Section I. The Board shall meet at least once per quarter and the time, date and place specified in the notice thereof.

Section II. The Chair may call additional meetings at such time and place as deemed necessary.

Section III. Notices of all regular meetings shall be mailed to each Board Member, the Governor, the DHS Director, local newspapers and other media, at least ten (10) days in advance of the meetings.

Section IV. Notice of all emergency or special meetings shall be provided to representatives of the media located in the county in which the meeting is to take place, the Governor, and the DHS Director of the time, date and place at least two (2) hours before such meetings take place.

Section V. All meetings of the Board shall be public meetings, except that the Board may have closed meetings for the purpose of considering employment, appointment, promotion, demotion, disciplining or resignation of Human Development Center employees.

Section VI. All outcomes reached during an executive session will be presented and voted on, upon reconvening in a public session.

Section VII. The Board shall hold an election of officers annually at the last regular meeting of each calendar year. A Chair, a Vice Chair, and a Secretary shall be elected and they shall hold office until their successors are elected.

Section VIII. A quorum of the Board shall consist of four members. However, a majority of votes of the entire membership of the Board shall be necessary to take any Board action.

References: Board Action: June 8, 1980; March 11, 1984; September 29, 1984; December 21, 1985; March 26, 1986; May 11, 1993; November 7, 2001; Act 348 of 1985.

Administrative Rules & Regulations Sub Committee of the Arkansas Legislative Council: July 1, 1993.

Adopted at a meeting held on June 8, 1980 and subsequently amended on December 21, 1983, and May 11, 1993. It is hereby certified that the above BY-LAWS of the DDS Board were duly meeting duly called, by a majority vote of the entire membership of the Board.

These BY-LAWS may be repealed, altered or amended at any regular or special meeting called by the Governor and the Director of DHS.

Upon approval at a meeting, a copy of the signed Board minutes shall be forwarded to the offices of the Governor and the Director of DHS.

Section X.

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<td>March 26, 1986</td>
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(Updated January 2010)
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March 26, 1986
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Service Planning and Delivery

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June 18, 1996

Board Policies

Effective Date

Subject

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Policy #

Prelled in the DDS Manual or Board Policies

Index of Policies

July 1, 1993
Arkansas Department of Human Services

Administrative Rules & Regulations Sub-Committee of the


January 22, 1993; December 21, 1992; March 26, 1995; 1996 and

1998, Act 6, 1995, as amended by Act 349, 1997 and Act 348 of

June 18, 1998.

Effective Date: June 18, 1998.

Replacement Notation: This Policy replaces Policy #1001 dated June

1. Purpose: This Policy has been prepared to affirm the Board

1001

Board Policies

Policy No.

Subject of Policy

Policy Type

Administrative

MANUAL OF BOARD POLICIES

DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

ARKANSAS DEPARTMENT OF HUMAN SERVICES

Policy

Scope: This Policy is directed to all individuals or

entities affected.

Human Developmental Centers.

Policy

3. Operation of the residental programs by state or

entities is in accordance with the general guidelines,

procedures, and regulations of the Department of

Developmental Disabilities Services, and

Department of Human Services.

Processes and regulations promulgated by the Director,

Department of Human Services.

Administrative

Subject of Policy

Policy No.

Policy Type
Arkansas Legislative Rules & Regulations - Sub Committee of the

Administrative Professional: [Section or Title]


Effective date: June 18, 1993


Effective date: June 8, 1980 and September 29, 1984.

