

MHR SB GOVERNANCE COMMITTEE MEETING

January 12, 2016

4:00 p.m.

Agenda

Item	Information Enclosed	Action Required	Allocation Required	Page
1. Call to Order				
2. Executive Session: Legal				1
3. Recognition of Visitors				
4. Meeting Minutes: Combined P&F/Governance Committee Meeting – November 10, 2015	✓	✓		2-6
5. February 16, 2016 Board/Stakeholder Meeting Questions	✓	✓		7
6. Evaluation of Executive Director	✓	✓		7
7. Revised Policies: <ul style="list-style-type: none">• Governance• Public Affairs	✓ ✓	✓ ✓		7-28
8. Open Session				
9. Adjournment				

Executive Session: Legal

The MHRSB staff is recommending the Governance Committee adjourn to Executive Session to discuss a legal matter.

The following motion is presented for the Committee's consideration.

Move that the Governance Committee adjourn into Executive Session for the purpose of discussing a legal matter.

As a reminder to the Committee members, the following information is provided:

This motion must be seconded, and passed by roll-call vote by a majority of a quorum. This vote must be recorded in the minutes.

NO VOTE MAY BE TAKEN IN EXECUTIVE SESSION

After the discussion and the Executive Session are completed, the Committee will go back into open session. The Open Session must begin with a motion to adjourn the Executive Session. The motion to adjourn the Executive Session should state:

Move that the Executive Session for the purpose of discussing a legal matter is adjourned.

The vote to adjourn may be by a show of hands and does not require a roll-call vote.

**COMBINED PLANNING & FINANCE/
GOVERNANCE COMMITTEE MEETING MINUTES
November 10, 2015**

Governance Committee Members Present:

Audrey Weis-Maag Neema Bell Andre Tiggs
Linda Howe Tony Pfeiffer Lynn Olman

Governance Committee Members Not Present:

Pastor Perryman Dr. Tim Valko

Planning & Finance Committee Members Present:

Linda Alvarado-Arce

Planning & Finance Committee Members Not Present:

William Sanford

Other Trustee Members Attending:

Scott D. Johnson

Staff: Scott Sylak, Tom Bartlett, Tim Goyer, Donna Robinson, Karen Olnhäusen.

Guests: Birdena Martin, County HR; Jim Walter, County Prosecutor

Visitors: Richard Arnold; John DeBruyne, Rescue; Jason Vigh, Rescue; Paul Lewis, Recovery Council; Jane Moore, United Way; George Johnson, Rescue; Larry Leland, TASC; Geof Allan, UMADAOP; Ashley Kopaniasz, Unison; Adam Nutt, Zepf Center; Walter Wehenkel, Unison; Carole Hood, Rescue; Merisa Parker, Rescue; Jake Fuller, Rescue.

Ms. Bell opened the meeting at 4:01 p.m.

Executive Session – Legal Matter

Ms. Bell reviewed the motion presented to the Governance Committee for their consideration:

Move that the Governance Committee adjourn into Executive Session for the purpose of discussing a legal matter.

Mr. Olman made a motion and it was seconded by Ms. Weis-Maag to approve the motion for the Committee to enter into an Executive Session for the purpose of discussing a Legal Matter. Voting on the motion was: Ms. Alvarado-Arce-yes; Mr. Pfeiffer-yes; Mr. Olman-yes; Ms. Weis-Maag-yes; Ms. Howe-yes. *Mr. Sanford and Mr. Tiggs arrived after the Roll Call vote.*

It was moved by Mr. Olman and was seconded by Ms. Weis-Maag that the Executive Session for the purpose of discussion of the personnel related matter be adjourned at 5:01 p.m.

Ms. Bell welcomed everyone, followed by an introduction of visitors.

Meeting Minutes:

- **Planning & Finance Committee: October 6, 2015**

There was consensus to approve the meeting minutes as presented.

- **Governance Committee: October 13, 2015**

There was consensus to approve the meeting minutes as presented.

FY 2016 Targeted Allocations

A. Stabilize FY 2016 SAPT Funding Allocations

Mr. Bartlett referred to pages 9-11 of the meeting packet to review a recommendation by Board staff to the combined P&F/Governance Committees to stabilize continued funding for the Adelante and UMADAOP programs that were impacted by short-term OMHAS SAPT funding reductions that began on July 1, 2014 which will end on December 31, 2015. Mr. Bartlett noted that in FY 2015, the MHR SB allocated \$92,426 in Board funding to agencies with programs funded directly by OMHAS that were disadvantaged by the reduction in SAPT funding. In FY 2016, OMHAS announced an increase in SAPT funding, coupled with a complete elimination of State funding for FY 2016.

