

**MHRSB GOVERNANCE COMMITTEE MEETING**

**March 8, 2016**

**4:00 p.m.**

**Agenda**

<b>Item</b>	<b>Information Enclosed</b>	<b>Action Required</b>	<b>Allocation Required</b>	<b>Page</b>
1. Call to Order				
2. Recognition of Visitors				
3. Meeting Minutes: February 9, 2016	✓	✓		1-3
4. MHRSB Committee Appointments	✓			4-5
5. MHRSB Policy Update – Governance and Public Affairs	✓	✓		6-45
6. Open Session				
7. Adjournment				

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## GOVERNANCE COMMITTEE MEETING MINUTES

February 9, 2016

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### Governance Committee Members Present:

Audrey Weis-Maag	Neema Bell	Dr. Tim Valko
Linda Alvarado-Arce	Andre Tiggs	Linda Howe
Tony Pfeiffer		

### Governance Committee Members Not Present:

Lynn Olman	Pastor Perryman
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**Staff:** Scott Sylak, Tom Bartlett, Donna Robinson, Kristal Barham, Delores Williams.

**Visitors:** Richard Arnold; Tryna Smoot, SORC; Lucy Wayton, LSS; Adam Nutt, Zepf; Linda Parra, Nuestra Gente.

Ms. Bell opened the meeting at 4:01 p.m., with an introduction of visitors.

### Minutes of Meeting – January 12, 2016

*There was consensus to approve the minutes as presented.*

### FY 2015 Annual Report

Ms. Barham reviewed the final draft of the FY 2015 Annual Report and requested feedback from the Committee. Once approved by the Board, the Annual Report will be printed and dispersed to the Lucas County Commissioners, OMHAS, MHR SB Stakeholders, as well as being posted on the MHR SB web site.

Ms. Weis-Maag commented on the FY 2015 revenue and expenses graphs, stating that the percentages list the lowest percent on left and highest percentage on the right, however, the key under the two graphs list the highest dollar amount first and the lowest dollar amount last which she believes doesn't flow properly.

Ms. Weis-Maag requested that the word "unintentional" be struck from the Executive Director comments in the third paragraph, last sentence which reads "reduce the number of individuals who unintentionally die after overdosing" due to its irrelevance.

The following motion was recommended to the Board of Trustees:

*The Mental Health & Recovery Services Board of Lucas County approves the FY 2015 Annual Report as presented, and authorizes its Executive Director to take the appropriate action to disperse the report in accordance with Ohio Revised Code Section 340.03 (10).*

*There was consensus to move the motion forward to the Board of Trustees.*

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## GOVERNANCE COMMITTEE MEETING MINUTES

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### Unsolicited Funding Proposals

Mr. Bartlett indicated that the MHR SB receives unsolicited funding proposals on a fairly regular basis that may not be consistent with the Board's priorities derived from a combination of the MHR SB Strategic Plan, Community Plan and input from community surveys. Board staff reviews the proposals individually to determine if they have merit and meet the system-wide goals that require a significant amount of time, and then they may be presented to the P&S and/or P&F Committees for consideration.

The Board staff made a recommendation to the Committee that the MHR SB establish a policy which clearly defines that unsolicited proposals not be accepted or considered outside of the regular purchasing plan process; entities with innovative and creative ideas for services should first discuss the concepts with Board staff to determine if a solicited proposal is warranted.

After discussion, the Committee indicated that Board staff should create a draft policy that incorporates opportunities for certified providers to present creative and innovative programs for consideration. Additionally, the draft policy should set clear parameters as to when solicitations will be accepted and under what circumstances they will be considered. Finally, any effort should promote inclusion and diversity. Staff will survey other Boards to determine how they address unsolicited proposals and develop a draft policy for consideration.

### MHR SB Policy Update – Governance

Mr. Sylak reviewed each of the four remaining Governance policies pending Committee feedback which include: Board Organization, Board Committee and Sub-committees, Board, Committee and Sub-committee Meetings, and Board Committee and Sub-committee Leadership and Membership. In March 2016, Staff will present the Public Affairs Policies and do a final review of all of the Governance policies with recommendations to the full Board.

Mr. Sylak referred to the Board Organization Policy, noting that the Board established committees, and any subsequent sub-committee or workgroups fall under the Public Meetings Act and require appropriate public notice, an established agenda and minutes. As sub-committees get smaller and more fluid, the opportunity for failing to abide by Ohio Public Meeting Act requirements increases for these smaller groups. In an effort to be pre-emptive, Mr. Sylak suggested revisions to the Board Organization and Board Committees Policies to ensure compliance with the Ohio Public Meetings Act. Language was also added that will return the consensus process back to voting at the committee and sub-committee levels.

