

**LORAIN COUNTY BOARD OF MENTAL HEALTH
BOARD OF DIRECTOR'S POLICY MANUAL**

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LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Ends

POLICY TITLE: Purpose Statement A-1

- 1.** Mission Statement: The Lorain County Board of Mental Health serves the community by promoting the health and well being of its residents through an innovative and comprehensive continuum of the highest quality mental health services.
- 2.** Vision Statement: The Lorain County Board of Mental Health and the providers it funds are striving for excellence in providing state of the art services. Therefore, we believe in:
 - 2.1** providing, as a priority, a comprehensive continuum of care to those with the most severe mental health disabilities, those with an inability to pay for necessary services, and those in crisis,
 - 2.2** actively partnering with consumers and families in the planning, development, and evaluation of mental health policies and services,
 - 2.3** incorporating the strengths and talents of consumers and families in the recovery process in order to encourage choices in treatment,
 - 2.4** providing leadership in offering effective preventive and early intervention strategies in collaboration with our public partners,
 - 2.5** actively working to improve the public awareness and acceptance of persons with mental illness,
 - 2.6** applying managed care technologies to evaluate outcomes, establish best practices approaches, and promote efficiencies,
 - 2.7** providing culturally relevant mental health services by culturally competent staff,
 - 2.8** providing a service system that is integrated, coordinated, and clearly communicated to our consumers.

MONITORING:

Methods: Internal Report
Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Ends

POLICY TITLE: Locate and Inform A-2

1. An essential element of the system is locating persons in need of mental health services and informing them of available services and benefits.

MONITORING:

Methods/Frequency: Internal Report/Biannually, Direct Inspection/Biannually

This policy was adopted by official Board resolution_____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Ends

POLICY TITLE: Basic Human Needs A-3

1. An essential element of the system is providing assistance for clients to obtain services necessary to meet basic human needs for food, clothing, shelter, medical care, personal safety, and income.

MONITORING:

Methods/Frequency: Internal Report/Biannually, Direct Inspection/Biannually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

POLICY TYPE: Ends

POLICY TITLE: Mental Health Treatment A-4

1. An essential element of the system is mental health treatment, including but not limited to outpatient, and where appropriate inpatient care.
2. Mental health treatment shall be available in a variety of community settings, including but not limited to home, school, work and faith-based settings.

MONITORING:

Methods/Frequency: Internal Report/Biannually, Direct Inspection/Biannually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Ends

POLICY TITLE: Emergency Services A-5

1. Essential elements of the system are emergency services and crisis intervention.

MONITORING:

Methods/Frequency: Internal Report/Biannually, Direct Inspection/Biannually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Ends

POLICY TITLE: Educational, Vocational and Employment Services A-6

1. An essential element of the system is providing assistance to clients to obtain educational and vocational services and opportunities for employment.

MONITORING:

.....Methods/Frequency: Internal Report/Biannually, Direct Inspection/Biannually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

POLICY TYPE: Ends

POLICY TITLE: Housing A-7

1. An essential element of the system is providing safe, decent, appropriate and affordable housing in the community with flexible services and supports.

MONITORING:

Methods/Frequency: Internal Report/Biannually, Direct Inspection/Biannually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Ends

POLICY TITLE: Family Support A-8

1. An essential element of the system is providing support, assistance, consultation, and education for families, friends and consumers of mental health services.

MONITORING:

Methods/Frequency: Internal Report/Biannually, Direct Inspection/Biannually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Ends

POLICY TITLE: Community Support A-9

1. An essential element of the system is recognition and encouragement of families, friends, neighborhood networks, especially networks that include racial and ethnic diversity, faith-based and community organizations, and meaningful employment as natural supports for consumers of mental health services.

MONITORING:

Methods/Frequency: Internal Report/Biannually, Direct Inspection/Biannually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Ends

POLICY TITLE: Daily Living Skills A-10

1. An essential element of the system is the provision of services designed to develop social, community, and personal living skills.

MONITORING:

Methods/Frequency: Internal Report/Biannually, Direct Inspection/Biannually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Ends

POLICY TITLE: Client Rights A-11

1. An essential element of the system is a grievance procedure and the protection of the rights of consumers of mental health services.

MONITORING:

Methods/Frequency: Internal Report/Biannually, Direct Inspection/Biannually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Ends

POLICY TITLE: Case Management A-12

1. An essential element of the system is case management, which includes continual individualized assistance and advocacy to ensure that needed services are offered and procured for adults with severe mental disabilities, children with serious emotional disturbance and others where deemed appropriate.

MONITORING:

Methods/Frequency: Internal Report/Biannually, Direct Inspection/Biannually

This policy was adopted by official Board resolution_____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Ends

POLICY TITLE: Best Practices A-13

1. The system shall be based upon the best-known means to attain the ends.

MONITORING:

Methods/Frequency: Internal Report/Biannually, Direct Inspection/Biannually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Governance Process

POLICY TITLE: Conflicts with Previous Policies B-1

1. In the event that any new policy may conflict with policies adopted previous to the new governance process, the new policies will supersede previously adopted policies. Additionally, all policies shall comply with policies on ENDS and EXECUTIVE LIMITATIONS as enacted from this day forth.

