

5101:5-1-02

**Regional prevention coordinator duties and selection process.**

(A) In clarifying section 3109.173 of the Revised Code, regional prevention coordinator refers to an Ohio children's trust fund (OCTF) board competitively selected entity that directs each child abuse and child neglect regional prevention council.

(B) Pursuant to division (B)(1) of section 3109.173 of the Revised Code, each regional prevention coordinator shall select a representative to serve as chairperson of the regional prevention council from among the county prevention specialists that have been appointed to and are serving on the regional prevention council.

(1) The coordinator will inform the OCTF of the selection in writing.

(2) The regional prevention coordinator will then receive written confirmation of the selection that includes the start and end dates of the representative's term of service.

(C) Pursuant to division (B)(2) of section 3109.173 of the Revised Code, each regional prevention coordinator shall conduct a comprehensive needs assessment to ascertain the child abuse and child neglect prevention programming and services that are needed in the region.

(1) The initial needs assessment shall be completed prior to submitting a regional prevention plan pursuant to section 3109.174 of the Revised Code.

(2) Each regional prevention coordinator shall also conduct a comprehensive needs assessment every five years.

(3) Each regional prevention coordinator will provide a copy of each completed needs assessment to each board of county commissioners within their region as well as to the OCTF.

(D) Each regional prevention coordinator shall perform, for the child abuse and child neglect regional prevention council(s) they are selected to direct according to division (A) of section 3109.173 of the Revised Code, the following additional duties pursuant to division (B)(5) of section 3109.173 of the Revised Code:

(1) Budgetary, procurement, and other related management functions of the council and council workgroups;

(2) Administrative functions of the council and council workgroups including, but not limited to:

(a) Creation and dissemination of council and council workgroup meeting minutes, notices and agendas as well as retention of these items for a period of seven years;

(b) Creation and maintenance of council and council workgroup member

rosters;

(c) Advising the OCTF and board of county commissioners of the vacancy of any board of county commissioner appointed council member no later than five business days after the position is vacated; and

(d) Advising the OCTF of the vacancy of any Ohio children's trust fund board appointed council members no later than five business days after the position is vacated.

(3) In assembling the child abuse and child neglect regional prevention council's regional prevention plan for funding child abuse and child neglect prevention programs and activities, each regional prevention coordinator will comply with all applicable federal laws, outlined in 2 C.F.R., subtitle A, chapter II, part 200 (8/27/2015) (circular A-81 of the federal office of management and budget) in selecting the service providers/vendors that will be responsible for delivering the child abuse and child neglect prevention programs and activities contained within the prevention plan.

(4) Each regional prevention coordinator will serve as the council's liaison to the OCTF and will participate in regular calls with OCTF staff. Each coordinator will also provide progress updates as well as any information requested by the OCTF.

(5) Each regional prevention coordinator will provide progress updates to each board of county commissioners within their region.

(E) If a regional prevention coordinator is unable to continue and/or is not fulfilling its statutory obligations, then the Ohio children's trust fund board shall:

(1) Utilize a competitive selection process to select a new regional prevention coordinator in order to ensure its compliance with division (B)(1) of section 3109.17 of the Revised Code.

(2) Direct the OCTF staff to serve as regional prevention coordinator for the region on a temporary basis until such time as a new regional prevention coordinator is competitively selected.

Effective:

Five Year Review (FYR) Dates:

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Certification

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Date

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