

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	Staff Development Advisory Council	1051

1. Purpose. This policy sets forth guidelines for the establishment of a Staff Development Advisory Council to address training needs within DDS and any other items designated by the Director, or designee.
2. Scope. This policy is directed to all employees of DDS.
3. Administrative Disposition.
 - A. The Staff Development Advisory Council will be composed of members as follows:
 - 1) One member from each Human Development Center as designated by the Superintendent (preferably the Staff Development Specialist or individual designated to be in charge of training).
 - 2) One member designated by the Director to represent the Central Office, and act as Liaison.
 - B. The Council will meet at least quarterly, or as requested by the Liaison member and will require 51% of the voting members to be present to meet and act on items that require action by the Council.
 - C. Agendas and minutes of all Council meetings will be provided to Activity Managers to inform them of Council activities.
 - D. The Staff Development Advisory Council will insure that training conducted within the Agency is appropriate to identified needs and continuously updated. In attaining this objective the Council will insure that Federal, State and Agency guidelines are followed in the planning, implementing and evaluation of staff training and development.

Replacement Notation: This policy replaces DDS Policy 1051 effective April 4, 1983, and January 8, 1987.

Effective Date: January 15, 1993

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References: 45 CFR 442, ICF/MR Regulations; Core Curriculum Training Guide, DDS Policy 1052.

