



Policy Number: 11 Effective: September 18, 2017 Revised: August 13, 2020, July 8, 2021
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, Bylaws, and program guidelines 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, handbooks, job descriptions, and program guidelines on an annual basis and review issues arising in the agency’s operations periodically as needed. The core members of the Administrative Team shall be the Executive Director, Targeted Case Management Supervisors, Compliance Manager, and Accounting Manager. The Board Chairperson, other Board members, and other staff may also be included in meetings, discussions, and strategies.

New policies, plans, manuals, handbooks, job descriptions, and program guidelines must be discussed by and approved through Resolution of CCDDR’s Board of Directors at a Board meeting. Revisions to policies, plans, manuals, handbooks, and the Executive Director’s job description must also be discussed by and approved through Resolution of CCDDR’s Board of Directors at a Board meeting; however, new or revisions to agency procedures; revisions to all other previously Board-approved job descriptions, and revisions to previously Board-approved program guidelines can be approved and enacted by the Executive Director as deemed necessary so long as those revisions do not conflict or violate any Bylaws provision, policy, plan, manual, handbook, regulation, or law. The CCDDR Board of Directors may rescind or revise any procedure, policy, plan, manual, handbook, job description, or program guideline through discussion and approval of a Resolution at a Board meeting.

CCDDR’s Board of Directors shall appoint Board members to the Agency Governance Committee each calendar year. This Committee shall be primarily 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 Agency Governance Committee may also review, discuss, and make recommendations for changes to other Board governance materials.

The Executive Director shall review the Bylaws on an ongoing basis and determine if changes are necessary. Any Board member or the Executive Director may request a meeting of the Committee in the event any Board member or the Executive Director feels changes are needed. The Agency Governance Committee will then review the recommended changes 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