

# Turnstone Center for Children and Adults with Disabilities

## Inclusiveness Plan

### I. Policy Statement

The Board of Directors of Turnstone Center for Disabled Children and Adults, affirms its commitment to building a diverse and inclusive organization at all levels of participation and service.

Additionally, the Executive Director of Turnstone Center for Disabled Children and Adults, herein reaffirms her/his commitment to building a diverse and inclusive organization at all levels of participation and service.

Turnstone has made a commitment to affirmative action to counter all aspects of discrimination within the organization.

### **Bylaws and Policy Statements:**

#### **Bylaws**

The Board of Directors shall consist of up to 35 adult members who are committed to serving people with physical disabilities in the region. It shall be desirable that the board of directors shall be representative of the legal, accounting, human resources, education and social service professions, the business community, organized labor, communications media and other community leaders of varying creeds, cultures and races representative of the clients served by the agency.

#### **Personnel Practices**

Turnstone operates without discrimination and follows an affirmative action program to assure equal employment opportunities.

The agency complies with the Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with a disability in regard to job applications, hiring, advancement, discharge, compensation, training, or other terms, conditions, or privileges of employment.

#### **Affirmative Action Policy**

It is the policy of Turnstone to provide equal employment opportunity to all people without regard to race, color, creed, sex, age, gender, veteran's status or national origin.

Turnstone is fully committed to assuring equal opportunity and equal consideration to all applicants and employees in personnel matters, including recruitment and hiring, training, promotion, salaries and other compensation, transfer and layoff or termination.

In the implementation of this policy, the agency will aggressively seek personnel for all job levels within the organization through the recruitment from members of minority groups and people with disabilities.

## II. Description of Eligible Client Population and/or Target Group

Turnstone is organized to serve persons with disabilities of all ages who reside in Allen County and surrounding area. Disabilities of the client population are primarily physical or neurological in nature, and affects one or more of their daily living skills.

According to the Indiana Department of Transportation, it is estimated that over 10,000 people in Allen County have a disabling condition that affects their daily living skills. This represents 3% of the total population of Allen County.

It should also be noted that minority populations (non white) are of greater risk for a health crisis that results in a chronic disabling condition. The current African American population of Allen County is 12% and 4% other minorities. These percentages will be used as a standard to determine the level of success in achieving our inclusiveness goals. Services are provided regardless of the individual's income or ability to pay.

## III. Description of Persons Currently Served

Turnstone's current client population can be described as follows:

### Disability Category

Neurological	23%
Orthopaedic	22%
Speech/Language	20%
Learning & Developmental	35%

### Gender

Male	57%
Female	43%

### Race

Caucasian	70%
African American	16%
Hispanic	7%
Asian	3%
Other	4%
Unknown	12%

### Income

Less than \$9,999	20%
\$10,000 – 24,000	34%
\$25,000 – 50,000	33%
\$50,000 and above	23%
Unknown	37%

### Age

0 – 5	41%
6 – 11	21%
12 – 18	5%
19 – 59	27%
60 and over	7%

- Turnstone is currently serving less than 1% of the estimated eligible disabled population of Allen County.
- Turnstone is currently providing a level of service to minority clients that exceed their represented proportions in the Allen County population.
- High percentage of "unknown" is attributable to contract home health, recreation, fitness, First Steps, school contracts and information referred calls.

#### **IV. Summary of Key Strengths and Growth Areas**

##### **Strengths:**

1. Turnstone's recognition of the importance to have an inclusive organization representative of the community and the persons served.
2. Turnstone's public relations materials, messages and audiovisuals accurately reflect the cultural diversity of organization and are sensitive to affected groups.
3. Turnstone's prioritization and participation in developing linkages and building relationships with diverse agencies and organizations in the community.
4. Active client population in Turnstone's programs reflects the diversity of the community with regards to race.
5. Turnstone's facilities and programs are fully accessible to persons with disabilities.
6. Programs are in compliance with affirmative action and funder requirements, and accommodate the needs of the clients.
7. Turnstone has qualified staff and volunteers with disabilities in professional decision making roles.
8. Turnstone presents a positive and inclusive image to the public of who we are and whom we serve.
9. Turnstone's board of directors is currently active in diversifying its membership to reflect the diversity of the community and our client population with regards to age, race, gender, and disability.

##### **Growth Areas:**

- Strategies need to be developed and implemented to guide the recruitment and employment of minority staff members in professional positions.
- Further attention should be given to additional cultural diversity training for board, staff and volunteers at all levels of the organization.
- The Governing Body needs to continue its efforts to further diversify its membership.

#### **V. Inclusiveness Plan Focus for the Next Two Years.**

As a result of the agency self assessment, the following goals have been established to further our mission of inclusiveness:

1. When evaluating the appointment of new candidates for membership on the Board of Directors, the Board shall give appropriate consideration to the effect each new appointment will have on establishing or maintaining a Board composition that is representative of the diversity of the agency's client population.
2. When establishing, revising, and/or eliminating business/administrative policies and practices the Board shall assure that issues of inclusiveness are considered and appropriately acted upon.

3. When adding to agency staff and/or agency volunteers, the Board of Directors and the agency Executive Director shall give appropriate consideration to the effect each such staff or volunteer base will have on establishing or maintaining a staff and/or volunteer base composition that is representative of the diversity of the agency's client population.

**VI. Responsibility for Ongoing Monitoring and Development**

Responsibility for implementation of this policy lies with the Board of Directors with ongoing monitoring by the Executive Director.

The Turnstone Leadership will monitor progress and compliance with Turnstone's Inclusiveness Plan. A review of the status and/or progress in the implementation of the Inclusiveness Plan will be provided to the Board and staff on an annual basis as part of the agency's annual program review process.

Adopted by the Board of Directors on 2/14/00  
Revised 4/07  
Reviewed 4/08  
Reviewed 2/10