

POLICY ON DIVISION OF RESPONSIBILITIES BETWEEN BOARD AND STAFF

In compliance with Section 801.104, Division of Responsibilities, of the Act, the Board sets the following policy.

The Board has the following responsibilities:

1. Implements Act by passing rules and policies.
2. Conducts annual Board evaluation.
3. Sets annual Board goals.
4. Approves Strategic Plan, Legislative Appropriation Request, Operating Budget, Annual Financial Report and other required reports.
5. Serves on rotating disciplinary review panels to review complaints and recommend resolution to Board.
6. Approve agreed orders, dismissals of complaints, and renders decisions on SOAH proposals for decision.
7. Reviews quarterly performance reports and other operation status reports.
8. Hires ED and conducts annual performance evaluation of ED.
9. Chair appoints committees with specific responsibilities to work directly with staff.
10. Ensures that agency expends its funds appropriately and efficiently and in accordance with state laws.
11. Monitors standards of the profession.
12. Sets fees.
13. Adheres to Board mission to protect the public.

The Staff has the following responsibilities:

1. Performs all responsibilities in accordance with the Act, Board rules and Board policies.
2. Establishes procedures, documents procedures and adheres to procedures.
3. Processes applications for licensure.
4. Investigates complaints.
5. Recommends non-substantiated complaints for dismissal.
6. Renews licenses annually.
7. Collects and processes all required fees.
8. Drafts and negotiates agreed orders for Board approval.
9. Adheres to all state and federal laws and directives to state agencies, including but not limited to open records and open meetings and human resource and salary matters
10. Expends funds necessary for agency operations in accordance with state laws and state regulations.
11. Adheres to state financial accounting requirements.
12. Prepares mandated reports.
13. Prepares budget request for appropriations.
14. Informs and makes recommendations to the Board on various items of relevancy to the Board's mission and responsibilities of the agency.
15. Responds to all inquiries from the public and other entities.