

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.03.03 BOARD - SUPERINTENDENT RELATIONSHIP

- A. The Board believes that the legislation of policies is the most important function of a County DD board and that the execution of the policies should be the function of the Superintendent and staff.
- B. Delegating by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the programs of the Board within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.
- C. Members of the Board (no more than three at any one time) may meet regularly with the Superintendent for the purpose of a free exchange of concerns regarding the existing relationship between the Board and the Superintendent, and other topics.
- D. The Board holds the Superintendent responsible for:
 - 1. The administration of its policies;
 - 2. The execution of Board decisions;
 - 3. The operations of the internal machinery designed to serve the programs of the Board; and
 - 4. Keeping the Board informed about program operations and problems.
- E. The Superintendent, or his/her designee in the event of his/her absence, shall report to the Board President as soon as reasonably possible any unusual occurrence of a serious nature involving the staff, individuals served or property under the jurisdiction of the Board. Such occurrences would include but not necessarily be limited to:
 - 1. Significant damage to Board property caused by weather, fire, vandalism or other cause;
 - 2. Serious injury to staff or individuals served;
 - 3. Disciplinary action taken against a staff member above the level of a written reprimand; and
 - 4. Any action or suspected action by staff or individuals served that involves a violation or potential violation of law.

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5. After notifying the President, the Superintendent or the President will notify the Chair of the committee that would normally have responsibility for the area in which the occurrence took place. A special meeting of the Board may be called by the President or the Superintendent with the knowledge and approval of the President, or by any two members by serving notice of the date, location and subject matter of such a meeting on each board member as well as the news media at least twenty-four hours prior to the date of such meeting. Such notice shall be signed by the official or board members calling the meeting. Rules governing notification to public and news media must be followed.
- F. The Board will strive to procure, when a vacancy exists, the best professional leader available for the head administrative post. Then, the Board as a whole, and individual members will:
1. Give the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results.
 2. Act in matters of employment of management contracts over one year in length or dismissal of program personnel only after receiving the recommendations of the Superintendent.
 3. Hold all meetings of the Board in the presence of the Superintendent, except when his/her contract and salary are under consideration.
 4. Refer all complaints regarding an employee, service or program to the Superintendent for appropriate investigation and action. The complaint resolution process will return the matter to the Board, if a satisfactory agreement cannot be reached earlier.
- Complaints that relate directly to the Superintendent shall be handled by the Board President who may investigate and, if cause exists, refer the complaint to the Personnel Committee of the Board.
5. Strive to provide adequate safeguards around the Superintendent and other staff members so that they can discharge their official functions on a thoroughly professional basis.
 6. Present personal criticism of any employee directly to the Superintendent while avoiding public ridicule and criticism of staff members in Board meetings, and other public forums.