

# Licking County Board of Developmental Disabilities

## Administrative Policy Manual

**Policy: Staffing Requirements**

**Board Approved: 2/95**

**Revised: 8/97, 10/01, 10/03, 6/05**

**Reviewed: 04/10, 8/14, 4/18**

**Section: 1.5**

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It is the policy of the Licking County Board of Developmental Disabilities, hereinafter referred to as the Board, that staffing requirements for programs and services shall be based on individual service plans and the expressed needs and priorities of eligible individuals and their families. The Board will provide or arrange for needed services and supports inasmuch as financial resources allow. Services and supports may be provided by staff members of the Board or through service contracts with other qualified organizations or individuals.

1. In conjunction with the Annual Action Planning process required by 5123:2-1-02 of the Ohio Administrative code, the Superintendent will review the organizational structure, deployment of existing resources, and unmet service needs annually.
2. Staffing requirements will be considered by the Superintendent in the context of this process, and addressed in the Boards Annual Action Plan and annual operating budget in the context of funds available and identified priority needs. This could include:
  - a. The increase and/or decrease in the number of specific positions;
  - b. The re-deployment of existing positions;
  - c. The increase or decrease of funding for existing service contracts;
  - d. The deletion of existing service contracts; and
  - e. The approval of new service contracts.
3. Criteria to be used to evaluate how staffing requirements are met include, but are not limited too:
  - a. The mission and vision of the Board;
  - b. The Board adopted Annual Action Plan and long range strategic goals;
  - c. Results of various needs assessment;
  - d. Results of performance measurement;
  - e. Quality assurance efforts and activities;
  - f. Cost effectiveness of services and supports;
  - g. Opportunities for collaborative efforts with other community agencies;
  - h. The potential for generating additional revenue or accessing a new funding source; and
  - i. The Board's financial resources.