Mr. Sylak indicated that he is not seeking approval for the Governance Policy revisions at this meeting as they will all be presented at the March 2016 Governance Committee meeting. Committee members were encouraged to give additional feedback for consideration.

### Executive Session: Legal and Personnel Related Matters

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

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## GOVERNANCE COMMITTEE MEETING MINUTES

February 9, 2016

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*Move that the Governance Committee adjourn into Executive Session for the purpose of discussing a legal matter and the Executive Director's performance and compensation.*

Ms. Howe made a motion and it was seconded by Dr. Valko to approve the motion for the Committee to enter into an Executive Session for the purpose of discussing a legal matter, and the Executive Director's performance and compensation. Voting on the motion was: Ms. Alvarado-Arce-yes; Mr. Pfeiffer-yes; Ms. Weis-Maag-yes; Dr. Valko-yes; Ms. Howe-yes; Mr. Tiggs-yes.

*There was a consensus that the Executive Session for the purpose of discussion of the legal matter, and the Executive Director's performance and compensation be adjourned at 5:15 p.m.*

Upon emerging from Executive Session, Ms. Howe made the following motion:

*The Mental Health and Recovery Services Board of Lucas County approve a 3% salary increase for the Executive Director retroactive to January 1, 2016. Additionally, a one-time lump sum payment equal to 3% of the Executive Director's salary as of January 1, 2016 will be provided with the encouragement of placing that amount in a deferred compensation plan.*

*There was consensus to move the motion forward to the Board of Trustees.*

Ms. Howe also agreed to lead the Performance Evaluation sub-committee in discussions related to extending Mr. Sylak's three-year contract that expires at the end of 2016. It was agreed that another three-year contract beginning January 2017 is desirable. In addition, a recommendation was made for a 360-degree evaluation in connection with a future contract.

Ms. Bell thanked the Performance Evaluation Sub-committee, comprised of Ms. Howe, Mr. Olman, Ms. Weis-Maag and Mr. Tiggs, for their hard work and efficiency in making recommendations and for their future work on the Executive Director's contract and establishment of Mr. Sylak's 2016 goals.

Ms. Bell appointed Ms. Weis-Maag to the Planning & Finance Committee for four months to alleviate the quorum issue, and expressed appreciation for her willingness to volunteer.

### Open Session

- Mr. Arnold requested on behalf of the previous Recovery Council Chair that the Recovery Council attendance be addressed at the February 23, 2016 P&S Committee meeting. Mr. Sylak indicated that the Recovery Council could make recommendations to the P&S Committee based on the Council's Charter & By-laws.

### Adjournment

The meeting was adjourned at 5:38 p.m.

**MHRSB Committee Appointments**

On February 16, 2016, the Lucas County Commissioners appointed Toledo Police Department Chief George Kral to the MHRSB to fill the unexpired term of Tawny Cowen-Zanders. Chief Kral's term is effective from February 9, 2016 through June 30, 2020. In anticipation of Chief Kral taking his Oath of Office for the MHRSB at the March 15, 2016 MHRB Board meeting, it is recommended that he be appointed by the MHRSB Chair to the Planning & Finance Committee effective April 5, 2016.

Additionally, on February 16, 2016, the Lucas County Commissioners appointed James Stengle to the MHRSB for a term beginning July 1, 2016 and ending on June 30, 2020. Effectively, Mr. Stengle will be replacing Ms. Audrey Weis-Maag who is not eligible for re-appointment to the MHRSB by the Lucas County Commissioners. In anticipation of Mr. Stengle taking his Oath of Office for the MHRSB at the August 16, 2016 MHRB Board meeting, it is recommended that he be appointed by the MHRSB Chair to the Planning & Finance Committee as a non-trustee appointment effective April 5, 2016. Upon taking his Oath of Office in August, Mr. Stengle's membership on the Planning & Finance Committee will transition from non-trustee to trustee.

Attached is a list of current Board and committee members with anticipated appointments included.

**MENTAL HEALTH AND RECOVERY SERVICES  
BOARD OF LUCAS COUNTY – March 8, 2016**

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**MHR SB Trustees**

Neema Bell, Chair	Linda Howe, Vice Chair	Anthony (Tony) Pfeiffer, Secretary
Tim Valko, MD, Treasurer	Robin Reeves	Dr. Mary Gombash
Lynn Olman	Pastor Donald Perryman	William Sanford
Linda Alvarado-Arce	Lois Ventura	Pastor Waverly Earley
Scott D. Johnson	Andre Tiggs	Audrey Weis-Maag
Andrea Mendoza Loch		

**Committee Rosters  
Leadership Terms Ending June 30, 2017  
Committee Membership Ends August 31, 2017**

**Governance Committee**

Neema Bell, Chair	Linda Howe, Vice Chair
Dr. Tim Valko, Treasurer	Tony Pfeiffer, Secretary
Audrey Weis-Maag, Immediate past Chair	Pastor Donald Perryman, P&S Chair
Andre Tiggs, P&S Vice Chair	Linda Alvarado-Arce, P&F Chair
Lynn Olman, P&F Vice Chair	

