

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	Volunteer Councils	1079

1. Purpose. This policy establishes guidelines regarding volunteer councils at the Arkansas Human Development Centers.
2. Scope. This policy is directed to all DDS employees, members of the Volunteer Councils, and interested parties.
3. Criteria. The administration of each HDC within the DDS Human Development Center system, shall encourage parent(s)/family(ies)/guardian(s) and interested individuals/organizations in the community to become involved with the facility through the functions of the Volunteer Council. The Superintendent/designee and other employees may assist in the activities of the Council and may attend meetings of the Council.
4. Guidelines for Staff Involvement.
  - A. Agency personnel may be actively involved with the Council if so requested:
    - 1) In an advisory capacity;
    - 2) Assisting in determining goals/projects of Council;
    - 3) Support for or participation in regular meetings.
  - B. Agency personnel are strictly prohibited from serving as officers on the Council, yet may function as specified in the Council's By-laws regarding superintendent participation at Council meetings and as approved by the DDS Director.
  - C. State employees may not be signatories on Council checks. State employees may prepare checks for appropriate signature by designate Council members who are not state employees. State employees may at the discretion of the Council deliver checks to the appropriate vendor for purchase of designated goods.
  - D. All deposits by DDS employees must be restrictively endorsed for deposit only and include the account number. All receipts will be deposited in tact.

Effective Date: December 1, 1993

Sheet 1 of 3

References: Administrative Rules & Regulations Sub Committee Legislative Council:  
November 4, 1993.

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- E. DDS employees may accept donations sent to an HDC for the Council. Two employees will timely verify receipt of the donation by signature. The receipt shall be provided to the Council Treasurer along with the donation, with a copy of the receipt to the HDC Superintendent if the receipt is written by an employee other than the Superintendent.
  - F. Volunteer Councils may be permitted to use Agency facilities to conduct meetings according to DDS Director's Office Policy #1041, wherein no state business is interrupted.
  - G. Mailings of the Council may be included in HDC routine mailings.
  - H. Clerical assistance may be provided by the HDC as approved by the Superintendent if Center operations are not interrupted.
  - I. When the Superintendent feels that it is no longer in the best interest of the HDC to have an affiliation with the Volunteer Council they may refer the issue to the DDS Director for appropriate action.
5. Volunteer Councils. It is recommended and encouraged by DDS that each Council affiliated with the HDCs follow these guidelines:
- A. Adopt By-Laws from which business operations follow.
  - B. Annual audit or review conducted by an independent auditing firm or audit committee independent of those persons responsible for financial transactions. A report of the results of the audit or review should be submitted to the Council for discussion and acceptance.
  - C. Quarterly reports of the Councils financial status are submitted to each Council member and copied to the respective HDC Superintendent.
  - D. All financial transactions require two signatures.

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- E. All transactions have receipts documenting all purchases, and accounting practices follow generally accepted accounting principles.
  - F. Minutes are taken at each Council meeting and then are reviewed and adopted at the next meeting by the full Council.
  - G. The Council encourages donations be submitted to officers or members of the Council rather than to the HDC(s).
6. Volunteer Council Projects. Council members shall be advised by HDC staff that Capital Construction projects require approvals of the DDS Director, DDS Board, DHS Director, and State Building Services and any others as required and/or necessary, according to any prevailing legislation.
- It is recommended that in public meetings, the full Council discuss with staff its projects/fundraising on behalf of the Human Development Center, and take formal action in public meetings.
7. Reporting Requirements. It is further recommended and encouraged that each Volunteer Council make official inquiry to the Office of The Attorney General to determine the applicability of Arkansas Statute 4-28-401 to the Council's status as fundraisers.