

# **County ADAMH, ADAS and CMH Board Structure, Rights, Roles and Responsibilities**

**Presentation By  
Cheri L. Walter**



# **ADAMH, ADAS & CMH Boards**

## *Legislative History*

- **1853 Ohio General Assembly authorized construction of “The Lunatic Asylum Of Ohio”**
- **1954 Ohio General Assembly established the Department of Mental Hygiene and Corrections**
- **1963 Congress enacted the Community Mental Health Centers Act**

# **ADAMH, ADAS & CMH Boards**

## *Legislative History*

- **1967 HB 648 -- Community MH & MR Act**
  - "Home Rule"
  - Planning Emphasis
  - Oversight of Service Delivery
- **1980 Senate Bill 160**
  - Separated MH and MR/DD

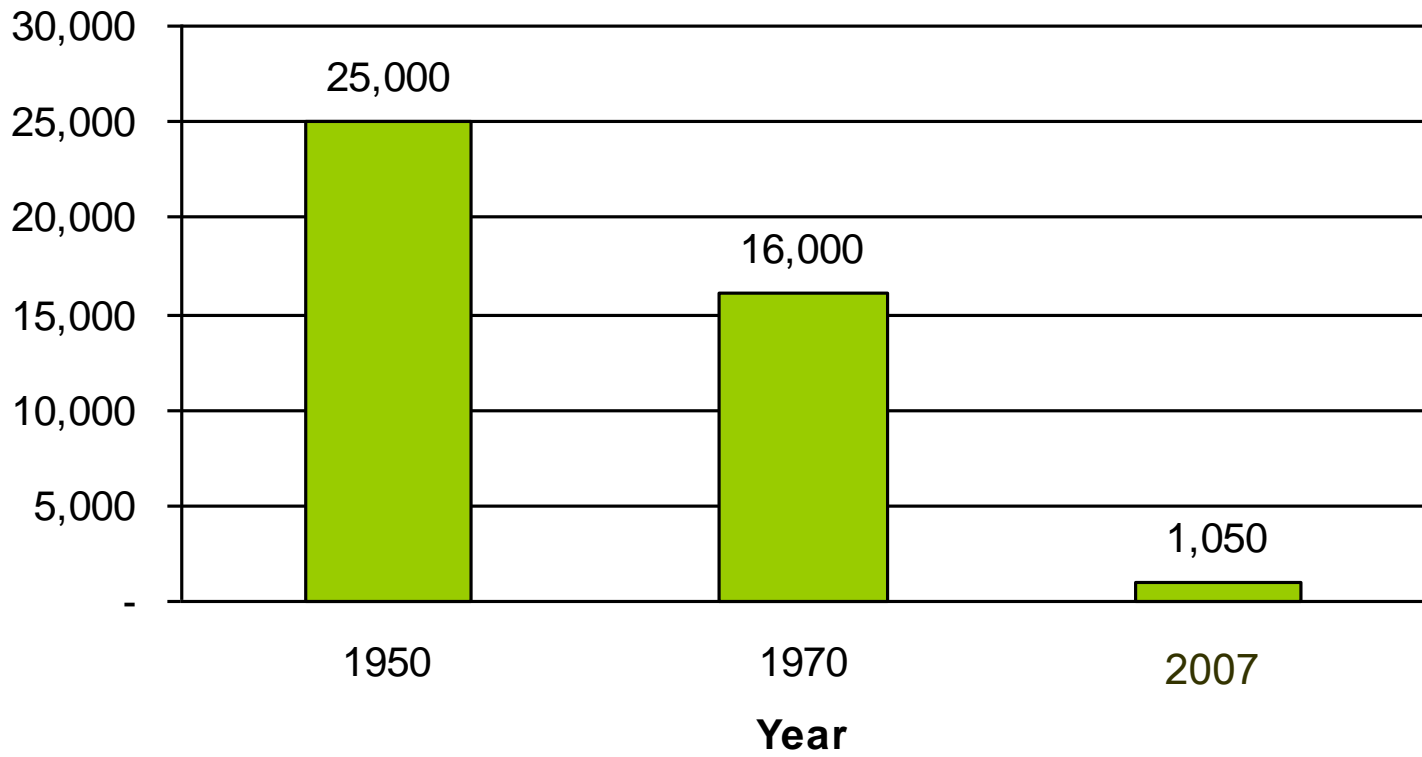
# **ADAMH, ADAS & CMH Boards**

## *Legislative History Cont.*

- **Senate Bill 156 -- Mental Health Act of 1988**
  - **Unified and integrated the system**
  - **Redistributed 408 funds (from hospitals to community)**
  - **Community planning role was strengthened**
  - **Consumer representation and input were required**

# Ohio MH Hospital Census

## *HISTORY*



# **ADAMH, ADAS & CMH Boards**

## *Legislative History Cont.*

- **House Bill 317 -- the creation of ODADAS in 1989**
  - **Set up a parallel Alcohol and Drug Addiction System**
  - **10 largest counties could determine if they wanted separate or combined boards**
  - **Composition of community Board members changed**

# ADAMH, ADAS & CMH Boards

## *Structure*

- ADAMH, ADAS, CMH
- Single and Multi County
- Public Body

# **ADAMH ADAS & CMH Boards**

## *Board Structure*

- **18 members who are residents of the board area**
- **ODMH, ODADAS Directors each appoint 4 members For ADAMH Bds, and 6 for CMH & ADAS Bds.**
- **County Commissioners Appoint 10 members ADAMH Bds. (numbers per county determined by county population) and 12 for CMH and ADAS Bds.**

