

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

Communication With The News Media and Public

**Effective: 4/1/16
Supersedes: 10/16/12**

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

3-15-16
Date