

Rappahannock-Rapidan Community Services

Board of Directors

Title: Use of Alcoholic Beverages at RRCSB-AAA SPONSORED Events

Number: 1010

Policy: The RRCSB-AAA will not sponsor or host, on its leased or owned properties, any functions at which alcoholic beverages are served. Although the RRCSB-AAA recognizes the right of its employees and consumers to make responsible choices in this area, it views the presence of alcoholic beverages at its own functions to be inconsistent with its overall mission.

Procedure: The Executive Director is responsible for the dissemination and enforcement of this policy.

Effective: 4/12/94

Review: Every two (2) years

Approved

Board Chair

Executive Director

Approved by the Board:	April 12, 1994
Revised & Approved by the Board:	April 13, 1999
Revised & Approved by the Board:	September 12, 2000
Reviewed: No Change	June 12, 2001
Revised & Approved by the Board:	March 11, 2003
Reviewed by the Board: No Change	May 10, 2005
Reviewed by the Board: No Change	March 14, 2006
Revised & Approved by the Board:	February 12, 2008
Reviewed: No change	January 12, 2010

Rappahannock-Rapidan Community Services

Board of Directors

Title: Board Notification

Number: 1011

Purpose: This policy spells out circumstances under which the Board Chair will be contacted regarding critical issues that occur between the scheduled meetings of the Board. This policy also provides guidelines for individual Board members if they are contacted by the news media.

Policy: The Executive Director will contact the Board Chair on issues of a critical financial, legal, or programmatic nature. Critical means circumstances that could result in: (a) loss of life or bodily injury at an RRCSB-AAA facility; (b) significant loss of financial resources; (c) loss of or damage to RRCSB-AAA property; (d) litigation; (e) publicity in news media. The Board Chair will contact the affected County Board members.

Procedures:

I Critical Issues

Upon learning of any issue of a critical nature, the Executive Director will contact the Board Chair immediately without delay and advise of any preliminary findings. The Board Chair will in turn notify the affected County Board members.

II Contact with News Media

In the event any Board member is contacted by news media for comments regarding Board activities, the member will refer the media to the Executive Director for official comment or press release.

Effective: 4/12/94

Review: Every two (2) years

Approved:

Board Chair

Executive Director

Approved by the Board: April 12, 1994
Revised & Approved by the Board: April 13, 1999
Revised & Approved by the Board: April 11, 2000
Revised & Approved by the Board: June 12, 2001

Revised & Approved by the Board:	March 11, 2003
Revised & Approved by the Board:	May 10, 2005
Reviewed by the Board: No Change:	March 14, 2006
Revised & Approved by the Board:	February 12, 2008
Reviewed by the Board: No change	January 12, 2010

Rappahannock-Rapidan Community Services

Board of Directors

Title: Board Member Roles

Number: 1012

Purpose: To delineate the roles of members of the Board of Directors in matters related to personnel management.

Policy: The Board of Directors recognizes its role as being primarily one of policy making. The Board of Directors reviews and approves all policies related to human resources management but plays no role in the supervision and evaluation of RRCSB-AAA employees other than its Executive Director.

Procedures:

- I Board Member Contacts with Employees:
 - A. Board member contacts with and visits to agency programs are encouraged.
 - B. Board members who are contacted by employees with complaints and concerns should advise these employees to follow established supervisory channels to resolve their issues.
 - C. A Board member who feels that further review of a personnel issue is warranted should discuss the issue with the Executive Director or the Board Chair. The Executive Director is the Personnel Officer and his/her decisions in personnel matters are final except when the RRCSB-AAA Grievance Procedures and appeal process are applicable.
 - D. A Board member may appeal the Executive Director's decision to the full Board by contacting the Board Chair.
- II Board Member Contacts with the Executive Director
 - A. The Executive Director will have regular contact with all Board members via meetings, telephone calls, and other appropriate means of correspondence.
 - B. Regular Board meetings and Committee meetings serve as the primary opportunities for Board members to raise issues and concerns with the Executive Director and to formulate solutions.
 - C. Board members are encouraged to bring comments and views of community needs to the Executive Director at all times.

