

**RESOLUTION OF COMPLAINTS INVOLVING THE PORTAGE COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES AND APPEALS OF ADVERSE ACTION
PROPOSED OR INITIATED BY THE PORTAGE COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

- A. Ohio Administrative Code (hereinafter OAC) 5123:2-1-12 and its Appendix, as released by the Ohio Department of Developmental Disabilities with an effective date of May 1, 2014 and which by reference is incorporated into this policy, sets forth the process for resolution of complaints involving the programs, services, policies, or administrative practices of County Boards of Developmental Disabilities (hereinafter a Board) or an entity under contract with a Board; sets forth the process for individuals to appeal adverse actions proposed or initiated by a Board; and sets forth the requirements for a Board to give notice of the process to be followed for the resolution of complaints and appeals of adverse action.

- B. The Portage County Board of Developmental Disabilities (hereinafter the Board), through adoption of this policy, hereby asserts that it will comply fully with all sections of OAC 5123:2-1-12 in the resolution of complaints involving the Board and appeals of adverse action proposed or initiated by the Board.

- C. In the event of a complaint or adverse action proposed or initiated by the Board that has been denied by the Superintendent, a committee of three members of the Board, appointed each calendar year by the President of Board, would hold a hearing on the complaint or adverse action if the Superintendent's decision is appealed by an individual as defined in OAC 5123:2-1-12(C) (8).

- D. The Board herein directs the Superintendent to take any and all actions to insure that resolution of complaints involving the Board and appeals of adverse action proposed or initiated by the Board are in full compliance with OAC 5123:2-1-12.

- E. Any individual, other than an employee of the Board, may file a complaint using the process outlined in OAC 5123:2-1-12. An individual may appeal an adverse action using the action outlined in this rule. The processes set forth in OAC 5123:2-1-12 shall be followed before commencing a civil action.

DATE OF BOARD AMENDMENT: APRIL 16, 2014
Effective Date: MAY 1, 2014
DATE OF BOARD AMENDMENT: August 19, 2009
NEXT SCHEDULED REVIEW: August 2014
DATE OF BOARD AMENDMENT: March 20, 2003
DATE OF BOARD AMENDMENT: July 17, 2002
DATE BOARD ADOPTION: July 18, 2001

Reference: Ohio Revised Code: 1.59; Chapter 124; Chapter 4117; 5123.043; Chapter 5126; 5126.21; 5126.23; 5126.45; Ohio Administrative Code: 4723:21-28; 5101:6-1 to 5101:6-9; 5123:2-1-07; 5123:2-1-12(B) (5); 5123:2-17-01.