

POLICY #2.1 - BOARD CREATION / MEMBERS / RESIGNATIONS

Purpose: In accordance with the Ohio Revised Code 5126.021, this policy serves as parameter for the creation of the Huron County Board of Developmental Disabilities as well as Board Membership.

A. BOARD CREATION

1. There is hereby created in Huron County, The Huron County Board of Developmental Disabilities consisting of seven members, five of whom shall be appointed by the Board of County Commissioners of the County, and two of whom shall be appointed by the Senior Probate Judge of the County. Each member shall be a resident of Huron County. The membership of the board shall, as nearly as possible, reflect the composition of the population of the county.

B. DEFINITIONS

1. As used in this section, “immediate family” means parents, grandparents, brothers, sisters, spouses, sons, daughters, aunts, uncles, mothers-in-law, fathers-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law.

C. BOARD MEMBERSHIP

1. All persons appointed to the Board shall be persons interested and knowledgeable in the field of developmental disabilities and of other allied fields.
2. All members shall be citizens of the United States.
3. Of the members appointed by the Board of County Commissioners, at least two individuals shall be immediate family of individuals eligible for services provided by the Board and, whenever possible ensure, one is an immediate family member of an individual eligible for adult services, and the other is an immediate family member of an individual eligible for early intervention services or services for pre-school or school-age children.
4. Of the two members appointed by the Senior Probate Judge appoint, at least one who is an immediate family member of an individual eligible for residential services or supported living.
5. Both the Board of County Commissioners and the Senior Probate Judge shall appoint to the maximum extent possible, members who fulfill any applicable requirements for appointment and who also have professional training and experience in business management, finance, law, health care practice, personnel administration or government service.
6. Members of a Board shall be appointed or reappointed not later than the last day of November, commence their terms on the date of the stated annual organizational meeting

in the following January, and serve terms of four years. The membership of an individual appointed as an immediate family member of a recipient of services shall not be terminated because the services are no longer received.

C. RESIGNATIONS

1. A Board member who finds reason to terminate Board Membership must submit a letter to the Board, with copies to the Superintendent and his/her appointing authority stating the reason and the resignation effective date.

EFFECTIVE DATE: 7/21/86

REVISIONS: 1/97, 9/16/03, 4/19/05, 1/19/10, 2/15/11, 10/15/13, 10/22/15, 11/15/16

POLICY #2.2 - TERMS OF APPOINTMENTS / REAPPOINTMENT/VACANCIES

Purpose: Board appointments and vacancies are fulfilled in accordance with the Ohio Revised Code 5126.022.

A. TERM

1. A member who has served during three consecutive terms shall not be reappointed for a subsequent term until two years after ceasing to be a member of the Board, except that a member who has served for ten years or less within three consecutive terms may be reappointed for a subsequent term before becoming ineligible for reappointment for two years.
2. Prior to making a reappointment, the appointing authority shall ascertain, through written communication with the Board, that the member being considered for reappointment meets the requirements.
3. Within sixty days after a vacancy occurs, it shall be filled by the appointing authority for the unexpired term. A member appointed to fill a vacancy occurring prior to the expiration of the term for which the member's predecessor was appointed shall hold office for the remainder of that term. Appointment other than appointment to fill a vacancy shall be made no later than the last day of November of each year, and the term of office shall commence on the date of the stated annual organizational meeting.
4. Board members shall serve without compensation, but shall be reimbursed for necessary expenses incurred in the conduct of Board business, including those incurred within the county of residence in accordance with the policy of the Board.

EFFECTIVE DATE: 7/21/86

REVISIONS: 1/97, 9/16/03, 4/19/05, 1/19/10, 2/15/11, 10/15/13, 10/22/15, 11/15/16

POLICY #2.3 - BOARD TRAINING

Purpose: In order to keep abreast of issues/programs/services within the field of developmental disabilities, it is required that members of the Board attend in-service training.

The Huron County Board of DD (HCBDD) assures DODD that the board is in full compliance with all sections specified in Ohio Administrative Code (OAC) 5123:2-1-13 In-service training for members of county boards of developmental disabilities.