MONITORING:

Methods: Internal Report

Frequency: Annually

This policy was adopted by official Board resolution_____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Governance Process

POLICY TITLE: Governing Style B-2

1. The Board will approach its task with a style which emphasizes outward vision, encouragement of diversity in viewpoints and consideration of alternatives, strategic leadership, clear distinction of Board and staff roles, and proactivity.

In this spirit, the Board will:

- 1.1 Focus chiefly on intended long-term impacts on the world outside the organization (ends), not the administrative or programmatic means of attaining those effects.
- 1.2 Direct, control and inspire the organization through the careful establishment of the broadest organizational values and perspectives (policies).
- 1.3 Enforce upon itself and its members whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, policy-making principles, and respect of clarified roles, speaking with one voice and self-policing of any tendency to stray from governance adopted in Board policies.
- 1.4 Be accountable to the general public for competent, conscientious and effective accomplishment of its obligations as a body. It will allow no officer, individual or committee of the Board to usurp this role or hinder this commitment.
- 1.5 Monitor and regularly discuss the Board's own process and performance. Ensure the continuity of its governance capability by retraining and redevelopment.
- 1.6 Be an initiator of policy, not merely a reactor to staff initiatives. The Board, not the staff, will be responsible for Board performance.

MONITORING:

Methods: Internal Report
Frequency: Annually

This policy was adopted by official Board resolution_____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Governance Process

POLICY TITLE: Board Job Description B-3

1. The job of the Board is to make certain contributions that lead the organization toward the desired performance and assure that it occurs. The Board's specific contributions are unique to its trusteeship role and necessary for proper governance and management.
2. Consequently, the "products" or job contributions of the Board shall be:
 - 2.1 The linkage between the organization and its "ownership."
 - 2.2 Written governing policies, which at the broadest levels address:
 - 2.2.1 Ends: Organizational products, impacts, benefits, outcomes (what good for which needs at what cost).
 - 2.2.2 Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which lies the acceptable arena of executive activity, decisions and organizational circumstances.
 - 2.2.3 Governance Process: Specification of how the Board conceives, carries out and monitors its own task.
 - 2.2.4 Board-Executive Director Relationship: How power is delegated and its proper use monitored.
 - 2.3 The assurance of Executive Director performance as related to ends and executive limitations policies.

MONITORING:

Methods: Internal Report
Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Governance Process

POLICY TITLE: Committee Principles B-4

1. The Board may establish committees to help carry out its responsibilities. Committees will be used so as to contribute to the Board's job, and not to interfere with delegation from Board to Executive Director.
2. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Executive Director.
3. Board committees are to help the Board do its job, not to help the staff do its jobs. Committees ordinarily will assist the board by preparing policy alternatives and implications for Board deliberation. Board committees are not to be created by the Board to advise staff.
4. Board committees cannot exercise authority over staff. In keeping with the Board's broader focus, Board committees will normally not have direct dealings with current staff operations. Because the Executive Director works for the full Board, he or she will not be required to obtain approval of a Board committee before an executive action.
5. The Chairperson, immediately after the annual election of officers, shall, with the advice and approval by a majority of the Board, appoint the following committees, taking into consideration board member preferences. Members joining the Board at a later date shall be appointed in the same manner following completion of their orientation and training. In any case, the Chairperson shall insure that committee membership does not exceed a quorum of the Board. Committees may also include ex-officio members from the community. These committees shall perform the duties prescribed herein.
 - 6.1 Community Plan Committee shall meet at least quarterly and shall make recommendations to the Board on the following matters:
 - 6.1.1 The plan to be submitted to the Department of Mental Health under Section 340.03 of the Revised Code;
 - 6.1.2 Mental Health programs to be funded by the Board.
 - 6.2 Finance Committee shall meet at least quarterly and shall make recommendations to the Board on the following matters:
 - 6.2.1 The Board's Annual Budget in accordance with the requirements of Policy D-3, Financial Planning;
 - 6.2.2 Approval of vouchers approved by the Executive Director;
 - 6.2.3 Amendments to the Board's Annual Budget;

- 6.2.4 Contracts for professional services.
- 6.2.5 The Committee shall also monitor compliance with Policy D-4, Financial Planning.
- 6.3 Personnel Committee shall meet at least annually and shall make recommendations to the Board on the following matters:
 - 6.3.1 The annual written evaluation of the Executive Director based on criteria established by the whole Board and completed by the June board meeting;
 - 6.3.2 The development and periodic up-dating of the job description for the Executive Director.
 - 6.3.3 Ongoing compliance with Policy C-3, "Monitoring Executive Performance."
 - 6.3.4 Changes to the staff salary schedule and fringe benefits.
- 6.4 Nominating Committee shall meet at least annually and make recommendations to the board on the following matters:
 - 6.4.1 A slate of officers for the upcoming fiscal year to the full Board at the June meeting.
 - 6.4.2 Recruiting, reviewing applications and recommending new Board members to the appointing authorities.
- 6.5 Quality Management Committee shall meet at least quarterly and make recommendations to the Board on the following matters:
 - 6.5.1 Guidelines for the evaluation of mental health programs
 - 6.5.2 Approval of the annual quality management report
 - 6.5.3 Reports on client satisfaction, major unusual incidents, program audits and client outcomes.
- 6.6 Minority Concerns Committee shall meet at least quarterly and make recommendations to the Board on the following matters:
 - 6.6.1 Efforts to improve the cultural competence of the Mental Health Network of Lorain County;
 - 6.6.1 The biannual Committee report distributed to the community.

