

Legislation Text

File #: 24-0840, **Version:** 1

Proposed Revisions to Corporate Policy - Nordstrom

The Board of Health had previously approved the funding to acquire a system for comprehensive agency policy management, tracking of staff reading assignments for new and revised policies, and accreditation standards tracking. As a result, the agency purchased the NeoGov (Power DMS) Policy Management and Accreditation Standards System. As part of that implementation, we have evaluated the procedures to create, manage, review, edit, and publish policies to effectively use the PowerDMS System. We have revised the policy titled *Establishing New or Revised Policy* to match our processes with the functionality of the new system.

The revised policy helps to clearly assign responsibility for key steps and empowers certain parties to manage policies at the appropriate level in the agency. The Executive Director maintains the authority to direct which policies require higher level review. The Board of Health President or their designee maintain visibility and authority on key policies before they are final and published. The revised policy also helps to simplify the steps and shorten the timeframe, so changes are completed, become final, and are shared with relevant staff quickly and clearly.

The changes to the policy were completed with input from the Corporate Policy and Procedure Committee and PowerDMS implementation team. The final version and the described involvement by the Board of Health were completed following meetings and correspondences between the Compliance Officer and Board of Health President. Upon approval of the revised policy, the implementation of the new PowerDMS Policy Management System can be scheduled.

To approve the proposed revisions to the policy titled *Establishing New or Revised Policy*, as presented.