

ADMINISTRATIVE AND OPERATIONAL RESPONSIBILITY

POLICY:

It is the policy of the ADEC, Inc. with the leadership and direction of the President / Chief Executive Officer, to assess the current and future leadership needs of the organization to help insure the selection of a qualified and capable leadership of the programs.

The President/CEO of ADEC, Inc. shall ensure that plans are in place for the overall administrative coverage and operational performance of the organization in the event of his/her absence, short or long term, for any reasons, as well as a defined leadership organization.

Several direct reports to the President / CEO represent the Executive Leadership Team and an extension to the Program / Service Leadership Team. This organizational structure is responsible for the overall execution of service deliveries, compliance with all regulatory and policies, implementation of all human resource requirements and at a minimum, the essential functions identified in policy.

Responsible: President / Chief Executive Officer
Latest Revised: 8/28/2023

Approved:

PURPOSE:

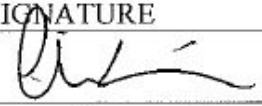

The President / CEO is the designated Executive Officer providing administrative coverage and operational direction for the organization on a regular, ongoing basis. The President/CEO shall assure that appropriate staff and others know how to contact him/her at all hours during the week, and as needed on weekends, holidays, through his/her ADEC office phone, ADEC mobile devices including cell phone and laptop, voice mail, and ADEC email, which is readily accessible through mobile devices.

PROCEDURE:

1. When the President / CEO is out of the immediate area for business trips and/or personal reasons, the following coverage applies:
 - a. The Vice President Finance, Chief Financial Officer (CFO), will assume the immediate, short term administrative responsibility for the organization.
 - b. In the absence of the Vice President Finance/CFO, another member of the Leadership Team will be assigned this responsibility.
 - i. Vice President Chief Program Officer
 - ii. Vice President Human Resources
2. In the event of any accident, illness, or other condition due to which the President / CEO cannot provide administrative direction and coverage for the organization, for extended periods, defined as six or more weeks, the *ADEC Policy 1.2.9 Succession Plan Policy*, goes into effect.
3. Appropriate staff will always be informed of such designation of responsibilities to assure smooth operation as well as ongoing administrative coverage of the organization.
4. All members of the Executive Leadership Team and the Program / Service Leadership Team are required to have an assigned back-up or coverage in case of an emergency, such as those identified in the Emergency Preparedness Plan, Policy 10.1.
5. In addition, ADEC encourages the ‘best practice’ of having an “out-of-office” notification on emails, as appropriate.
6. Each member of the Program / Service Leadership team is required annually to assert and sign Conflict of Interest, Confidentiality and Code of Conduct, as a condition of employment in these roles.

DEFINITIONS:

ADEC Agency Officer Roles: ADEC has identified two officer roles of the agency. The primary, and main over-riding, official of the agency is the President and Chief Executive Officer. A secondary officer role, substantiated by the Certificate of Incumbency, is the Vice President Finance /Chief Financial Officer.

NAME of OFFICER	TITLE	Date of Appointment	SIGNATURE
Chris Kingsley	President / Chief Executive Officer	January 9, 2023	
Timothy J. Donlin	Vice President Finance / Chief Financial Officer	November 23, 2020	

In addition, to ensure continuity of coverage and internal delegation and signatures, a third officer role is the role of Vice President Human Resources.

ADEC Organizational Leadership

The organization leadership of ADEC is defined into two primary leadership tiers and an additional tertiary tier with specific identified roles that have responsibility that impact across programs and locations.

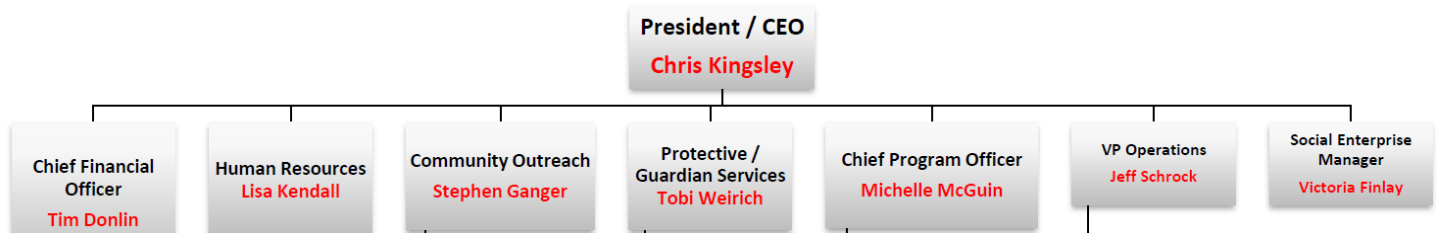
Tier 1 – Executive Leadership Team – direct reports to the President / Chief Executive Officer

The President / CEO has identified key direct reports that are considered and referred to as the **Executive Leadership Team**. The Executive Leadership Team is the organization structure consisting of specific direct reports to the President / CEO, ranging in title and level of responsibilities.