Mr. Bartlett reviewed the spreadsheet on page 10 of the meeting packet which outlined a summary by each of the five affected programs for Adelante and UMADAOP which would impact the number of people who would be served under each program from the loss of total OMHAS funding in FY 2016. Therefore, in order to maintain the programs at their intended level, Board staff recommended that the MHR SB allocate \$85,889 to supplement the five programs impacted for one-year only, as full restoration of OMHAS' SAPT funding will eliminate the need for the Board to provide supplemental funding in FY 2017.

The following motions are recommended to the Board of Trustees:

The Mental Health & Recovery Services Board of Lucas County allocates \$11,430 for the period July 1, 2015 through June 30, 2016 to Adelante to supplement OMHAS funding for the Nosotras Program, and authorizes the Board's Executive Director to amend the Agency's FY 2016 Provider Agreement accordingly.

The Mental Health & Recovery Services Board of Lucas County allocates \$16,949 for the period July 1, 2015 through June 30, 2016 to Adelante to supplement OMHAS funding for the Los Ninos Program, and authorizes the Board's Executive Director to amend the Agency's FY 2016 Provider Agreement accordingly.

The Mental Health & Recovery Services Board of Lucas County allocates \$29,411 for the period July 1, 2015 through June 30, 2016 to UMADAOP to supplement OMHAS funding for the UMADAOP Program, and authorizes the Board's Executive Director to amend the Agency's FY 2016 Provider Agreement accordingly.

The Mental Health & Recovery Services Board of Lucas County allocates \$13,440 for the period July 1, 2015 through June 30, 2016 to UMADAOP to supplement OMHAS funding for the First Haven Program and authorizes the Board's Executive Director to amend the Agency's FY 2016 Provider Agreement accordingly.

The Mental Health & Recovery Services Board of Lucas County allocates \$14,659 for the period July 1, 2015 through June 30, 2016 to UMADAOP to supplement OMHAS funding for the Healthy Lifestyles Program and authorizes the Board's Executive Director to amend the Agency's FY 2016 Provider Agreement accordingly.

There was consensus to move all of the motions forward to the Board of Trustees.

B. Comprehensive Addictions and Psychiatric Urgent Care Center Abstract

Ms. Olnhausen announced that Board staff developed an Abstract of a Comprehensive Addictions and Psychiatric Urgent Care Center which spurred from development of the Recovery Helpline and implementation of a "no wrong door" policy to get people into treatment within 48 hours and linkage to routine treatment. Ms. Olnhausen reviewed the Abstract Goal, Problem Statement, Project Description, and Target Population, and asked the P&F/Governance Committee to provide their input for further development of the Abstract and a recommendation to be presented at a future committee meeting and then to the full Board. The collaborators would be the MHRSB, Rescue Incorporated, and community mental health centers with a targeted implementation date of January 1, 2016.

The follow questions and feedback was provided by the combined committee members:

- Mr. Olman asked if there is a rough estimate of cost. Mr. Sylak said there is a \$1.23 million budget including \$200,000 for the Recovery Helpline, \$530,000 of the existing Central Access allocation and adding another \$500,000 in targeted allocations for the Urgent Care. Rescue will bill Medicaid, third party insurances, and use the Board's allocation to operate the Urgent Care Center 365-days a year/16-hours per day.
- Mr. Olman asked if there is a template that we mimicked from another county to develop the urgent care model. Ms. Olnhausen said urgent care is primarily used for physical health; addiction/psychiatric urgent care are a newer concept. However, there is an urgent care center in Summit County as well as several throughout the nation of which the Board is evaluating.

- Ms. Howe asked if the urgent care model includes detox. Ms. Olnhausen said an ambulatory detox RFI has been initiated, but the Urgent Care Center will not provide detox services, but can be designed as a conduit to a detox center and include a rapid induction Suboxone program to avoid detox. There are only 16 detox beds at Zepf Center.

C. Recovery Helpline

Mr. Sylak referred to page 15 of the meeting packet which outlines the many discussions with providers, referral sources, and the Access to Treatment Workgroup input that have all gone into the development of a regional recovery helpline. In addition, staff has provided updates to Trustees at the August, September, and October 2015 MHRS Board meetings. Mr. Sylak said the recovery helpline model aligns with the MHR SB's Mission, strategic planning and System-Wide Goals, and the most significant support comes from the 57% of people who participated in the Heroin and Opiate Survey indicated they didn't know where to go to obtain treatment services, of which the Recovery Helpline should address.