The Board through adoption of this policy herein authorizes and directs the Superintendent or his/her designee to take any and all actions, including the development and promulgation of administrative procedures if appropriate, to carry out this policy and assurances contained herein.

EFFECTIVE DATE: 7/21/86

REVISIONS: 1/97, 9/16/03, 04/19/05, 1/19/10, 2/15/11, 10/15/13, 10/22/15, 11/15/16

REFERENCE: OAC 5123:2-1-13

POLICY #2.4 - EXCLUSIONS FROM APPOINTMENTS TO THE BOARD

Purpose: As written in the Ohio Revised Code certain individuals can and cannot serve as members of the Board of Developmental Disabilities.

A. DEFINITIONS

1. As used in this section, "immediate family" means: parents, grandparents, brothers, sisters, spouses, sons, daughters, aunts, uncles, mothers-in-law, fathers-in-law, brothers-in-law, sisters-in-law, sons-in-law and daughters-in-law.

B. PROHIBITED MEMBERS

1. The following individuals shall not serve as members of the Huron County Board of Developmental Disabilities:
 - a. Elected public officials, except for township trustees, township fiscal officer and those excluded from the definition of public official or employee in division (B) of section 102.01 of the Ohio Revised Code;
 - b. Immediate family member of a member of the same county board;
 - c. An employee of any county board;
 - d. An immediate family member of an employee of the same county board;
 - e. A former employee of a county board whose employment ceased less than four calendar years before the former employee would begin to serve as a member of the same county board;
 - f. A former employee of a county board whose employment ceased less than two years before the former employee would begin to serve as a member of a different county board;
 - g. Unless there is no conflict of interest, an individual who or whose immediate family member is a board member of an agency licensed or certified by the department of developmental disabilities to provide services to individuals with mental retardation or developmental disabilities or an individual who or whose immediate family member is an employee of such an agency;
 - h. An individual with an immediate family member who serves as a county commissioner of a county served by the county board unless the individual was a member of the county board before October 31, 1980.

EFFECTIVE DATE: 7/21/86

REVISIONS: 1/97, 9/16/03, 4/19/05, 1/19/10, 2/15/11, 10/15/13, 10/22/15, 11/15/16

POLICY #2.5 - OATH OF OFFICE

Purpose: The Oath of Office shall be administered to all newly appointed members of the Board of Developmental Disabilities by a Notary Public at a regular board meeting and prior to a newly appointed member assuming his/her duties as a Board member should his/her appointment be for an unexpired term.

A. OATH OF OFFICE

The following Oath of Office shall be administered to Board Members:

"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Huron County Board of Developmental Disabilities to the best of your ability, and in accordance with the laws and the rules and regulations of the Board now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is appointed?"

If so, the answer is: "I do."

EFFECTIVE DATE: 7/21/86

REVISIONS: 1/97, 9/16/03, 4/19/05, 1/19/10, 2/15/11, 10/15/13, 10/22/15, 11/15/16

POLICY #2.6 - BOARD ORGANIZATION / MEETINGS / NOTICE / RECESS

Purpose: As required by the Ohio Revised Code, the County Board of Developmental Disabilities shall formally organize annually.

A. BOARD ORGANIZATION

1. The Huron County Board of Developmental Disabilities shall hold an organizational meeting no later than the thirty-first day of January of each year.
2. Each year at the organizational meeting the Board shall elect its officers, including a president, vice president and recording secretary.
3. After its annual organizational meeting, the Board shall meet in such a manner and at such times as prescribed by the rules adopted by the Board, but the Board shall meet at least ten times annually in regularly scheduled session in accordance with O.R.C. 121.22, not including in-service training sessions.
4. A majority of the Board constitutes a quorum; four of the seven members of the Board shall constitute quorum for the transaction of business and approval of a motion or resolution.
5. The Board shall adopt rules for the conduct of its business and a record shall be kept of Board proceedings, which shall be open for public inspection.
6. All meetings, regular, organizational and special are held in accordance with the Sunshine Laws and are open to the public.