Staff Support: Scott Sylak, Tom Bartlett

**Planning & Finance Committee**

Linda Alvarado-Arce, Chair	Lynn Olman, Vice Chair
Pastor Waverly Earley	William Sanford
Dr. Tim Valko	Audrey Weis-Maag
George Kral	

**Non-Trustee Appointment:**

James Stengle

Staff Support: Scott Sylak, Tom Bartlett

**Programs & Services Committee**

Pastor Donald Perryman, P&S Chair	Andre Tiggs, Vice Chair
Dr. Mary Gombash	Tony Pfeiffer
Lois Ventura	Robin Reeves
Scott D. Johnson	Andrea Mendoza Loch

**Non-Trustee Appointments:**

Charlotte Cuno, Recovery Council Vice Chair

Staff Support: Scott Sylak, Tim Goyer, Karen Olnhausen

**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.

- 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

At the Governance Committee meeting on January 12, 2016, members reviewed the following nine Governance and three Public Affairs policies with minimal suggested revisions.

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

Additionally, at the Governance Committee meeting on February 9, 2016, members reviewed the remaining four Governance policies with minimal suggested revisions.

Governance

- Board Organization
- Board Committee and Sub-Committees
- Board, Committee and Sub-Committees Meetings
- Board Committee and Sub-Committee Leadership and Membership

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**GOVERNANCE COMMITTEE MEETING**

**March 8, 2016**

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Board staff is presenting the following Public Affairs policies for review:

Public Affairs

- Citizens Participation in Planning
- Public Access to Board Records
- Public Meetings Policy Compliance
- Community Forums

Upon completing its review of the four remaining Public Affairs policies, Board staff is recommending approval of all 20 Governance and Public Affairs policies, and is presenting the following motion for consideration:

*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 AND  
PUBLIC AFFAIRS POLICIES  
March 8, 2016**

**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: 4-1-16/1/14**

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

**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: 4/1/16**~~1/1/14~~  
**Supersedes Date: 1/1/14**~~12/2013~~

**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: 4/1/161/1/14  
Supersedes Date: 1/1/1412/2013**

~~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: ~~4/1/16~~4/14**

**Supersedes Date: ~~1/1/16~~19/07**

**POLICY**

The Mental Health and Recovery Services Board of Lucas County ~~is~~ are 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: 4/1/16/4/14

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

### 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 Board obligations approved by the MHR SB, provided that all payments from funds distributed to the Board by Ohio 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 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 MHR SB 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 MHR SB shall establish the qualifications for the Executive Director to meet the requirements set by the MHR SB and the Ohio Mental Health and Addictions Services. The MHR SB shall establish the compensation of the Executive Director. In addition to such compensation, the Executive Director shall be reimbursed for actual and necessary expenses incurred in the performance of his/her official duties.

The MHR SB, 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: 4/1/16/4/14**

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

\_\_\_\_\_  
**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 annually.
- 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: 4-1-163/1/14  
Supersedes: 3-1-1410/16/12**

- b. ~~To~~ Actively participate and contribute to discussion around board issues.
- C. Each MHRSB member shall participate on at least one MHRSB committee to assist that committee in meeting its responsibilities.
- ~~D. Attend all MHRSB training sessions.~~
- ~~E.~~ D. Upon the absence of a member within one year from either four MHRSB meetings or from two MHRSB meetings without prior notice, the MHRSB 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 MHRSB member that shall include the following items: Signed receipt of each MHRSB 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 MHRSB member attendance at MHRSB meetings and other MHRSB committees shall be shared with all MHRSB members. If it is determined that a MHRSB member has missed four board meetings or two board meetings without prior notice, the Executive Director will notify the MHRSB Chair ~~and upon approval of the MHRSB 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~~4/16/12

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 assigned by the Board ~~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: ~~4/1/16~~10/16/12**

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

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**

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

**Public Relations and Information**

**COQ: I-A.1  
Effective: 4/1/16/~~4/14~~  
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 (MHR SB) 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 Executive Director and/or his designee will regularly solicit input from consumers and families regarding mental health and addiction related services, community needs and conditions within Lucas County and will regularly report these findings to the Programs & Services Committee, and will provide monthly reporting/remarks to that Committee.
2. The Chair of each Board committee or sub-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 appropriate 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 MHR SB members will be given high priority beyond the required designated state positions.
- 4.5. MHR SB 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 MHR SB Programs & Services Committee

**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**

will commission a public forum to survey consumers and family members regarding community needs for services.

