

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

**POLICY STATEMENT**

**SUBJECT: POLICY DEVELOPMENT AND IMPLEMENTATION**

**EFFECTIVE DATE: November 18, 2020**

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**PURPOSE**

To define a process whereby the Board of Directors may codify its policies and operating procedures.

**POLICY**

The Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County (ADAMHS Board) Board of Directors shall develop and implement policies and procedures that will provide direction and guidance for the Board in exercising its functions as mandated or allowed by law. Policies in effect shall be utilized as the basis for the deliberations of the Board of Directors in its ongoing work and decision-making.

Policies shall be established when appropriate and reviewed when significant changes in law or events occur, or at least every three years. Policies shall be developed or otherwise acted upon in a manner consistent with the ADAMHS Board Bylaws and the procedures of this policy statement.

Policies shall be adopted, changed, reviewed and retained as adopted, deleted, or in any other manner acted upon only by official vote of the Board of Directors at a General meeting.

**PROCEDURES FOR ALL POLICIES**

A Board Member or the Chief Executive Officer may recommend policy development, review, change, deletion or other action for consideration by the Board of Directors.

It is the responsibility of the Board of Directors to develop and review policies utilizing the following process:

- The first level of policy development--review, change, deletion, or other action--will be referred to and considered by a Board of Directors Committee designated as responsible for policy development and review.
- The Committee of the Board of Directors designated as responsible for policy development and review may, in its discretion, refer policies to any Board of Directors Committee for consideration and action.

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- Actions upon policies may be recommended to the full ADAMHS Board by any Committee of the Board of Directors.
- Once recommended by the Committee designated as responsible for policy development and review or the Executive Committee, a reading at two General Board Meetings are required prior to an official vote for adoption of a new policy or the substantial modification of an existing policy.
- When the Board’s periodic review or renewal of a policy results in changes that are not substantial, such changes do not require two readings and may be made at a General Board Meeting after one reading.
- Once recommended by the policy committee or the Executive Committee, re-approval without change of policies currently in effect will be made effective by a vote of the Board of Directors, at a General Meeting, in accordance with the ADAMHS Board Bylaws and need not be preceded by additional readings at a General Meeting.

It is the responsibility of the Chief Executive Officer:

- To draft or cause staff to draft policies as determined by the Board of Directors.

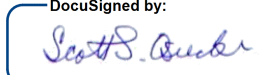
**Supersedes and retires:** Policy Development and Implementation, Effective April 26, 2017.

**Reference:** Ohio Revised Code sections 340.03(B), 149.43, ADAMHS Board Bylaws

DocuSigned by:  
  
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 Rev. Benjamin Gohlstin, Sr.  
 ADAMHS Board Chair

November 18, 2020

Approval Date

DocuSigned by:  
  
48984644F10B435...  
 Scott S. Osiecki  
 ADAMHS Board Chief Executive Officer

November of 2023

Review Date