Mr. Sylak reviewed the Recovery Helpline Abstract which included an implementation timeline with three phases. He then addressed the following questions/feedback from the Committee:

- Ms. Weis-Maag asked if the Recovery Helpline is part of the Summit County Urgent Care. Mr. Sylak said he does not believe Summit County has a helpline.
- Ms. Alvarado-Arce asked how the culturally and linguistically challenged clients will be served by a physician or the person answering phones during triage. Mr. Sylak said it should be resolved through Vocalink as part of the County system contract. Vocalink translates into 120 languages real time, with many different mechanisms. With regard to cultural linkages, there will be a training process developed through the Manager of Inclusion and Health Equity.

The Board staff presented the following series of motions for consideration:

The Mental Health and Recovery Services Board of Lucas County allocates \$21,080 for Fiscal Year 2016 to the United Way of Greater Toledo (211) for the purpose of providing screening and referral services related to the Recovery Helpline, and authorizes its Executive Director to enter into the appropriate agreements to implement the project.

The Mental Health and Recovery Services Board of Lucas County allocates \$34,000 for Fiscal Year 2016 for the purpose of providing advertising services related to the Recovery Helpline, and authorizes its Executive Director to enter into the appropriate agreements to implement the project.

The Mental Health and Recovery Services Board of Lucas County reduces its Fiscal Year 2016 allocation of \$530,000 for Central Access services to \$397,500 and re-allocates the difference of \$132,500 plus allocates an additional \$135,083 for Fiscal Year 2016 to Rescue Incorporated for the purpose of performing triage, referral and scheduling services related to the Recovery Helpline, and authorizes its Executive Director to enter into the appropriate agreements to implement the project.

There was a consensus to move the motions forward to the Board of Trustees.

D. Assertive Community Treatment (ACT) Abstract

Ms. Olnhausen reviewed the Lucas County Assertive Community Treatment (ACT) teams Abstract developed by Board staff in conjunction with the Access to Treatment Work Group recommendations. ACT was first presented at the October 27, 2015 Programs & Services Committee for their input. Upon receiving the P&S Committee's support of the ACT team model, Ms. Olnhausen requested further input from the P&F and Governance Committee in anticipation of the Staff bringing forth a formal recommendation in the future.

- Ms. Alvarado-Arce asked what the team would look like. Mr. Sylak said it will include doctors, nurses, clinicians, peer supporters, and CPST workers to promote consumer independence. Mr. Sylak indicated that the agencies have expressed interest in more peer supporter development and announced that 19 people just completed peer supporter training last Friday and are ready to test for certification.

Open Session

- No comments were made.

Adjournment

The meeting was adjourned at 5:34 p.m.

February 16, 2016 Board/Stakeholder Meeting

On the MHR SB's calendar for February is a meeting that has been held annually to solicit information from consumers, providers, and other stakeholders that will be used as input for such planning activities as the FY 2017 Purchasing Plan and the 2016-2017 Strategic Plan. What has been done in the past, and what staff plans to do again this year, is to offer stakeholders an opportunity to address, in five minutes, any or all of some prescribed questions posed by MHR SB. The intent of the questions is to steer presenters away from reporting organizational or personal concerns, and toward consumer focused issues. Staff has proposed the following questions and requests the Governance Committee's review prior to disseminating them to stakeholders:

- 1) What do your clients need to be successful?
- 2) What are the barriers that exist that prevent clients from being successful?
- 3) Identify current and/or anticipated environmental factors that will impact your organization in the upcoming year.
- 4) What could or should MHR SB consider doing to support your agency in achieving the goals of helping your clients be successful?

Once the Governance Committee has reviewed, agreed with, or modified these questions, Board staff will distribute them to stakeholders via e-mail to allow time to prepare for any agency that wishes to present at the February 16, 2016 Board/Stakeholder meeting.

Stakeholders will also be encouraged to provide written comments if they are unable, or prefer not to present at the public meeting.

Executive Director Evaluation

As required by the Staff Evaluation and Development Policy, it is the Governance Committee's responsibility to evaluate the Executive Director and submit the evaluation to the full Board along with any salary recommendations. As such, an evaluation of the Executive Director's performance covering calendar year 2015 is due. It is being recommended that a process be created to evaluate the Executive Director's performance, discuss making a salary recommendation, and negotiation of a contract extension for consideration by the full Board.

