

MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Executive Director Responsibilities and Duties

COQ: VI-A.3; VI-A.5
Effective: 4/1/16
Supersedes: 2/1/14

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 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 and the budget approved by the Board;
6. Encourage the development and expansion of preventive treatment, rehabilitative, and consultative services in the fields of mental health and addiction with emphasis on continuity of care;
7. Prepare for Board approval, an annual report of the services and facilities under the jurisdiction of the MHRSB including a fiscal accounting of all services;

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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;
9. Authorize the County Auditor to issue warrants for the payment of Board obligations approved by the MHRSB, 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.
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.

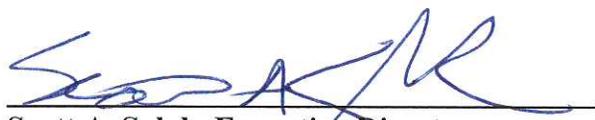
The MHRSB shall establish the qualifications for the Executive Director to meet the requirements set by the MHRSB and the Ohio Mental Health and Addiction Services. The MHRSB shall establish the compensation of the Executive Director. In addition to such compensation, the Executive Director shall be reimbursed for actual and necessary expenses 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:



Scott A. Sylak, Executive Director

3-15-16
Date