Replacement: This policy replaces DDS Board Policy #1002

Policy Title: Board Involvement in Personnel

Policy No. 1002

Policy Type: Administrative

MANUAL OF BOARD POLICIES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
ARKANSAS DEPARTMENT OF HUMAN SERVICES
Arkansas Administrative Code: Rule 4, Regulation Sub-committee of the


References: Act 6, 1955; Sec. 4, 5, 6, 8, 9, and 11 as amended Act 347, 1975; Act 348 of 1985. Board Action: Jan. 22

Effective Date: June 18, 1993

This Policy Replaces DDS Board Policy #1003

I. Purpose. This policy has been prepared to explain the role of

HDC placements

Transfers/Discharges

Arkansas Department of Human Services

DEPARTMENT OF DEVELOPMENTAL DISABILITIES SERVICES

MANUAL OF BOARD POLICIES

ADMINISTRATIVE RULE 4. REGULATIONS SUB-COMMITTEE OF THE

APPENDIXES

Appendix A. The Board deems it is an authority for hearing

decisions for client/parent to address concerns regarding service

necessary process and develop procedures to provide opportunity
director. The DDS Director is authorized to establish

placement/transfers/discharges. The board deems to address

developmental disabilities services.

the dominant priority.

with the least restrictive alternative used as

making authority. With the least restrictive order

delegation of responsibilities residing at HPC to agency

determine the placement authority to determine the placement or status

debates the appropriateness and other parties interested in or affected by HPC

2. Scope. This Policy is directed to HPC employees and to all

3. Placement. The board in carrying out the statutory responsibility for

HDC. This policy is directed to HPC employees and to all

4. Appellate. The Board deems it is an authority for hearing

decisions for client/parent to address concerns regarding service

necessary process and develop procedures to provide opportunity
4. Educational leave. Any approved leave from DDS for educational purposes must benefit the Agency. The DDS Board delegates all statutory authority for granting educational leave to the DDS Director.

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<thead>
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<th>Board Involvement In Personal</th>
<th>Administrative Policy No.</th>
<th>Subject of Policy Type</th>
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<td>2002</td>
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Subject of Policy

Policy No.

Policy Type

MANUAL OF BOARD POLICIES

DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

ARKANSAS DEPARTMENT OF HUMAN SERVICES

Arkansas State Board of Health

Advisory Council: July 1, 1993

Administrative Rule 2 of the Committee of the

1985.

29, 1981: March 26, 1986, May 11, 1993; Act 348 of


16, 1995; Dec. 16, 1999

Effective Date: June 18, 1993

Effective March 26, 1986.

Effective June 8, 1990, Sept. 29, 1994 and

Replacement Notation: This Policy replaces DDS Board Policy #1004

| 1. Purpose | This Policy establishes the authority for DDS Board |
| 2. Scope | This Policy is of interest to all DDS employees. |
| 3. Funds for Programs Serving Developmental Disabilities |

Individually of the HHCs.

Federal funds available now or in the future on behalf of
applications on behalf of Developmental Disabilities Services for

The DDS Board authorizes the DDS Director to execute and Title |

monies on behalf of Developmental Disabilities services |

authority with respect to the application for Federal grant |

individually of the HHCs. |

Administrative Act 4 of the

Arkansas

1995.
Arkansas Developmental Disabilities Services

Policy Title: Use of Lands/Facilities/Equipment

Policy No: 1005

Policy Type: Subject of Policy

Manual of Board Policies

Division of Developmental Disabilities Services
Arkansas Department of Human Services
6. Contracting Requirements: Contracts with outside organizations designating to use residential program facilities and equipment will be made in accordance with statements from the Attorney General's Office and the Insurance Commissioner regarding agency liability. The Board of Directors and the administrative officers of the agency may be responsible for any outside organizations and the outside agency will indemnify the Board against any possible damage or loss, Contract forms are available from the DDS Administrative Services Section.

