

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 2.9

### BOARD RESPONSIBILITIES AND DUTIES

The Trumbull County Board of DD accepts the obligation to operate our programs in accordance with the fundamental principles and standards of sound management, which principles include but are not limited to the following:

1. Formulate written policy for the administration of Trumbull County Board of DD programs, to be reviewed regularly and revised as necessary.
2. Exercise legislative, policy-making, planning and appraising functions and delegate administrative functions in the operation of programs to the Superintendent and his/her staff.
3. Select the Superintendent, define his/her responsibilities, and evaluate his/her performance regularly.
4. Accept and encourage a variety of opinions from and communication with all parts of the community.
5. Make public relevant institutional information in order to promote communication and understanding between our program and the community.
6. Act on legislative and policy-making matters only after examining all pertinent facts and considering the Superintendent's recommendations.
7. Encourage and promote professional growth of staff so that quality of instruction, training and support service may continually be improved.
8. Conduct our meetings with planned and published agendas.
9. Establish and maintain procedural steps for resolving complaints and criticism of the Trumbull County Board of DD affairs.
10. Act only through public meetings. Individual Board members have no authority to bind the Board.
11. Assess facility and service needs of DD residents of the County and former County residents currently residing in State institutions or placed under Purchase of Service Agreements under O.R.C. 5123.18.
12. Plan, and set priorities based on available funds, for the provision of facilities and services for individuals specified in 11.
13. Coordinate, monitor and evaluate existing services and facilities.
14. Provide early childhood services, supportive home services, and adult services according to the plan developed under O.R.C. 5126.05(C).

15. Ensure that the following are available according to the plan developed under O.R.C. 5126.05(C):
  - \*Case Management Services
  - \*Related Services (as defined in O.R.C. 3323.01)
  - \*Comprehensive Evaluation Services
  - \*Residential Services.
16. Require I.H.P.'s for clients, and eligible unserved clients.
17. Provide special education programs according to O.R.C. 3323.
18. Employ a qualified superintendent, as defined by the rules of the Director, to serve at the pleasure of the Board, Trumbull County Board of Developmental Disabilities shall prescribe the Superintendent's duties, review performance, and fix compensation. Superintendent shall be reimbursed for actual and necessary expenses. Trumbull County Board of Developmental Disabilities shall grant the superintendent an initial employment contract of at least one (1) year, and shall grant succeeding employment contracts up to a maximum of five (5) years.
  - (B) 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 and the contribution each Board is to make to the Superintendent's compensation and reimbursement of expenses.
  - (C) If a vacancy occurs in the position of Superintendent, a County Board may appoint a person who holds a valid superintendent's certificated issued under the rules of the department of 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 approved 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.
19. Adopt a salary schedule and budget; authorize expenditures.
20. Submit reports to Director and County Commissioners per O.R.C. 3323.09 and O.R.C. 5126.12.
21. Contract for employee benefits.

Adopted 06/24/85  
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10/27/97  
10/30/00  
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**Reference:**  
 ORC 3323