



Policy Number: 11 Effective: September 18 <sup>th</sup> , 2017 Revised: N/A
Subject: Agency Governance Review

**PURPOSE:**

Camden County Developmental Disability Resources (CCDDR) shall have a policy to periodically review its procedures, policies, plans, manuals, job descriptions, and Bylaws to ensure compliance with Federal, State, and local law and to ensure current best practices are being recognized by the Agency.

**POLICY:**

CCDDR’s Administrative Team shall review procedures, policies, plans, manuals, and job descriptions on an annual basis and issues arising in Agency day-to-day operations periodically as needed. The core members of the Administrative Team shall be the Board Chairperson, Executive Director, Director of Services & Supports, Compliance Manager, and Accounting Manager. Other staff and Board members may also be invited and included in meetings, discussions, and strategies. The Administrative Team shall create new or recommend changes to existing procedures, policies, plans, manuals, and job descriptions as deemed necessary. New or revised policies, plans, manuals, and job descriptions must be discussed and approved through Resolution of CCDDR’s Board of Directors at a regularly scheduled meeting; however, Agency procedures can be approved and enacted by the Executive Director at any given time as deemed necessary so long as those procedures do not conflict or violate any policy, plan, manual, regulation, or law.

CCDDR’s Board of Directors shall appoint Board members to the Agency Governance Committee each calendar year. This Committee shall be charged with reviewing the Agency Bylaws with the intent of ensuring the Bylaws remain in compliance with Federal, State, and local law and current best practices are being recognized. The Executive Director shall review the Bylaws on an ongoing basis and determine if changes are necessary. The Executive Director will request a meeting of the Committee in the event he or she feels changes are needed. The Agency Governance Committee will then review the recommended changes by the Executive Director and determine if the revisions are necessary. If deemed necessary by the Committee, the Bylaws revisions will be presented at a regularly scheduled Board meeting for review and discussion (aka “First Reading”). Any changes to the Bylaws may then be approved through a Resolution during the next or a separate regularly scheduled Board meeting (aka “Second Reading”).

**REFERENCES:**

- CARF Standards Manual
- Robert’s Rules of Order