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6.7 Public Relations Committee shall meet at least quarterly and make recommendations to the Board on the following matters:

6.7.1 The public information and marketing plan for the Mental Health Network of Lorain County;

6.7.2 Efforts to reduce stigma and prejudice against persons with mental illness;

6.7.3 Programs to increase awareness of mental disorders and the resources available for treatment, rehabilitation, recovery and support.

6.8 Members of Committees shall serve from the time of their appointment until the end of the fiscal year.

6.9 Ad Hoc Committees may be created by the Board Chairperson to accomplish specific tasks and the Committee shall be dissolved upon the completion of that task or when dissolved by the Chairperson.

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MONITORING:

Methods: Internal Report

Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Governance Process

POLICY TITLE: Board Members' Code of Conduct B-5

1. The Board expects from itself and its members ethical and businesslike conduct. This commitment includes proper use of authority and appropriate decorum in groups and individual behavior when acting as Board members.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - 2.1 There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - 2.2 Board members must not use their positions to obtain for themselves, family members or associates, employment within the organization. (Clarification: Board members are encouraged to refer qualified individuals but should in no way attempt to influence the selection process)
 - 2.3 Should a Board member apply for employment with the Board, he or she must voluntarily resign prior to being considered for employment. Board members may not accept employment with a contractor of the Board until one year has elapsed from their termination as a Board member.
 - 2.4 Board members must disclose all conflicts of interest publicly and must refrain from discussions and debates and abstain from voting on any issue for which a conflict of interest exists.
 - 2.5 Board members will sign a statement attesting to the absence of conflict of interest at the time of their original appointment and annually thereafter.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - 3.1 Board members' interaction with the Executive Director or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above. ← - - - - Formatted: Bullets and Numbering
 - 3.2 Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board. ← - - - - Formatted: Bullets and Numbering
 - 3.3 Board members will make no judgments of the Executive Director or staff performance except as that performance is assessed against explicit Board policies by the official process. ← - - - - Formatted: Bullets and Numbering

4. Board members may not accept anything of value from a private citizen under circumstances that creates a conflict of interest or the appearance of impropriety. Board members may not accept anything of value from board members of the Board or contracted provider agencies, employees of the Board or contracted provider agencies, or consumers. “Anything of value” includes money, supplemental compensation from any party, goods, chattel, future employment, interest in realty, travel, meals and lodging, frequent flyer benefits or credit card benefits and every other thing of value. Common sense exceptions to this requirement includes ordinary social hospitality such as special social celebrations and recognition (e.g., recognition certificates and plaques).

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5. Board members are prohibited from representing a private client before the Board for one year following departure from the Board.

6. Current and former Board members are prohibited from disclosing any information officially designated as confidential, including:

6.1 Anything that identifies individual consumers without a signed authorization;

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6.2 The location of the battered women’s shelter;

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6.3 Sensitive information such as budget, personnel and property acquisition until final decisions and negotiations have been completed;

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6.4 Quality management information;

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6.5 Proprietary information of contracted provider agencies.

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7. Board members are prohibited from having a personal interest in a public contract with the Board.

MONITORING:

Methods: Internal Report

Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____ Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Governance Process

POLICY TITLE: Officers and Duties B-6

- 1.** The Board will elect a Chairperson, Vice-Chairperson, and Secretary at the June meeting each year by secret ballot from the slate of candidates offered by the Nominating Committee and those nominated from the floor. The Secretary of the Board will count the ballots and those receiving the most votes will be identified as the officers-elect. In the Secretary's absence, the Chairperson of the Nominating Committee will count the ballots. If no candidates are identified from the floor, the board may waive the secret ballot process and have a voice vote to accept the candidates offered by the nominating committee. Officers will assume their duties after adjournment of the June Board meeting.
- 2.** The job output of the chairperson is that the Board behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.

 - 2.1** Meeting discussion content will only be those issues that, according to Board policy, clearly belong to the Board to decide, not the Executive Director.
 - 2.2** Deliberation will be timely, fair, orderly and thorough, but also efficient, limited to time and kept to the point.
- 3.** The authority of the Chairperson consists only in making decisions on behalf of the Board that fall within and are consistent with any reasonable interpretation of Board policies on Governance Process and on the Board-Executive Director Relationship.

 - 3.1** The Chairperson is empowered to chair Board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing.)
 - 3.2** The Chairperson has no authority to make decisions beyond policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the Chairperson has no authority to supervise or direct the Executive Director.
 - 3.3** The Chairperson may represent the Board to outside parties either in simply announcing Board-stated positions or in stating Chair decisions and interpretations within the area delegated to him or her (Governance Process and Board-Executive Director Relationship policy areas, consistent with Board policies therein).
 - 3.4** The Chairperson may call for a special meeting of the Board, subject to Policy B-9, Board Discipline.
- 4.** Vice-Chairperson, whose duty is to chair meetings in the absence of the Chairperson, and prepare him (her) self to succeed the Chairperson by education on Board processes and governance policies;
- 5.** Secretary, whose duty is to certify the evidence of Board action, including Board policies and minutes.

