own back yard. In short, our faculty is top notch!

The program will be held at the recently refurbished Marriott Airport Hotel in Columbus. As a "Marriott Business Center," the hotel offers wireless Internet access, a fitness center, completely refurbished rooms and a new Chef from one of Columbus' most popular restaurants. The hotel is just minutes from Easton Towne Center and downtown Columbus.

Be advised that there is limited space available for this exciting professional development opportunity, so please register early for either all or parts of the **Executive Development Program**. We look forward to seeing you in January!

Best Personal Regards,



Dan Ohler
Executive Director
OACB



IN THIS PROGRAM

Unit Descriptions.....	4-11
Credits/Hours	12
Hotel Information	12

Units AT-A-GLANCE

Unit 1

January 11	9:00 a.m. to 4:30 p.m.....	Leadership, Part I	4
January 12	8:30 a.m. to 4:00 p.m	Supervision and Management	4

Unit 2

February 8	9:00 a.m. to 4:30 p.m ...	Human Resource Management	5
February 9	8:30 a.m. to 4:00 p.m	Public Administration	5

Unit 3

March 8	9:00 a.m. to 4:30 p.m.....	Public Relations/Marketing	6
March 9	8:30 a.m. to 4:00 p.m.....	Leadership Development	6

Unit 4

April 12	9:00 a.m. to 4:30 p.m	Organizational Theory	7
April 13	8:30 a.m. to 4:00 p.m	Strategic Planning	7

Unit 5

August 9	9:00 a.m. to 4:30 p.m	Business/Finance	8
August 10	8:30 a.m. to 4:00 p.m	Medicaid	8

Unit 6

September 13	9:00 a.m. to 4:30 p.m	Public Law	9
September 14	8:30 a.m. to 4:00 p.m	Conflict Resolution	9

Unit 7

October 11	9:00 a.m. to 4:30 p.m	Professional Development	10
October 12	8:30 a.m. to 4:00 p.m	Contract Fundamentals	10

Unit 8

November 15	9:00 a.m. to 4:30 p.m	Organizational Development	11
November 16	8:30 a.m. to 4:00 p.m	Leadership, Part II	11

Leadership, Part I

January 11
9:00 a.m. – 4:30 p.m.

Overview:

Before a person can become a leader, that person must build the foundation upon which leadership skills can rest. Many leaders ignore these basic elements and rush to skill building. This seminar will focus on a few of these essentials of leadership. First, we will examine the Core – a person's Worldview, Purpose, Principles, Character, Competence and Culture. Without an understanding and personal application of the Core, no one will be a great leader. Other essentials of leadership we will address are Humility, Courage, Wisdom, and Communication Skills. Great leaders aren't born, they're built.

Moderator:

Dan Ohler, Executive Director, OACB, Worthington, Ohio

Presenter:

Dr. Roger Hall, Business Psychologist, *Compass Consultation, Ltd.*, Dublin, Ohio

Supervision & Management

Managing Staff for Maximum Performance

January 12
8:30 a.m. – 4:00 p.m.

Overview:

Managing Staff for Maximum Performance

A high-performing organization is dependent on world-class talent, shared direction and a commitment to excellence. The manager's role in building a high-performing organization is to enhance the potential of every employee and leverage each person's strengths. This session will expose you to the nuances of effective management, including how to set performance expectations and goals, coach, give feedback, and develop talent. Finally, in this seminar you will have the opportunity to learn how to do what only a few managers know how to do: create meaning and purpose. It is this type of deep commitment from employees that truly brings out the best they have to offer.

Presenter:

Ann Massaro, Ph.D. Project Manager, Office of Human Resources, *The Ohio State University*

Session registration and cancellation are due January 7, 2010. Registrations made past this date will be charged a 10% processing fee. Cancellations made past this date will be charged full price. Seating is limited.

Human Resource Management

February 8
9:00 a.m. – 4:30 p.m.

Overview:

As organizations continue to tighten their budgets the role of Human Resources is being pushed increasingly to front line management. Supervisors are expected to be aware of and adhere to a multitude of employment law. They are expected to screen potential recruits and conduct interviews for hire. This all in addition to holding employees accountable for performance and motivating them to be the best employee they can be. In this session we will cover all these topics and explore the resources available when you simply don't know the answer to your HR question.

Presenter:

Kathy Gulla, Human Resources Administrator/Employee Relations, *Ohio Department of Public Safety*, Columbus, Ohio

Public Administration

February 9
8:30 a.m. – 4:00 p.m.

