



STEERING COMMITTEE Orientation Agreement

The goal of the LADD Steering Committee is to seek input, review, update and communicate policies, procedures, systems and practices efficiently and effectively that are needed to achieve the goals set by the company through the Strategic Plan and that align with our Mission, Vision and Values.

As a member of the Steering Committee, the expectations below are to be followed:

- Understanding of the Steering Committee Policy, Procedure and Process
- Supporting and utilizing the Corporate Communication Structure
 - This is used for efficiency and effectiveness of communication and training of approximately 550 employees
 - All Directors are expected to keep their employees informed of relevant issues
 - All Directors (Departments and Regions) are expected to process issues as they arise and solve problems
- Regional Directors will be on the committee to increase effective and efficient communication to their regions. They will be involved in providing issues that need to be addressed as well as ideas, feedback, and analysis into issues to promote quality improvement.
- Regional Directors can add agenda items they would like discussed, clarified or brought to the attention of the committee to the Steering Minutes Agenda at any time via the Adm/Adm/Steering Committee Minutes Folder on the corresponding date.
- Steering Committee meetings are routinely scheduled biweekly, on Tuesday from (9am-11am) unless there is a consensus to cancel which will be communicated via email with a minimum of at least one meeting per month.
 - Regional Directors are not required to stay for the entire meeting. The agenda will be organized to -ensure priority areas are reviewed first for Regional Directors.
- Steering members are required to complete projects, policy/procedure revisions, etc. as assigned.
 - Regional Directors are not required to write policies/procedures; their priority is to provide Steering with the 'hands on' knowledge of operations in their Region so that Steering can provide guidance corporate wide.
- At the end of each meeting, any outstanding items that are unresolved and require additional work will be assigned to Department Directors and included in their -biweekly meetings with the Executive Director.
 - Department Director will -ensure the item and resolution (final products) is put back on to the Steering Minutes Agenda so that it is communicated back to the committee on the following Steering Meeting.
- Steering Committee members have access to and knowledge of sensitive, confidential information that will occur routinely in the course of the meeting, project meetings, and other related meetings. As a Steering member, I understand that information at this meeting is sensitive and confidential regarding the organization, employees or persons supported and I am required to preserve the confidentiality of that information. All confidential information and work papers are the property of LADD and therefore must never be copied or removed from the office without following the LADD Corporate Compliance Plan/HIPAA Security and Safeguard Policy. All paper documents are considered confidential as well and must be properly disposed of via shredding per the Record Retention and Destruction Policy. I further understand that at no time am I to share confidential information including other member comments, discussions, votes, etc. I also understand that not following this agreement will result in disciplinary action including and up to removal from committee and/or separation from employment depending on the severity. Steering discussions are directly related to the growth and sustainability of the organization so it is imperative that each member is positive and actively involved.

I have read, understand and agree to abide by this Agreement as a condition of my employment.

Employee Signature