B. REGULAR AND ORGANIZATIONAL MEETINGS

1. The Superintendent shall post a statement of the time and place of regular meetings of the Board, other than the organizational meeting, for each meeting during the calendar year. If at any time during the calendar year, the time or place of regular meetings is changed, the Superintendent shall post the time/place change at least 24 hours in advance.
2. The Superintendent shall post a statement of time and place of the annual organizational meeting of the Board at least 24 hours prior to the time of the meeting.

C. SPECIAL MEETINGS

1. A special meeting of the Board may be called by the President, or the Superintendent with the knowledge of the President, or by any two members, by serving notice of the date, place and subject matter of such meeting, upon each member of the Board at least 24 hours prior to the date of such meeting. "Special Meeting" means a meeting which is neither a regular meeting nor an adjournment of a regular meeting to another time or day to consider items specifically stated on the original agenda of such regular (or special) meeting. No other business than listed in the notification may be conducted at the Special

meeting, except in case of an emergency requiring immediate official action. In the event that emergency action is necessary, the nature of the emergency must be stated in the minutes of the meeting. Special Meetings shall be held and conducted in accordance with applicable rules and regulations pertaining to Board meetings.

D. EXECUTIVE SESSION

1. The Board shall be permitted to hold Executive Session at any regular, organization or special meeting after a majority of a quorum is determined as allowed by Ohio Revised Code Section 121.22. The President or any member of the Board may make a motion to conduct an Executive Session, indicating the general nature of the session and after a roll call vote is completed. Such sessions may be held for the sole purpose of consideration of any of the following matters:
 - a. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting.
 - b. To consider purchase of property for public purposes, or for sale of property at competitive bidding, if premature disclosure of information would give unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. No member shall use this diversion as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a member that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.
 - c. If the minutes of the public body show that all meetings and deliberations of the public body have been conducted in compliance with this section, any instrument executed by the public body purporting to convey, lease or otherwise dispose of any right, title or interest in any public property shall be conclusively presumed to have been executed in compliance with this section, insofar as title or other interest of any bona fide purchasers, leaseholders or transferees of the property is concerned.
 - d. Conferences with an attorney for the public body, concerning disputes involving the public body that are the subject of pending or imminent court action.

- e. Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- f. Matters required to be kept confidential by federal law or rules or state statutes.
- g. Details relative to the security arrangements and emergency response protocols for HCBDD, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or office.
- h. If the Board holds an Executive Session to consider any of the matters listed in items (b) through (g) of this section, the motion and vote to hold that Executive Session shall state which one or more of the approved matters are to be considered.
- i. HCBDD shall not hold an executive session when meeting for the purposes specified in items (a) through (g) of this section.

E. NOTICE OF MEETINGS

- 1. Except in the case of emergency, the Superintendent shall, not later than 24 hours before the time of the meeting, post a statement of the time, place and purpose of the meeting.
- 2. In addition, in the case of a "special meeting" the Superintendent shall cause to be published once, no later than 24 hours prior to the time of the Special Meeting of the Board, a statement of time, place and purpose of such Special Meeting.
- 3. Any news media organization that desires to be given advance notification of special meetings of the Board shall file, with the Superintendent, a written request thereof except in the event of an emergency requiring immediate official action, a special meeting shall not be held unless at least 24 hour advance notice of time, place and purposes of such a meeting is given to the news media that have requested advance notification.
- 4. In the event of an emergency requiring immediate official action, a special meeting may be held without giving 24 hours advance notification thereof to the requesting of news media. The persons calling such meeting, or anyone or the Superintendent on their behalf, shall immediately give oral notification or written notification, or both, as the person or persons giving such notification determine, of the time, place and purposes of such meeting to such news media that have requested such advance notification in accordance with this policy.
- 5. The contents of written notification under this policy shall be a copy of the agenda of the meeting. Written notification under this policy may be accomplished by giving advance written notification, by copies of agendas, all meeting of the Board.

