

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES
BOARD OF CUYAHOGA COUNTY (ADAMHS BOARD)**

POLICY STATEMENT

SUBJECT: RECRUITMENT OF ADAMHS BOARD OF DIRECTORS POLICY

EFFECTIVE DATE: September 27, 2023

PURPOSE

To help enlist qualified and committed individuals who are demographically representative of the population of Cuyahoga County to serve as Directors on the ADAMHS Board for state and county appointments.

POLICY

It is the policy of the ADAMHS Board that candidates for Board of Directors should reflect demographically the community of Cuyahoga County and the ADAMHS Board Nominating Committee will be authorized to make recommendations for Director positions of the ADAMHS Board for state and county appointments.

This policy shall be utilized whenever a Director's vacancy occurs or upon the need for a new Director to replace a Director who is not in good standing as a result of the failure to attend meetings as prescribed in the Ohio Revised Code.

RESPONSIBILITIES

Upon the upcoming end of a Director's term, a Director's resignation, or upon the need to replace a Director:

It is the responsibility of the ADAMHS Board Chair:

For Reappointments:

- To request an incumbent Director's interest in serving a second term (in March of the year the Director's first term expires).
- To forward to the Appointing Authority (in April), as appropriate, the name of the Director who has agreed to serve a second term.

For Vacant Appointment Seats:

- To direct ADAMHS Board staff to notify, by email, the appropriate Appointing Authority of any appointment vacancy.
- To direct the Nominating Committee to recruit potential Directors for appointment seat vacancies.
- To forward the Nominating Committee's recommendations received to the full Board for its consideration.

It is the responsibility of the Nominating Committee:

- To conduct a Board composition breakdown to determine the qualities and qualifications of desired Directors, keeping in mind the following statutory requirements of Ohio Revised

Code section 340.02 for the respective state appointments.

- A clinician with experience in the delivery of mental health services;
 - At least one person who has received or is receiving mental health services;
 - At least one person who is a parent or other relative of a person who is receiving mental health services;
 - A clinician with experience in the delivery of addiction services;
 - At least one person who has received or is receiving addiction services;
 - At least one person who is a parent or other relative of a person who is receiving addiction services;
 - A single member who meets both qualifications may fulfill the requirements for a clinician with experience in the delivery of mental health services and a clinician with experience in the delivery of addictions services.
- To coordinate the placement of notices to apprise interested parties of the Board vacancy pursuant to Ohio Administrative Code section 5122:2-1-04. All Board members, contract and community-based agencies, as well as interested others may submit referrals. Interested individuals may also submit self-referrals.
 - To receive Director applications.
 - To review applications and agree upon the best candidate(s).
 - To forward recommendations to ADAMHS Board Chair.

It is the responsibility of the full Board of Directors:

- To provide the names of the recommended candidates to the appropriate appointing authority along with relevant information regarding their interest in either mental health programs/facilities or alcohol and other addiction programs/facilities.


As a personnel matter, the Board or Nominating Committee may deliberate in Executive Session over the recommendation of applicants to protect the privacy of applicants.


It is the responsibility of the Appointing Authority:

- To fill the vacancy within sixty days following notice, pursuant to Ohio Revised Code section 340.02.

Supersedes and retires: Recruitment of Board Members, Effective September 23, 2020

Reference: Ohio Revised Code sections 340.02, 340.12 and Ohio Administrative Code section 5122:2-1-04

DocuSigned by:

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 J. Robert Fowler, Ph.D.
 ADAMHS Board Chair

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 Scott S. Osiecki
 ADAMHS Board Chief Executive Officer

September 27, 2023

September of 2026

Approval Date

Review Date