MHR SB Policy Update – Governance and Public Affairs

According to the MHR SB's Promulgation of Policies and Procedures Policy, the Governance Committee will review each policy at least once every three years. To comply with the Policy, Board staff has developed a three-year review schedule for each policy section. The Finance and Operations policies were reviewed in August 2015. At that time, the Governance Committee decided that each policy should be reviewed by the corresponding committee Chair and Vice Chair, along with one committee member for the policies that pertain to P&F, P&S or Governance according to the 3-year review cycle.

GOVERNANCE COMMITTEE MEETING

January 12, 2016

FY 2016 – Finance and Operations, 27 policies – completed
Governance and Public Affairs, 20 policies – pending
FY 2017 – Human Resources, 35 policies
FY 2018 – Mission and Programs, 24 policies
HIPAA, 13 policies

In order to expedite the review process, Board staff has reviewed the following policies on behalf of the Governance Committee and is recommending revisions as described in the following policies:

Governance

- Promulgations of Policies and Procedures
- Planning, Review and Reporting
- Legislative Mandates
- Letters of Endorsement
- Interim Executive Director
- Hiring Executive Director
- Executive Director Responsibilities and Duties
- Board Member Expectations and Responsibilities
- Election and Duties of Officers of the Board

Public Affairs

- Public Relations and Information
- Communication with News Media and Public
- Consumer Recommendations and Advice

It is anticipated that the remaining four Governance policies and four Public Affairs policies will be presented for review at the next Governance Committee meeting.

Upon approval of the Governance Committee, the following motion is being recommended for consideration of the Board of Trustees:

The Mental Health & Recovery Services Board of Lucas County approves the Governance and Public Affairs Policies contained in the Board packet effective April 1, 2016.

MHR SB REVISED
GOVERNANCE POLICIES

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Promulgation of Policies and Procedures

COQ: VI-A.6

Effective Date: ~~4/1/16~~4/14

Supersedes Date: ~~2~~1/14

POLICY

The Mental Health and Recovery Services Board of Lucas County shall maintain a manual of Policies and Procedures that govern administrative and personnel related activities of the Board. The approval of the Policies and all substantive additions, changes, or deletions, shall be the responsibility of the Board, on the recommendation of the Governance Committee. The responsibility for the establishment and maintenance of all procedures is designated to the Executive Director.

ACCOUNTABILITY

Executive Director, Governance Committee, MHRSB

PROCEDURE

1. The Governance Committee may recommend the adoption, addition, revision or deletion of policies to the Board for approval.
2. Upon approval and/or revision of a policy, the Executive Director will develop an appropriate procedure to implement the policy as approved or revised.
3. All Board approved policies and subsequently developed procedures will be maintained in a Policy and Procedures Manual, copies of which will be provided to all staff (electronically or otherwise). Whenever a Policy and/or Procedure change occurs, the Executive Director will ensure that all manuals are updated to reflect the change.
4. All policies will be reviewed by the Governance Committee at least once every three years.
5. All procedures will be reviewed by the Executive Director at least once every three years.

Approved:

Scott A. Sylak, Executive Director

Date

MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Planning, Review and Reporting

Effective: 4-1-162/1/14
Supersedes: 2/1/1410/16/12

POLICY

It is the policy of the Mental Health and Recovery Services Board (MHRSB) of Lucas County to develop, implement and review a strategic plan, annual community plan and other assessments as necessary to guide its investments. It is recognized that limited financial resources may impede the implementation of the established plans and in such cases, prioritization based on local needs will be considered primary. At a minimum, the MHRSB will review the progress and effectiveness of each plan annually and report such progress to its appointing authorities and the citizens of Lucas County. Specifically, the MHRSB will:

- A. Publish a strategic range plan which articulates the priorities, goals and objectives over a specified time period.
- B. Publish a Community Plan that is consistent with the MHRSB's Strategic Plan, compliant with Ohio Revised Code requirements, and approved by the Ohio Mental Health and Addiction Services.
- C. Establish a Purchasing Plan as resources allow that is consistent with the MHRSB Strategic and Community Plans.

ACCOUNTABILITY

Executive Director

PROCEDURE

The MHRSB staff will monitor implementation and progress of each plan, and report their findings to the Board at the designated intervals. Upon completion of the fiscal year, MHRSB staff will prepare a summary of progress and financial investments as an annual report that will be presented to the Board for approval and reported to the citizens of Lucas County thereafter.