This team may change in number of members as roles change to meet the needs of the agency as defined by the President / CEO. The common denominator is that the roles have an agency wide decision-making impact that cross across programs and services. There may be non-executive level roles that may report to the President/CEO and may be considered members of the Program / Service Leadership Team.

The Executive Leadership team is identified and shared publicly through the www.adecinc.com website.

The Executive Leadership team meets regularly, collectively, as a group, chaired by the President / CEO. At these meetings, critical agency wide items are addressed ranging from HR initiatives and actions, state and federal regulations and requirements, programming and service requirements, and other specific needs in each of the areas. With the focus on mission driven items and person-centered philosophy, the open discussion style meeting encourages unity in fulfilling ADEC's mission.



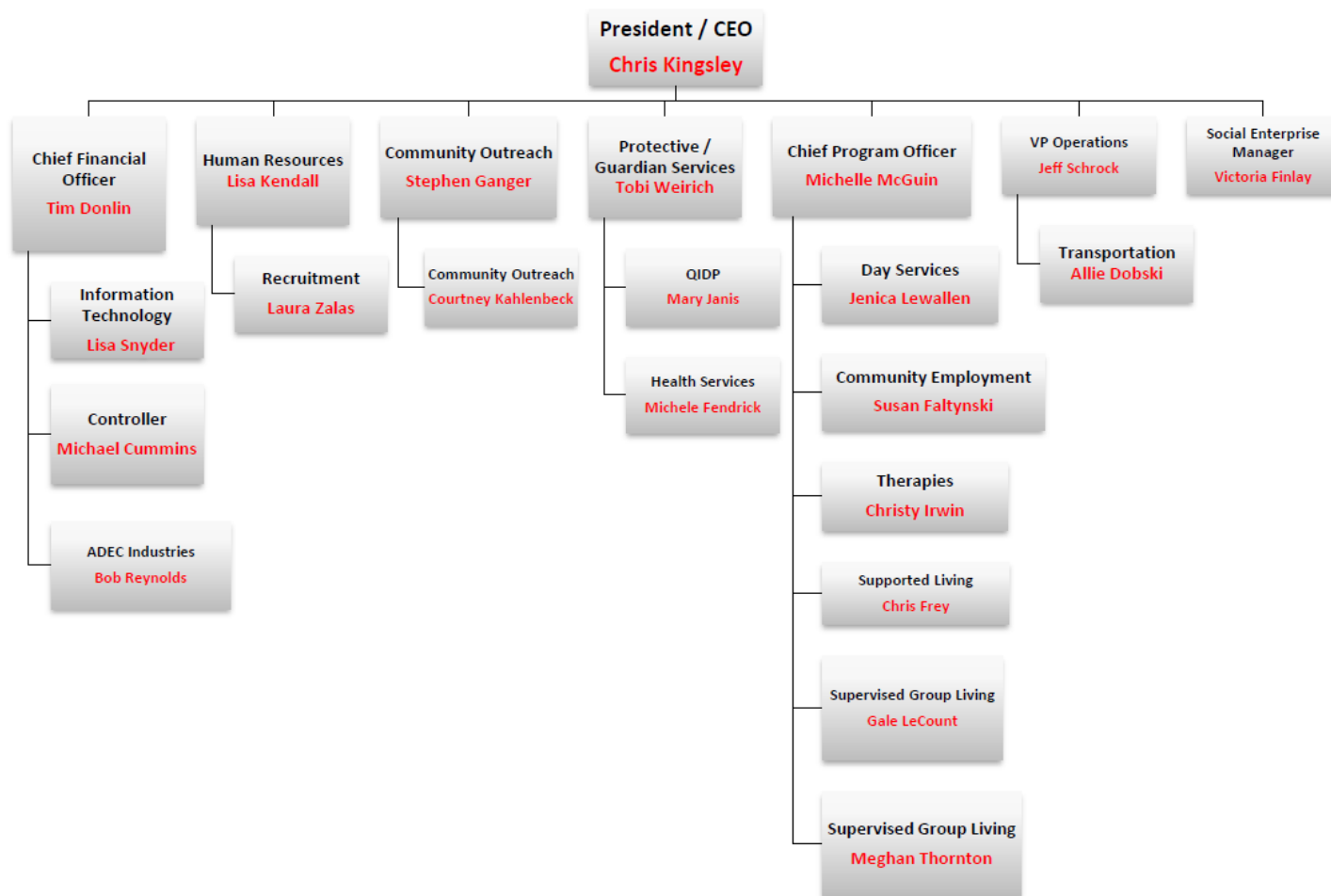
Essential Functions of each respective Executive Leadership role are responsible for:

- I. Fulfilling all the duties in their assigned roles and have the overall accountability for the program and service deliverables of their organization.
- II. Planning, administering, and directing the overall operations and individuals served programs in their respective areas.
- III. Maintaining working knowledge of essential and mandated regulations and requirements to meet all certifications and accreditations.
- IV. Assuring the operational, capital, and tactical commitments, budgets, of each of their respective areas are met.
- V. Develop and monitor all cost center budgets and fiscal matters within each of their respective areas, including the development of new revenue options.
- VI. Providing leadership to their respective organizations by ensuring policies and practices are followed.
- VII. Ensuring communication and documentation is designated to facilitate employment engagement in achieving ADEC's mission.
- VIII. Establish and develop program objectives in accordance with agency goals and objectives.
- IX. Assure that person-centered programming and customer relations for services are implemented and achieved with the highest of quality measures.
- X. Fostering teamwork and collaboration across the program and service areas.
- XI. Modeling leadership and commitment both internally to staff and externally in community settings.
- XII. Familiarity and practice of key agency wide policies and procedures.
- XIII. Asserting to Code of Ethics, Confidentiality and Conflict of Interest.
- XIV. Promoting communication, cooperation, and continuous quality improvement in all settings.
- XV. Adhere to the highest of ethnics and behavior as a role model for ADEC's mission of choice and possibility for those we serve.
- XVI. Advocate for ADEC and be representative at key agency events'; and
- XVII. Interpret and explain the purpose, plans and objectives to the Board of Directors and public at large as appropriate, servicing as staff liaison to Board committees as assigned.

Tier 2 – Program / Service Leadership Team

The **Program / Service Leadership Team** is the organization structure consisting of the direct reports to the President & CEO and the primary designated leaders for the established programs and primary service functions of the agency. This team may change in number of members as roles change to meet the needs of the agency.

ADEC continues with the solid and strong team organization structure with a multi-member team that represents the core group responsibility, accountability, and person-center approach for the programs we offer to the individuals and families we serve and the infrastructure services that facilitate operating the organization.



Essential Functions of each respective program and / or service leader are responsible for:

- I. Fulfilling all the duties in their assigned roles and have the management and operational accountability for the program and service deliverables with-in the scope of their direct cost centers (organization).
- II. Planning, administering, and directing the operations and individuals served programs in their respective areas.

- III. Assuring the operational, capital, and tactical commitments, budgets, of each of their respective cost centers are met.
- IV. Keeping operations and implementation of programs to maintain regulations and requirements for appropriate certifications and accreditations.
- V. Develop and monitor applicable cost center budgets and fiscal matters within each of their respective areas.
- VI. Providing management leadership to their respective organizations by ensuring policies and practices are followed.
- VII. Establish and develop program objectives in accordance with agency goals and objectives.
- VIII. Ensuring communication and documentation is designated to facilitate employment engagement in achieving ADEC's mission.
- IX. Assured that person-centered programming and customer relations for services are implemented and achieved with the highest of quality measures.
- X. Fostering teamwork and collaboration across the other program areas.
- XI. Modeling leadership and commitment both internally to staff and externally in community settings.
- XII. Asserting to Code of Ethics, Confidentiality and Conflict of Interest.
- XIII. Promoting communication, cooperation, and continuous quality improvement in all settings.
- XVIII. Advocate for ADEC and be representative at key agency events; and
- XIV. Adhere to the highest of ethics and behavior as a role model for ADEC's mission of choice and possibility for those we serve.

Tier 3 – Functional Agency – key positions

The following roles have responsibilities to help facilitate and ensure quality and compliance to achieve regulations, requirements and standards across the agency programs and services:

- **Chief Privacy Officer** - Manager, Information Technology, Lisa Synder
- **Compliance Officer** – VP Human Resources, Lisa Kendall
- **Safety Officer** – VP Protective Services, Tobi Weirich
- **Health Services Coordinator** – LPN, Michele Fendrick

ADEC Identified Back-up and Coverage

ADEC has in place a comprehensive Emergency Preparedness Plan, Policy 10.1. Every attempt is made to have coverage and backup to provide the person-centered services and programs as well as administrative and infrastructure activities. For the President/CEO and Executive Vice President Roles, specified backups are identified to help ensure the operations of the agency in case of emergency and/or absences.

President / CEO

- (1) VP Finance - or
- (2) VP Chief Program Officer – or
- (3) VP Human Resources

VP Finance

- Controller

VP Human Resources

- Director HR

VP Chief Program Officer

- (1) Director Group Homes - or
- (2) Director Supportive Living – or
- (3) Director Day Services

VP Operations

- Manager, Transportation

VP Protective Services

- (1) Asst. Director, QIDP
- (2) Guardianship

All members of ADEC management team, Program / Service Leadership Team, Executive Roles, and other key roles are expected to:

- Use Microsoft “Automated Replies – Out of Office” when not in the office,
- Sign in and out of their assigned work locations, and
- Be accessible via assigned ADEC cell phone when needed.