



2012 Executive Development Program

Registration Handbook



2012 Executive Development Program

Preparing Leaders for Tomorrow

Dear Potential Applicant:

On behalf of the Ohio Association of County Boards - Serving People with Developmental Disabilities, it is my pleasure to formally announce the Executive Development Program Class of 2012. 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 to 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 brochure linked to your right, 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.

Classes will begin in January 2012 with one unit taking place each month. No classes will be held during the months of May, June and July to allow for professional spring conferences and summer vacations. The program will resume in August with units continuing through November.

The program has been approved by the *Ohio Department of Developmental Disabilities* for continuing education credits (CEC). Participants completing the entire program will earn 128 credit hours from the Department (or 3 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.

We have assembled a group of professionals who are not only well-heelled in adult education but also well-experienced and knowledgeable in the DD world. Some of our presenters have worked with Fortune 100 companies across the country while others have served provider agencies and county boards of developmental disabilities right here in our own backyard. In short, our faculty is top notch!

Registration for this year's program will be made available on the OACB Web site on Tuesday, September 6, 2011. Because there is limited space available for this exciting professional development opportunity, we encourage those who may be interested to mark their calendars and be on the lookout for an official registration link via e-mail in the coming weeks.

If you have any questions about the program prior to online registration, please feel free to contact Kim Linkinhoker or Ann Neu at (614) 431-0616 for more information.

We look forward to seeing you in January!

Sincerely,

Dan Ohler
Executive Director

**Unit 1**

Date	Time	Topic
January 9	9:00 a.m. to 4:30 p.m.	Leadership, Part I
January 10	8:30 a.m. to 4:00 p.m.	Supervision and Management

Unit 2

Date	Time	Topic
February 6	9:00 a.m. to 4:30 p.m.	Human Resource Management
February 7	8:30 a.m. to 4:00 p.m.	Personal Professional Development

Unit 3

Date	Time	Topic
March 5	9:00 a.m. to 4:30 p.m.	Public Relations & Leadership
March 6	8:30 a.m. to 4:00 p.m.	Public Administration Panel

Unit 4

Date	Time	Topic
April 9	9:00 a.m. to 4:30 p.m.	Information Technology and Data Analysis
April 10	8:30 a.m. to 4:00 p.m.	Strategic Planning

Unit 5

Date	Time	Topic
August 6	9:00 a.m. to 4:30 p.m.	Overview of Service Delivery Models for Individuals with Developmental Disabilities
August 7	8:30 a.m. to 4:00 p.m.	Medicaid

Unit 6

Date	Time	Topic
September 17	9:00 a.m. to 4:30 p.m.	Public Law and Contract Fundamentals
September 18	8:30 a.m. to 4:00 p.m.	Conflict Resolution

Unit 7

Date	Time	Topic
October 15	9:00 a.m. to 4:30 p.m.	Business Administration, Finance and Tax Levies
October 16	8:30 a.m. to 4:00 p.m.	Guardianships, Due Process and HIPAA

Unit 8

Date	Time	Topic
November 12	9:00 a.m. to 4:30 p.m.	Organizational Development for 2013
November 13	8:30 a.m. to 4:00 p.m.	Leadership, Part II



Program Information

Continuing Education Credits

This program is department-approved instruction of 112 hours in advanced curriculum for administrators in Ohio's Developmental Disabilities service delivery system. Participants 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 14 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 complete a session attendance record for each unit. You must attend the entire two-day unit to receive the 14 units of Continuing Professional Development.

Graduate College Credit from Notre Dame College

The Executive Development Program is pleased to collaborate with Notre Dame College of Cleveland, Ohio to offer graduate-level college credit for participants in the training. This unique, exclusive arrangement is available under an agreement between the Ohio Association of County Boards 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. This fee is in addition to the program registration costs paid by each student in the program. The Center for Professional Development at Notre Dame College will be providing more information and a registration process at a later date.

We are excited to offer this unique opportunity for students of the 2012 Executive Development Program, and encourage interested participants to please fill in the necessary information on the registration form to apply.

Hotel Information

Marriott Airport, Columbus, Ohio

The Marriott Airport is located at 1375 N. Cassady Avenue. Room reservations can be made by calling (614) 475-7551. The room rate is \$149.00 per night and rates are subject to applicable state and local taxes. Space is limited and rooms are reserved under OACB: Executive Development Training 2012.