7. Lease of DDS Land and Facilities: The DDS Board has discretionary authority over the properties it holds in trust to decide to whom it might lease, what properties it might lease, and under what conditions. The Director will assign responsibility for recommendations on leasing. Any request for leasing held by the DDS Board may be open to competitive bidding. When leases, DDS will negotiate through Arkansas State Building Services in accordance with Section 8, Act 716, 1975, as amended by Act 411, 1979.
Arkansas Legislature: July 1, 1993.
Administrative Rules & Regulations Sub-committee of the
1986: June 8, 1986 and January 25, 1985 and March
June 8, 1986 and January 25, 1985 and March

Reference: Board Action: Apr. 15, 1973; June 8, 1980, Jan. 25,

Effective Date: June 18, 1993

Replacement Notation: This Policy replaces Policy #1006 effective

(approval/dispersal) of organizational changes.

has the authority to establish the necessary process for
determining organizational structure of HCSs. The DDS Director to the Director for Developmental Disabilities Services in
organizational structure. The DDS Board delegates its authority

Scope: This policy is directed to all employees of the
organizational structure of the HCSs.

Purpose: This policy clarifies the role of the DDS Board in the
organizational structure of the HCSs.

<table>
<thead>
<tr>
<th>1006</th>
<th>Organizational Structure</th>
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<tr>
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<td>HCS Program</td>
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</tbody>
</table>

Arkansas Department of Human Services

MANUAL OF BOARD POLICIES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

Policy No. | Subject of Policy | Policy Type
-----------|-------------------|-------------
Arkansas Legislative Council: July 1, 1993.
Administrative Rules & Regulations Sub committee of the

May 11, 1993; Act 748 of 1993.
1982; Act 16, 1982; Nov. 12, 1982; March 26, 1986 and
1985; Act 1, 1980; Act 10, 1981; Sept. 18, 1980;

Effective date: June 18, 1993
Sheet 1 of 1

Reference: Board Action: Sept 10, 1993

Effective Notation: This policy replaces 1997 effective Act 10,

Purpose: The DDS Board Chair will decide whether a

6. Board Response. The DDS Board Chair, at the Chair's discretion, will either respond to the

presentation during the Board meeting that response, or inform members of the Board. If the

Chair determines in the best interest of the DDS Board that response is not appropriate, the Chair

will inform the presenter that a written response will be provided.

5. Guideline. Members of the public may make presentations during

4. Board Meeting. Time will be allowed during regularly scheduled

meetings. Contact to help the DDS Board make decisions.

3. Individual Contacts. The DDS Board is a public body, and members

are subject to the open meeting law. The Board will use the information received from these

meetings, pertaining to their role as DDS members, to inform the Board on any

matter that the Board may consider at the meeting.

2. Scope. All individuals residing at DDS, Parents/Guardians, and

1. Purpose. This policy has been written to provide guidelines for

Public Input

1007

Subject of Policy

Policy Type

MANUAL OF BOARD POLICIES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
ARKANSAS DEPARTMENT OF HUMAN SERVICES
Arkansas Legislative Council: July 1, 1993.

Administrative Rules & Regulations Sub-committee of the

1992; Act 5, 1998; March 26, 1998; May 11,
1992; January 26, 1998; May 27, 1998; November 1, 1998; September 1997; and
April 9, 1993.

Effective date: June 18, 1993.

March 26, 1993.

Effective November 1, 1998.

Effective March 26, 1998.

Replacement Notation: This policy replaces board policy #1098

Administrative chancelors.

Administrative procedures. The DDS director is authorized to establish

Procedures. The DDS director is authorized to establish

Administrative procedures.

Regulations. In accordance with all State laws and regulations.

In accordance with all State laws and regulations.

Consultant Selections.

Consultant Selections.

Other Interested Persons.

Other Interested Persons.

Scope. This policy is applicable to employees of the HDD and any

behalf. This policy is applicable to employees of the HDD and any

Policy No.

Consultant Selection.

Consultant Selection.

Subject of Policy.

Subject of Policy.

Policy Type.

Policy Type.

MANUAL OF BOARD POLICIES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
ARKANSAS DEPARTMENT OF HUMAN SERVICES
Administrative Rules & Regulations Sub Committee of the
Arkansas Legislative Council: July 1, 1993.