Approved:

Scott A. Sylak, Executive Director

Date

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Legislative Mandates

Effective Date: **4-1-1610/16/12**

Supersedes Date: **10/16/128/97**

POLICY

It is the Mental Health and Recovery Services Board (MHRSB) of Lucas County's policy to fulfill the legal requirements of the state for the administration of mental health and addiction ~~alcohol and other drug~~ services under the provisions of the following documents:

- A. Ohio Revised Code;
- B. Administrative rules and regulations as promulgated by the State of Ohio, and its Departments; and
- C. Other appropriate state, federal and county mandates.

ACCOUNTABILITY

Executive Director

PROCEDURE

On an ongoing basis, the MHRSB staff will monitor changes in the ORC, State of Ohio and its Departments' administrative rules and regulations, and recommend policy changes as necessary to ensure compliance.

Approved:

Scott A. Sylak, Executive Director

Date

MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Letters of Endorsement

COQ: VI-A.6; I-A.4(a)
Effective Date: 4/1/164/1/14
Supersedes Date: 1/1/1412/2013

POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County may provide letters of endorsement for ballot initiatives and social service levies that are consistent with the MHRSB's Vision and Mission, Strategic Plan, Community Plan, and if applicable, contribute to the attainment of established System-Wide Goals.

A request for an endorsement of a social service levy or ballot initiative will be reviewed by the Governance Committee before being submitted to the Board for action. The review of a social service levy will include a staff evaluation of financial need and organizational stewardship.

An endorsement of a ballot initiative or social service levy can only be made by majority vote of the Trustees at a properly convened Board Meeting.

The Executive Director of the MHRSB may provide letters of endorsement for proposals, grants and applications that are consistent with the MHRSB's Vision and Mission, Strategic Plan, Community Plan, and if applicable, contribute to the attainment of established System-Wide Goals: provided any such letter does not obligate direct cash assistance that has not been previously approved by the Trustees.

The MHRSB will remain neutral regarding the endorsement of specific candidates and/or political parties.

ACCOUNTABILITY

Executive Director

PROCEDURE

- ~~1. A request for an endorsement of a social service levy or ballot initiative will be reviewed by the Governance Committee before being submitted to the Board for action. The review of a social service levy will include a staff evaluation of financial need and organizational stewardship.~~
- ~~2. An endorsement of a ballot initiative or social service levy can only be made by majority vote of the Trustees at a properly convened Board Meeting.~~
- ~~3. The Executive Director of the MHRSB may provide a letter of endorsement for proposals, grants and applications consistent with this policy to requesting entities provided any such~~

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Letters of Endorsement

COQ: VI-A.6; I-A.4(a)
Effective Date: ~~4/1/16~~4/1/14
Supersedes Date: ~~1/1/14~~2013

~~letter does not obligate direct financial assistance that has not been previously approved by the Trustees.~~

Approved:

Scott A. Sylak, Executive Director

Date

MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Interim Executive Director

COQ: VI-A.3

Effective Date: ~~4/1/16-1/1/14~~

Supersedes Date: 1/1/146/19/07

POLICY

The Mental Health and Recovery Services Board of Lucas County will assure clarity in its executive leadership by ensuring that an Interim Executive Director will be appointed within 10 working days of a vacancy occurring.

ACCOUNTABILITY

Mental Health and Recovery Services Board of Lucas County

PROCEDURE

1. The Board Chair shall carry out the duties of the Executive Director until an interim appointment has been made.
- ~~1. The Executive Director will be expected to follow the Board's resignation policy.~~
2. Within seven working days of a vacancy occurring, the Board Chair will consult with the Governance Committee and select the person who can best carry out the responsibilities of the Executive Director on an interim basis.
3. Upon selection, a written request to assume this interim assignment will be presented to the individual. The request will clearly define the terms of the proposed interim assignment, compensation, and duties of the position, if modified from the existing job description of the Executive Director.
4. Written response to the offer of the interim assignment must be obtained by the Board Chair within three working days.
5. The interim assignment will be considered temporary until approved by a majority of the full Board. The Board Chair will seek this approval at the next scheduled Board meeting.

Approved:

Scott A. Sylak, Executive Director

Date

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Hiring Executive Director

COQ: VI-A.3

Effective Date: 4/1/164/14

Supersedes Date: 1/1/146/19/07

POLICY

The Mental Health and Recovery Services Board of Lucas County ~~is~~ responsible for hiring an Executive Director of the Board.

ACCOUNTABILITY

Mental Health and Recovery Services Board of Lucas County

PROCEDURE

1. It is the responsibility of the Board to advertise and recruit candidates for consideration for the position of Executive Director. The Board's Equal Employment Opportunity Policy, Affirmative Action Program Policy, Recruitment and Hiring Employees Policy and all requirements of the Ohio Revised Code 340.032 will be observed.
2. The Board will establish a process to recruit and hire the Executive Director.

