

# **Table of Organization and Line of Authority**

## **Delaware County Board of Developmental Disabilities**

Board Review Date: May 19, 2011  
Board Resolution #: 11-05-09  
Effective Date: May 20, 2011  
Next Review Date: May 2012  
Reviewing Department: Administration

The attached Table of Organization outlines the authority of the Board and department directors and management personnel.

Superintendent: Robert R. Morgan  
Delaware County Board of Developmental Disabilities  
7991 Columbus Pike  
Lewis Center, OH 43035  
(740) 201-5800

The superintendent has overall responsibility and authority for services and the operations of the Delaware Board of Developmental Disabilities. Department directors and management personnel are authorized to act in behalf of the superintendent within existing policy and practices to carry out the mission of their department. Department directors and managers are to keep the superintendent informed and report extraordinary situations immediately to the superintendent. This would include, but not be limited to, the following:

1. Suspension of a client/student from services
2. Initiation of disciplinary action against employee which could lead to suspension or removal
3. Serious vehicle or other accident with injury to client/student, employee or others
4. Serious damage or malfunction of agency facilities or equipment
5. Accusations of abuse or major unusual incident of an otherwise eligible child or adult
6. Possible criminal actions by an employee or contract agent
7. Investigative inquiries by the media
8. Closing of services due to a calamity

In the temporary absence of the superintendent and when the superintendent cannot be reached, the responsible department director(s) and manager(s) are to act according to policy and their best judgment. They may consult with the Board President or other board members, as appropriate.

### ***Scope of Responsibilities***

Department directors are responsible for the operations of their respective departments and for keeping the superintendent informed. Issues regarding the operation of a department or office should first be addressed to the responsible supervisor. If concerns or issues cannot be resolved with the department director, the concern should then be made through the department director to the superintendent.

***Administrative Assistant*** – Wendy Mack (740) 201-5801

Responsible for personnel issues, payroll, benefits and fiscal operations for the general fund.

***Director of Administrative Operations*** – Andrea Biernacki Sweet, (740) 201-5807  
Responsible for fiscal operations, waiting lists for Medicaid funding and coordinates ODMRDD accreditation compliance.

***Director of Early Intervention***- Linda Hartford-Davis (740) 201-5803  
Responsible for coordination and supervision of all aspects of the Early Intervention (EI) services and supports including ensuring compliance with ODODD, collaborating with local Help Me Grow (HMG), overseeing procedures for all new enrollees, and clinical supervision of EI specialists and Specialty Group coordinator.

***Director of Support Administration*** – Kristy Schaber (740) 201-5804, Jennifer McCleese (740) 201-5805 and Cheryl Smart (740) 201-5806  
Support Administration provides the following services: eligibility, intake, system coordination, service development, service exception-major unusual incident review, administers support living, Individual Option (IO) and Level One Waivers and Family Support Services program. The department is available for 24-hour crisis intervention through HelpLine and a cell phone system. Directors are responsible for managing all contracts for individual support services.

***Director of Information Systems*** - Glen Tibbitts (740) 201-5802  
The Director of IT is responsible for all automated systems, security systems and agency technology including internet, website and communication systems.

***Preschool Services Supervisor*** – Paula Dinovo (740) 369-3876  
Liberty Community Center, 207 London Road, Delaware, OH 43015  
Responsible for overall supervision of preschool services provided by the Board and actions of employees and children while in Board programs for children and all facilities and equipment assigned to the children's program.

***Transportation Supervisor*** – Brenda Layman, (740) 201-5809  
Delaware County Board of Developmental Disabilities, 1000 Alpha Drive, Delaware, OH 43015  
Responsible for all services and operations related to the safe and effective operation of Board owned vehicles, drivers and riders and recommendations for closing the program because of driving conditions.

***Emergency Service*** – HelpLine, (740) 369-3316  
A 24-hour emergency contact service is provided through HelpLine of Delaware and Morrow Counties, Inc. A current list of key supervisory and management personnel is provided and updated at least annually.

# Delaware County Board of Developmental Disabilities

## TABLE OF ORGANIZATION