6. If an officer resigns before the end of their term, the nominating committee will nominate candidates for the vacant office at the next full board meeting.

MONITORING:

Methods: Internal Report

Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Governance Process

POLICY TITLE: Reimbursement of Expenses for Board Members B-7

1. It is the policy of the Board to reimburse Board members for actual and necessary expenditures they incur in the performance of their official duties, and as may be defined by the Ohio Department of Mental Health.
2. "Official duties" is defined to include training for Board members to fulfill such annual requirements set forth in the Ohio Revised Code, attendance at Board meetings, and participation in other meetings that would serve to enhance the member's performance as a Board member.
3. Reimbursement of Board members shall be limited to the amount budgeted in any fiscal year (July-June). Each Board member will be asked to estimate their own travel costs during the budget development process. Notification of attendance at any training function should be sent to the Executive Director who will coordinate reimbursement. The ultimate approval for such attendance rests with the Board and is based on the "official duty" definition as stated above. Pre-approval by the Board is required for travel expenses exceeding \$100.00 for a single meeting or training.
4. Expenditures for which reimbursement is requested shall be reported on Board Travel Expense Forms with receipts attached for all items. Mileage will be reimbursed at the IRS allowable rate. Lodging is to be reimbursed at a reasonable and customary rate, and for lodging outside the service district. Mileage and lodging is payable to only one Board member if two or more members share the same vehicle or room. The maximum allowance for meals and incidental expenses is the domestic per diem rate as set by the United States General Services Administration.
5. Board members authorized to attend conferences, meetings, and/or seminars requiring a payment of a fee, may submit any registration materials and information to the Financial Manager for pre-payment of such fees. If the Board member chooses to pay for such registration fees, then that Board member shall submit a receipt of such payment along with the request for reimbursement. For any training session, conference or seminar, all requests for reimbursement should be submitted at one time.
6. Board members are expected to share information gained in any training program with the full Board.

MONITORING:

Methods: Internal Report
Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Governance Process

POLICY TITLE: Board Member Characteristics B-8

Board members shall be selected according to Section 340.02 Ohio Revised Code:

1. The Board shall consist of eighteen appointed members.
2. The Director of the Ohio Department of Mental Health shall appoint six members of the Board and the Board of County Commissioners shall appoint twelve members.
3. At least one member of the Board shall be a psychiatrist and one member of the Board shall be a mental health professional. If a psychiatrist is not possible, as determined under rules adopted by the director, a licensed physician may be appointed in place of the psychiatrist. If the appointment of a licensed physician is not possible, the Director of the Ohio Department of Mental Health may waive the requirement that the psychiatrist or licensed physician be a resident of the service district and appoint a psychiatrist from a contiguous county. At least one member of the Board shall be a person who has received or is receiving mental health services paid for by public funds and at least one member shall be a parent or other relative of such a person.
4. Members shall be residents of Lorain County and shall be interested in mental health programs and facilities.
5. No member or employee of the Board shall serve as a member of the board of any agency with which the Board has entered into a contract for the provision of services or facilities. No member of the Board shall be an employee of any agency with which the Board has entered into a contract for the provision of services or facilities.
6. No person shall serve as a member of the Board whose spouse, child, parent, brother, sister, grandchild, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law serves as a member of the board of any agency with which the Board has entered a contract for the provision of services or facilities. No person shall serve as a member or employee of the Board whose spouse, child, parent, brother, sister, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law serves as a Lorain County commissioner.
7. Each member shall be appointed for a term of four years, commencing the first day of July. No member shall serve more than two consecutive four-year terms. A member may serve for three consecutive terms only if one of the terms is less than two years. A member who has served two consecutive four year terms or three consecutive terms totaling less than ten years is eligible for reappointment one year following the end of the second or third term, respectively.

8. When a vacancy occurs the expired or unexpired term shall be filled in the same manner as the original appointment. The Nominating Committee will make recommendations to the appointing authority (Director of the Ohio Department of Mental Health or Board of County Commissioners). The appointing authority shall be notified by certified mail of any vacancy and shall fill the vacancy within sixty days following such notice. The Board shall actively recruit candidates with qualifications as stipulated in this policy. Completed applications shall be submitted with the Board's recommendations to the appointing authority.

9. As nearly as possible, membership on the Board shall reflect the demographic characteristics of Lorain County.

MONITORING:

Methods: Internal Report
Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Governance Process

POLICY TITLE: Board Discipline B-9

1. All meetings of the Board, including all committees or subcommittees formed under the auspices of this Board, shall be open to the public and held and conducted in compliance with Ohio Revised Code, Section 121.22, (Sunshine Law). Opportunity shall be given to the public to address the meeting, but the Board shall not be obligated to consider the problem or request of a petitioner unless the matter has been presented to each individual member of the Board and the Executive Director in writing at least 48 hours in advance of the meeting, excluding Sundays and holidays.

