



Promoting wellness and recovery

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OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (OhioMHAS) BOARD MEMBER APPOINTMENT GUIDELINES July 2013

Purpose

This guideline documents the process and documentation required for the Ohio Department of Mental Health and Addiction Services (OhioMHAS) approval of board member appointment. Pursuant to Section 340.02 of the ORC, the OhioMHAS Director shall appoint eight members to 18 member boards and shall appoint 6 members to 14 member boards. The remaining appointees (hereafter referred to as Appointees) are to be appointed by the board[s] of County Commissioners.

OhioMHAS Values, General Guidelines and Core Belief

Having all of OhioMHAS' appointment seats full is desirable and assures that the interests of Ohio residents who need mental health and addiction treatment, prevention and peer/recovery support services is protected in each local community.

Board appointment candidates must reflect non-discrimination against any person or group of persons and assure the diversity of the board area in race, ethnicity, age, color, religion, sex, national origin, sexual orientation, disability or veteran status. Boards are in the best position to recruit and recommend qualified local residents that reflect the demographic makeup of the local board area. OhioMHAS reserves the right to recruit applicants for vacant appointments.

Appointee/Applicant Responsibilities

Volunteer service as board members is essential in designing an effective and efficient mental health and addiction system of care. Members must:

- Attend all board meetings.
- Attend annual training for board members.
- Maintain applicable Ohio professional licenses.
- Serve on applicable subcommittees of the board.

If conflicts of interest or disqualifying conditions arise after appointment is made appointees are expected to notify OhioMHAS and if necessary resign the appointment.

Prospective board members who wish to be appointed to vacant seats must complete, sign and date, the board member appointment application and give the application to the Executive Director of the Board or designee and/or the Chairman/President of the Board.

Board members who wish to be reappointed, and are eligible for reappointment must complete, sign and date, a current board member appointment application prior to the appointed expiration date (June 30th of the end of term year). Once completed, the applicant should give the application to the Executive Director of the Board or designee and/or the Chairman/President of the Board.

Board Appointment Responsibilities

Boards who recommend the applicant for appointment/reappointment should sign, date, and attest to the applicant's suitability for board membership defined by ORC 340.02.

For example, at a minimum, Boards must:

- Notify OhioMHAS of vacancies when they occur and submit applications to fill vacancies timely.
- Assure diversity in membership and non-discrimination. The membership should reflect the composition of the population of the service district as to race and sex as nearly as possible.
- Adhere to all ethics laws and requirements for public entities.
- Monitor and work to resolve conflicts of interest.
- Assure that all members shall be residents of the service district.
- Assure that half of the members are interested in Alcohol/Drug/Gambling Addiction Services and that half of the members consist of members interested in mental health.
- Maintain all appointment applications and training approval requests in accordance with this policy and submit documentation to OhioMHAS as requested.
- Submit applications and current membership rosters electronically with each application for appointment to: board.appointment@mha.ohio.gov
- Assure that if electronic submission is not possible, a notification is sent via e-mail that the documents are being mailed.

OhioMHAS Appointment Responsibilities

OhioMHAS will:

- Electronically acknowledge receipt of applications and other associated documentation.
- Begin processing applications within 14 business days of receipt of complete application.
- **Conduct a telephone or in person interview prior to the first appointment term to review board member responsibilities, explore conflicts of interest and clarify applicants' clinical or non-clinical background. Efforts to contact applicants will be documented and if OhioMHAS is unable to contact applicants the timeframe for completion of processing may be exceeded.**
- Monitor appointment type and length of service to assure members do not exceed the 10 year term of service allowed in O.R.C. 340.02
- Mail and e-mail written notice of appointment to appointees with an electronic copy to the Board.
- In partnership with board directors, appointment may be vacated for non-attendance or conflicts of interest.
- OhioMHAS reserves the right to recruit, interview, select and fill vacant appointments if a Board is unable to find or recommend qualified candidates for vacant appointments.