

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

### **Procedure for Board Member Training**

O.R.C. 340.02 (F) states "Each year each board member shall attend at least one in-service training session provided or approved by the department of mental health and addiction services."

#### 1. Training Sessions

A. According to the *Board Member Annual In-service Training Guideline* issued by Ohio MHAS:

1. The length of the training session is left to the discretion of the Board. The Erie-Ottawa Board has established the length as a minimum of three hours. The training session shall be separate from regularly scheduled meetings of the board.
2. Training provided or sponsored by the Ohio Department of Mental Health and Addiction Services (Ohio MHAS), the Ohio Association of County Behavioral Health Authorities (OACBHA), the Ohio Ethics Commission, and/or the Ohio Inspector General is pre-approved.
3. Other training sessions will be considered for approval. Per MHAS, suggested training topics include:
  - Trusteeship skills and board development for the public sector
  - Public mental health and addiction
  - Ethics and avoiding conflicts of interest in the public sector
  - The benefits of diversity and cultural competence
  - Recruitment and inclusion
  - The board's priorities as written in the current community plan
  - The board's role in developing, monitoring, delivering and evaluating mental health and addiction services

B. The Board defines "each year" as the state fiscal year, running from July 1<sup>st</sup> through June 30<sup>th</sup> of each year.

C. The Board will coordinate and provide a minimum of one three-hour training session each year that is approved by the department thus meeting the training requirement of board members.

D. If a Board member is not able to attend or elects not to attend the board-sponsored training session, an alternative session (s) must be attended.

#### 2. Documentation and Approval of Attendance and Training

A. Documentation of pre-approved and approved in-service trainings are kept in a Board Member Training file at the board office.

B. Staff will document attendance of Board members at approved training sessions.

1. Board-sponsored training session
  - a. Board staff will submit a description of the training for approval to MHAS.
  - b. Attendance will be documented by board member signature on an attendance log.
2. Alternative pre-approved training session(s)
  - a. Board members should submit documentation of attendance (i.e. certificate), name and date of the training, provider/sponsor of the training, and a brief description of the scope/content of the workshop to board staff.
  - b. Board staff will maintain documentation of attendance demonstrating that the member's statutory requirement has been fulfilled.

C. Documentation of attendance at approved in-service training will be included on the Board Member Attendance Roster.

C. Per O.R.C. Section 340.02, members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

1. Board members should refer to the **Procedure for Reimbursement of Expenses for Governing Board Members** for the parameters and procedures regarding submission of expenses related to required training sessions.

*Created 6/19/07; Revised 3/31/14*