Reference: Board Action: August 15, 1981; March 26, 1986 and May

Effective date: June 18, 1993

Replacement Notation: This policy replaces policy #1011 effective

Scope. This policy is directed to all employees of the

1. Purpose. This policy limits the means used by DDS to achieve

3. Compliance. All actions taken, encouraged, and supported by DDS,

on behalf of the HHCs, shall be consistent with applicable state and federal laws. The DDS Board delegates

with applicable state and federal laws. The DDS Board delegates

the authority for insuring compliance to the Director for DDS.

2. Scope. This policy is directed to all employees of the

ends set by the board.

1011

Policy No.

Policy No.

Legislative

Subject of Policy

Policy Type

MANUAL OF BOARD POLICIES

DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

ARKANSAS DEPARTMENT OF HUMAN SERVICES
Arkansas Legislative Council: July 1, 1993.

Administrative Rules & Regulations Sub-committee of the

Reference: Act 360 of 1985; Board Action: March 26, 1986, May 11,

Effective Date: June 18, 1993

March 26, 1986.

Replacement Notation: This policy replaces Policy #102. Effective March 26, 1986.

Coordinate, plan, and manage activities and services to ensure effective delivery. The Director is responsible for overseeing the activities of the DDS Board and division/departments. The Director is also responsible for ensuring that the activities are consistent with the mission of the DDS. This policy is effective immediately.

1. Purpose. This policy has been developed to establish the duties of the DDS. The Board delegates its authority to the Director of the Department of Human Services.

2. Scope. This policy applies to all DDS employees and any other interested persons.

3. Responsibilities. It shall be the responsibility of all DDS employees to abide by policies/procedures/legislative statutes/provisions of all laws.

4. Organizational Authority. The DDS Board delegates its authority to the Director of the Department of Human Services.

HDC Program Administration

102

Policy No. 2

Subject of Policy

Policy Type

Manual of Board Policies

Division of Developmental Disabilities Services

Arkansas Department of Human Services
Effective date: November 7, 2001; Revised August 4, 2011

This policy applies to all aspects of the subcommittee process and all representatives.

This policy provides for the operation of subcommittees to assist the board.

A. Composition:

4. Procedure:

A. Coordinating the scheduling of subcommittee meetings with the subcommittee chair.

3. Administrative Responsibilities. The Director for Developmental Disabilities Services or his designee is responsible for:

B. Preparing agendas, noting participation and developing meeting minutes.

C. Securing necessary information/supportive data to enable the subcommittees to function in an efficient manner.

2. Purpose:

The HDC Superintendent, parent, Central Office staff and community in accompanying his primary duties and responsibilities in conjunction with the subject of Policy Policy No. 1036.
2. The subcommittees will have no independent authority except for those specified.

3. All subcommittee decisions and recommendations will be submitted to full board approval.

C. Subcommittees

media.

4. All subcommittee meetings are open to the public and will be announced to the media.

3. Minutes of subcommittee meetings with relevant attachments will be included in the board packet.

2. Other subcommittee meetings may be held upon request of the Board Chair.

2. Time will be meetings held by each subcommittee as needed.

B. Meetings

4. The senior board member shall function as subcommittee chair.

Chair may expand the length of service on a staggered basis. Board members and superintendents will serve on each subcommittee for 2 years.

Supervisors from County HD and one subcommittee of 3 superintendents (d) Central Office Representative (designated by Director)

(e) Board chair (ex-officio)

(f) One subcommittee will consist of 2 superintendents and 1 assistant

Administrative

Policy No. 1013

Manual of Board Policies
Division of Developmental Disabilities Services
Arkansas Department of Human Services
Council: July 1, 1993.
Administrative Rules & Regulations Sub-Committee of the Arkansas Legislative
August 30, 1993; and November 7, 2001.
References:
DDC Board Action, September 19, 1989; December 7, 1991; May 11, 1993;
Effective Date: November 7, 2001
Sheet 1 of 2