F. RECESS OF MEETINGS

- 1. The Board may recess a regular meeting to such a time and place as it deems advisable

and the meeting shall be considered a regular meeting and shall not be subject to review. The Superintendent shall prepare and deliver a copy of the agenda to the members of the Board. The Superintendent, in consultation with the Board President, shall prepare the formal agenda for each meeting of the Board.

G. MINUTES

1. The Official Minutes of Board Proceedings shall be kept in the Superintendent's office and shall be made available to any citizen desiring to examine them at a mutually convenient time and place. Copies of the minutes shall be prepared promptly after each meeting and distributed to the Superintendent and Board members. The minutes of the preceding meeting(s), with any changes made by a motion properly made and carried, or as directed by the President without objections, shall be approved by the Board and signed by the President and at each meeting.

H. VOTING METHOD

1. Voting may be by voice except that on all questions involving the expenditure of money, the yeas and nays shall be taken and entered in the record of the proceedings of the Board.

EFFECTIVE DATE: 1/97

REVISIONS: 9/16/03, 4/19/05, 1/19/10, 2/15/11, 10/15/13, 10/22/15, 11/15/16

POLICY #2.7 - PARTICIPATION OF CITIZENS AT BOARD MEETINGS

Purpose: Citizens and Visitors at Board Meetings may have the opportunity to address the Board.

A. PARTICIPATION

1. The President of the Board, or a majority of the members, may extend to visitors the privilege of addressing the Board. The Order of Business, at any regular meeting, shall include an opportunity for members of the public to address the Board, providing, however, that the Board does not obligate itself to consider any request or proposal unless submitted to the President, in writing, at least seven days before the meeting, exclusive of Sundays and holidays.
2. The Board endorses the principle of open communication between the public and the Board, and between the Superintendent and his/her staff, and free communication of all personnel with the program's organization, through recognized channels of communication.
3. Any individual or group may address the Board of Developmental Disabilities concerning any subject that lies within the Board's jurisdiction.
4. Questions are to be directed to the Board as a whole and may not be put to an individual member of the Board or the HCBDD administrative staff.
5. Any matter, upon which the Board may be requested to act, must be submitted, in writing, to the Board not less than seven days, excluding Sundays and holidays, prior to the date of the meeting at which the subject is to be discussed.
6. It shall be in order for members of the Board to interrupt a speaker, at any time, to ask questions to make comments in order to clarify the discussion.
7. No more than five minutes shall be allotted for each speaker and no more than fifteen minutes to each subject under discussion except with the consent of the Board. No person or Board member shall present orally, at any meeting of the Board, a complaint against an individual employee of the Huron County Board of Developmental Disabilities. Such charge or complaint shall be in writing and signed by the person(s) making the charge or complaint and presented to the Board President and the Superintendent.

EFFECTIVE DATE: 1/97

REVISIONS: 9/16/03, 4/19/05, 1/19/10, 2/15/11, 10/15/13, 10/22/15, 11/15/16

POLICY #2.8 - REMOVAL OF BOARD MEMBERS

Purpose: Board member(s) shall be removed from the Board in accordance with ORC 5126.022

A. REMOVAL

1. A Board member shall be removed from the Huron County Board of Developmental Disabilities by the appointing authority for:
 - a. Neglect of Duty;
 - b. Misconduct;
 - c. Malfeasance;
 - d. Failure to attend at least four hours of in-service training each year, a violation of division (B) of section 5126.0210 of O.R.C;
 - e. Ineligibility to serve on the county board pursuant to section 5126.023 of the Revised Code;
 - f. Failure to attend within one year four regularly scheduled board meetings;
 - g. Failure to attend within one year two regularly scheduled board meetings if the member gave no prior notice of the member's absence;
 - h. Consistently poor performance on the county board, as demonstrated by documentation that the president of the county board provides to the appointing authority and the appointing authority determines is convincing evidence.
2. The removal provision (A)(1)(a-h) does not apply to absences from special meetings or work sessions.
3. An appointing authority shall not remove a member of HCBDD Board by reason of division (A)(1)(d)(f)(g) if the director of developmental disabilities waives the requirement that the member be removed. The director may issue the waiver only if the appointing authority requests that the director issue the waiver and provides the director evidence that is satisfactory to the director that the member's absences from the in-service training sessions or regularly scheduled board meetings are due to a serious health problem of the member or a member of the member's immediate family. The director's decision on whether to issue the waiver is final and not subject to appeal.
4. HCBDD on which the member serves may pass a resolution urging the appointing authority to request that the director issue the waiver. The member whose absences from the sessions or meetings are at issue may not vote on the resolution. The appointing authority may request the waiver regardless of whether the county board adopts the resolution.