Approved:

Scott A. Sylak, Executive Director

Date

MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Executive Director Responsibilities and Duties

COQ: VI-A.3; VI-A.5

Effective: 4/1/162/1/14

Supersedes: 2/1/1410/16/12

POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County shall appoint a qualified mental health or alcohol or drug addiction services professional with experience in administration or a professional administrator with experience in mental health or alcohol or drug addiction services to serve as Executive Director of the MHRSB and shall prescribe the director's duties in a written job description.

The Executive Director shall administer the work of the MHRSB subject to the Executive Director's job description and regulations of the Board consistent with the following responsibilities and duties as described in ORC 340.04:

1. Serve as executive officer of the Board and, subject to the prior approval of the Board for each contract, execute contracts on its behalf;
2. Supervise services and facilities provided, operated, contracted, or supported by the Board to the extent of determining that programs and facilities are being administered in conformity with ORC Chapter 340 and rules established by the Director of Mental Health and Addiction Services;
3. Provide consultation to agencies, associations, or individuals providing services supported by the Board;
4. Recommend to the Board the changes necessary to increase the effectiveness of mental health or alcohol or drug addiction services and other matters necessary or desirable to carry out ORC Chapter 340;
5. Employ and remove from office classified and unclassified employees as may be necessary for the work of the Board, and fix their compensation and reimbursement within the limits set by the salary ranges schedule and the budget approved by the Board;
6. Encourage the development and expansion of preventive treatment, rehabilitative, and consultative services programs in the fields of mental health and alcohol or other drug addiction with emphasis on continuity of care;
7. Prepare for Bboard approval, an annual report of the services and facilities programs under the jurisdiction of the MHRSB including a fiscal accounting of all services;

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Executive Director Responsibilities and Duties

COQ: VI-A.3; VI-A.5

Effective: 4/1/16/2/1/14

Supersedes: 2/1/14/10/16/12

8. Conduct such studies as may be necessary and practicable for the promotion of mental health, promotion of addiction services and the prevention of mental illness, emotional disorders, and addiction ~~to alcohol and drugs~~;
9. Authorize the County Auditor to issue warrants for the payment of ~~B~~board obligations approved by the MHRSB, provided that all payments from funds distributed to the Board by Ohio ~~not~~ Mental Health and Addiction Services are in accordance with the budget submitted pursuant to section 340.08 of the Ohio Revised Code, as approved by Ohio ~~n~~Mental Health and Addiction Services. ~~are in accordance with the comprehensive community mental health and alcohol or other drug addiction plan, as approved by the departments of mental health and alcohol and drug addiction services~~;
10. Offer official interpretation of MHRSB policies to other groups;
11. Inform the Board whenever the application of policies appears to be controversial and may impair public confidence in the program and/or adversely affect the provision of services;
12. Handle all public appeals for board review of agency policies. When it is anticipated that issues will require policy determination, he/she will bring the issues to the Board's attention for timely action.

The MHRSB shall establish the qualifications for the Executive Director to meet the requirements set by the MHRSB and the Ohio Mental Health and Addictions Services. The MHRSB shall establish the compensation of the Executive Director. In addition to such compensation, the Executive Director shall be reimbursed for actual and necessary expense incurred in the performance of his/her official duties.

The MHRSB, by majority vote of the full membership, may remove the Executive Director for cause upon written notice after an opportunity has been afforded him/her for a hearing before the Board on request.

ACCOUNTABILITY

Board Chair and Trustees

Approved:

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Executive Director Responsibilities and Duties

COQ: VI-A.3; VI-A.5

Effective: 4/1/16~~2/1/14~~

Supersedes: 2/1/14~~10/16/12~~

Scott A. Sylak, Executive Director

Date

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Board Member Expectations and Responsibilities

COQ: IX-A.1; VI-A.2
Effective: 4-1-163/1/14
Supersedes: 3-1-1410/16/12

POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County has requirements and expectations for members of the MHRSB that are consistent with ORC 340, Ohio Ethics Law (ORC Sections 102 and 2921) and MHRSB policies. The following is a list of requirements and expectations:

I. MHRSB Board Member Requirements

- A. All new MHRSB members will ~~take be administered~~ the Oath of Office in the presence of a Notary Public prior to being seated on the MHRSB ~~in the presence of a Notary Public~~.
- B. Each MHRSB member shall receive a copy of the Code of Ethics (ORC Section 102 and 2921) and shall acknowledge receipt of this document with a written statement.
- C. Each MHRSB member shall receive and sign a Conflict of Interest Statement.
- D. Each MHRSB member shall fulfill the legislative requirement to attend one training per year.
- E. Each MHRSB member shall be given a copy of ORC Chapter 340 and agree to follow its requirements.
- F. Each MHRSB member will serve without compensation, but shall be reimbursed for actual and necessary expenses incurred in the performance of their duties, as defined by rules of the Ohio Mental Health and Addiction Services.