**Approved:**

\_\_\_\_\_  
**Scott A. Sylak, Executive Director**

\_\_\_\_\_  
**Date**

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

**Board Organization**

**COQ: VI-A.1**

**Effective: 4-1-163/1/14**

**Supersedes: 3-1-142/1/14**

**POLICY**

It is the policy of the Mental Health and Recovery Services Board (MHRSB) of Lucas County to establish an organizational structure for the MHRSB, its committees, sub-committees -and staff which supports its mission and goals. In doing so, the MHRSB will regularly review existing policies and structures.

**~~Board Organization~~**

Specifically, tThe MHRSB will develop and approve a governance structure for MHRSB operations including;- the development of committees and sub-committees; and officer and member expectations and responsibilities for the MHRSB and established committees and sub-committees.

Additionally, tThe MHRSB will develop and approve an employee - table of organization with associated salary ranges.

Furthermore, should a vacancy in the MHRSB membership occur, the appointing authority will be notified via certified mail. The MHRSB will recommend to Ohio Mental Health and Addiction Services and the Commissioners of Lucas County, candidates for appointment to the MHRSB consistent with Ohio Revised Code requirements for designated positions, inclusion and diversity. Committee and sub-committee membership will also reflect the MHRSB's efforts for inclusion and diversity to the extent possible.

The MHRSB delegates to the Executive Director, the authority necessary to implement policies, establish associated procedures, and supervise all staff. All official communication between the MHRSB members and staff will be through the Executive Director or the Executive Director's designee.

**ACCOUNTABILITY**

Board Chair

**PROCEDURE**

At a minimum, tThe MHRSB Board will review the its MHRSB governance and operational structure, -and membership, and -along with the employee table of organization in conjunction with its review of its established Strategic Plan.

**Approved:**

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**Scott A. Sylak, Executive Director**

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**Date**

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

Board Committees and Sub-Committees

**COQ: VI-A.1**

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

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

**POLICY**

The Mental Health and Recovery Services Board (MHR SB) of Lucas County will establish a Governance Committee, Planning and Finance Committee and Programs and Services Committee. Additional committees may be established at the MHR SB's discretion.

Sub-committees may be established at the discretion of the convening committee and maintain committees as determined appropriate by the MHR SB. Each committee or sub-committee will be established at a meeting of the MHR SB or convening committee, by a simple majority vote of its members in attendance; a quorum being duly constituted.

For each ~~Each~~ MHR SB ~~c~~Committee or sub-committee established, the MHR SB or convening committee will develop and approve a ~~c~~Charter that will define the following: Name, Leadership Structure, Purpose, Authority, Scope of Responsibilities, Decision Making Process, Membership Requirements, and Duration. Each committee or sub-committee will adhere to its charter as established by its convening authority.

Each active committee and sub-committee's charter will be reviewed and considered for renewal by the MHR SB or convening committee at least once every two years.

**ACCOUNTABILITY**

MHR SB Chair

**PROCEDURE**

- ~~1. The MHR SB Chair, in consultation with the Trustees, will evaluate the MHR SB Committee Assignments at a minimum on an annual basis.~~
- ~~2. The Committee Charters will be reviewed annually by the corresponding committee and are approved by consensus.~~

Approved By:

\_\_\_\_\_  
Scott A. Sylak, Executive Director

\_\_\_\_\_  
Date

# MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Board, Committee and Sub-Committee Meetings

COQ: VI-A.1

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

Supersedes: ~~10-16-128/97~~

## POLICY

The Mental Health and Recovery Services Board of Lucas County will follow a clearly defined ~~spelled-out~~ procedure for conducting its public meetings in accordance with ORC 121.22. All meetings of the MHRSB, MHRSB established committees their sub-committees are public meetings.

### Board, Committee and Sub-Committee Meetings

#### A. Meetings and Quorum:

The Board shall meet at least six times a year, while Committees and Sub-Committees will meet at as defined within their approved charter. ~~least every other month~~. A quorum for Board, and Committee and Sub-Committee meetings is defined as over one-half of the present membership as appointed and/or duly sworn into office.

#### B. Order of Business and Record of Proceeding:

Meetings of the Board shall proceed according to an agenda prepared by the Chairs of the Board, or Committee or Sub-Committee in cooperation with the Executive Director or the Executive Director's designee. Such agendas, together with the supporting data, shall be made available sent via electronic media regular mail or at the Board's discretion sent, and/or made available via electronic media to all Board, and/or Committee and Sub-Committee members and anyone who requests notice copies prior to the meeting. At the discretion of the Executive Director, agendas and supporting data may be sent via regular mail to requesting parties. ~~In all cases, Board meeting minutes of the meetings~~ will be kept by the Secretary or their designee. Committee and Sub-Committee meeting minutes will be kept by a Board staff member an individual designated by the Executive Director. Chair.