5. The Board shall supply the Board member and the member's appointing authority with written notice of the grounds.
6. An appointing authority shall afford a member of a county board of developmental disabilities an opportunity for a hearing on the member's proposed removal in accordance with procedures the appointing authority shall establish, unless the appointing authority requested that the director of developmental disabilities waive mandatory removal and the director refused to issue the waiver. The appointing authority shall hold the hearing if the member requests the hearing not later than thirty days after the date that the county board sends the member the notice.
7. If a member of a county board of developmental disabilities requests a hearing within the time required, the appointing authority may not remove the member from the board before the conclusion of the hearing.
8. A member of a county board of developmental disabilities who is removed from the county board is ineligible for reappointment to the board for not less than one year. The appointing authority shall specify the time during which the member is ineligible for reappointment. If the member is removed under section 5126.0213 of the Revised Code, the county board shall specify the training the member must complete before being eligible for reappointment.

EFFECTIVE DATE: 7/21/86

REVISIONS: 1/97, 9/16/03, 4/19/05, 1/19/10, 2/15/11, 10/15/13, 10/22/15, 11/15/16, 9/18/18

POLICY #2.9 - BOARD RESPONSIBILITIES AND DUTIES

Purpose: The Huron County Board of Developmental Disabilities accepts the responsibility to administer programs and services pursuant to the Ohio Revised Code. HCBDD shall carry out its duties and responsibilities in accordance with Chapter 5126 of ORC. If HCBDD operates classrooms for children, it shall be licensed by the Ohio Department of Job and Family Services or the Ohio Department of Education, as applicable.

A. RESPONSIBILITIES AND DUTIES

1. The Huron County Board of Developmental Disabilities shall:
 - a. Administer and operate programs, facilities and services as per ORC 119, 5126 and 3323 and establish policies for their administration and operation;
 - b. Coordinate, monitor and evaluate existing services and facilities available to individuals with developmental disabilities;
 - c. Provide early childhood services, supportive home services and adult services, according to the Boards' adopted plan and priorities pursuant to ORC 5126.04;
 - d. Provide or contract for special education services pursuant to ORC 3317. and ORC 3323 and ensure that related services, as defined in ORC 3323.01 are available according to the plan and priorities developed under 5126.04;
 - e. Adopt a budget, authorize expenditures for the purposes specified in this chapter and do so in accordance with section 319.16 of the Revised Code, approve attendance of board members and employees at professional meetings and approve expenditures for attendance, and exercise such powers and duties as are prescribed by the director;
 - f. Submit annual reports of its work and expenditures, pursuant to sections 3323.09 and 5126.12 of the Revised Code, to the director, the superintendent of public instruction, and the board of county commissioners at the close of the fiscal year and at such other times, as may reasonably be requested.
 - g. Authorize all positions of employment, establish compensation, including but not limited to salary schedules and fringe benefits for all board employees, approve contracts of employment for management employees that are for a term of more than one year, employ legal counsel and contract for employee benefits;
 - h. Provide service and support administration;
 - i. Certify respite care homes pursuant to ORC 5123.171;
 - j. Enter into contracts with other boards, and with public or private, non-profit or profit making agencies or organizations of the same or another county, to provide

facilities, programs and services, authorized or required, upon such terms as may be as agreeable, and in accordance with ORC 3323, 307.86 and 5126.71.