# **ADAMH, ADAS & CMH Boards**

## *Board Structure*

- **Members are appointed for a term of four years**
- **Serve no more than two consecutive four year terms**
- **Serve without compensation, except for reimbursement of actual and necessary expenses incurred in the performance of their official duties**

# **ADAMH & CMH Boards MH Appointments**

## ***Board Structure***

- **One member must be a consumer of services**
- **One member must be a parent or relative of a consumer of services**
- **One member must be a Mental Health Professional**
- **One member must be a Psychiatrist or Physician**

# **ADAMH & ADAS Boards AoD Appointments**

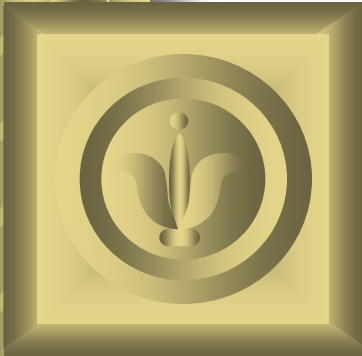
## *Board Structure*

- **One member of the Board must be a professional in the field of Addiction**
- **One member must be an advocate for those receiving AoD treatment**
- **One member must be a present or past client of services**
- **One member must be a parent or relative of a client of services**

# ADAMH, ADAS & CMH Boards

## *ROLE*

- Local Public Authority
- Needs Assessment / Planning
- Allocation, Funding, Contracting
- Local Levy & Resource Generation
- Manage Funds
  - State
  - Federal
  - Local
- Audit / Compliance Monitoring / Evaluation
- Administer Medicaid
- Civil Commitment
- Advocacy
- Public Education, Media Relations
- Inter and Intra System Coordinator



# Governing Law

Ohio Revised Code  
Chapter 340



# **ADAMH, ADAS & CMH Boards**

## *O.R.C. 340 Preamble*

- **Assure a unified system of care**
- **Create a community support system**
- **Protect personal liberty / least restrictive environment**
- **Ensure high quality, cost effective, culturally competent services**
- **Maintain comprehensive services based on local needs – severely ill & special population priority**
- **Ensure services meet minimum standards**
- **Require consumer involvement**