#### C. Meeting Protocol:

Member dDiscussion on a Board motion will begin only after the Board motion has been seconded by another Board member. Before a Board member can speak on a motion, he/she must be recognized by the Chair. The floor does not pass from person-to-person, but must go through the Chair. Each speaker must be recognized by the Chair. All discussions of a motion must be directed to the Chair. The Chair may impose a time limit of three minutes for each member speaking to a motion. Once discussion has taken place on the proposed Board motion, a polling of all Board members will commence unless the Board member who placed the motion on the floor withdraws the motion and the

# MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Board, Committee and Sub-Committee Meetings

COQ: VI-A.1

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

Supersedes: 10-16-128/97

seconding Board member agrees on the withdrawal. Members must be present to cast a vote on a Board motion. ~~Committee and Sub-Committee meeting~~ decision making will be made in the same manner, except that all recommendations made by a sub-committee vote must be forwarded to its convening committee, and if approved by that committee, the motion will be forwarded to the MHR SB for consideration. Committee recommendations are not considered binding without final approval of the MHR SB, by consensus.

## D. Non-Member Visitor Participation:

~~Only Board or Committee members have the right to bring new business to the attention of the Board or Committee.~~ Each meeting will provide an open session for the purpose of soliciting comments from visitors. The Chair will address the visitors and request that any person wishing to address the body Board shall:

1. Identify himself/herself;
2. Identify the group for which he/she is the spokesperson;
3. Identify each issue if there is more than one issue on which he/she wishes to speak.

Each person who has identified himself/herself will be allowed to speak during the open session of the agenda for a maximum of three minutes per issue. A new issue brought up by a visitor ~~in a three-minute discussion~~ may does not have to be considered by the Board, Committee or Sub-Committee. ~~Unless there is an emergency, and~~ At the discretion of the MHR SB or Committee Chairs, issues brought up by visitors, may be forwarded to the Executive Director for follow up. Sub-committee Chairs may forward information to their convening committee for consideration. an appropriate committee chosen at the discretion of the Chair. The Chair reserves the right to recognize visitors during other parts of the ~~Board or Committee, or Sub-Committee~~ proceedings if he/she believes the visitor's comments would be pertinent to the motion or business being considered.

## ACCOUNTABILITY

MHR SB Board of Trustees, and Committee and Sub-Committee Chairs

## PROCEDURE

~~The Board and Committee Chair will follow approved meeting protocol. The Executive Director or the Director's Designee will provide support and guidance when requested by the Chair.~~

Approved:

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

**Board, Committee and Sub-Committee -Meetings**

**COQ: VI-A.1**

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

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

\_\_\_\_\_  
**Scott A. Sylak, Executive Director**

\_\_\_\_\_  
**Date**

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

<b>Board Committee and Sub – Committee</b> <u>_____Membership and Leadership</u>	<b>COQ: VI-A.1</b> <b>Effective: <u>4-1-16-3/1/14</u></b> <b>Supersedes: <u>3-1-14</u></b>
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**POLICY**

The Mental Health and Recovery Services Board (MHRSB) of Lucas County will utilize the following criteria for determining committee membership and leadership:

- A. The Governance Committee membership will consist of the MHRSB Chair, Vice Chair, Secretary, Treasurer, Immediate past Chair, and the Chair and Vice Chair of all MHRSB approved committees. The MHRSB Chair will serve as the Chair of the Governance Committee and the MHRSB Vice Chair will serve as the Vice Chair of the Governance Committee.
- B. Excluding the Governance Committee, all MHRSB Committee Chair and Vice Chair appointments and terms of office will be made by at a meeting of the MHRSB, by a simple majority vote of its members, a quorum duly constituted. Committee leadership terms will not exceed forty-eight (48) consecutive months.
- ~~A.C. Upon consultation with the current and appropriate MHRSB Committee Chair, the MHRSB Chair will appoint all Committee members annually or upon establishment of a new committee.~~
- ~~B. All MHRSB Committee Chair and Vice Chair appointments and terms of office will be made by the MHRSB Chair upon recommendation of the Governance Committee. In all cases, leadership terms will not exceed twenty-four (24) consecutive months.~~
- ~~C. MHRSB Committee appointments will be made annually or upon establishment of a newly formed committee.~~
- D. MHRSB Committee and sub-committee membership is open to MHRSB and non-MHRSB members as defined in the MHRSB approved Committee Charter.
- E. Non-MHRSB members will be appointed to committees serve in a non-voting advisory capacity and are excluded from serving as a committee’s Chair or Vice Chair, unless defined otherwise in the MHRSB Committee Charter.
- F. The MHRSB Chair will shall strive to assure committee leadership and membership is inclusive and diverse. the cultural relevance and sensitivity of each of its Committees.

