

# CHARTER

## Workforce Crisis Task Force (WCTF) Ohio Department of Developmental Disabilities

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Meeting Logistics	Second Wednesday of the Month, 1:00-2:00 p.m. Fourth Wednesday of Month, 1:00 – 3:00 p.m.		
Document Repository	<a href="https://dodd.ohio.gov/wps/portal/gov/dodd/about-us/our-programs/resource-dsp-workforce">https://dodd.ohio.gov/wps/portal/gov/dodd/about-us/our-programs/resource-dsp-workforce</a>		
Start Date	May 26, 2021	Target End Date	June 30, 2023

### BACKGROUND

What is the genesis of the group?	<p>Ohio's developmental disability (DD) system is designed to support people with developmental disabilities leading them toward healthy lives focused on their talents, interests, and skills.</p> <p>Ohio's DD system is supported by thousands of professionals who ensure Ohioans with disabilities and their families receive the supports they need daily. Meeting those needs requires skilled professionals who provide indirect and direct support. The quality of the workforce impacts options for those needing services and the outcomes achieved.</p> <p>Recruiting and retaining the number of qualified staff required to provide supports has become increasingly difficult. This leads to the inability to find the right staff for the job and jeopardizes how and when these vital services are delivered.</p>
Why the focus on this agenda?	<p>Today, exacerbated by pandemic conditions, maintaining an adequate workforce is a preeminent challenge to the DD system. Immediate, short- and long-term solutions must be developed to:</p> <ul style="list-style-type: none"> <li>• Improve conditions to attract, recruit, and maintain a DD workforce large enough to meet adequate staffing levels in the face of a highly competitive job market.</li> <li>• Build a quality workforce that is fairly compensated.</li> <li>• Position DSPs as a potentially rewarding career opportunity.</li> <li>• Address the DD system's design, policies, procedures, rate structures, and other necessary elements to sustain the DD system if the current workforce shortage remains an ongoing scarcity.</li> </ul> <p>In support of the workforce, additional strategies may also warrant attention to:</p> <ul style="list-style-type: none"> <li>• Generate professional development capacity for ongoing skill-building, including in the support of DSPs.</li> <li>• Promote adaptable skills, workforce cultures, and empathy to meet modern service delivery challenges.</li> <li>• Educate individuals, families, and guardians on how best to understand their roles and responsibilities within a home-care model, how to employ and supervise DSPs, and how to manage other support functions.</li> <li>• Foster a workforce that maximizes positive relationships with the persons served and their circle of support as they move toward their goals.</li> </ul>

**WHAT**

What is the group responsible for doing?	Deliverable(s)	Due Date
	1. Complete a data review to document and understand the current state of Ohio's DD workforce.	October 2021
	2. To the extent possible, project Ohio's DD workforce needs and anticipated challenges to address and opportunities to seize over the next decade.	December 2021
	3. Evaluate solutions, make recommendations, and pursue strategic immediate, short-term, and longer-term actions to improve conditions to attract, recruit, and maintain a DD workforce large enough to meet adequate staffing levels in face of a highly competitive job market.	Immediate & Ongoing Action July 2021 – June 2023
	4. Make necessary adjustments and/or recommendations for change to the DD system's design, policies, procedures, rate structures, and other necessary elements to sustain the DD system if the current workforce shortage remains an ongoing scarcity.	Immediate & Ongoing Action July 2021 – June 2023
	4. Pursue communication techniques to ensure the DD system understands strategic actions being undertaken to address workforce issues.	Immediate & Ongoing Action July 2021 – June 2023

**WHO**

Who will participate in the group?	<p>WCTF members are appointed by the Director of the Ohio Department of Developmental Disabilities (DODD). Appointees represent:</p> <ul style="list-style-type: none"> <li>• Self-Advocates</li> <li>• Parents/Family members of people with developmental disabilities</li> <li>• Advocacy and Protective Services, Inc. (APSI)</li> <li>• The Arc of Ohio</li> <li>• Ohio Alliance of Direct Support Professionals (OADSP)</li> <li>• Ohio Association of County Boards of Developmental Disabilities (OACB)</li> <li>• Ohio Department of Developmental Disabilities (DODD)</li> <li>• Ohio Health Care Association (OHCA)</li> <li>• Ohio Provider Resource Association (OPRA)</li> <li>• Ohio Self-Determination Association (OSDA)</li> <li>• Ohio Waiver Network (OWN)</li> <li>• Superintendent Executive Committee (SEC)</li> <li>• Values and Faith Alliance</li> </ul>
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**GOVERNANCE**

How will the group be governed?	<p>The WCTF is advisory to the Director of DODD. The task force will report to the Director via the Deputy Director of the Division of Policy and Strategic Direction. WCTF members may be removed due to a role change or conduct unbecoming the group. The Charter may be modified or updated per the DODD Director's direction. All WCTF meetings will be public meetings. Meeting agenda and minutes will be posted on the DODD website:</p> <p><a href="https://dodd.ohio.gov/wps/portal/gov/dodd/about-us/our-programs/resource-dsp-workforce">https://dodd.ohio.gov/wps/portal/gov/dodd/about-us/our-programs/resource-dsp-workforce</a></p>
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## ROLES & RESPONSIBILITIES

Role of Organizing Agency	DODD will convene the Work Group, set the agenda, chair the meeting, and provide logistical, facilitative, and research support, including preparing and disseminating agendas, meeting materials, and notes.
Role of Work Group Members	<ul style="list-style-type: none"> <li>▪ Represent the audience, organization, or system role perspective signified by WCTF appointment.</li> <li>▪ Share policy or advocacy positions, relevant data, and subject matter expertise that provide strategic context for the work.</li> <li>▪ Prepare for, attend, and productively participate in scheduled meetings.</li> <li>▪ If a meeting is missed, take responsibility for learning what transpired. To the greatest extent possible, the previous meeting discussion will not be revisited. Delegates may participate in meetings with the Chair's permission.</li> <li>▪ Articulate and pursue the assigned scope of work, including the completion of assigned action items by due dates.</li> <li>▪ Assist with obtaining diverse voices to provide input or feedback to issues under consideration.</li> <li>▪ Actively promote and advocate for the work group's recommendations.</li> <li>▪ Consider how best to align your voice and the actions of your network to WCFT strategy, the extent feasible.</li> <li>▪ Recuse yourself from discussion or votes due to conflicts of interest.</li> </ul>
Role of Sub-Committee	<ul style="list-style-type: none"> <li>▪ Ad-hoc subcommittee(s) may be formed to advance the agenda. Any sub-committee will have a clear, time-limited, scope-of-work.</li> </ul>
Role of Focus Groups	<ul style="list-style-type: none"> <li>▪ Stakeholder Input Sessions or Focus Groups may be utilized to further illuminate and inform the work. These sessions may be informal and convened as needed.</li> </ul>
Role of Guests	<ul style="list-style-type: none"> <li>▪ The WCTF meetings are public meetings. Guests are welcome to observe.</li> </ul>