

# Stark County Board of Developmental Disabilities

Policy 1.08 Board Policies and Procedures	Effective: 4/22/16
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## BOARD POLICIES AND PROCEDURES

### POLICY

The Board will approve policies to ensure compliance with relevant federal and state laws, rules, and regulations. This policy also addresses the process for developing, issuing and maintaining Board policies and applies to all departments, employees, volunteers and contractors.

Policies will receive a first reading by the Board and at a subsequent Board meeting will be submitted for approval by an affirmative majority vote of the Board. The Board may waive the first reading of a policy by an affirmative vote of not less than five (5) members of the Board. Policies will become effective 30 calendar days after approval, unless the policy is reviewed with no changes, or is otherwise indicated by the Board.

The Superintendent will authorize the development of procedures to implement policies as appropriate.

In the absence of approved policy, the Superintendent is authorized to make decisions in the best interest of the Board. The Superintendent will submit recommendations for new or revised policies or procedures to the Board, through the review process, within three months of a presenting issue/concern.

Board policies will be reviewed on a regular schedule. Revisions will be recommended to the Board as appropriate.

The Superintendent will develop procedures to implement this policy.

Reference: Ohio Administrative Code Chapter 5123  
Ohio Revised Code 5126.05

Historical Resolution Information		Reviewer(s):
<b>Date</b>	<b>Resolution Number</b>	Superintendent
1/19/13	01-09-13	
3/22/16	03-15-16	

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## BOARD POLICIES AND PROCEDURES

### PROCEDURES

1. The Superintendent and the management team will review needs and suggestions for possible policies and/or procedures and authorize the development of a proposed draft. If an issue needing a Board policy is identified, a subject matter expert will be assigned to assemble the initial draft. Ohio Revised Code or Ohio Administrative Codes that are part of the policy will be referenced in the policy if applicable. Legal counsel may be included in the development phase and should consider already existing practices from the Board of County Commissioners.
2. A draft of a new policy and procedures will be presented to members of the management team for their review and discussion. Department heads are responsible for sharing the draft with supervisory staff as well as other applicable employees.
3. After changes and revisions have been considered, the Superintendent, or designee, will share the draft of the policy and/or procedures with the labor organizations to receive their feedback and comments, if applicable.
4. Policy drafts will then be presented to the Personnel Committee for their review. All policies for review by the Personnel Committee will be presented with a “draft” mark and delineated as a new, revised, or reviewed policy. If a policy is revised, the former policy will show the mark ups of the additions, deletions, or revisions. Policies may be tabled by the Personnel Committee or sent back to the management team, if the Personnel Committee recommends changes.
5. After a satisfactory review by the Board’s Personnel Committee, the policy will be presented to the full Board for a first reading. During the period between the Board’s first reading of the policy and its next meeting, any suggestions for changes, additions or deletions in the policy may be received and will be carefully reviewed. The Board Personnel Committee will review the policy again with any revisions before its submission for second reading and adoption.
6. The Office of the Superintendent will disseminate all approved policies and procedures to employees electronically. Within this communication, supervisors may be requested to specifically review policies with employees and have them sign an acknowledgement that they were made aware of the policy and that they understand the content. If employees have questions on the information, they should get clarification from their supervisor.

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7. A current copy of all Board policies is available on the agency's Intranet site, which will constitute the Board's policy manual. If an employee inquires of a policy or procedure, the supervisor should assist the employee in finding the applicable policy on the agency's Intranet.