2. Each subcommittee will be composed of:
   (a) HDC Parent
   (b) Superintendents
   (c) Board Members
   (d) Physical Management (Buildings, Lands, Leases, Maintenance)
   (e) Administrative Services (Budget and Personnel)

1. There will be two standing subcommittees of the DDS Board. They are:

A. Composition:

4. Procedure:

C. Securing necessary information/supportive data to enable the subcommittees to
   function in an efficient manner.

B. Preparing agendas, notifying participants and developing meeting minutes.

A. Coordinating the scheduling of subcommittee meetings with the subcommittees
   chair.

A. Administrative Responsibilities of the Director for Developmental Disabilities Services
   for this delegate is responsible for:

3. Participants in the process.
   Administrative Responsibilities.
   The Director for Developmental Disabilities Services.

2. Scope: This policy applies to all aspects of the subcommittee process and all
   Superintendents' Parent, Central Office staff, and community representatives.

1. Purpose: This policy provides for the operation of subcommittees to assist the Board

MANUAL OF BOARD POLICIES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
ARKANSAS DEPARTMENT OF HUMAN SERVICES

Policy No. 1013

Subject of Policy: DDS Board Subcommittees
2. Specific functions authorized by the Board, the subcommittees will have no independent authority except for those
that Board approval.

1. All subcommittee decisions and recommendations will be submitted to

C. Subcommittee Authority

to the media.

4. All subcommittee meetings are open to the public and will be announced

3. Included in the Board Packet.

Minutes of subcommittee meetings with relevant attachments will be

Chair, Subcommittee Chair or DDS Director.

Other subcommittee meetings may be held upon request of the Board

There will be meetings held by each subcommittee as needed.

B. Meetings

4. The Senior Board Member shall function as Subcommittee Chair.

3. Whenever the Board Chair may extend the length of service

for 2 years on a staggered basis. Based upon special expertise of a Board

Board Members and Superrintendents will serve on each subcommittee

(d) Board Chair (ex-officio)
(e) Central Office Representative (designated by Director)
References: DDS Board Action

Legislative Council November 1, 2002
Promulgated October 9, 2002, Reviewed by

October 19, 2002

Effective Date:

5. Has the donor given the agency approval for sale, marketling, or other use of disposal of the property?

4. Are there liens, encumbrances, or liabilities associated with the property?

3. Is the property a small part of a larger trust or multiple beneficaries?

2. Is the design of the property from the agency problematic?

1. Will the long-term cost of maintaining the property exceed the long-term value?

III. Procedure

1. Policy

II. Purpose

The purpose of this policy is to establish a mechanism for reviewing real estate who are not all individuals, before deciding whether to accept the gift. When real estate is offered to the agency, or when notice of an intended gift is received, the board and the DDS Director will consider the following factors:

1. Accept on behalf of the agency based on, but not limited to, the factors listed below.

II. Policy

1. Accept on behalf of the agency based on, but not limited to, the factors listed below.
<table>
<thead>
<tr>
<th>Policy Type</th>
<th>Subject of Policy</th>
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</thead>
<tbody>
<tr>
<td>Fiscal</td>
<td>Budget Requests</td>
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</tbody>
</table>

1. **Purpose.** This policy has been prepared to establish the role of the DDS Board in budget requests made by Developmental Disabilities Services, on behalf of all HDCs.

2. **Scope.** This policy applies to all HDC employees.

3. **Budget Requests.** All budget requests made by Developmental Disabilities Services, on behalf of the HDCs, will reflect the priorities as outlined by the DDS Board.

The DDS Board delegates its authority for ensuring agency compliance and coordinating budget requests with the Department of Human Services to the Director of DDS.

**Replacement Notation:** This Policy replaces Policy #2001 effective June 26, 1980; Jan. 25, 1985 and March 26, 1986.

**Effective Date:** June 18, 1993


Administrative Rules & Regulations Sub Committee of the Arkansas Legislative Council: July 1, 1993.
Arkansas State Government

Arkansas Administrative Rules & Regulations of the Governor


Effective date: June 16, 1993

and March 26, 1986.


