

## ACCESSIBILITY PLAN

2025 – 2026



## ACCESSIBILITY PLAN

The following serves as **Marion County Services for the Developmentally Disabled's (MCSDD)** Accessibility Plan for the 2025 Fiscal year. The purpose of this document is to provide a means to facilitate continual quality improvement in accessibility.

**MCSDD** is committed to providing an organizational environment that seeks to accommodate the needs of all people served, employees, and stakeholders. Central to this commitment is the removal of architectural, attitudinal, employment, and other barriers that may impede full access to the services and programs of the organization.

This Accessibility Plan corresponds to **MCSDD's** internal evaluation of barriers using facility inspections, assessments of need, and consumer, stakeholder, and employee feedback. The Accessibility Plan is an annual plan, reviewed and endorsed by Board of Directors.

### ACCESS COORDINATOR

The Safety Director of MCSDD has been appointed as Access Coordinator for the duration of this plan and is responsible for:

- Establish an Accessibility Work Group that includes persons staff, and input with various individuals with disabilities.
- Annually conduct an organizational self-assessment to identify barriers in the following areas: architecture, environment, attitudes, finances, employment, communication, transportation, and any other barrier identified by persons served, personnel, and other stakeholders of the organization.
- Develop the organization's accessibility plan, which lists the barriers that limit access to programs, outlines how the barriers will be removed, develops a schedule for steps to remove barriers and identifies persons responsible for implementing the plan.
- Review completed barrier forms, which are available to persons served and their families, personnel, and other stakeholders to report access concerns throughout the year.
- Monitor and communicate progress of the plan regularly (no less than every six months) to the Board of Directors.
- Update plan annually.

**ACCESSIBILITY WORK GROUP** plays an integral part in the development and monitoring of the organization's Accessibility Plan. The following have agreed to serve on the Accessibility Plan:

- Cathy Arrowsmith, Executive Director

- Suzanne Duesdieker, HR/Marketing Manager
- Carla Childress, Payroll/Safety Director
- Pam Miller, Administrative Assistant
- Kathy Butler, Community Events Coordinator
- Alison Wagner, TCM Assistant
- OPEN, Finance Specialist

The Accessibility Plan for the Fiscal Year 2025 is as follows:

## 1. ARCHITECTURAL:

Architectural barriers have been identified through internal and external inspections, assessments of need, and employee, stakeholder and consumer feedback. The Accessibility Workgroup provide ongoing monitoring of conditions within the organization that serves to improve access. The organization's leadership conducts long and short-range planning meetings that routinely include assessment of architectural needs and related costs analysis.

## 2. ATTITUDINAL:

**MCSDD** seeks to reduce the stigma associated with persons who have mental illness, developmental disabilities, physical disabilities, and to promote their inclusion within the community.

## 3. FINANCIAL:

**MCSDD** seeks to reduce and/or eliminate financial constraints that may restrict the ability of all eligible consumers to access any services consistent with their needs and preferences.

## 4. ENVIRONMENTAL:

**MCSDD** believes that the environment in which services are provided reflect the cultures and cultural customs of the persons served, and in addition are conducive to providing a comfortable and confidential setting for persons served and employees to achieve their highest potential.

## 5. EMPLOYMENT:

**MCSDD** strives to maintain a diverse workforce sensitive to the unique needs of persons served and representative of the community it serves. In addition, **MCSDD** strives to hire and maintain the highest quality of employees available in the labor market.

## 6. COMMUNICATION:

**MCSDD** seeks to provide open channels of communication that allow persons served, employees, and stakeholders to access information that accurately represents the status of the organization's systems and outcomes. In addition, **MCSDD** seeks to facilitate communication among persons served and employees that provides a basis for personal and professional growth, and well-being.

## 7. TRANSPORTATION:

**MCSDD** seeks to ensure the people served are not limited by a lack of personal transportation options or by options that may not accommodate their disabilities by linking transportation systems.

## 8. OTHER AREAS:

In addition to the above specific accessibility goals and objectives, **MCSDD** is involved in many ongoing activities and procedures that enhance the accessibility of persons served, employees, and members of the community. Examples include personnel policies (affirmative action/EOE, exit interview process), ongoing outreach activities in all program areas, and the utilization of consumer feedback/input processes such as satisfaction surveys, participation in consumer advocacy groups, outcome studies, cultural competency education, and a multitude of other activities that directly facilitate the enhancement of accessibility.

**MCSDD's** Accessibility Workgroup develops and approves a revised Accessibility Plan each year. The plan is reviewed and approved by the Board of Directors, and is made available to people served, employees, and stakeholders.