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

<b>Board Committee and Sub – Committee</b>	<b>COQ: VI-A.1</b>
<b>_____ Membership and Leadership</b>	<b>Effective: <del>4-1-16</del> 3/1/14</b>
	<b>Supersedes: 3-1-14</b>

- G. Upon consultation with the ~~current~~ and appropriate MHRSB Committee Chair, the MHRSB Chair may relieve a committee member of their committee appointment at any time during their appointment period.
- H. Upon consultation with the Governance Committee, the MHRSB Chair may relieve a MHRSB Committee Chair or Vice Chair of their leadership appointment at any time during their leadership term.
- I. Sub-committee leadership and membership appointments, and terms will be made by the convening committee chair.
- J. Non-MHRSB members serving as a member of a sub-committees may vote and serve as a Chair or Vice Chair if defined in the sub-committee’s approved charter.
- H.K. The Executive Director and/or the Executive Director’s designee (s) will serve in a non-voting capacity as an Ex-Officio members on all committees and sub-committees.

**ACCOUNTABILITY**

MHRSB Chair

**PROCEDURE**

The Executive Director or the Executive Director’s Designee will monitor committee and sub-committee attendance and report attendance to the full board or appropriate convening committee at least annually.

Approved:

\_\_\_\_\_  
Scott A. Sylak, Executive Director

\_\_\_\_\_  
Date

# MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

## Citizen Participation in Planning

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

### POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County serves the entire county and as such will intentionally reach out to ensure that the various geographic, demographic, and culturally influenced populations have opportunity to identify special needs, are aware of the resources available to them and have an opportunity to provide input into the MHRSB's planning efforts to allocate resources to serve persons with mental illness and/or ~~substance abuse problems~~ addictions who are residents of Lucas County.

### ACCOUNTABILITY

Mental Health & Recovery Board of Trustees, Executive Director

### PROCEDURE

1. MHRSB will purposefully encourage the appointing authorities (OMHAS & County Commissioners) to make appointments to the MHRSB who are representative of the latest census as to race, ethnicity and gender, and who will represent the diverse interests of Lucas County's underserved populations, of rural and urban communities, minority constituencies, behavioral health professionals, consumers, lients and their families and other public agencies.
2. The MHRSB Chair may appoint to its committees, members who are not MHRSB members, ~~and who represent the diverse interests of Lucas County.~~
3. Convening Committee Chairs may appoint to its sub-committee members who are not MHRSB or committee members.
4. MHRSB will regularly inform the public through its presence on social media sites, ~~public service announcements on the Board's own website~~ and/or through local media outlets regarding planning efforts or when requesting s for information and feedback.
5. The MHRSB and Committee Chair(s) will regularly provide opportunity at public meetings for citizens to make observations or recommendations for MHRSB consideration.

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

**Citizen Participation in Planning**

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

6. As necessary, the MHRSB will commission forums and surveys to ensure its planning processes are informed by input from stakeholders, community members, consumers and their families. gather information from stakeholders, community members, consumers and families will be commissioned in order to ensure community input to planning processes.
- 6.7. The MHRSB will actively solicit feedback from key advocates and organizations that are uniquely positioned to serve Lucas County's underserved populations.

**Approved:**

\_\_\_\_\_  
Scott A. Sylak, Executive Director

\_\_\_\_\_  
Date

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

**Public Access to Board Records**

**COQ: I-A.3(a)**

**Effective: 4/1/162/1/14**

**Supersedes: 2/1/14n/a**

**POLICY**

The Mental Health and Recovery Services Board of Lucas County will comply with the Ohio Public Records Act and Ohio Revised Code Section 149.43 which provides for prompt inspection of public records, and upon request, copies of public records within a reasonable amount of time.

**DEFINING PUBLIC RECORDS**

A “record” is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the Mental Health and Recovery Services Board of Lucas County that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

A “public record” is a “record” that is being kept by this office at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

**RESPONSE TIMEFRAME**

Public records are to be available for inspection during regular business hours. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested, the proximity of the location where the records are stored, the necessity for any legal review and redaction, and other facts and circumstances of the records requested.

It is the goal of the Mental Health and Recovery Services Board that all requests for public records should be acknowledged in writing or, if feasible, satisfied within three business days following the office’s receipt of the request.

**HANDLING REQUESTS**

No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records.

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record(s). It is this office’s general policy that this information is not to be requested. However, the law does permit the office to ask for a written request, the requester’s identity, and/or the intended use of the information requested, but only if (1) a written request or disclosure of identity or intended use would benefit the requester by enhancing the office’s ability to identify, locate, or deliver the public records that

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

**Public Access to Board Records**

**COQ: I-A.3(a)**

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

**Supersedes: 2/1/14~~n~~/a**

have been requested; and (2) the requester is first told that a written request is not required and that the requester may decline to reveal the requester's identity or intended use.