- k. May combine enrolled children and adults utilizing transportation services in accordance with ORC 5126.12 and ORC 3317.05;
- l. Received by gift, grant, bequest, or disposition of lands or property received by gift, grant, devise, or bequest shall be deposited in the county treasury to the credit of such board and shall be available for use by the board for purposes determined or stated by the donor or grantor, but may not be used for personal expenses of the board members. Any interest or earnings accruing from such gift, grant devise, or bequest shall be treated in the same manner and subject to the same provisions as such gift, grant, devise, or bequest.
- m. To the extent that rules adopted under this section apply to the identification and placement of children with disabilities under ORC 3323 of the Revised Code, they shall be consistent with the standards and procedures established under ORC sections 3323.03 to 3323.05.
- n. In order to ensure that resources are available to provide services and programs, the Huron County Board of Developmental Disabilities establishes strategic direction for the organization. One of the four strategic goals identified and affirmed by the Board in the strategic planning process is to remain financially viable into the future. The initiatives include the provision of sound fiscal management, ensuring sufficient cash reserves into the future, diversifying the revenue base and increasing funding and ensuring future levy support. Underachieving programs will be improved or discontinued. These measures will protect against unanticipated changes in programs for persons served.
- o. To the extent that resources are available, may provide for or arrange residential services and supported living for individuals with developmental disabilities, ORC 5126.051;
- p. To the extent resources are available, in addition to sheltered employment and work activities provided as adult services, the board may provide or arrange for job training, vocational evaluation and community employment services for eligible individuals who are age eighteen and older and not enrolled in a program or service under Chapter 3323 of the ORC. Services shall be provided in accordance with the individuals service or habilitation plan and shall include support services specified in the plan; and
- q. To the extent that resources are available, the board may provide services to an individual with a developmental disability in addition to those provided in ORC 5126.05 or other sections within ORC 5126. Services provided shall be done so in accordance with the individual's habilitation or service plan and may be provided in collaboration with other entities of state or local government.

- r. The board of county commissioners shall levy taxes and make appropriations sufficient to enable the county board of developmental disabilities to perform its functions and duties, and may utilize any available local, state, and federal funds for such purpose.

EFFECTIVE DATE: 7/21/86

REVISIONS: 1/97, 8/97, 9/16/03, 04/19/05, 1/19/10, 2/15/11, 10/15/13, 2/17/15, 10/22/15, 11/15/16

POLICY # 2.10 - DUTIES AND AUTHORITIES OF BOARD OFFICERS/MEMBERS

Purpose: The President, Vice President and Recording Secretary are elected from the members of the Board for one year and shall serve until a successor is elected.

A. PRESIDENT DUTIES

1. To preside at all meetings of the Board;
2. To appoint committees;
3. To be a member of ex-officio of all committees; and
4. To perform such duties as prescribed by law or by action of the Board.

B. VICE PRESIDENT DUTIES

1. To serve ex-officio on all committees;
2. To preside in the absence of the President;
3. To perform the duties of the President in his/her absence; and
4. To perform such other duties as designated by the President.

C. RECORDING SECRETARY DUTIES

1. Keep a complete and accurate record of all Board resolutions and meetings, including a complete statement of approved expenditure and resolutions acted upon and of any committee the President of the Board requests the Secretary to attend;
2. File a certified copy of the Board minutes in the Office of the Superintendent as a repository;
3. Provide each member of the Board with a copy of the minutes, including a complete statement of approved expenditures and resolutions acted upon; and
4. Perform such duties as may be delegated either by the President of the Board or assigned by the Board.

D. GENERAL DUTIES

1. The Board members have authority only when acting as a Board legally in session. The Board shall not be bound, in any way, by any statement or action on the part of any individual Board Member or employee, except when such statement or action is in pursuance of specific instructions by the Board. The Board thus acts only as a body, at

public meetings, in decisions openly arrived at and formally recorded.