Replacement Notation: This policy replaces Policy #2002 effective

limited by board policy #2002.

Approved by Board Policy #2002, the DDS board delegates statutory authority to the director for development of the developmental disabilities services for developmentally disabled persons, and the non-appropriated funds.

Approval for development of the developmental disabilities services for developmentally disabled persons, and the non-appropriated funds.

5. Expenditures must be reported on a quarterly and annual basis to the DDS board.

6. Non-appropriated funds, other than those expenditures, must also be reported on a quarterly and annual (fiscal) year.

7. Financial Reporting requirements.

8. Operational reports as required by the legislature for the Department of Human Services.

9. Operational reports as required by the legislature for the Department of Human Services.

10. This policy is directed to all DDS employees.

11. Subject of policy: Financial Reports.

Policy type: 2002

Arkansas Department of Human Services

Division of Developmental Disabilities Services

Manual of Board Policies
Arkansas Legislative Council: July 1, 1993.

Administrative Rules  & Regulations Sub Committee of the

November 1, 1982; March 26, 1986; May 11, 1986;


Effective Date: March 26, 1986.

Effective June 8, 1980, November 1, 1983, and
Replaced by Policy replaces Board Policy # 2003

Replacement Notation: This Policy replaces Board Policy #2003

...presences for those not going home.

b. Items and/or services for special events and holidays.

A. Items and/or services not ICF Reimbursable except those

exempted for supplemental purposes. Supplemental being defined

as:

4. \textbf{Use of Gifts and Bequests. Gifts and bequests funds shall be}

\underline{shall not be accepted.}

\underline{expected to cause adverse public impact upon DDS acceptance,}

\underline{philosophy or from sources by whose nature could reasonably be}

\underline{consistent with Arkansas statute or policy, or with DDS policy or}

\underline{regarding gifts and bequests. The board of}

developmental centers. The board may receive and hold in trust

the benefits developmentally disabled individuals entitled to the

benefit of the Arkansas. The board may receive and hold funds

necessary to accept gifts.

Board authority to accept gifts and bequests, the board of
donor receipts.

Scope. This policy is directed to all applicable employees and

Developmental Centers (DCC) relative to the human development centers as

Individuals Entitled to the Human Development Centers Board Authority as

Pursue. This policy has been prepared to establish

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Subject of Policy</th>
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<tbody>
<tr>
<td>2003</td>
<td>Gifts and Bequests</td>
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</table>

Arkansas Department of Human Services

MANUAL OF BOARD POLICIES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

Page 1 of 2
Pursuant to the above paragraph, the Director, after being notified by the DS Director, shall be notified of any new or revised requests for non-designated funds and shall be provided with a copy of the request. The Director shall be provided with a copy of the revised request within 24 hours after receipt of the original request. The Director shall have 10 days to respond to the request. If the Director does not respond within 10 days, the request shall be deemed approved.

Effective Date: June 12, 1993

MANUAL OF BOARD POLICIES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
ARKANSAS DEPARTMENT OF HUMAN SERVICES
Arkansas Legislative Council: July 1, 1993.

Administrative Rules & Regulations Sub-committee of the


Effective: June 18, 1993

1996.


Replacement Notification: This policy replaces policy #2004 effective

3. DDS Board Authority Regarding Fees. The DDS board delegates its

authority to establish a fair and equitable fee structure.

1. Purpose. This policy has been prepared to establish DDS board

2. Scope. This policy is directed to all DDS employees with

responsibility for assessing or collecting fees for services rendered by the human development centers and to all individuals

rendered by the human development centers and to all individuals

of enrollment purchasing services.

assessment and collection methodology to the Director of DDS.

Prelim.

Prelim.

Policy Type

Subject of Policy

Policy No.