2. Organizational Meeting: The Organizational Meeting shall be during the month of June at a time and place to be designated by the Chairperson and announced at the May Board meeting. At least ten days prior to the organizational meeting, a written announcement will be available at the Board office during regular business hours and posted outside the offices of the Board.

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3. Regular: the Board at the June Organizational Meeting shall fix the time of the regular Board meetings for the upcoming year. No later than ten days after the Organizational Meeting and prior to the first regular meeting following the Organizational Meeting, written announcement of the time and place of regular meetings shall be available at the Board office during regular business hours and shall be posted outside the offices of the Board. In case of postponement or continuance of a regular meeting (e.g., due to inclement weather or anticipated lack of a quorum) the Executive Director shall ensure that all members are notified.

4. Special Meetings: A special meeting of the Board may be called by the Chairperson, the Executive Director, or by one-third of the Board membership, by serving written notice on all other members of the Board of the time and place of the meeting, at least two days before the date of the meeting, excluding Sunday or a legal holiday. Service of such notice shall be hand delivered or sent by certified mail. Notice of the time, place and purpose of any special meetings shall be given twenty-four hours in advance to the news media that have requested notification.

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5. Emergency Meetings: Notice of the time, place and purpose of any emergency meeting shall be given immediately to the news media.

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6. Requests for Notice: Any person, upon request and advance payment of postage, shall receive reasonable advance notice of the time, place and purpose of any meeting by regular United States mail.

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7. Place: All regular meetings of the Board shall be held in Lorain County.

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~~8.~~ Quorum: A majority of the members appointed to the Board shall be present to constitute a quorum for the transaction of business. Each Board member shall have one vote. A simple majority of those present and voting, at any duly called meeting of the Board at which a quorum is present, will decide all matters. Deleted: 6

~~9.~~ Attendance: Board members are expected to attend all Board meetings. When a Board member has compiled a total of four absences with notice from regularly scheduled Board meetings within any 12-month period or from two Board meetings without prior notice within any 12-month period, the Chairperson of the Board shall notify the appointing authority in writing, which may as a result, vacate the appointment and appoint another person to complete the member's term. Deleted: 7

~~10.~~ Any member of the Board may be removed from office by the appointing authority for neglect of duty, misconduct, or malfeasance in office, and shall be removed by the appointing authority if the member's spouse, child, parent, brother, sister, step-parent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law serves as a county commissioner of a county or counties under the jurisdiction of the Board or serves as a member of the board or employee of an agency with which the Board has entered a contract for the provision of services or facilities. The member shall be informed in writing of the charges and afforded an opportunity for a hearing. Deleted: 8

~~11.~~ Agenda: Meetings of the Board shall proceed according to a tentative agenda prepared by the Executive Director and approved by the Chairperson of the Board. The agenda will include items identified by the Board at the previous meeting. Such agenda, together with supporting data and a copy of the minutes of the previous meeting shall be sent to all Board members at least one week prior to the regular Board meetings and shall include business for consideration under the following headings: Deleted: 9

~~11.1~~ Call to order, introduction of guests and oath of office. Deleted: 9

~~11.2~~ Roll Call. Approval of the minutes of the previous meeting Deleted:

~~11.3~~ Committee reports Deleted: 9

~~11.4~~ Chairperson's Report Deleted: 9

~~11.5~~ Executive Director's Report Deleted: 9

~~11.6~~ Old Business Deleted: Old Business

~~11.7~~ New Business Deleted: 9

~~11.8~~ Consent Agenda Deleted: New Business

~~11.9~~ Public/network comments as arranged under #1 above Deleted: 9

~~11.10~~ Adjournment Deleted: Chairperson's Report

~~12.~~ Items included in the Consent agenda shall be limited to decisions that have been delegated to the Executive Director (not expressly restricted in Executive Limitations Policies). All items on the Agenda will be voted on together except as noted below. Items may be removed from the Consent Agenda only by a majority vote of the Board, for further discussion. The motion to remove an item from the Consent Agenda will specify either: Deleted: 9
Deleted: Executive Director's Report
Deleted: 9
Deleted: 9
Deleted: 9
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Deleted: 0

12.1 that the item was not previously delegated to the Executive Director and therefore, improperly placed on the agenda, or

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12.2 that the Board has decided to reopen discussion on a previously delegated issue. In the case of **12.2**, the Chairperson will take action to consider Policy changes in line with the direction received from the Board.

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13. Parliamentary authority: Board meetings will be conducted according to generally accepted procedures. Should a procedural dispute arise, Robert's Rules of Order will be used by the Chairperson to resolve the dispute.

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14. Fiscal Year: The fiscal year of the Board shall be from July 1 of each year to June 30 of the following year. The Board may appoint a Public Accountant who is not a member or employee of the Board, to examine and audit the accounts of the Board on an annual basis. The State Auditor's Office shall conduct an annual financial audit of the Board operation as part of the Lorain County audit.

Deleted: 2

15. Amendments: Board policies may be amended or repealed by the Board at a regularly scheduled meeting if the amendment has been given, in writing, to each member at least seven days prior to the Board meeting.

Deleted: 3

16. Method of Voting: Decisions of the Board will be formally presented through a simple voice vote of motions that have been seconded. A roll call vote will be used to approve the allocation of funds and for an Executive Session as required under Ohio Revised Code Section 121.22 (Sunshine Law), or as otherwise required by law.

