

MCHENRY COUNTY MENTAL HEALTH BOARD

POLICY NAME: BOARD POLICY, RULES AND PROCEDURES

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POLICY:

The Mental Health Board (MHB) will operate in an ethical, legal, fair, and non-discriminatory manner in all functions utilizing evidenced-based practice, current technologies, and best practices; incorporating consumer and public input within an environment of continuous performance improvement.

PURPOSE:

The MHB adopts bylaws that provide the framework for governance. This Policy and Procedures statement identifies additional rules that the Board utilizes for the efficient flow of Board operations and procedures.

PROCEDURE:

The Board reviews all policies for the MHB. The Executive Director, in consultation with management, provides the interpretation, procedures and rules. When these procedures and rules reflect the responsibility or role of the Board, these are reviewed and approved by the Board.

The Board and staff revise and/or promulgate policies, rules and procedures as needed and all are subject to review annually.

Ethics and Conduct

The Board adheres to the Ethics and Conflict of Interest Policy of the MHB:

Conflicts of Interest: No MHB member shall directly or indirectly influence a MHB action or decision in a matter in which the member or the member's immediate family has any economic interest distinguishable from that of the general public.

Advice or Assistance: No MHB member shall receive, solicit, or accept anything of value in return for advice or assistance on any matter directly concerning the operation or business of the MHB.

Threats and Intimidation: No MHB member shall knowingly intimidate, threaten, or undermine the personal integrity of a fellow Board member or employee of the MHB or County, or funded agency.

Confidential Information: No MHB member shall breach the confidentiality of privileged information, whether this information is obtained through the MHB or funded agency. Discussions held in executive session are considered privileged and confidential.

Interest in MHB Business: No MHB member shall have a financial interest in any contract work or business or property of the MHB.

MHB Owned Property: No MHB member shall knowingly permit or engage in unauthorized use of MHB owned property.

Campaign Ethics: No MHB member shall knowingly suggest, compel, coerce, or intimidate any person to make or refrain from making any political contribution.

The penalty for violation of these specific rules outlined herein shall be determined by the MHB, in consultation with legal counsel consistent with the nature of the violation and the Board's authority to discipline, censure, or sanction its members allowed by law.

Reimbursement: MHB member's attendance on official business for the MHB at public hearings, seminars, workshops, symposium conferences in or out of the county shall be reimbursed by the MHB upon request. Mileage and expense for Board member travel complies with the MHB Travel and Business Expense Policy. Mileage for routine Board meetings or travel to and from the MHB offices are not reimbursed.

Meetings: All meetings of the MHB and its committees are subject to the Open Meetings Act (5 ILCS120/2 et. seq.) and public notice of any meetings must be given at least 48 hours in advance. In the event of a bona fide emergency, an emergency meeting of the MHB may be called by the President at his/her discretion. Notice of an emergency meeting shall be given as soon as possible. Meetings are generally held at the MHB offices. An individual may make a public comment during the "Public Comment" portion of the meeting once the individual is recognized by the presiding officer. Public comments may be made in writing or verbally.

Public Comment Protocol: The MHB encourages transparency and input by the community for actions of the Board. To effectively manage and respond to public comment the Board is adopting the following measures:

1. At all meetings and committee meetings of the Board, visitors will sign in indicating their desire to offer public comment.
2. A person desiring to make a public comment may do so during the "Public Comment" portion of the meeting once recognized by the President or the presiding officer. Public comments can be made in writing or verbally.
3. The Board Agenda for Regular Board meetings and Committee meetings will include a time for Public Comment at the beginning of each meeting.
4. The person providing public comment may state his/her name, affiliation including identifying funded agency if applicable, and be asked, but not required, to provide his/her full address and subject of public comment.
5. Verbal public comment, on agenda items or otherwise, is limited to three (3) minutes per person and thirty (30) minutes for all public comments, unless otherwise regulated by the President or presiding officer taking into consideration factors including, but not limited to, anticipated length of all meeting agenda items; repetitiveness of the comment; relevance of the comment to MHB business; disruption to public business of the MHB being caused by the length of the public comment and number of other persons desiring to make a public comment. Members of the public may be asked to avoid repeating comments that have already been made or be given the opportunity to simply state that they agree with comments made earlier. If groups of people are present to address the same topic, the group may be requested to select one speaker for the group.
6. The President or presiding officer shall require that order and decorum be maintained during public comment and throughout the meeting. This includes prohibiting outbursts from the public or other behavior that is actually threatening, disorderly, disruptive to or impeding the meeting. The President or presiding officer may eject from a public meeting any person who, in the sole opinion of the President or presiding officer, disrupts the order and decorum of the meeting or otherwise

violates the rules of this section.

7. Questions asked during public comment are usually not responded to by the Board.

Order of Business: The MHB meetings will be called to order at 6:00 p.m. on the assigned date, unless otherwise posted. The order of business for regular meetings of the MHB shall be:

1. Call to Order/ Roll Call
2. Public Comment (limited to three (3) minutes per person and thirty (30) minutes for all public comments)
3. Approval of Minutes
4. Presentation
5. Reports
 - a. President's Report
 - b. Director's Report
 - c. Committee Reports – are to be listed in order of Committee meeting date (the Finance and Audit Committee Report must include the Treasurer's Report)
6. Consent Agenda
7. Old Business
8. New Business
9. Members' Comments
10. Adjournment

All questions regarding the order and/or priority of business shall be decided by the President, unless otherwise determined by the Board. The Executive Director, in consultation with the President, arranges for the actions to be considered at each Board meeting and the content of the Board packet.

Voting and Roll Call: Votes may be electronically cast.

In the event that electronic voting is not available, the roll call shall be made in alphabetical order that alternates monthly with the President always voting last. It is the expectation that every member of the Board present at the meeting shall vote on all questions, except when excused by the President for cause. In instances where a Member does not vote or responds "abstain", the Member shall state the reason, or the President may inquire as to the reason. A response of "abstain" does not constitute a vote. There shall be no absentee or proxy voting on any question, except as provided for in the Bylaws.

Board information packets: MHB packets will be provided electronically besides being accessible through the County meeting portal at least two business days prior to the meeting. Hard copies can be requested for pick-up at the MHB office.

Presiding Officer of the Board: The MHB President acts as the presiding officer. In the absence of the President, the Vice President shall serve in the President's stead. If the Vice President is not available, the Treasurer will act in the President's stead; and if the Treasurer is not available, the Secretary of the Board will act in the President's stead.

Requests for State's Attorney Opinion or Legal Counsel Opinion: When it is necessary, any Board member may request clarification as to a business or procedural matter. Clarification items will be summarized by the Executive Director and sent to legal counsel. MHB legal counsel will interface and coordinate requests from the State's Attorney, if such matters necessitate a State's Attorney opinion. The MHB identifies and contracts with corporate legal counsel and sets the rate for such reimbursement.

Executive Director Performance Review and Compensation: The MHB, upon the President's approval, shall annually evaluate the performance of the Executive Director, set the coming year's annual performance goals, and review and act on the Executive Director's contract. The Contract includes the level of compensation provided to the Executive Director.

Related Documents:

McHenry County Board Rules, amended 7/7/07, 7/26/16, 5/23/17, 3/27/18, 7/25/23