# **ADAMH, ADAS & CMH Boards**

## *O.R.C. 340 Responsibilities*

- **Creating and maintaining a system that provides for alcohol, drug addiction and mental health services at the local level**
- **Determining the types of services, programs and facilities that are needed based on local assessment and community input**

# **ADAMH, ADAS & CMH Boards**

## *O.R.C. 340 Responsibilities*

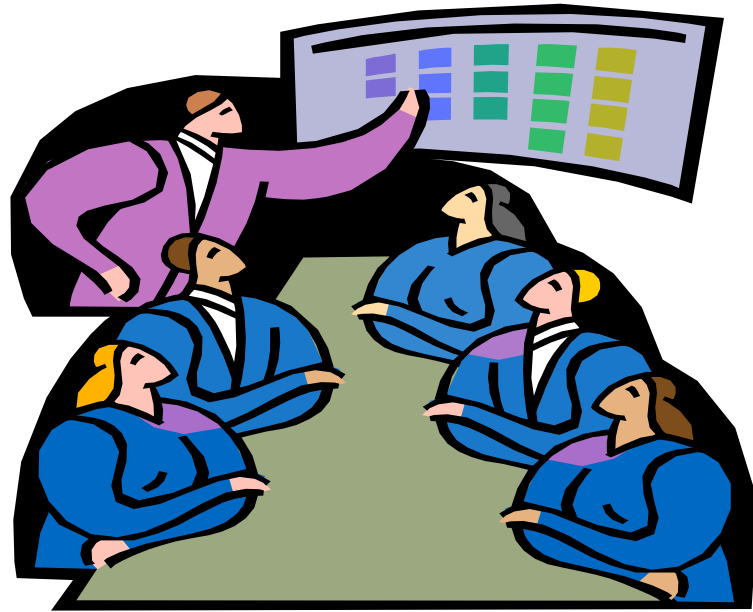
- **Entering into contracts with public and private agencies for the provision of services**
- **Reviewing, evaluating and auditing the delivery of services**
- **Recruiting and promoting local financial support for services**

# **ADAMH, ADAS & CMH Boards**

## *O.R.C. 340 Responsibilities*

- **Administering federal, state and local funds**
- **Designating treatment services for those involuntarily committed to the Board's care**

# Governing Board



# **BOARD GOVERNANCE**

- **Is concerned with establishing the rules by which managerial authority is to be exercised.**
- **Ensures that conditions apply whereby the Boards Director and managers act in the interest of the community**
- **Ensures that means are in place whereby directors and managers are held accountable**

# **BOARD GOVERNANCE**

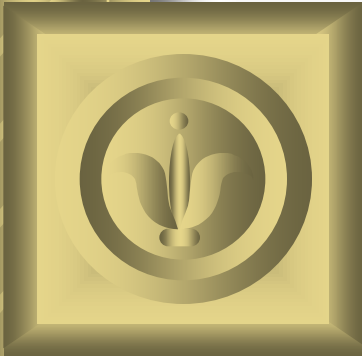
- **Describes the rules and procedures for making funding and program decisions**
- **Provides the structure through which objectives are set**
- **Provides a means of achieving set objectives**
- **Monitors Board performance against set objectives**

# **ADAMH, ADAS & CMH Board Members**

## *Major Areas Of Focus*

- **Big Picture Visioning**
- **Setting the Mission**
- **Outcomes Review**
- **Agency Oversight**
- **Executive Director Appointment**





“Steering organizations set policy, deliver funds to operational bodies, and evaluate performance – but they seldom play an operational role themselves.”