# MARION COUNTY SERVICES FOR THE DEVELOPMENTALLY DISABLED

Implemented: 08/2002

Reviewed/revised: 04/2004, 2006 through 2017, 04/2020, 05/2021, 02/2025

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Priority Coding: A = immediate; B = 2-3 years; C = 5 years; D = continual

### 1. ARCHITECTURAL:

Barrier	Solution	Priority	Responsible	Cost	Target Date	Status
1. Replace the main (front double door) entrance door with automatic sliding door(s).	1. Research options for the most appropriate door replacement. 2. Seek landlord & board approval. 3. Landlord/MCSDD select bid-hire professional and schedule project. 3. Completion of project.	B	Executive Director Access Coordinator Landlord	To be determined	June 2026	Target date not met
2. Front Ramp (front doors)	1. Research ramp renovation options 2. Seek landlord & board approval. 3. Landlord/MCSDD select bid-hire professional & schedule project. 4. Completion of project.	A	Executive Director Access Coordinator Landlord	To be determined	April 2025	Target date not met
3. West Ramp	1. Research ramp renovation options 2. Seek landlord & board approval. 3. Landlord/MCSDD select bid-hire professional & schedule project. 4. Completion of project.	A	Executive Director Access Coordinator Landlord	To be determined	April 2025	Target date not met

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## 2. ATTITUDINAL:

Barrier	Solution	Priority	Responsible	Cost	Target Date	Status
1. Executive Director and Marketing Manager join or speak at local or state groups and participate in job/disability fairs.	1. Keep current on fairs and organizations to participate in.	D	Executive Director Marketing Manager	Determined per event Staff time	Ongoing	Ongoing
2. Support Special Olympics with individual participation. Sponsor activities such as Camps and variety of events.	1. Keep current with practices and tournaments. 2. Plan and schedule camps and organize individual participation. 3. Plan and schedule events.	D	Community Coordinator	Determined per event Staff time	Ongoing	Ongoing

## 3. FINANCIAL:

Barrier	Solution	Priority	Responsible	Cost	Target Date	Status
1. Seeks to reduce and/or eliminate financial constraints that might restrict the ability for eligible individuals to access any services consistent with their needs and preferences.	1. Identify new funding sources for the individuals. 2. Partner with Hannibal Regional Office to provide part of the match for services for county individuals. 3. Provide organizational payee services to individuals in our services.	D	Executive Director Administrative Assistant Finance Specialist	Determined per match dollars Staff time	Ongoing	Ongoing

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## 4. ENVIRONMENTAL:

Barrier	Solution	Priority	Responsible	Cost	Target Date	Status
1. Seek to improve the sound proof, conference rooms, offices, areas sharing confidential information	1. Identify locations needing additional insulation to improve privacy. 2 Seek landlord & board approval. 3. Landlord/MCSDD select bid-hire professional & schedule project. 4. Completion of project.	A	Executive Director Access Coordinator	To be determined	June, 2025	Target date not met

## 4. EMPLOYMENT:

Barrier	Solution	Priority	Responsible	Cost	Target Date	Status
1. Reducing barriers for attracting qualified employees by developing expanded benefits.	1. Obtain liability insurance for all employees. 2. Seek board participation to expand benefits for employees, specifically health, dental, life, retirement, and maintain Vacation/Sick benefits. 3. Enhance incentives to offer employees.	D	Board of Directors Executive Director Payroll Manager	To be determined	Ongoing	Ongoing
2. Employees will have continued training to adequately prepare them for employment for MCSDD.	1. Obtain all adequate and updated training required to be employed and provide service to the people served.	D	Executive Director HR Manager	Determined per training	Ongoing	Current
3. Increase individual employment.	1. Partner with Hannibal High School, LOQW, VR and local business partners to identify qualified students to participate in the BEST Program.	D	Executive Director TCM Department	Determined per student in program cost for job coaching	Ongoing	Ongoing

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## 5. COMMUNICATION:

Barrier	Solution	Priority	Responsible	Cost	Target Date	Status
1. To increase the availability of the information regarding the organization's services, activities, and outcomes to persons served, employees, and community stakeholders.	1. Offer annual report to include specific information regarding people served outcomes. 2. Seek an increase in contacts and use of local media to communicate specific information regarding MCSDD services, events, and outcomes.	D	Executive Director Marketing Manager	Printing Cost Staff time	Ongoing	Current

## 6. TRANSPORTATION:

Barrier	Solution	Priority	Responsible	Cost	Target Date	Status
1. Provide transportation for support coordination personnel.	1. Budget funds or seek grants available for purchase of new vehicles to add to current fleet or update current economical vehicles.	A-B	Executive Director Board of Directors	To be determined	June 2025	Target date not met

## 7. OVERALL:

Barrier	Solution	Priority	Responsible	Cost	Target Date	Status
1. Conduct an accessibility audit or assessment of MCSDD's facilities on an annual basis by an outside authority.	1. Seek and retain an outside accessibility audit by a community/government organization specializing in accessibility audits. 2. Utilize the results and integrate into annual the Accessibility Plan.	1. Completed accessibility audit. 2. 2025 Accessibility Plan	Access Coordinator Accessibility Workgroup	Staff Time	1. July 1, 2025. 2. December, 2025.	Target date not met