Deleted: 4

17. Executive Sessions: The Board may hold an Executive Session for the following purposes:

Deleted: 5

17.1 Appointment, dismissal, discipline, promotion, demotion, or compensation of an employee or Board member or the investigation of charges or complaints against an employee or Board member.

Deleted: 5

17.2 To consider the purchase or sale of property for public purposes.

Deleted: 5

17.3 Conferences with an attorney concerning disputes that are the subject of pending or imminent court action.

Deleted: 5

17.4 Confidential matters as defined by law.

Deleted: 5

17.5 Specialized details of security arrangements.

Deleted: 5

MONITORING:

Methods: Internal Report

Frequency: Annually

This policy was adopted by official Board resolution #03-06-15, and was revised by official Board resolution #05-05-03 and is duly recorded in the May 19, 2005 minutes of the Board.

Deleted: _____.

Attested by _____, Secretary of the Board

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LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Governance Process

POLICY TITLE: Board Member Orientation and Training B-10

1. In order to insure that new Board members are given a meaningful orientation to their duties and responsibilities and the Board itself maintains continuity and discipline, a systematic and timely orientation program shall be provided.
2. Each year all of the Board members shall attend at least one in-service training session provided or approved by the Ohio Department of Mental Health. Such training sessions shall not be considered to be scheduled meetings of the Board.

MONITORING:

Methods: Internal Report
Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Governance Process

POLICY TITLE Board Indemnification, B-11

1. In the event that insurance procured by the Board, insuring Board members or employees of the Board against liability arising from the performance of their official duties, is unavailable or the amounts the Board has procured (or is able to procure), is insufficient to cover the amount of any claim, and to the extent that the Board member or employee is not otherwise immune from liability pursuant to Ohio Revised Code 340.03(Q), the Board may indemnify a Board member or employee:

1.1 Against expenses, judgments, decrees, and amounts paid in settlement actually

and reasonably incurred by him in connection with any action, suit, or proceeding to which he is or shall be a party, or with which he may have been threatened, for any action or inaction is especially authorized by the Ohio Revised Code, if the Board member or employee acted in good faith and in a manner that he reasonably believed was in or was not opposed to the best interest of the Board; and

1.2 Against any expenses, including attorneys' fees, the Board member or employee actually and reasonably incurred as a result a suit or other proceeding involving the defense of any action or inaction in his capacity as the Board member or employee or at the request of the Board, or in defense of any claim, issue, or matter raised in connection with the defense of such action or inaction, to the extent that the Board member or employee is successful on the merits or otherwise.

2. The termination of any action, suit, or proceeding by judgment, order, or settlement, shall not, or itself, create any presumption that the person did not act in good faith and in a manner that he reasonably believed to be in or not opposed to the best interest to the Board.

MONITORING:

Methods: Internal Report

Frequency: Annually

This policy was adopted by official Board resolution_____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Board-Executive Director Relationship

POLICY TYPE: Delegation to the Executive Director C-1

1. While the Board's role is generally confined to establishing the broadest policies, implementation and subsidiary policy development is delegated to the Executive Director.
2. All Board authority delegated to staff is delegated through the Executive Director, so that all authority and accountability of staff as far as the Board is concerned is considered to be the authority and accountability of the Executive Director.
3. **Ends** policies direct the Executive Director to achieve certain results; **Executive Limitations** policies constrain the Executive Director to act within acceptable boundaries of prudence and ethics. With respect to **ends** and executive **means**, the Executive Director is authorized to establish all further policies, make all decisions, take all actions and develop all activities as long as they are constant with **any reasonable interpretation** of the Board's policies.
4. The Board may change its policies, thereby shifting the boundary between Board and Executive Director domains. Consequently, the Board may change the latitude of choice given to the Executive Director, but so long as any particular delegation is in place, the Board and its members will respect and support the Executive Director's choices. This does not prevent the Board from obtaining information in the delegated areas, except individual client-identified data.
5. Except when a person or committee has been authorized by the Board to incur some amount of staff cost for study of an issue, no Board member, officer or committee has authority over the Executive Director. Individuals or groups may request information, but if such request in the Executive Director's judgment requires a material amount of staff time or funds or is disruptive, it may be refused.
6. Generally, the Executive Director is empowered to assign and utilize resources within budget restrictions; to employ, discipline, deploy, and terminate staff; to translate policies of the board into action; to speak on behalf of the agency as an agent of the board; and to organize and delegate for results as he deems appropriate. Pursuant to the Ohio revised code, section 340.032, and the board delegates to the executive director the authority to act in its behalf in the performance of its administrative duties.
7. Should the Executive Director deem it necessary to violate a board policy, he shall inform the board. Informing the board is simply to guarantee no violation may be intentionally kept from the board, not to request approval. Board response, either approving or disapproving, does not exempt the executive director from subsequent board judgement of the action nor does it curtail any executive decision.

MONITORING:

Methods: Internal Report

Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Board-Executive Director Relationship

POLICY TITLE: Executive Director Job Description C-2

1. As the Board's single official link to the operating organization, the Executive Director is accountable for all organizational performance and exercises all authority transmitted into the organization by the Board. Executive Director performance will be considered to be synonymous with organizational performance as a total.