Overview:

There are numerous components of Ohio's DD Service Delivery System that are at times overlooked, but are nonetheless vital to the efficient and effective delivery of services to individuals in need. This session will focus on those various components and the unique leadership role that each plays in ensuring the system maintains its' focus on individuals, as well as its fiduciary responsibility to the community. Topics covered will range from advocacy to politics, legal rights to protective services and even a little bit about government.

Moderator:

Tom Pappas, Esq., President, *Pappas & Associates*, Columbus, Ohio

Presenters:

Jerry Collamore, President, *The Collamore Group*, Columbus, Ohio

Suzanne Dulaney, Associate Chief Executive Officer, *OACBHA*, Columbus, Ohio

Tim Tobin, *Ohio Legal Rights Service*, Columbus, Ohio

Karla Rinto, Program Director, *Advocacy & Protective Services Inc*, Columbus, Ohio

Carolyn Knight, Executive Director, *Developmental Disabilities Council*, Columbus, Ohio

Session registration and cancellation are due February 3, 2010. Registrations made past this date will be charged a 10% processing fee. Cancellations made past this date will be charged full price. Seating is limited.

Public Relations and Marketing

March 8
9:00 a.m. – 4:30 p.m.

Overview:

This lively, interactive session will focus on dynamic leadership skills, corporate culture, corporate 'branding' and the role of marketing and public relations strategies as a principal means for satisfying customer needs and desires. Fundamental topics will include professional leadership styles, understanding and building a positive corporate culture, employee relations, media relations, public relations, market development and public affairs.

Presenter:

Art Miller, Director of Training, ViaQuest, Inc.

Leadership Development

March 9
8:30 a.m. – 4:00 p.m.

Overview:

Executive Development Group, LLC, provides leadership education, organizational development and executive coaching to clients worldwide. Their approach is research-based and supported by decades of clinical and academic expertise. Effective self-development occurs when you receive information about yourself. Participants will be introduced and provided with tools to begin the process of self-development as well as conceptual frameworks or models around leadership skills.

This program is designed to help participants look at leadership from several significant perspectives. In particular, participating board members will have an opportunity to explore personal concepts and perceptions of what leadership means to the individual and those they serve;

- Learn what makes leaders successful, based on over thirty years of research;
- Examine what it takes to be a mission driven leader;
- Learn more about their leadership approach when things are uncertain and they don't know what to do;
- Explore how their notions of relationships impact their leadership approach; and
- To identify some concrete next steps to enhance their leadership effectiveness.

Presenter:

Sandra Shullman, Managing Partner, *Executive Development Group*, Worthington OH

Session registration and cancellation are due March 3, 2010. Registrations made past this date will be charged a 10% processing fee. Cancellations made past this date will be charged full price. Seating is limited.

Organizational Theory

April 12
9:00 a.m. – 4:30 p.m.

Overview:

The Difference Between Strategic Planning And Operational Planning

Most organizations tout that they have developed a strategic plan usually as a requirement of a licensing or accreditation agency. Nice words with nice charts abound. Statistics, goals, and measurable objectives fill pages of nicely bound documents. Soon the planning event passes and the plan gathers dust until the next required performance.

Sadly, much of what is identified as “strategic planning” is actually “operational planning” in disguise. Operational planning asks how much more or less of “X” we should be doing. Strategic planning asks a very different question: “Should we be doing ‘X’ at all?”

Based on the principles of Jim Collins’ **Good To Great** and John Carver’s **Boards That Make a Difference**, this presentation will challenge participants to pursue and implement organizational transformation - not organizational change. The strategies, steps, and expected outcomes will be explored in detail.

Participants will be able to discuss, describe, and detail these steps and strategies as a result of their participation in this exercise.

Presenter:

Derrick Dufresne, Community Resource Associates, Inc., St. Louis Missouri

Strategic Planning

April 13
8:30 a.m. – 4:00 p.m.

Overview:

Creating the future is a compelling business strategy. At times, it’s exciting; other times, it feels overwhelming. A process for building a strategy is often the missing piece, holding back organizations and leaders from building the template by which their program and employees will thrive. Strategic planning is a long-term, results-oriented focus. The strategic plan serves as a platform for helping organizations to respond to a dynamic environment.

This session will focus on the fundamentals of strategic planning. Participants will work in teams to design an organization’s strategic plan, and an array of approaches will be used to engage participants in the process of strategic planning. This session will be an engaging and dynamic look at the tools to build and sustain the future blueprint of the organization.

Presenter:

Sharon Clifford, Private Management Consultant, Bowling Green, Ohio

Session registration and cancellation are due April 7, 2010. Registrations made past this date will be charged a 10% processing fee. Cancellations made past this date will be charged full price. Seating is limited.

Business Administration/Finance

August 9

9:00 a.m. – 4:30 p.m.