Effective: 4/12/94

Review: Every two (2) years

Approved:

Board Chair

Executive Director

Approved by the Board:	April 12, 1994
Revised & Approved by the Board:	April 13, 1999
Revised & Approved by the Board:	September 12, 2000
Reviewed: No Change	June 12, 2001
Revised & Approved by the Board:	March 11, 2003
Reviewed by the Board: No Change:	May 10, 2005
Reviewed by the Board: No Change:	March 2006
Revised & Approved by the Board:	February 12, 2008
Reviewed by the Board: No change	January 12, 2010

Rappahannock-Rapidan Community Services

Board of Directors

Title: Appointment of Acting Executive Director

Number: 1013

Purpose: To provide a process by which the Board of Directors can appoint an Acting Executive Director.

Policy: In order to assure that the RRCSB-AAA has leadership during the absence of an Executive Director, the Board of Directors may appoint an Acting Executive Director.

Procedure:

- I Whenever the RRCSB-AAA is without an Executive Director, the Board of Directors may appoint an Acting Executive Director.
- II When due to unpredictable circumstances the Board is without an Executive Director, the Board shall appoint an Acting Executive Director from its management staff.
 - A. This appointment shall be temporary and the Acting Executive Director will exercise decision making authority over routine functions only. The Acting Executive Director will not initiate any new program proposals, expansions or undertakings without prior approval of the Board of Directors.
 - B. Compensation for the Acting Executive Director will be determined by the Board of Directors and will not be governed by Human Resources policies for other employees.
- III Responsibilities of Incumbent Executive Director
Any incumbent Executive Director shall:
 - A. Establish coverage for the functions of his/her office during any absences when an Acting Executive Director will not be appointed.
 - B. Maintain specific instructions and directions which may be needed during his/her absence. Such instructions and directions shall include, at a minimum, passwords for access to his/her computer and a file directory for his/her office. These instructions and directions will be kept in a sealed envelope in the Executive Director's personnel file and may be opened in his/her absence only by the Board Chair and a witness.

Effective: 4/12/94

Review: Every two (2) years

Approved:

Board Chair

Executive Director

Approved by the Board:	April 12, 1994
Revised & Approved by the Board:	April 13, 1999
Revised & Approved by the Board:	September 12, 2000
Reviewed: No Change:	June 12, 2001
Revised & Approved by the Board:	March 11, 2003
Reviewed by the Board: No Change:	May 10, 2005
Reviewed by the Board: No Change:	March 14, 2006
Revised & Approved by the Board:	February 12, 2008
Reviewed by the Board: No change	January 12, 2010

Rappahannock-Rapidan Community Services

Board of Directors

Title: Meetings

Number: 1014

Purpose: The RRCSB-AAA is committed to providing an environment in both its regular Board meetings and its Committee meetings that is open to all interested parties and that are conducted consistent with the Virginia Freedom of Information Act. With the exception of those discussions that are specifically protected under Virginia law, all meetings of three or more Board members will be pre-planned, announced at its regular meetings, and open to any interested party. A quorum of the Board, during its regularly scheduled meeting is required for any decision. All other meetings are informational, educational, or designed to shape recommendations for consideration by the full Board. This policy statement is designed to enhance the provisions of the agency bylaws. The bylaws act as the primary governing document for the Board of Directors.

Procedure:

- I. Meetings
 - A. Regular Board meetings will be held on the second Tuesday of each month at 1:00 p.m. unless changed by the full Board and announced accordingly.
 - B. Committees of the Board will announce and publish their meeting schedules at the regular monthly meetings.
 - C. Any meeting involving three or more members of the Board will be announced and published at its regular monthly meeting.
- II. Role of Board Chair
 - A. Facilitates the Board's monthly meeting.
 - B. Facilitates the Board's Executive Committee.
 - C. Serves as the primary contact point for the Executive Director on agency issues and updates as needed.
- III. Meetings with Executive Director
 - A. Board members may request individual meetings with the Executive Director at any time.
 - B. The Executive Director may request a meeting with a Board member at any time.
 - C. Any meeting involving three or more members of the Board should be announced at the Board's regular meeting. Other interested parties will be allowed to attend.

- IV. Meetings with other RRCSB-AAA staff
 - A. Board members may request an individual meeting with any member of the senior management team at any time.
 - B. Senior staff members may request a meeting with any Board member at any time.
 - C. Any meeting involving three or more members of the Board should be announced at the Board's regular meeting.
 - D. Board members acknowledge that the Executive Director supervises all of the activities of the senior management team.