Consequently, the Executive Director's job contributions can be stated as performance in two GENERAL areas:

- 1.1 Organizational accomplishment of the provisions of Board policies on **Ends**.
- 1.2 Organization operation within the boundaries of prudence and ethics established in Board policies on **Executive Limitations**.
2. The executive director shall execute those duties as defined in the Ohio Revised Code, section 340.04:
 - 2.1 Serve as Executive Officer of the Board and subject to the prior approval of the Board for each contract (with the exception of employment of consultants as noted in 2.5 below) and execute contracts on its behalf.
 - 2.2 Supervise services and facilities provided, operated, contracted, or supported by the Board to the extent of determining that programs are being administered in conformity with this chapter and rules of the director of the Ohio Department of Mental Health.
 - 2.3 Provide consultation to agencies, associations, or individuals providing services supported by the board.
 - 2.3 Recommend to the Board the changes necessary to increase the effectiveness of mental health services and other matters necessary or desirable to carry out this chapter.
 - 2.5 Employ and remove from office such employees and consultants in the classified civil service and subject to the approval of the board, employ and remove from office such other employees and consultants as may be necessary for the work of the Board.
 - 2.6 Encourage the development and expansion of preventive, treatment, rehabilitative, and consultative programs in the field of mental health with emphasis on the continuity of care.
 - 2.7 Prepare for the board an annual report of the programs under the jurisdiction of the board including a fiscal accounting of all services.

2.8 Conduct such studies as may be necessary and practicable for the promotion of mental health and the prevention of mental illness and emotional disorders.

2.9 Authorize the county auditor to issue warrants for the payment of board obligations approved by the board, provided that all payments are in accordance with the comprehensive community mental health plan, as approved by the Ohio Department of Mental Health.

MONITORING:

Methods: Internal Report
Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Board-Executive Director Relationship

POLICY TITLE: Monitoring Executive Performance C-3

1. Monitoring executive performance is synonymous with monitoring organizational performance against Board policies on **Ends** and on **Executive Limitations**. Any evaluation of Executive Director performance, formal or informal may be derived only from these monitoring data.
2. The purpose of monitoring is simply to determine the degree to which Board policies are being fulfilled. Information that does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than to review the past.
3. A given policy may be monitored in one or more of three ways:
 - 3.1 Internal report: Report from the Executive Director to the Board showing compliance with policies.
 - 3.2 External report: A report by a disinterested, external party such as an auditor, inspector or judge who is selected by and reports directly to the Board. Such reports must assess executive performance only against policies of the Board, not those of the external party unless the board has previously indicated that party's opinion to be the standard.
 - 3.3 Direct Board inspection: Evaluation of compliance to policies by a Board member, a committee or the Board as a whole. This is a Board inspection of documents, activities or circumstances directed by the Board that allows a "prudent person" test of policy compliance.
4. Upon the choice of the Board, any policy can be monitored by any method at any time. For regular monitoring, however, each **Ends** and **Executive Limitations** policy will be classified by the Board according to frequency and method.
5. The Executive Director shall have a formal evaluation on an annual basis. Such evaluation will be a summative examination of previous regular monitoring data and shall form the basis for determination of future compensation.

MONITORING:

Methods: Internal Report

Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Executive Limitations

POLICY TITLE: General Executive Constraint D-1

1. The Executive Director shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or in violation of commonly accepted business and professional ethics.

MONITORING:

Methods: Internal Report

Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

POLICY TYPE: Executive Limitations

POLICY TITLE: Staff Treatment D-2

1. With respect to treatment of paid and volunteer staff, the Executive Director may not cause or allow conditions, which are illegal, inconsistent, or discriminatory as defined by law.
2. Accordingly, he or she may not:
 - 2.1 Operate without personnel procedures that clarify personnel rules for staff, provide for expressions of grievance, and protect against wrongful conditions.
 - 2.2 Prevent staff from grieving to the Board when internal grievance procedures have been exhausted and the employee alleges either that Board policy has been violated to his or her detriment or that Board policy does not adequately protect his or her human rights.
 - 2.3 Fail to acquaint staff with rights under this policy.

MONITORING:

Methods: Internal Report
Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Executive Limitations

POLICY TITLE: Financial Planning D-3

1. Budgeting for any fiscal period or the remaining part of any fiscal period shall not deviate materially from Board priorities as written in **Ends** policies, risk fiscal jeopardy nor fail to show a generally acceptable level of projection.
2. Accordingly, the Executive Director may not propose a budget or budget revision which:
 - 2.1 Contains too little detail to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent audit trails, and disclosure of planning assumptions.
 - 2.2 Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period and carried over from the previous fiscal year.
 - 2.3 Reduces cash flow reserve to less than three months of allocated provider expenses.
 - 2.4 Is not consistent with the Board's strategic plan.
 - 2.5 Does not provide for anticipated expenses to sustain current operations for the upcoming five year period.

