

FOUR RIVERS BEHAVIORAL HEALTH

BOARD AUTHORITY AND RESPONSIBILITY

The Board of Directors is the policy-making body for this region.

The Board of Directors is essentially autonomous and is a chartered, non-profit corporation.

It has, however, significant boundaries. They include:

1. Its legal responsibilities under the charter and bylaws.
2. Its contractual, obligations to the Department for Mental Health and Mental Retardation Services, and other agencies in the Cabinet for Health Services and other funding bodies.
3. Its administrative obligation based on Kentucky statutes and administrative regulations governing operation of the Board.
4. Its obligation to the citizens of the community to accomplish the objectives as stated in the charter.
5. Its relationship to other private and governmental organizations of the region.

To fulfill these obligations and accomplish its goals most effectively, the Board should remember two basic concepts.

1. The authority of the Board rests in the group action. No individual Board member has any authority in the region, except as a participating member. The full Board as a group has the authority.
2. The Board can be effective only so long as it enjoys public confidence. The board as a policy-making body is responsible for:
 - ▶ identifying the needs of the community.
 - ▶ establishing the long and short range mental health goals and plans for the region.
 - ▶ developing through its committees, assisted by appropriate staff and community leaders, the program plans and priorities for the region,
 - ▶ relating closely to all other planning bodies of the region; Health Planning Human Resources, Area Development.
 - ▶ determining major personnel, fiscal, and program policies.
 - ▶ assuring competent clinical and financial operations through employment and supervision of competent staff.

- ▶ assuring that a sufficient quantity and quality of services are provided or are planned for the future.

AUTHORITY AND RESPONSIBILITY OF THE BOARD CHAIR

The Board Chair has a unique and demanding role with respect to the agency. The Chair must be a community leader with strong interests in its problems and their potential solution. He/she presides at meetings of the Board and the Executive Committee, and provides the leadership for these groups. As the principle representative and public spokesperson of the Board he/she will, however, have need for constant communication with the Chief Executive Officer and the committee chairs. He/she must constantly be updated on the status of programs, plans, operational problems and other factors relating to center operation. The Board Chair will seek alternative solutions to operating problems, and ask assistance from other Board members in implementing decisions with the Chief Executive Officer. The Board Chair and the Chief Executive Officer need a high degree of rapport. They need to communicate with each other freely and cordially to provide a thorough understanding of Board policy.

Nevertheless, it should be apparent that the Board Chair is an individual Board member who does not determine policy by him/her self, nor is the Chief Executive Officer free to exercise powers or establish policies that have not been established by the Board.

AUTHORITY AND RESPONSIBILITY OF THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is the administrator of the regional program. His/her role is similar to that of the president of a company in which the company Board of Directors sets policy, and the president executes it. A fundamental point then is that the Chief Executive Officer is an employee of the Board of Directors. As an employee he/she is not expected to always be in total agreement with his employer. He/she is responsible, however, for discussing significant differences with the Board and, if he/she is not in general agreement with the Board's policies, he/she should resign.

The Chief Executive Officer derives his/her authority from the Board and is responsible to it for his/her performance. The basic measure of his/her performance is, of course, the region's success in delivering MH/MR services to the people of the region.

The Chief Executive Officer, with appropriate staff and the Program Planning and Evaluation Committee, should be able to assess the needs of the community. They then can plan a balanced program to meet those needs as fully as possible within the financial and personnel limits in effect. It is then up to the CEO to implement this program.

Unless the Chief Executive Officer has these programmatic capabilities — or can find and use the same capabilities within his/her staff — the Board will be unable to discharge its responsibilities to the people of the region.

DESCRIPTIONS OF COMMITTEES OF THE WESTERN KENTUCKY REGIONAL MENTAL HEALTH-MENTAL RETARD/WON BOARD, INC.

EXECUTIVE COMMITTEE

The Executive Committee is composed of at least 25% of the membership of the Board and includes all officers of the Board and chairmen of standing committees. Counties not having an officer or chairman of standing committees shall have one Member. The Executive Committee meets at least three times per year to discuss the functions of each committee and the issues that each committee will be addressing. In addition, the Executive Committee acts on behalf of the full Board at the direction of the Board or between regular board meetings subject to the approval of the full Board at its next regular meeting.

NOMINATING COMMITTEE

The function and responsibility of this committee shall include ensuring public advertisement of the eligibility criteria and procedures for nomination or election to the Board, and the setting of time schedules for such public announcements. The Committee shall present a slate of officers according to specifications annually, and shall present nominations to fill vacancies as they occur. Any person not placed in nomination by the committee, but who is qualified, may have his name placed on the list of nominees by presenting a petition for nomination signed by 25 registered voters of the region. Applicants shall be allowed sufficient time to prepare and execute such petitions prior to the date of the election and after initial public advertising has been placed. The Board must vote on a petitioning nominee as well as on the slate placed in nomination by the committee.

PERSONNEL COMMITTEE

The Personnel Committee is responsible for the following:

1. Reviewing personnel policies and salary schedule.
2. Recommending policies regarding personnel to the Board.
3. Interpreting the personnel policies to staff through the Executive Director.
4. Reviewing personnel procedures and administrative policies.
5. Assuring that the personnel policies are implemented, and personnel actions are in keeping with Board policies and the regulations of funding sources.

5. Interviewing and recommending applicants for the position of the Chief Executive Officer to the Board.

FINANCE COMMITTEE

The Finance Committee is composed of the Treasurer and at least three other he Board. The Committee:

1. Reviews and recommends policies regarding the Board's financial affairs.
2. Ensures a sound base of funding for approved programs.
3. Develops funding alternatives through the Board at large.
4. Ensures that financial data and audits are reported in a complete and accurate manner.
5. Reviews financial procedures and administrative policies of the staff.
6. Reviews, in conjunction with Program Planning and Evaluation Committee, the annual plan and budget for submission to the Board.
7. Is concerned with public accountability.

COMMUNITY RELATIONS COMMITTEE

Community education, public relations, and legislative affairs are the primary concerns of the Community Relations Committee. This committee recommends policies to the Board and develops methods of informing the public regarding services, program needs, and support needs. The Committee is concerned with making the public aware of the services and making the services provided by the Board and its affiliates more accessible. An important function is the development of programs to enhance visibility and promote local funding.

PROGRAM PLANNING AND EVALUATION COMMITTEE

This committee shall function as the overall committee concerned with the efficiency of the existing program and the future service needs of the region in mental health, developmental disabilities and substance abuse, including services for which the Board contracts. This committee shall be composed of not less than four members. The function of this committee may be generally grouped as follows:

1. Community Program Assessment.

The committee receives information from staff, other Board members, and community residents and agencies and evolves an overview of the status of programs throughout the region. This overview, as presented to the entire Board, becomes a basis for assessment of service needs, projected programs, and resource utilization for the entire region.

2. Development of the Annual Operating Plan and Budget.

This committee utilizes the same information sources as above to develop the required annual plan and budget of operations for each fiscal year. This plan, when approved by the full Board and the Department, is the contract and blueprint by which the Board and staff will operate its service program for the next fiscal year.

3. Evaluation of On-Going Operations.

The Committee, using staff and other consultant sources, will observe and assess the degree of progress made and implemented in the current operating plan. In conjunction with the Finance Committee, they will advise the full Board of how well the program is being carried on.

OTHER COMMITTEES

Other committees may be established by the Board and appointed by the Chair as needed.