

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

Promulgation of Policies and Procedures

**COQ: VI-A.6
Effective Date: 4/1/16
Supersedes Date: 2/1/14**

POLICY

The Mental Health and Recovery Services Board (MHRSB) of Lucas County shall maintain a Policies and Procedures Manual that govern administrative and personnel related activities of the MHRSB. The approval of the Policies and all substantive additions, changes, or deletions, shall be the responsibility of the Board of Trustees, upon 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

3-15-16
Date