II. MHRSB Board Member Expectations

- A. Each MHRSB member shall agree to uphold the ~~constitutions of the United States and the State of Ohio, and appropriate MHRSB~~ policies.
- B. Each MHRSB member shall attend MHRSB meetings or ~~these~~ special MHRSB meetings called by the MHRSB Chair and:
 - a. Review monthly information packet containing minutes, committee and staff reports, and other material prior to the meeting.

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Board Member Expectations and Responsibilities

**COQ: IX-A.1; VI-A.2
Effective: 4-1-16/3/14
Supersedes: 3-1-14/10/16/12**

b. ~~To~~ Aactively participate and contribute to discussion around board issues.

C. Each MHR SB member shall participate on at least one MHR SB committee to assist that committee in meeting its responsibilities.

~~D. Attend all MHR SB training sessions.~~

~~E.D.~~ D. Upon the absence of a member within one year from either four MHR SB meetings or from two MHR SB meetings without prior notice, the MHR SB shall notify the appointing authority, which may vacate the appointment and appoint another person to complete the member's term.

ACCOUNTABILITY

Executive Director

PROCEDURE

A separate file will be maintained for each MHR SB member that shall include the following items: Signed receipt of each MHR SB member having received copies of the Code of Ethics (ORC Section 102 and 2921), notarized Oath of Office form signed copy of the Conflict of Interest Statement and acknowledgement that the board member has attended the training required by ORC 340.02.

At least annually, the MHR SB member attendance at MHR SB meetings and other MHR SB committees shall be shared with all MHR SB members. If it is determined that a MHR SB member has missed four board meetings or two board meetings without prior notice, the Executive Director will notify the MHR SB Chair ~~and upon approval of the MHR SB Chair, the Executive Director shall notify~~ and the appointing authority as required by ORC 340.02.

Approved:

Scott A. Sylak, Executive Director

Date

MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Election and Duties of Officers of The Board

COQ: VI-A.2

Effective: ~~4/1/16~~10/16/12

Supersedes: ~~10/16/12~~1/99

POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County shall establish and define election rules, responsibilities and terms of the officers of the MHRSB.

Election of Officers

- A. Election of MHRSB Officers shall take place at a regularly scheduled meeting;
- B. Nominations from the floor for officers shall be requested ~~by~~ ~~from~~ the MHRSB Chair;
- C. Officers shall be elected by a simple majority of the MHRSB members in attendance; a quorum being duly constituted;
- D. Officer terms shall commence on July 1 and will ~~normally~~ be for two (2) years, unless otherwise defined by an MHRSB approved motion;
- E. A MHRSB member may not be elected to the same office more than once every 4 yearse term;
- F. In the event of a permanent vacancy in any office during the year, the MHRSB Chair shall appoint a member to fulfill the duties of that office for the un-expired term;
- G. An Officer may be removed from office by a two-thirds majority vote of all MHRSB members.

Officers and Duties of Officers of the MHRSB

- A. Chair: The Chair of the Board shall preside at all meetings. He/she shall sign all contracts unless otherwise provided by the Board. The Chair shall be an ex-officio member of all committees and sign the minutes of the Board ~~'s monthly~~ meeting.
- B. Vice Chair: The Vice Chair shall serve in the absence of the chair.
- C. Secretary: The Secretary shall review and sign the minutes of the Board meeting and shall perform such other duties as the Chair, as the Board may from time-to-time prescribe. The Secretary shall be responsible for ensuring that all steps required by ORC 121.22 (Public Meetings) are followed. The Secretary shall perform the duties of the Chair in the absence of the Chair and Vice Chair.
- D. Treasurer: The Treasurer assures a true and accurate account of the funds of the Board including all collections and disbursements. He/she shall report in all Board meetings, or more often if required, the amount of the funds received and disbursed giving details of

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Election and Duties of Officers of The Board

COQ: VI-A.2

Effective: 4/1/1610/16/12

Supersedes: 10/16/121/99

the financial condition of the Board and the business which has been transacted. The Treasurer shall perform the duties of the Board Chair in the absence of the other officers.

