

**LAKE COUNTY BOARD OF DD/DEEPWOOD**

**BOARD POLICY**

Reviewed and Adopted by Board:

Date: February 22, 2021

Signature on File

Elfriede Roman, Superintendent

**I. SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS**

**II. PURPOSE:**

To establish clear and objective standards of ethical conduct for Board Members.

**III. REFERENCES:**

ORC Chapters 102 and 5126;

County Board Administration LCBDD/DEEPWOOD Policy A-1: Board Bylaws.

**IV. POLICY:**

Individual Board Members are expected to maintain the highest possible ethical and moral standards and to perform within the laws of the State of Ohio and other rules and regulations as may be set forth or interpreted by the Board. It is essential that the public maintain confidence in the Board and its employees. For this reason, it is important that individual Board Members refrain from any action that involves using public office for private gain or giving unwarranted preferential treatment to any individual, group or entity.

**A. Ethical Standards for Individual Board Members**

1. The Board Member shall understand that State law prohibits certain individuals from serving as members of a county board of developmental disabilities. These include, but are not limited to, certain elected public officials and individuals whose employment status with the board or a contracting agency of the board, or close family relation to a county commissioner, another board member, board employee, or employee of a contracting agency of the board disqualifies them from board membership due to actual or potential conflicts of interest. All questions a Board Member has relating to an actual or potential conflict of interest may be submitted to the local prosecuting attorney and Ohio Ethics Commission.

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2. In some instances a Board Member may find that they have an actual or potential conflict of interest in a matter placed before the board for a vote. In no circumstance shall the Board Member vote on any matter as to which they have an actual or potential conflict of interest. All questions a Board Member has relating to an actual or potential conflict of interest may be submitted to the local prosecuting attorney and Ohio Ethics Commission.
3. Consistent with paragraphs two and three above, the Board Member shall avoid conflicts of interest and the use of Board membership for personal gain, directly or indirectly, or to receive for a member of their immediate family preferential treatment or an unfair advantage over other eligible persons in the delivery of board services, and shall further avoid even the appearance of impropriety which can result from Board membership.
4. Membership of a person on a county board of developmental disabilities does not affect the eligibility of any member of that person's family for services provided by the board or any entity under contract with the Board.
5. The Board Member shall accept responsibility for leadership by encouraging community support for the continued improvement of Agency programs and services in all appropriate ways, including maximizing efficiency in the use of money, promoting increases in funding as needed and improving training and performance of Agency staff.
6. The Board Member shall make sincere efforts to respect divergent points of view by seeking to understand those who advance such diverse opinions.
7. The Board Member shall recognize the principal of compromise as an acceptable solution to diversity and the principal of cooperation as productive to the common good.
8. The Board Member shall recognize both the positive and negative aspects of dissent and, upon arriving at a decision, further recognize that Board Members have an obligation to abide by the decision while retaining the right to attempt to alter the decision through ethical means.
9. The Board member shall recognize that the powers of the Board lie in its actions as a group and shall refrain from speaking for the Board unless the member is acting in accordance with specific instruction from the Board.
10. The Board Member shall accept as his/her primary objective the maintenance and improvement of Agency programs and services, not personal advancement or prestige.

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11. The Board Member shall devote time, thought and study to the duties and responsibilities of Board membership.
12. The Board Member shall attempt to interpret the needs and attitudes of all parts of the community (taxpayers, parents, consumers and staff) and endeavor to use this knowledge for the improvement of Agency programs and services.
13. The Board Member shall respect the limited intent and scope of executive sessions and respect privileged communications from executive sessions and other administrative sources.
14. The Board Member shall not disclose or use, without proper authorization, any confidential information acquired in the course of their official duties and shall maintain such information confidential even after their tenure with the Board has ended.
15. The Board Member shall become and remain familiar and in compliance with the Board's by-laws.

**B. Enforcement**

1. Any violation of this Policy by a Board member(s) shall be reported to the President of the Board who shall have the matter investigated for full Board review and action.

**V. DISTRIBUTION:**

Board Members  
All Management Staff  
All Staff (via Department Managers)  
LEADD President

**VI. REVIEWED:**

2/21, 2/19, 2/18, 2/17, 2/16, 2/15, 2/14, 2/13, 2 /11, 2/09, 2/07, 2/05, 2/03, 11/00, 4/95