In processing the request, the office does not have an obligation to create new records or perform a search or research for information in the office's records. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the office's standard use of sorting, filtering, or querying features. Although not required by law, the office will consider generating new records when it makes sense and is practical under the circumstances.

In processing a request for inspection of a public record, an office employee may accompany the requester during inspection to make certain original records are not taken or altered.

**ELECTRONIC RECORDS**

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

**DENIAL AND REDACTION OF RECORDS**

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

**COPYING AND MAILING COSTS**

Those seeking public records may be charged only the actual cost of making copies, not labor. The charge for paper copies is \$.05 cents per page. The charge for electronic files downloaded to a compact disc is \$5.00 per disc.

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

**Public Access to Board Records**

**COQ: I-A.3(a)**

**Effective: 4/1/1624/14**

**Supersedes: 2/1/14n/a**

A requester may be required to pay in advance for the actual costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper, upon the same medium on which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations.

If a requester asks that documents be delivered to them, he or she may be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery. There is no charge for e-mailed documents.

**MANAGING RECORDS**

The Mental Health and Recovery Services Board of Lucas County's records are subject to records retention schedules. The office's current schedules are available at 701 Adams St. Suite 800, Toledo, Ohio 43604, a location readily available to the public as required by Ohio Revised Code §149.43(B)(2).

The MHR SB of Lucas County recognizes that most records generated by, and for the operation of the Board are public documents, including but not limited to: Board minutes, receipts and expenditures, salary schedules, position descriptions, safety and health materials, contracts, and policy statements. As such, the MHR SB recognizes that these public records are open to public review.

For the purposes of this policy, a "public office is defined as an entity that performs a public service and is supported by public funds." A "public record" is a record held by any public office that is stored on affixed medium, created, received or sent under the jurisdiction of a public office, and which documents the activities of the office. Public record documents include, but are not limited to, paper, tapes, emails, photos, films and videos.

Exceptions to the public records disclosure request include:

1. Other provisions of Ohio or federal law that protect particular records from public view.
2. Medical records related to a consumer's medical condition generated and maintained in the process of medical treatment. (HIPAA)
3. Trial preparation records that contain information that was specifically compiled in reasonable anticipation of, or in defense of, litigation. Trial preparation records are not subject to public disclosure until the case and any appeals have concluded.
4. "Residential and familial information" (per Opinion #2000-021 by the Attorney General), including among other things: home street address, social security number, home

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

**Public Access to Board Records**

**COQ: I-A.3(a)**

**Effective: 4/1/162/1/14**

**Supersedes: 2/1/14n/a**

telephone number, bank account number, emergency telephone numbers, medical information, beneficiaries' names, voluntary salary deductions, and similar information for the spouse, former spouse, and children.

5. ~~“Infrastructure records” (information that discloses the configuration of computer systems, electrical systems, mechanical systems, ventilation systems, plumbing systems, security codes; and “security records” (records that contain information directly used for protecting or maintaining the security of a public office against attack, interference, or sabotage; or any record assembled, prepared, or maintained by a public office to prevent, lessen or respond to acts of terrorism.)~~
6. ~~“Confidential Law Enforcement Investigatory Records” (records pertaining to a law enforcement matter.)~~

7.

**ACCOUNTABILITY**

Director of Operations and Information Technology, Executive Director

**PROCEDURE**

- A. ~~Requests to review public records can be made to any staff member. If the requested documents are easily compiled, the requestor can inspect the records immediately. In those cases where the requested records are extensive, the Executive Director will be respond to the request without delay and with reasonable speed, which is to be determined based on the nature of the request. On-site review of public records is made in the presence of the Executive Director or their designee during normal business hours.~~
- B. ~~Copies of public records may be requested. Hard copies are made by the Board and are provided to the requestor at a duplication cost of \$.05 per page. The Board will not charge for employee time in gathering or reviewing the records. Full payment must be received before hard copies are given to the requestor.~~
- C. ~~Mail requests to review public records are made to the Executive Director, who is to respond to the request within a reasonable period of time, stating the cost of the copies available, and any mailing and delivery costs. Prepayment of copying and delivery costs is required. Mail or delivery of requested copies is to be made within five business days after receipt of full payment for copying and delivery.~~
- D. ~~Electronic copies of requested documents may be provided at the discretion of the~~

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

**Public Access to Board Records**

**COQ: I-A.3(a)**

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

**Supersedes: 2/1/14~~n/a~~**

~~Executive Director. There will be no charge for electronic documents provided to a requestor via e-mail.~~

~~E. The requestor does not need to identify themselves or explain the intended use of any requested public document. The Executive Director cannot deny access due to a requestor's refusal to answer these questions.~~

**Approved:**

\_\_\_\_\_  
**Scott A. Sylak, Executive Director**

\_\_\_\_\_  
**Date**

# MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

## Open Public Meetings Policy Compliance

COQ: I-A.2

Effective: 4/1/1614

Supersedes: 10/12 4/1/14

## POLICY

As required by ORC 121.22, Board, ~~and~~ Committee and Sub-committee meetings of the Mental Health and Recovery Services Board of Lucas County shall be conducted in accordance with Ohio's Open public Mmeetings laws as appropriate.