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."

Program Fees

Registrations received before 12/31/11	\$2,000
Registrations received after 12/31/11	\$2,250
2-Day Unit Registrations	\$300

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.



To find out more, contact Kim Linkinhoker (klinkinhoker@oacbdd.org) or Ann Neu (aneu@oacbdd.org) at (614) 431-0616 for information.





Leadership - Compass Expedition, Part I

January 9

9:00 a.m. - 4:30 p.m.

Overview:

When a person is placed in a position of leadership there are hundreds of skills he or she needs to have, but most important is the foundation upon which those skills rest. Many people think they can become a great leader by reading a book. If you want to go somewhere, a map is good, but better yet is a guide that has already been there. You can learn a lot about leadership from a book, but in order to be a leader that people want to follow, you've got to do the work yourself. It starts with a Long Hard Look in the Mirror. A leader must know what he or she believes, the Presuppositions, his or her Personality, Passion, Purpose and Habits.

Presenter:

Roger Hall, Ph.D., Business Psychologist, Compass Consultation, Ltd., Hilliard, Ohio

Supervision & Management Managing Staff for Maximum Performance

January 10

8:30 a.m. - 4:00 p.m.

Overview:

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 manager's 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:

Anne Massaro, Ph.D., The Ohio State University



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Human Resource Management

February 6

9:00 a.m. - 4:30 p.m.

Overview:

The Dublin Management Group is a management consulting firm specializing in human resources, employee/labor relations and personnel. Mr. Kessler will provide an interactive workshop that will cover human resource issues important to emerging leaders in the developmental disability field. Topics to be included will be:

- * Labor Contracts
- * FMLA-Family and Medical Leave Act
- * FLSA-Fair Labor Standards Act
- * Management Contracts
- * Progressive Discipline and Just Cause Sexual Harassment in the Workplace
- * Changes in health insurance and how to plan for the future.

Presenter:

David Kessler, Sr., President, Dublin Management Group

Personal/Professional Branding

February 7

8:30 a.m. - 4:00 p.m.

Overview:

You don't have a "brand"? Everyone has a "personal/professional brand", whether you know it or not, whether you built it or not. Is your current "personal/professional brand" helping or hurting your chances of moving up inside or outside the organization? In this practical, engaging and lively program you will learn about the concept of "person branding" and explore the tools necessary to package, market and brand yourself not only as someone ready to move up, but also as a leader in your field. 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 position yourself as a leader and someone who is ready to move up inside or outside the organization.

Presenter:

Patrick Donadio, MBA, Certified Speaking Professional and Master Certified Coach



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Public Relations and Marketing

March 5

9:00 a.m. - 4:30 p.m.

Overview:

This session will cover the basics of public and media relations. It will include lessons on understanding reporters, their tools and tactics. Yocum will discuss common interviewing mistakes, help you prepare for an interview, and offer tips on how to increase your presence in the media. The afternoon session will cover the basics of crisis communications and various marketing and PR tactics for launching a levy campaign.

Presenters:

Robin Yocum, President, Yocum Communications

Leadership Development

March 6

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.

Presenters:

Jerry Collamore, President, The Collamore Group; Suzanne Dulaney, Associate Chief Executive Officer, OACBHA; Tim Tobin, Ohio Legal Rights Service; Karla RInto, Program Director, Advocacy & Protective Services Inc.; Carolyn Knight, Executive Director, Developmental Disabilities Council



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Information Technology and Data Analysis

April 9

9:00 a.m. - 4:30 p.m.

Overview:

The effective use of technology to properly store, manage, and utilize data is key to any successful organization in today's fast-paced world. The beginning portion of this session will focus on ways in which County Boards of DD can streamline their operations and use technology to improve the way services are delivered to people with disabilities. From hardware and software to processes and beyond, presenters will help participants discover the many ways they can use information technology and the data stored within to enhance their operations. Later in the session, Dustin McKee and Clay Weidner will focus on the use and availability of data in the strategic planning and decision making process for DODD and County Boards of DD. It will also review the various sources and implications of currently available data related to DD services at the national and state level, and the ways in which these data sets can be utilized in the decision making process at County Boards of DD.