EFFECTIVE DATE: 7/21/86

REVISIONS: 1/97, 9/16/03, 4/19/05, 1/19/10, 2/15/11, 10/15/13, 10/22/15, 11/15/16

POLICY #2.11 - DUTIES AND RESPONSIBILITIES OF THE SUPERINTENDENT

Purpose: The Huron County Board of Developmental Disabilities shall either employ a Superintendent or obtain the services of the Superintendent from another county board who is qualified, as specified in Ohio Revised Code.

A. BOARD RESPONSIBILITIES

1. HCBDD shall either employ a superintendent or obtain the services of the superintendent of another county board of developmental disabilities. The board shall provide for a superintendent who is qualified, as specified in rules adopted by the department of developmental disabilities in accordance with Chapter 119. of the Revised Code. The superintendent shall have no voting privileges on the board.
2. The Board shall prescribe the duties of its superintendent and review the superintendent's performance. The superintendent may be removed, suspended, or demoted for cause pursuant to ORC 5126.23. The Board shall fix the superintendent's compensation and reimburse the superintendent for actual and necessary expenses.
3. HCBDD employs its own superintendent and shall employ the superintendent under a contract. To enter into a contract, the Board shall adopt a resolution agreeing to the contract. Each contract for employment or re-employment of a superintendent shall be for a term of not less than one and not more than five years. At the expiration of a superintendent's current term of employment, the superintendent may be re-employed. If the Board intends not to re-employ the superintendent, the Board shall give the superintendent written notification of its intention. The notice shall be given not less than ninety days prior to the expiration of the superintendent's contract.
4. Two or more county boards may enter into an arrangement under which the superintendent of one county board acts as the superintendent of another county board. To enter into such an arrangement, each board shall adopt a resolution agreeing to the arrangement. The resolutions shall specify the duration of the arrangement and the contribution each board is to make to the superintendent's compensation and reimbursement for expenses.
5. If a vacancy occurs in the position of superintendent, a county board may appoint a person who holds a valid superintendent's certificate issued under the rules of the department to work under a contract for an interim period not to exceed one hundred eighty days until a permanent superintendent can be employed or arranged for. The director of the department may approve additional periods of time for these types of interim appointments when so requested by a resolution adopted by a county board, if the director determines that the additional periods are warranted and the services of a permanent superintendent are not available.

B. SUPERINTENDENT RESPONSIBILITIES

1. Administer the work of the board, subject to the board's rules;

2. Recommend to the board the necessary changes to increase the effectiveness of the programs and services offered pursuant to ORC 3323 and 5126;
3. Employ persons for all positions authorized by the board, approve contracts of employment for management employees that are for a term of one year or less, and approve personnel actions that involve employees in classified civil service as may be necessary for the work of the board;
4. Approve compensation for employees within the limits set by the salary schedule and budget set by the board and ensure that all employees and consultants are properly reimbursed for actual and necessary expenses incurred in the performance of official duties;
5. Provide consultation to public agencies as defined in ORC 102.01, including other county boards of developmental disabilities, and to individuals, agencies or organizations providing services supported by the board;
6. The superintendent may authorize the payment of board obligations by the county auditor;
7. Provide the Board with information regarding the programs and services.
8. Complete other duties as assigned by the Board.

EFFECTIVE DATE: 7/21/86

REVISIONS: 6/15/93, 1/97, 9/16/03, 04/19/05, 1/19/10, 2/15/11, 10/15/13, 10/22/15, 11/15/16, 6/18/19

POLICY # 2.12 - CREDIT CARDS

The purpose of this policy is to define the use of credit card(s) that have been authorized by the Huron County Board of Developmental Disabilities and the Huron County Commissioners and in accordance with ORC 301.27.

The following procedure shall be used for the purpose of purchasing items from vendors for and on behalf of the Huron County Board of Developmental Disabilities (HCBDD) utilizing the agency's credit card. This HCBDD Credit Card shall have a limit not to exceed \$10,000.00. Designated staff members with purchasing authority shall follow the procedure listed below.

