

FOUR COUNTY BOARD OF ALCOHOL, DRUG ADDICTION,  
AND MENTAL HEALTH SERVICES

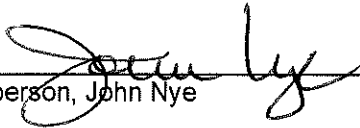
Subject: CEO Job Expectations

Serial No. 3.2

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Adopted: 10-9-86

Revised: 11-12-98, 1-3-07, 1-09, 6-10-10, 9-12-13, 4-11-19, 1-14-21

  
Chairperson, John Nye

1. The CEO shall execute those duties as defined in the Ohio Revised Code, Section 340.04:
  - A. Serve as chief executive officer of the board and subject to the prior approval of the board for each contract, execute contracts on its behalf.
  - B. Supervise services and facilities provided, operated, contracted, or supported by the board to the extent of determining that programs are being administered in conformity with this chapter and rules of the director of the Department of Mental Health and Addiction Services.
  - C. Provide consultation to agencies, associations, or individuals providing services supported by the board.
  - D. Recommend to the board the changes necessary to increase the effectiveness of Mental Health Services and Alcohol and Drug Addiction Services and other matters necessary or desirable to carry out this chapter.
  - E. Employ and remove from office such employees and consultants in the classified civil service subject to the approval of the board. Employ and remove from office such other employees and consultants as may be necessary for the work of the board.
  - F. Encourage the development and expansion of preventive, treatment, rehabilitative, and consultative programs in the field of mental health with emphasis on the continuity of care.
  - G. Prepare an annual report of the programs under the jurisdiction of the board including a fiscal accounting of all services.
  - H. Conduct, such studies as may be necessary and practicable for the promotion of mental health and the prevention of mental illness and emotional disorders and addiction to alcohol and drugs.
  - I. Authorize the county auditor to issue warrants for the payment of board obligations approved by the Board, provided that all payments are in accordance with the comprehensive community mental health plan, as approved by the Department of Mental Health and Addiction Services. In the absence of the CEO, the Director of Finance and Administration shall be authorized to sign such vouchers with the exception of any payment to be made to him/her. The CEO upon his/her return will review the payments authorized by the Director of Finance and Administration.



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2. The CEO is accountable to the Board of Directors for the achievement of the Board's Ends policies and the non-violation of the Board's Executive Limitations Policies.

See Board Policies 1.1 – 1.4 and 4.1 – 4.4 for specific policies.

3. The CEO, while responsible for the traditional "day-to-day" management of the operations, has a primary duty to provide leadership that seeks to impact/influence funding, laws, policies, procedures, administrative rules, and partnership relationships for the purpose of improving the longer-term picture of the behavioral healthcare community in the Four County area.

While not prescribing specific activities for the CEO, examples of activities that would address this primary duty include significant involvement with:

- A. the state department [Ohio Department of Mental Health and Addiction Services] that is a major source of funding for the Board, and who share jointly with the Four County Board some fiscal and programmatic monitoring responsibility concerning client services provided in the Board area,
  - B. the Ohio Legislature [especially State Representatives and the State Senator from our area],
  - C. the Ohio Association of County Behavioral Health Authorities
  - D. the county commissioners in each of the four counties within the board's service area.
4. The CEO shall share responsibility with the members of the Nominating Committee for the orientation of new Board members.

Toward that end, the CEO shall provide new Board members with an orientation book, and schedule time with new members to review that manual. The CEO will also provide new members with written information that assists new members in learning Board policies and the principles of Board policy governance.

5. The CEO may provide counsel to the Board of Directors in certain areas of Board business.

Examples of appropriate areas of counsel include: 1) identifying relevant "ends" issues that may require the development of a new Board policy or modification of an existing policy, 2) reviewing current Board policies for clarity, legality, and effectiveness, and 3) informing the Board of Directors when a written policy of the Board is not being followed.