ACCOUNTABILITY

Board Chair

PROCEDURE

The Executive Director will monitor Officer terms for compliance and report to the Board Chair at least annually.

Approved:

Scott A. Sylak, Executive Director

Date

MHR SB REVISED
PUBLIC AFFAIRS POLICIES

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Public Relations and Information

COQ: I-A.1
Effective: ~~4/1/16~~4/1/14
Supersedes: ~~4/1/14~~10/12

POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County will establish and maintain an active public relations effort to inform Lucas County residents of the MHRSB's mission, values and services.

ACCOUNTABILITY

Executive Director

PROCEDURE

The following objectives of the MHRSB will be used to guide the Board's public relations planning and programs:

- A. Create an environment of greater public awareness of mental health and substance abuse issues, with particular attention to recovery and de-stigmatizing mental health and ~~addiction substance abuse~~ disorders.
- B. Increase public understanding and support regarding the need for, and benefits of, a strong local mental health and ~~addiction substance abuse~~ system.
- C. Provide information on the programs and services offered in our system to facilitate eligible Lucas County residents to access services.
- D. Publish and widely distribute an annual report of the services and facilities under the jurisdiction of the MHRSB and at a minimum includes a fiscal accounting of all services for the MHRSB which will describe the services provided, number of people served, financial results, and the accomplishments of the system.

Approved:

Scott A. Sylak, Executive Director

Date

MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Communication With The News Media and Public

Effective: 4/1/16~~10/16/12~~

Supersedes: 10/16/12~~8/97~~

POLICY

The Mental Health and Recovery Services Board of Lucas County will maintain integrity and consistency in cooperating fully with the news media and the public by releasing appropriate and accurate information.

ACCOUNTABILITY

Board Chair, Executive Director

PROCEDURE

1. The Board Chair will serve as official spokesperson for Board policy and action.
2. The Executive Director or his designee may also serve as spokesperson.
3. All staff will, and Board Members should refer the news media to the Executive Director when contacted. In the absence of the Executive Director, news media should be referred to the Community Engagement and Outreach Manager. The Executive Director may refer the news media to the Community Engagement and Outreach Manager or other staff as necessary.
4. The Executive Director will refer news media to the Board Chair as instructed.
5. Any media release regarding Board action and policy must be approved either by the Board Chair or Executive Director.
6. All persons included in the releases will be notified before the release to inform them of the scope of the news/feature story so that appropriate information may be gathered.
7. Information gathered from clients will be protected to the maximum extent provided for under the Health Insurance Portability and Accountability Act of 1996 and/or the Code of Federal Regulations 42 Part C.

Approved:

Scott A. Sylak, Executive Director

Date

MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Consumer Recommendations and Advice

COQ: I-A.4 (b)

Effective: 4/1/16~~10/16/12~~

Supersedes: 10/16/12~~8/97~~

POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County -will ensure that on matters pertaining to mental health ~~services and/or alcohol or drug and~~ addiction services, a mechanism is in place to solicit and consider recommendations and advice from persons receiving those services as well as from family members of consumers. [Ref. ORC 340.03(A) (15)]

ACCOUNTABILITY

Executive Director

PROCEDURE

1. The Chair and Vice-Chair of the Recovery Council will have a seat on the Programs & Services Committee, and may will provide monthly reports regarding -Recovery Council activities and /provide remarks to that Committee regarding matters impacting consumers and their families.
2. The Chair of each Board committee may provide opportunities for public feedback, and/or discussion at any public meeting.
3. Feedback obtained through public, family and consumer group forums, and surveys will be integrated into all planning documents including the strategic plan, the annual purchasing plan, the Ohio Mental Health and Addiction Services approved biennial community plan and the continuous quality improvement plan.
4. The recommendation for appointment of consumers and their family members as MHRSB members will be given high priority beyond the required designated state positions.
- 4.5. MHRSB will post its planning documents on its website and provide public notification via e-mail lists, social media and/or local news media, directing consumers, family members, and stakeholders to the website, and identifying the means of contacting Board staff with any feedback related to the posted documents.
- 5.6. At least once per year, by December 31, the MHRSB Programs & Services Committee will commission a public forum to survey consumers and family members regarding

**MENTAL HEALTH & RECOVERY
SERVICES BOARD OF LUCAS COUNTY**

Consumer Recommendations and Advice

**COQ: I-A.4 (b)
Effective: ~~4/1/16~~10/16/12
Supersedes: ~~10/16/12~~8/97**

community needs for services.

Approved:

Scott A. Sylak, Executive Director

Date