

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:

Date: October 18, 2021

Signature on File

Elfriede Roman, Superintendent

I. SUBJECT: ROLE OF THE BOARD'S IN-HOUSE LEGAL COUNSEL

II. PURPOSE:

To describe the role and function of the Board's In-House Legal Counsel.

III. REFERENCES:

O. R. C. § 305.14(C).

Written Authorization of Lake County Prosecuting Attorney dated December 27, 1991, May 3, 1993, December 22, 1999, and January 14, 2002.

IV. POLICY:

Approval to hire and the duties and responsibilities of the In-House Legal Counsel, are subject to the written consent and authorization of the Lake County Prosecuting Attorney, in accordance with O.R.C. 305.14(C), which written consent and authorization was granted on December 27, 1991, May 3, 1993, December 22, 1999, and January 14, 2002. Should the position of In-House Legal Counsel become vacant with the Board desiring to again fill the post, a new authorization will be required from the Lake County Prosecuting Attorney.

The In-House Legal Counsel provides quality legal services to the Board, Administration, Program Area Directors and Department Managers in a timely manner, serves on Agency committees as assigned, and educates service providers and the public regarding laws pertaining to individuals with developmental disabilities.

The In-House Legal Counsel provides legal representation to the Board, as its Chief Spokesperson, in collective bargaining negotiations with the Lake Employees Association for the Developmentally Disabled (LEADD) and in regard to any and all other employment-related matters.

The In-House Legal Counsel may provide other legal services as specifically authorized and to the extent approved in writing by the Lake County Prosecuting Attorney.

V. PROCEDURE:

The Board's Superintendent shall assign the work of the In-House Legal Counsel on a regular and routine basis. As necessary and required, the Board President may assign work to the In-House Legal Counsel, which represents a matter(s) of concern to the Board. As such, the In-House Legal Counsel shall have direct reporting responsibilities to the Superintendent on a regular and routine basis, and to the President of the Board as necessary and required.

Any Program Area Director and/or Department Manager requesting legal services shall submit his/her request to the In-House Counsel with a copy to the Superintendent. The Superintendent shall be responsible for the review and assignment of the request, if appropriate, to the In-House Legal Counsel.

The Board may authorize the engagement of outside counsel by the Superintendent to supplement or assist the services of the In-House Legal Counsel as appropriate and necessary.

VI. DISTRIBUTION:

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

V. REVIEWED:

10/21, 10/19, 10/18, 10/17, 10/16, 10/15, 10/14, 10/13, 10/11, 10/09, 11/07, 11/05, 9/03, 9/01, 5/94