Presenter:

Dustin McKee, Policy Analyst, OACB Serving People with Developmental Disabilities; Clay Weidner, Ohio Department of Developmental Disabilities, and other presenters to be announced.

Strategic Planning

April 10

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's 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, Ph.D., Private Management Consultant, Bowling Green, Ohio



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Overview of Service Delivery Models for Individuals with Developmental Disabilities

August 6

9:00 a.m. - 4:30 p.m.

Overview:

The service delivery system in Ohio for individuals with Developmental Disabilities has evolved and changed over the past 100 years from a system of institutional care to one of community living and participation. Panelists will provide an overview of current and former Developmental Disability service delivery models in the nation and the state of Ohio. Panelists will provide information on the evolution of early childhood, school-age, residential, vocational and day supports and case management services. The move towards self-directed services and supports will be discussed.

Panelists:

Derrick Dufresne, Partner, Community Resource Alliance; Lori Stanfa, Consultant, OACB Serving People with Developmental Disabilities; Patrick Rafter, President, Creative Housing; DeeDee Kabbes, Consultant; Pete Moore, Project Manager, Bridges to Transition

Medicaid Services

August 7

8:30 a.m. - 4:00 p.m.

Overview:

The presenters 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 ICF/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, 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 studies 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 Serving People with Developmental Disabilities



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Public Law and Contract Fundamentals

September 17

9:00 a.m. - 4:30 p.m.

Overview:

This seminar will provide participants an introduction into the study of public law; including its methods of reasoning, history and fundamental principles (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. In addition, a summary of basic contract principles, essential elements of a contract, and the anatomy of a contract will be discussed.

Presenter:

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

Conflict Resolution

September 18

8:30 a.m. - 4:00 p.m.

Overview:

One of your most difficult roles as a leader probably isn't in 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, Ph.D., Private Management Consultant, Bowling Green, Ohio



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Business Administration, Finance, and Levy Campaigns

October 15

9:00 a.m. - 4:30 p.m.

Overview: The AM session will focus on essential financial and administrative concepts that are important for a public sector executive. The starting point is the budgeting process, which assures that sufficient resources are in place for the execution of organizational plans. Next, the session will explore non-tax levy revenue sources (federal, state and local) and related compliance requirements. The third segment of the discussion will be on non-payroll expenditures, including capital planning, procurement, and payment. Throughout the session, relevant internal control procedures, or “checks and balances” will be highlighted. The session will conclude with a summary of financial reporting and auditing processes that provide sustainability for the long term.

The PM session will focus on conducting successful levy campaigns. Jed Morison will provide insights on the three phases of levy planning; The Ongoing Levy Campaign, The Behind the Scenes Campaign and The Public Campaign. Levy timelines and strategies will be discussed and materials that have been successfully used in campaigns will be shared. He will also share his Top Ten Ways to Pass a Levy. While this session will not offer legal advice, strategies to utilize on an ongoing basis will provide helpful insights to the participants.

Presenters:

Jed Morison, Superintendent, Franklin County Board of DD; Dot Yeager, CFO, Franklin County Board of DD

Guardianship, Due Process and HIPAA

October 16

8:30 a.m. - 4:00 p.m.

Overview: Frank Hickman will provide an overview of Guardianship by reviewing basic requirements of guardianship and considerations on managing issues arising from guardianships including implications of the Spangler decision. He will also provide information on due process procedures and review the basic appeal requirements under Medicaid and DD Board rules. He will explain how concurrent appeals are handled and how an appeal relates to subsequent court proceedings. An overview of basic privacy rights in Ohio under HIPAA will be provided and will include implications of recent changes made under H.B. 153.

Presenter:

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



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Organizational Development for 2013

November 12

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 command skills, assessing your ability to multiply leadership in others as opposed to being an accidental diminisher of leadership, and the current, critical issues facing your county boards and the needed strategies to deliver results.

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, Ph.D., Private Management Consultant, Bowling Green, Ohio

Leadership - Compass Expedition, Part II

November 13

8:30 a.m. - 4:00 p.m.

Overview:

Our presenter from the first session returns to finish our leadership development course. In this final session, we will discuss **Virtues, Adversity, Character, Power, Culture, People, and Glory**. Great leaders work to develop themselves, not just their skills.

Presenter:

Roger Hall, Ph.D., Business Psychologist, Compass Consultation, Ltd., Hilliard, Ohio



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