Hardin County Board of Developmental Disabilities
POLICY

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Title: Board Members Orientation & Training		
Regulatory Authority: OAC 5123:2-1-13; ORC 5126.0210, 5126.0211		
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Reviewer/Job Title: Superintendent or designee		

BOARD MEMBER ORIENTATION & TRAINING

A. ORIENTATION

(1) The Superintendent will provide an orientation to all newly appointed Board members within three (3) months after the board member's initial appointment to the county board. Whenever possible, the orientation will be conducted prior to the first meeting the board member is scheduled to attend.

(2) The orientation training shall address the duties of the county board, role and requirements of board members, confidentiality, and the ethics laws of the state of Ohio.

(B) TRAINING

(1) Each calendar year, each member of the Hardin County Board of Developmental Disabilities (HCBDD) will attend at least four hours of in-service training annually. Two hours will be prescribed by the Ohio Department of Developmental Disabilities and two hours will be determined by the board.

(2) Board members appointed after the county board's annual organizational meeting and board members appointed for the remainder of a former board member's term shall complete in-service training during the first calendar year of the board member's appointment in accordance with the following schedule:

(a) Board members appointed on or before March thirty-first shall complete a minimum of four hours of in-service training.

(b) Board members appointed after March thirty-first but prior to July first shall complete a minimum of three hours of in-service training.

(c) Board members appointed after June thirtieth but prior to October first shall complete a minimum of two hours of in-service training.

(d) Board members appointed after September thirtieth but prior to the succeeding January first shall complete a minimum of one hour of in-service training.

(3) The county board and the superintendent shall jointly develop the county board's plan for in-service training for the calendar year which:

(a) Reflects the annual topics identified by the director of the Ohio Department of Developmental Disabilities with consideration of priorities within the county;

(b) Includes perspectives from outside the county; and

(c) Recognizes that training for specific board members may vary based on board members' background and experience.

(4) The superintendent shall maintain documentation of board members' completion of in-service training which shall include:

(a) An outline or description that details the content of the training;

(b) The date, time, location, and duration of the training; and

(c) A sign-in sheet or email in which the board member attests to completing the training.

(4) A member of the HCBDD will be considered present at an in-service training if the member is connected through a system that enables the member to communicate with the individuals participating in the session and such individuals can communicate with the member not physically present.