Effective: April 11, 2000

Review: Every two (2) years

Approved:

<u>Board Chair</u>	<u>Date</u>	<u>Executive Director</u>	<u>Date</u>
Approved by the Board:		April 11, 2000	
Reviewed: No Change:		June 12, 2001	
Reviewed & Deferred by the Board:		March 11, 2003	
Reviewed by the Board: No Change:		May 10, 2005	
Revised & Approved by the Board:		February 12, 2008	
Reviewed by the Board: No change		January 12, 2010	

Rappahannock-Rapidan Community Services

Board of Directors

Title: Executive Director Spending Authority

Number: 1015

Purpose: To establish limits on unbudgeted expenditures without first advising the Board of Directors and/or the Executive Committee.

Policy: The Executive Director may not authorize or make unbudgeted expenditures in excess of \$10,000 prior to informing the Executive Committee and/or Board of Directors.

Effective: October 1, 2001

Review: Every two (2) years

Approved:

Board Chair

Executive Director

Approved by the Board:	September 11, 2001
Revised & Approved by the Board:	March 11, 2003
Revised and Approved by the Board:	May 10, 2005
Reviewed by the Board: No Change:	March 14, 2006
Revised & Approved by the Board:	February 12, 2008
Reviewed by the Board: No change	January 12, 2010

Rappahannock-Rapidan Community Services

Board of Directors

Title: Board Role in Employee Grievance Procedure

Number: 1016

Policy: The Board of Directors role in the Employee Grievance Procedures is defined under Human Resource policy. This policy is for clarification to designate and describe the role of the Board Vice Chair in determining qualification for a hearing of certain grievance matters.

Procedures:

- I. Executive Director
 - A. The Executive Director will brief the Board Chair and/or the Executive Committee on employee grievance matters that remain unresolved by the third management step.
 - B. RRCSB-AAA Grievance Procedures designate the Vice Chair as the individual responsible for making qualification decisions; therefore, the Vice Chair will be excluded from these updates and conversation.

- II. Board Vice Chair
 - A. In the event that a grievance matter is not resolved at the third management step, and a qualification decision to determine the issues appropriateness for a panel review is required, the Board Vice Chair will review the matter and render a decision pursuant to the RRCSB-AAA Grievance Procedure.
 - B. The Board Vice Chair will rely on policy guidance from current HR Policy to for this purpose.

Effective: May 13, 2003

Review: Every two (2) years

Approved:

Board Chair	Date	Executive Director	Date
DRAFT to Executive Committee:	May 6, 2003		
To the Full Board for Approval:	May 13, 2003		
Approved by the Full Board:	May 13, 2003		
Reviewed by the Board No Change:	May 10, 2005		
Reviewed by the Board: No Change:	March 14, 2006		
Revised & Approved by the Board:	February 12, 2008		
Reviewed by the Board: No change	January 12, 2010		

January 12, 2010

Rappahannock-Rapidan Community Services

Board of Directors

Title: Board Issue Handling Procedure

Number: 1017

Policy: The Board of Directors provides for public comment periods during its regular Board meetings. The purpose of these periods is to allow members of the public to have input into service planning and service operations.

Procedures:

- I. Board Chair
 - A. The Board Chair will determine time allowances for public comments during regular Board meetings.
 - B. Public comments will be summarized as part of Board minutes. Individuals or groups who want their exact comments in the record will be required to provide the text to the Board Chair.

- II. Follow-up on issues
 - A. If, in the opinion of the Board Chair, an issue is raised during a public comment period that requires followup the matter will be considered at the next meeting of the Board Executive Committee.
 - B. The Executive Committee will determine an appropriate course of action and direct resolution recommendations to the full Board if appropriate.

Effective: 4/8/03

Review: Every two (2) years

Approved:

Board Chair	Date	Executive Director	Date
DRAFT to Executive Committee:		April 1, 2003	
Board Reviewed and Approved:		April 8, 2003	
Reviewed by the Board No Change:		May 10, 2005	
Reviewed by the Board No Change:		March 14, 2006	
Revised & Approved by the Board:		February 12, 2008	
Reviewed by the Board: No change		January 12, 2010	