

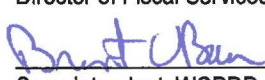
Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0711 (AD)
Effective Date: 10/16/07
Person Responsible: Director of Fiscal Services

Subject: Capital Plan
Last Revision: 08/01/2021

Approvals/Date:

 8/17/21
Superintendent, WCBDD Date

 8/6/21
Department Director Date

- | |
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| 1. During the month of October, the Director of Fiscal Services and the Health & Safety Coordinator, or designee, will conduct walk throughs of all facilities to determine immediate and future needs. The Health & Safety Coordinator will contact all departments in October to assess immediate and future vehicle needs. |
| 2. After walk throughs and contact with departments, the Health & Safety Coordinator will work in conjunction with the department's designee to prepare the projected facilities/vehicle requests. |
| 3. The Health and Safety Coordinator will review the projected facilities/vehicle requests. The Director of Fiscal Services will review the overall capital plan with the Superintendent. |
| 4. The Superintendent will convene a Capital Plan Committee meeting to review progress made the past year as well as projected facilities/vehicle needs. |
| 5. Once committee has reviewed, the Capital Plan will come before the Board for a vote no later than December. |

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