Manual of Board Policies

Division of Developmental Disabilities Services

Arkansas Department of Human Services
Arkansas, Administrative Rules & Regulations of the Board of the
Department of Human Services, Division of Developmental Disabilities
Services, Section 26, 1996 and March 26, 1996.

Revised: Board Action: Sept. 13, 1997; Nov. 1, 1990; Jan. 25,

Effective Date: June 18, 1993

Replacement Notation: This policy replaces Policy #2005 dated Nov.
1993.

Purpose: This policy pertains to the collection of fees and donor
monies due DDS, including but not limited to fees and donor
monies due DDS, including but not limited to fees and donor
monies due DDS, including but not limited to fees and donor
monies due DDS.

Scope: This policy is directed to all applicable employees.

In individuals who reside in DDS.

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In individuals who reside in DDS.
The Board of DDS delegates authority to the DDS Director for expending funds outlining the purpose of this policy.

1. Purpose. This policy has been prepared to establish procedures regarding the use of funds generated by the sale of timber or funds received from signing bonuses or royalties on mineral leases from land owned and other mineral rights.

2. Scope. This policy is directed to all applicable employees of the Division of Developmental Disabilities Services (DDS).

3. Use of Funds. Unless otherwise directed by the Board of Developmental Disabilities Services (DDS), expedenditures: Requests to expend funds described in this policy will be made by

4. Expedenditures. Requests to expend funds described in this policy will be made by

HDC Superintendents to the DDS Director.

Meet Life Safety Codes. (2) Maintain the life of the buildings. (3) Contribute to the safety and continued control of human development center clients.

(1) Revert to state purchasing laws and will meet the criteria of being required to:

(1) Major Capital equipment designated for the six state operated human development centers. All expenditures of these funds will be in accordance with development of physical plant of disabilities services. DDS will limit the use of funds generated by the sale of timber and mineral leases from land owned and mineral rights held by the Board of Developmental Disabilities Services (DDS).
Arkansas Legislative Council: July 1, 1993.

Administrative Rules & Regulations Sub-committee of the

Effective Date: June 18, 1993


Replacement Notation: This policy replaces policy #3003 dated 1/26/96.

1. Purpose. This policy sets forth a compliance directive from the Department of Education within the Division of Developmental Disabilities Services.

2. Scope. This policy applies to all affected programs.

3. Education Law Compliance. HDCs receiving federal and/or state education monies will comply with all applicable laws for receipt of such funds.

4. Authorization. The DDS Board delegates the authority for ensuring compliance to the director for developmental disabilities services.

Policy No. Policy Type
Subject of Policy

MANUAL OF BOARD POLICIES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
ARKANSAS DEPARTMENT OF HUMAN SERVICES
E. When readmission is determined to be appropriate, the

D. Should intervention fail and a request for readmission to an

C. In the event that additional services or assistance is needed

B. Each contact will be documented and placed in the

A. When an individual is discharged to a less restrictive


Parties. This policy applies to all DDS employees, consumers'

2. Scope. This policy applies to all DDS employees, consumers',

1. Purpose. The establishment of procedures for human development center

Readmissions to an HDC

Subject of Policy

Policy No.

Service

MANUAL OF BOARD POLICIES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
ARKANSAS DEPARTMENT OF HUMAN SERVICES

3004
Arkansas Legislative Council: July 1, 1993.
Administrative Rules & Regulations Sub Committee of the

Effective Date: June 18, 1993

Staff when there is an appropriate vacancy.

H. The HDC will notify the parent/guardians and/or alternate

3004

Service

Policy No.

Policy Type

Subject of Policy

MANUAL OF BOARD POLICIES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
ARKANSAS DEPARTMENT OF HUMAN SERVICES
(d) Remuneration. Any board or commission member referred to the Governor because of
excessive absences under the provisions of this section shall not be entitled to any per diem or expense
reimbursement for travel or any other expense incurred while in the performance of official duties.

(3) When sixty (60) days after receiving the notice and supporting documentation from the
Secretary, the Governor shall notify the board or commission of the member referred to the Governor because of
excessive absences.