**Osborne and Gaebler, 1992**



# ADAMH, ADAS & CMH Board Member's *ROLE*

- **Board sets vision/mission for Board staff**
- **Board develops annual goals and objectives for Board staff**
- **Board ensures that staff have the tools and funding necessary to accomplish goals and objectives**

# ADAMH, ADAS & CMH Board

## Member's *ROLE*

- **To direct and evaluate Board CEO**
  - CEO directs Board staff
- **Determines reports the Board wants from staff for each board meeting**
- **Develop and appoint committees that report to the Board**
  - Board determines how committees will function & report back
  - Board appoints committee members

# Board Member Responsibilities

- **Understand the Board's mission by familiarizing yourself with the organization's vision and mission and legal responsibilities**
- **Attend and be prepared for Board and committee meetings**
- **Ask questions to obtain the information you need to make informed decisions**

# Board Member Responsibilities

- **Ensure that the interest of the organization is always first**
- **Establish policies and procedures for dealing with conflict of interest situations, including a written disclosure from Board members concerning business dealings with the organization, or those seeking to do business with the organization**

# Board Member Responsibilities

- **Avoid transactions involving potential conflicts of interest, appearance of impropriety, and self dealing situations**
- **In public always represent the decisions of the Board whether or not you agree**

# **Board Member Responsibilities**

**Board members are responsible for assuring the financial accountability of the Board.**

**Procedures should be established to keep the organization fiscally sound and ensure it operates in a fiscally responsible manner.**

# Board Member Responsibilities

- **Keep accurate records of income, investments, expenditures, transactions, and Board minutes**
- **Develop annual budgets that provide for spending at all levels of activity**
- **Establish appropriate internal accounting systems, including a system of checks and balances. No one person should retain total control over finances**

# Board Member Responsibilities

- **Prudently invest and reinvest assets**
- **Assist the organization in acquiring resources. Develop financial goals and policies.**
- **Shop around for the best values in goods and services through comparisons and informed bidding processes**

# Board Member Responsibilities

- **Be familiar with and follow the provisions of 340 and the organization's vision and mission.**
- **Familiarize yourself with state and federal laws relating to Medicaid, Levies, Auditing, Record Keeping and tax-related issues**
- **Comply with all state and federal reporting requirements**

# Roles and Responsibilities

- It's important for Boards and their Executive Director to clarify who is responsible for what. This is an effective way to avoid problems like board micromanagement, or perceived rogue decision making that can create tensions in the board and CEO relationship.



<b>BOARD &amp; ADMINISTRATOR ROLES</b>	<b>Board</b>	<b>Administrator</b>
1. Establish & communicate the organization's mission, values and strategic goals.	√	
2. Develop and approve policies to guide the organization.	√	
3. Implement board policies and directives.		√
4. Advise the board on all matters under board jurisdiction.		√
5. Recommend policies, strategic plan initiatives & programs for board consideration.		√
6. Implement the strategic plan.		√
7. Approve the annual budget.	√	
8. Establish a monitoring and evaluation system, and support recognition systems.	√	
9. Oversee financial planning and control.		√
10. Establish organizational roles for staff.		√
11. Evaluate the effectiveness of the board in achieving established goals.	√	
12. Supervise & evaluate the organization's operations, & report performance to the board.		√
13. Appoint/select supervisors.		√
14. Report annually to constituents on organizational performance.	√	√
15. Act as an advocate.	√	√
16. Report to the board on organizational accomplishments and achievements.		√
17. Maintain professional relationships with staff, administrators, the population the organization serves and other community individuals, groups and organizations.		√
18. Hire, supervise, evaluate and if necessary, terminate executive director.	√	
19. Know and follow its own policies.	√	
20. Share information openly.	√	√

# TWELVE PRINCIPLES OF GOVERNANCE THAT POWER EXCEPTIONAL BOARDS

- **Constructive Partnership**
- **Mission Driven**
- **Strategic Thinking**
- **Culture of Inquiry**
- **Independent \_ Mindedness**
- **Ethos of Transparency**
- **Integrity at all Times**
- **Sustaining Resources**
- **Results Oriented**
- **Intentional Board Practices**
- **Continuous Learning**
- **Revitalization**



**THANK YOU**

