

ODJFS 5101:2-9-38  
Adopted 7/9/15  
Revised 10/22/2020  
ODJFS sent 10/30/2020  
Trustees Approved 10/22/2020

## **RESIDENTIAL PROCEDURE**

### ***COMMUNITY ENGAGEMENT PLAN***

In the event a Van Wert community member wishes to express concerns or other relevant information, regarding The Marsh Foundation facilities or services, they may contact:

Kim Mullins, Executive Director of Child and Family Services  
Phone: (419) 238-1695 ext. 370  
Email: [info@marshfoundation.org](mailto:info@marshfoundation.org)

The above contact information will be:

1. Provided to an individual upon request, and
2. Made available on the agency's website: [www.marshfoundation.org](http://www.marshfoundation.org)

#### *Response to concerns/relevant information*

1. Upon receipt of a concern or relevant information, the Executive Director of Child and Family Services or other employee who may receive a concern/information, will forward the concern/information to the appropriate director:
  - a. Robbie Breese, School Principal
  - b. Kim Mullins, Executive Director of Child & Family Services, or
  - c. Jeff Grothouse, Executive Secretary/Treasurer
2. The concern or relevant information will then be addressed within 5 business days after the appropriate director has been notified.
3. Documentation reflecting that the communication was attended to will be maintained by the Executive Director of Child and Family Services.

#### *Training*

Staff will be trained on the Community Engagement Plan and how to respond to incidents involving a youth at The Marsh Foundation and neighbors or the police:

1. New staff will be trained during preservice orientation and training.
2. Current staff will be trained within 60 days of the Plan's effective or revision date.