(2) Any board or commission secretary shall provide a copy of all meeting notices and
attendance records for the past year.

(1) Notice and Removal Procedures. Removal of board or commission members shall be in accordance
immediately called special meetings, shall constitute sufficient cause for removal.

(h) Grounds for Removal.

25-17-211. Absence of member from meetings as

STATE OF ARKANSAS

81st General Assembly
Regular Session, 1997

SENATE BILL 166

For an Act To Be Entitled
"AN ACT TO ENSURE BOARD AND COMMISSION MEMBER ATTENDANCE AT BOARD AND COMMISSION MEETINGS; AND FOR OTHER PURPOSES."

Be it enacted by the General Assembly of the State of Arkansas:

SECTION 1. Arkansas Code 25-17-211 is amended to read as follows:

"25-17-211. Absence of member from meetings as grounds for removal.

(a) Any board or commission member who shall be absent from three (3) successive regular meetings for any reason other than illness of the member, verified by a written sworn statement by his attending physician and entered in the minutes of the board or commission, shall thereby forfeit and vacate his membership on the board or commission. This forfeiture and vacancy shall be forthwith notified to the Governor or other appointing authority by the secretary of the board or commission, who shall fill the vacancy in the manner prescribed by law.

(b) Excessive Absences. A board or commission member shall be subject to removal from the board or commission for excessive absences, as determined by the Governor or other appointing authority.
Section 4. General Repealer. All laws and parts of laws in conflict with this act are hereby repealed.

This act is not intended to be severable. If any provision of this act is invalid, such invalidity shall not affect other provisions or applications of the act.

Section 5. Severability. If any provision of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act or the application of such provision to other persons or circumstances.

Section 2. Code. All provisions of this act of a general and permanent nature are amendatory to the


same in the code.

Governor then the member has been excused for the absence, the attendance of any subsequent meeting until the board or commission receives notification from the Governor that the member has been excused for the absence.

Reimbursement of Travel or Expense of Members

(4) Reimbursement of Travel or Expense. Any board or commission member required to travel because of

absence to attend a meeting shall be reimbursed in accordance with the provisions set

forth in A.C.A. § 5-2-117.20.

(5) At Any Meeting. The member may be removed in accordance with the provisions set

forth in A.C.A. § 5-2-117.20.

(6) The Governor shall permit an exception for illness of the member when verified by a written statement

issued by the attending physician or other proper excuse as determined by the Governor.

Within twenty (20) days of the date of the Governor's notice, the member may request an exception for

absence as provided by this act or may file with the Governor's notice that the member desires

the attendance records and the reasons thereof.

(2) Within sixty (60) days after receiving the notice and supporting documentation from the board of

commission secretary, the Governor shall notify, in writing, the board of commission member of

the intent to remove the member for cause. This notice shall include a copy of all notices and attendance records

pertaining to the Governor in accordance with the

25.

procedures set forth in A.C.A. § 5-2-117.20.

(1) Within thirty (30) days after each regular board or commission meeting, the secretary of each

board or commission shall be in accordance

with the following:

(c) Notice and Removal Procedures. Removal of board or commission members shall be in accordance

with the Arkansas Code of 1987, and any immediate call special meeting shall constitute sufficient cause for removal.

Without waiving any intermediate called special meetings, shall constitute sufficient cause for removal.

Severance of the member's service for the purpose of removing the member shall be in accordance with A.C.A. § 5-2-117.20.
APPROVED: 2-20-97

Section 5. Emergency Clause. If it is hereby found and determined by the General

Governor may veto the bill. If the bill is vetoed by the Governor and the veto is
shall become effective on the expiration of the period of time during which the
Public Peace, Health, and Safety shall become effective on the date of its approval;
also make any emergency necessary for the preservation of the
necessary to transact essential business and to legally provide and monitor
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Assembly that attendance at board and commission meetings is essential to provide

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