## ACCOUNTABILITY

Board of Trustees~~Directors~~, Board Secretary, Executive Director

## PROCEDURE

This policy will apply to any prearranged discussion of the majority of Board, ~~and/or~~ Committee, and/or Sub-committee m-Members to discuss the business of the Board, and shall include regular, special and emergency meetings. The Secretary of the Board, or the appropriate Committee/Sub-committee Chair, shall be responsible for ensuring that all steps required by the Ohio Open Meetings Act are followed.

### A. Notice of regular meetings

Regular meetings are defined as those meetings which are held at prescheduled intervals, and include all Board, standing committee and sub-committee meetings if regularly scheduled, ~~and the annual meeting~~. Notice of all regular meetings will be listed on the MHRS Board website. The notice will list the date, time and place of such meeting, and identify the meeting as a regular board meeting or special or emergency meeting. The purpose of the regular meeting need not be included in the notice.

### B. Notice requested by individuals and the media

Any person may request notification of all meetings at which a specific type of business is discussed. The Board will keep a mailing or email list of all such persons and will either email or mail out a notice for each meeting which matches the request.

### C. Notice of special or emergency meetings

A special meeting is any meeting which is not a regular meeting and includes board retreats. An emergency meeting is a meeting to deliberate an event or situation requiring immediate action by the Board. The Board will keep a mailing or email list of news

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media organizations or individuals which have requested advance notice of special or emergency meetings. The Board will notify those news media organizations and individuals not less than 24-hours before a special meeting. The notice will include the date, time, place and purpose of the meeting.

**D. Executive Session**

A Board or Committee member, at a regular or special meeting, may make a motion for the Board or Committee to go into executive session. The member making the motion will include the purpose of the Executive Session, as permitted under ORC 121.22 (G). The Board or Committee may go into executive session to discuss the following matters:

1. Certain public employee matters;
2. Property related matters where a competitive advantage could result from premature disclosure;
3. Disputes which are the subject of a pending or imminent court action;
4. Reviewing negotiations or bargaining sessions with public employees;
5. Certain confidential matters under state or federal law; and
6. Certain security arrangements.

The call for the vote must include the purpose for executive session, and the vote may only be taken during an open meeting. A member making a motion to deliberate personnel matters will also state the particular focus of deliberation, i.e. appointment, employment, dismissal, discipline, or promotion. The motion must then be approved by a majority of a quorum of the Board of ~~Trustees~~ Directors by a roll call vote. The Board will only deliberate during executive session, and will reconvene the open meeting prior to any decision-making or the end of the Board meeting.

**E. Board Minutes**

The Secretary of the Board or their designee will promptly review and approve minutes of all regular and special meetings and shall file the minutes at the Board office. The minutes of each meeting will include the order of business, any motions and the board member making the motion, and any decisions made. The minutes of a meeting in which an executive session was held will state only the purpose for executive session. All minutes will be made available for ~~to~~ the public ~~for~~ inspection during regular business hours.

**Approved:**

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\_\_\_\_\_  
Scott A. Sylak, Executive Director

\_\_\_\_\_  
Date

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

Public Meetings Community Forums

Effective: 4/1/1610/16/12

Supersedes: 10/16/128/97

**POLICY**

The Mental Health and Recovery Services Board (MHRSB) of Lucas County shall conduct routine community forums ~~public meetings~~ for the exchange of information between consumers, family members, contract agencies, the public-at-large and policy makers.

**ACCOUNTABILITY**

Executive Director, Board of Trustees

**PROCEDURE**

- A. Community forums ~~Public meetings~~ shall be held by the MHRSB Board to provide interested parties to facilitate the exchange of information, and to adequately inform and educate the residents of Lucas County. The MHRSB Board will conduct as many community forums ~~public meetings~~ as necessary, but at a minimum there will be one meeting per year.
- B. Community forums ~~Public meetings~~ should be widely publicized using social, television and print media prior to the scheduled meeting date.
- C. Community forums ~~Public meetings~~ should be scheduled at times and locations that facilitate citizens' participation.
- D. ~~The media will be invited to public information meetings to assure a wide distribution of the result of the meetings.~~

Approved:

\_\_\_\_\_  
Scott A. Sylak, Executive Director

\_\_\_\_\_  
Date