

ORGANIZATIONAL PROCEDURE

PROCEDURE # 10.22a	EFFECTIVE DATE	REVISED DATE
TITLE: LRE Board of Directors Orientation	1/24/2024	
<u>ATTACHMENT TO</u>	REVIEW DATES	
POLICY #: 10.22		
POLICY TITLE: LRE Board of Directors Orientation		
CHAPTER: 10 LRE Board Policies		

I. Purpose

The purpose of this procedure is to provide a means to orient new members of the Lakeshore Regional Entity (LRE) Board of Directors and Substance Use Disorder (SUD) Policy Oversight Board.

II. Application

All new members of the LRE Board of Directors as appointed by the CMHSP Board of Directors or Substance Use Disorder Policy Oversight Board Members as appointed by his or her County's Board of Commissioners.

III. PROCEDURES

LRE BOARD OF DIRECTORS

1. When appointed, the CMHSP Director will forward contact information to the LRE CEO and Executive Assistant.
2. The CEO will arrange a meeting with the newly appointed Board Member and one of the other representative Board members from that CMHSP, if possible.
3. During the meeting, the CEO will provide the following information:
 - a. LRE Board Meeting Schedule
 - b. List of LRE Board Members and Committee Members
 - c. LRE Bylaws
 - d. LRE Operating Agreement
 - e. LRE Strategic Plan
 - f. LRE Organizational Chart
 - g. Contact Information for LRE CEO and Executive Assistant
 - h. LRE Board Governance Policies
 - i. LRE Conflict of Interest Policy
 - j. LRE Corporate Compliance Plan
 - k. Acronym List
 - l. LRE Member Handbook
 - m. OMA Handbook
 - n. PIHP Map

4. The CEO will also explain the Board meeting schedule, per diem policy, and provide necessary paperwork relating to these payments.
5. At the New Member’s first Board meeting:
 - a. The LRE Chairperson will introduce the New Board Member.
 - b. New Board Member will be given an opportunity to share background, interest, etc. with the Board.
 - c. Other Board Members will introduce themselves to the New Board Member.

SUD POLICY OVERSIGHT BOARD

1. When notified by a County that a new member has been appointed, the LRE CEO will contact the individual to schedule a meeting, prior to the next SUD Policy Oversight Board meeting, if possible.
2. The LRE CEO and the LRE COO will meet with the new Board Member. During the meeting, the following information will be provided:
 - a. PA 500 of 2012
 - b. LRE SUD Policy Oversight Board Bylaws
 - c. LRE Mission and Vision Statements
 - d. LRE Organizational Chart
 - e. List of LRE SUD Policy Oversight Board Members
 - f. Contact information for the LRE CEO and Executive Assistant
 - g. LRE SUD Conflict of Interest Policy and related forms
 - h. Acronym list
 - i. LRE Member Handbook
 - j. Current FY Budget for SUD Services
3. The CEO will also explain the SUD Policy Oversight Board meeting schedules, per diem policy, and provide necessary paperwork relating to these payments.
4. At the new Member’s First SUD Policy Oversight Board Meeting:
 - a. The COO will introduce the new Board Member
 - b. The New Board Member will be given an opportunity to share background, interest, etc. with the SUD Policy Oversight Board
 - c. Other SUD Policy Oversight Board Members will introduce themselves to the new Board Member.

IV. CHANGE LOG

Date of Change	Description of Change	Responsible Party
1/24/24	NEW	Chief Executive Officer