

## Mental Health & Recovery Board of Erie and Ottawa Counties

### Procedure for Board Member Orientation

#### Appointment

1. Upon notification of a new Board member appointment, staff sends an introductory letter including information on the date/time of the next board meeting and the board packet disseminated the Wednesday prior, a copy of the Oath of Office and Conflict of Interest Assurance Statement for review, and contact information for the E.D. and the Board Chairperson.
2. Staff will notify the Board Chairperson of the new appointment and provide contact information. The Board Chairperson will assign an existing Board member as a mentor per the procedure outlined below.
3. The E.D. will contact the new Board member to schedule a meeting within five business days of receipt of notification of appointment. Although dependent on the timing of the appointment relative to the next regular meeting date of the Board, ideally a meeting will occur prior to the first meeting attended by the new member.
4. The E.D. will provide and review with the new member a copy of the Governance Policies and the content of the *Board Member Reference Manual* along with other appropriate information and materials. The E.D. will also review and/or address any questions the member has relative to the Oath of Office and the Conflict of Interest Assurance Statement.

#### Peer Mentor

1. A newly appointed Board member will be paired with an experienced Board member to serve as a 'mentor' or 'buddy'.
2. Each Board member serving as a mentor will either be a past Chairperson of the MHRB or be in their second term as a Board member.
3. If needed and/or upon request of the Chair, staff will provide both the mentor and the new Board member with contact information.
4. Although dependent on the timing of the appointment relative to the next regular meeting date of the Board, ideally a meeting will occur prior to the first meeting attended by the new member. The assigned mentor will meet with the newly appointed Board member to review and explain the information in the board packet, provide additional information as needed and to answer any questions. Additional meetings may occur as necessary to facilitate the learning process.

#### Reference Manual

The purpose of the *Board Member Reference Manual* is to provide information that will help members become knowledgeable and familiar with their role as trustee in order to make effective contributions which lead the organization toward the achievement of its responsibilities and desired goals.

1. Basic information about the purpose, role and function of the MHRB, relevant laws and administrative rules, the adopted governance style, and the public behavioral health system will be included.
2. Information about the local system of care and board-contract providers will be included.
3. Content of the *Board Member Reference Manual* will be accessible in multiple formats, including hard copy and as individual documents in a labeled section on the board website so they can be viewed, printed, downloaded and/or emailed as pdf files as desired.
4. Content will be reviewed and updated annually by staff as appropriate in January of each year.

### Oath of Office and Ethics

1. Newly appointed Board members will take an Oath of Office before beginning their service at the first attended meeting of the board. The Chairperson shall ensure the Oath of Office is administered in accordance with Ohio Revised Code Section 3.22, with the technical assistance of the Executive Director as requested.
2. The member will be provided with a copy of Ohio Ethics Law and Related Statutes (R.C. Chapter 102, R.C. 2921.01, R.C. 2921.42, R.C. 2921.421, R.C. 2921.43) and a related booklet prepared by the Ohio Ethics Commission entitled "Ethic's is Everybody's Business" at the first attended meeting of the board.
  - a. Upon receipt, the board member signs an "Acknowledgement of Receipt of Ethics Laws" which is maintained on file at the board office.
3. The member will sign the Conflict of Interest Assurance Statement, which is maintained on file at the board office.

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