MONITORING:

Methods/Frequency: Internal Report/Quarterly, External Report (financial audit)/Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Executive Limitations

POLICY TITLE: Financial Condition D-4

1. With respect to the actual, ongoing condition of the organization's financial health, the Executive Director may not cause or allow the development of fiscal jeopardy or loss of allocation integrity.
2. Accordingly, the Executive Director may not:
 - 2.1 Expend more funds than have been received in the fiscal year to date and carried over from the previous fiscal year.
 - 2.2 Expend funds for provider contracts in excess of the specific allocation approved by the Board.
 - 2.3 Expend funds in excess of the amount allocated by the Board for the administrative budget.
 - 2.4 Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.
 - 2.5 Use any long-term reserves established by the board in a reserve balance or capital reserve account except to respond to temporary cash flow interruptions.
 - 2.6 Allow cash to drop below the amount needed to settle payroll and debts when due.
 - 2.7 Allow government-ordered payments or filings to be overdue or inaccurately filed.
 - 2.8 Fail to provide the board with a monthly financial report that includes at a minimum, expenditures and revenues year to date and statement of cash position.
 - 2.9 Allow the use of organization credit cards or charge accounts for the purchase of other than reasonable and necessary business travel, supplies and equipment in accordance with the annual budget.

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MONITORING:

Methods/Frequency: Internal Report/Quarterly, External Report (financial audit)/Annually

This policy was adopted by official Board resolution #03-06-15, and was revised by official Board resolution #05-12-04 and is duly recorded in the December 1, 2005 minutes of the Board.

Deleted: _____

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Executive Limitations

POLICY TITLE: Emergency Executive Succession D-5

1. In order to protect the Board from sudden loss of the services of the Executive Director, the Executive Director may not have less than one other staff member familiar with Board and executive director issues and processes.

MONITORING:

Methods: Internal Report

Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

POLICY TYPE: Executive Limitations

POLICY TITLE: Asset Protection D-6

1. The Executive Director may not allow assets to be unprotected, inadequately maintained nor unnecessarily risked.
2. Accordingly, he or she may not:
 - 2.1 Fail to insure against theft and casualty losses to at least 80 percent replacement value.
 - 2.2 Fail to insure against liability losses to Board members, staff or the organization itself beyond the minimally acceptable prudent level.
 - 2.3 Allow inadequate bonding of personnel.
 - 2.4 Subject plant and equipment to improper wear and tear or insufficient maintenance.
 - 2.5 Unnecessarily expose the organization, its Board or staff to claims of liability.
 - 2.6 Enter into a contract or commit the organization to any expenditure of greater than \$40,000 without Board approval.
 - 2.7 Make any purchase that is not in accordance with requirements for competitive bidding as established by the state of Ohio.
 - 2.8 Make any purchase wherein normally prudent protection has not been given against conflict of interest.
 - 2.9 Receive, process or disburse funds under controls insufficient to meet the Auditor of State's standards.
 - 2.10 Acquire, encumber or dispose of real property without Board approval.
 - 2.11 Allow access to petty cash, credit cards or charge accounts without adequate controls and safeguards to ensure that their use is limited to reasonable and necessary organizational expenses.
 - 2.12 Receive reimbursement for travel and other business related expenses that is not reviewed by the Finance Committee of the Board.

MONITORING:

Methods: Internal Report

Frequency: Annually

This policy was adopted by official Board resolution ~~#03-06-15, and was revised by official Board resolution #05-12-04~~ and is duly recorded in the December 1, 2005 minutes of the Board.

Deleted: _____.

Attested by _____, Secretary of the Board

LORAIN COUNTY BOARD OF MENTAL HEALTH

POLICY TYPE: Executive Limitations

POLICY TITLE: Compensation and Benefits D-7

1. With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the Executive Director may not cause or allow jeopardy to fiscal integrity or public image.
2. Accordingly, he or she may not:
 - 2.1 Change his or her own compensation and benefits.
 - 2.2 Promise or imply permanent or guaranteed employment.
 - 2.3 Establish current compensation and benefits, which deviate materially from geographic or professional market for similar levels of education, experience and responsibility.

MONITORING:

Methods: Internal Report
Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board

POLICY TYPE: Executive Limitations

POLICY TITLE: Communication and Counsel to the Board D-8

1. With respect to providing information and counsel to the Board, the Executive Director may not permit the Board to be uninformed.
2. Accordingly, he or she may not:
 - 2.1 Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in assumptions upon which any Board policy has previously been established.
 - 2.2 Fail to submit the required monitoring data (see policy on Monitoring Executive Performance) in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.
 - 2.3 Fail to marshal as many staff and external points of view, issues and options as needed for fully informed Board choices.
 - 2.4 Fail to provide a mechanism for official Board, officer or committee communications.
 - 2.5 Fail to deal with the Board as a whole except for fulfilling individual requests for information or for responding to officers or committees duly charged by the Board.
 - 2.6 Fail to report actual or anticipated noncompliance with any policy of the Board.
 - 2.7 Fail to notify the Board of new commitments or changes in existing commitments.
 - 2.8 Fail to meet the training needs of the Board as established in the board's annual plan.
 - 2.9 Fail to provide to the board all necessary information to help members make informed decisions on agenda items.

MONITORING:

Methods: Internal Report
Frequency: Annually

This policy was adopted by official Board resolution _____, and is duly recorded in the minutes of the Board.

Attested by _____, Secretary of the Board