A purchasing credit card shall be assigned to the Director of Finance and Operations to authorize HCBDD staff to use to make purchases. In addition to the Director of Finance and Operations, the following individuals are also permitted to authorize HCBDD staff to use the credit card to make purchases:

- Superintendent
- Administrative Clerk/Receptionist
- Director of Facilities and Individual Supports

The Director of Finance and Operations may designate Director of Facilities and Individual Support with the responsibility for managing the credit card according to this policy. It is ultimately the responsibility of the Director of Finance and Operations to assure secure safekeeping of the card.

Per ORC 301.27:

- "Credit card" includes gasoline and telephone credit cards but excludes any procurement card authorized under [Section 301.27 of the Revised Code](#).
- "Officer" includes an individual who also is an appointing authority.
- "Gasoline and oil expenses" and "motor vehicle repair and maintenance expenses" refer to only those expenses incurred for motor vehicles owned or leased by the county.

A credit card held by a board of county commissioners or the office of any other county appointing authority shall be used only to pay the following work-related expenses:

- Food expenses
- Transportation expenses
- Gasoline and oil expenses
- Motor vehicle repair and maintenance expenses
- Telephone expenses
- Lodging expenses
- Internet service provider expenses
- State and Federal Payments

No late charges or finance charges shall be allowed as an allowable expense unless authorized by the board of county commissioners.

The debt incurred as a result of the use of a credit card pursuant to this section shall be paid from moneys appropriated to specific appropriation line items of the appointing authority for work-related expenses as listed above.

Any time a county credit card authorized for use is used for more than the amount appropriated under that division, the county treasury shall be reimbursed for any amount spent beyond the originally appropriated amount in the following manner:

If the card is issued in the name of the office of the appointing authority, the appointing authority is liable in person and upon any official bond the appointing authority has given to the county for reimbursement for any amount charged on the card beyond the originally appropriated amount.

Whenever any officer or employee who is authorized to use a credit card held by the board or the office of any other county appointing authority suspects the loss, theft, or possibility of unauthorized use of the card, the officer or employee shall notify the county auditor and either the officer's or employee's appointing authority or the board immediately and in writing.

If the county auditor determines there has been a credit card expenditure beyond the appropriated or authorized amount, the auditor immediately shall notify the board of county commissioners. When the board determines, on its own or after notification from the county auditor, that the county treasury should be reimbursed for credit card expenditures beyond the appropriated or authorized amount, it shall give written notice to the county auditor and to the officer or employee or appointing authority liable to the treasury as provided in those divisions. If, within thirty days after issuance of the written notice, the county treasury is not reimbursed for the amount shown on the written notice, the prosecuting attorney of the county shall recover that amount from the officer or employee or appointing authority who is liable under this section by civil action in any court of appropriate jurisdiction.

Use of a county credit card for any use other than those permitted is a violation of [Section 2913.21 of the Revised Code](#).

CREDIT(S)

[\(2003 S 82, eff. 2-12-04; 2001 H 94, eff. 9-5-01; 1999 H 2, eff. 11-10-99; 1998 H 515, eff. 3-30-99; 1995 S 2, eff. 7-1-96; 1994 H 694, eff. 11-11-94; 1982 H 269, § 4, eff. 1-5-83; 1982 S 199; 1980 H 280\)](#)

A purchase requisition shall be completed by the department requesting the purchase order prior to requesting the credit card from the Director of Finance and Operations.

Once the staff person receives notification that his/her purchase requisition has been approved and a purchase order has been issued, he/she must go to the Director of Finance and Operations or designee to retrieve the credit card.

The vendor copy of the approved purchase order along with the credit card MUST be submitted to the vendor at the time of purchase.

The credit card MUST be returned to the Director of Finance and Operations or designee upon completion of purchase.

The receiving copy of the purchase order and the original receipt must then be forwarded to the Director of Finance and Operations for payment within two (2) days of the original purchase.

EFFECTIVE DATE: 9/17/13

REVISIONS: 10/22/15, 11/15/16

REFERENCE: ORC 301.27, ORC 2913.21