Overview:

The goal of this session is to familiarize individuals with the theory and application of models used in financial decision-making as it pertains to operating a business in today's ever-changing economic climate. Regardless of the core business model, sound financial management principles must be in place for that business to survive. The role of the Chief Financial Officer is crucial to the success of all organizations, be they large or small, public or private, profit or non-profit. It takes money to run a business and it takes effective financial management practices for any business to succeed and thrive. Among the topics to be discussed are: utilization of financial reports to aid in decision making regarding the strategic direction of the business; investment management strategies; financial structure; working capital management; preparation of and how to analyze financial reports; internal control procedures; cash based financing vs. accrual based financing; payroll service options; tax planning; depreciation of property and material assets; and, ensuring policies and practices support good corporate governance.

Presenter:

Larry R. Martin, CPA, Senior Financial Management Professional

Medicaid

August 10

8:30 a.m. – 4:00 p.m.

Overview:

Currently accounting for over half a billion dollars per year in revenue, Medicaid has become the second largest funding source for community-based developmental disability services in Ohio. The presenters in this session will cover the major components of the federal Medicaid program, including comparability, free choice of provider and statewideness. In addition, they will discuss the HCBS Waiver Program; the CF/MR program; reimbursement and assessment models; targeted case management; and, medicaid administrative claiming. Mr. Stephan and Mr. Ohler will cover the unique relationship between the federal Centers for Medicare & Medicaid Service and the single-state Medicaid agency, given Ohio's unique situation of having County Boards of Developmental Disabilities provide the non-federal share of Medicaid expenditures for HCBS waivers. This session will also include case study and provide the participants with essential information they will need to make informed data driven decisions in their leadership capacity. Additional items of discussion will include: covered services; establishing eligibility; reimbursement; and, monitoring and compliance.

Presenters:

Patrick Stephan, Deputy Director of Medicaid Development & Administration, DoDD

Dan Ohler, Executive Director, OACB

Session registration and cancellation are due August 4, 2010. Registrations made past this date will be charged a 10% processing fee. Cancellations made past this date will be charged full price. Seating is limited.

Public Law

September 13
9:00 a.m. – 4:30 p.m.

Overview:

This session introduces the study of public law, including its methods of reasoning, history and fundamental principles. It deals with introductory principles and theories of public law and the essential features of our system of government, how groups organize to influence the political process, and the differences between statute, regulations and case law.

Presenter:

Frank Hickman Esq., Senior Partner, Hickman & Lowder Co. L.P.A., Cleveland, Ohio

Conflict Resolution

September 14
8:30 a.m. – 4:00 p.m.

Overview:

One of your most difficult roles as a leader probably isn't your job description...it's that of problem solver. Have you ever noticed how most true leaders almost instinctively know how to respond in difficult situations? What you see is that they immediately measure the problem and take steps to solve it. What you may not see is the work that takes place behind the scenes, preserving self-esteem while maintaining organizational performance. This session will help you sort through the complexities of difficult people and learn how to be at your best...even under pressure.

- The 1st commandment of leadership...know thyself
- Embracing conflict as inevitable and beneficial
- The power of empathy and fierce resolve
- A revealing profile of a take-charge leader
- How to trigger emotional responses in people so they'll want to follow you
- 12 things to never say during the heat of the battle
- When a situation turns bad...actions to take to stabilize the situation

Presenter:

Sharon Clifford, Private Management Consultant, Bowling Green, Ohio

Session registration and cancellation are due September 8, 2010. Registrations made past this date will be charged a 10% processing fee. Cancellations made past this date will be charged full price. Seating is limited.

Unit 7 - Personal/Professional Development and Contract Fundamentals

Personal/Professional Development

October 11
9:00 a.m. – 4:30 p.m.

Overview:

You don't have a "personal brand"? Everyone has a "personal brand", whether you know it or not, whether you built it or not. Is your current "personal brand" helping or hurting your chances of moving up inside or outside the organization?

In this practical, engaging and lively program will learn about the concept of "personal branding" and explore the tools necessary to package, market and brand you as someone ready to move up.

Key topics include:

- The Branding Process – Explore the process of personal branding
- The Resume – Which type of resume should you use? How can you use your resume to build your brand?
- Social Media – How to use social media to build and reinforce your "personal brand"
- Interview Skills – Learn the keys to effective interviewing, how to promote your brand and present a the right image during your interview, and how too increase your confidence level before and during the interview.
- Action Plan – Finally you will create an "action plan" to put these tools to work

As a result of attending this program you will walk away with the tools necessary to create a personal brand and promote it to help you position yourself to move up inside or outside the organization.

Presenter: *Patrick Donadio, MBA, CSP, MCC*, Master Certified Coach (MCC) & Certified Speaking Professional (CSP)

Contract Fundamentals

October 12
8:30 a.m. – 4:00 p.m.

Overview:

This session will provide a summary of the basic contract principles, essential elements of a contract, getting to agreement, and the anatomy of a contract.

Presenter:

Frank Hickman Esq., Senior Partner, *Hickman & Lowder Co. L.P.A.*, Cleveland, Ohio

Session registration and cancellation are due October 6, 2010. Registrations made past this date will be charged a 10% processing fee. Cancellations made past this date will be charged full price. Seating is limited.

Organizational Development for 2011

November 15
9:00 a.m. – 4:30 p.m.

Overview: How do you stay on top of your leadership game? How do you get yourself, and your organization, on the new road to the top? What will you do to hone your competitive edge? Such are the challenges of 21st century leadership. We look at the top 10 contemporary issues in leadership today, such as:

- Innovation management
- Compassion, Courage and Standing Alone
- Powerful new Tools for Employee Motivation

Here, we look back as we shape the future. Remembering the essential features of the leadership topics previously presented and the unique actions most necessary for your organization's success, each participant crafts their own action plan to drive results. Small cohorts meet with others in the program to get feedback, suggestions and novel ideas.

Presenter: *Sharon Clifford*, Private Management Consultant, Bowling Green, Ohio

Leadership, Part II

November 16
8:30 a.m. – 4:00 p.m.

Overview:

Leadership, Part II is the capstone session to this 16 course series. Our session one presenter returns to examine how participants have grown over the course of the year, both as individual leaders and team players. Remember, great leaders are not born ... they are built.

Presenter:

Dr. Roger Hall, Business Psychologist, *Compass Consultation, Ltd.*, Dublin, Ohio

Graduation

Session registration and cancellation are due November 10, 2010. Registrations made past this date will be charged a 10% processing fee. Cancellations made past this date will be charged full price. Seating is limited.

Continuing Professional Development

This program is department-approved instruction of 112 hours in advanced curriculum for administrators in Ohio's DD Service Delivery System. You must attend the entire class to fulfill the requirements of the superintendent and assistant superintendent certification standards (5123:2-5-03).

This program has also been approved for 128 units of Continuing Professional Development for the program, or 16 units of Continuing Professional Development per two day unit, for the following: Board Member, Superintendent (2 possible streams), SSA (Case Management), Adult Services, Early Intervention, and Investigative Agent. In order to receive Continuing Professional Development Units you must currently hold the certificate or license and complete a session attendance record for each unit. You must attend the entire two-day unit to receive the 15 units of Continuing Professional Development.

Graduate College Credit from Notre Dame College

The OACB is pleased to continue our collaboration with Notre Dame College of Cleveland, Ohio in offering graduate-level college credit for participants in the training offered through the 2010 Executive Development Program.

This unique, exclusive arrangement is available under a three-year agreement between the OACB and Notre Dame College. Participants in the Executive Development Program who wish to obtain graduate level college credit for program coursework must complete a registration form from Notre Dame College and pay an additional per credit hour fee of \$115. This fee is in addition to the program registration costs paid by each student in the Program.

For more information or to register, contact Kris Jensen – Office of Continuing Education and Professional Development, Notre Dame College, at 216-373-5219 or email to KJensen@ndc.edu

Hotel Information

Marriott Airport, Columbus, Ohio

The Marriott Airport is located at 1375 North Cassady Avenue. Room reservations can be made by calling 614-475-7551. Please request the "Executive Development Program" room block when calling.

From East: 70 West to 270 North, follow signs to 670/Airport, Follow Cassady Ave Exit, turn left on Cassady to hotel.

From West: 70 East to 71 North, 71 North to 670 East, Johnstown Road Exit, Right on Johnstown, Right on Cassady to hotel.

From South: 71 North to 670 East, Johnstown Road Exit, Right on Johnstown, Right on Cassady to hotel.

From North: 270 South (East) Exit 35 A to 670 West, 670 west to Cassady Ave., Left on Cassady to hotel.



Registration

On-line registration is the only way you will be able to register for this event. Once the space is full, registration will close and the on-line registration option will no longer operate. Register at oacbdd.org under "Events" and "Online Registration."

Class of 2010 registrations with purchase order or payment received before December 31, 2009: \$2,000.00

Class of 2010 registrations received after December 31, 2009: \$2,250.00

Registration for each 2-day Unit: \$300.00

All fees must be paid to the OACB within 30 days of billing unless cancellations are made prior to each units cutoff date. Cancellations made after the cutoff dates will be subject to a cancellation fee. Cancellations must be made online at oacbdd.org. No-shows will be billed 100% of the registration fee. Substitutions are not accepted after the cancellation date.