

## St. Clair County Community Mental Health Authority

**POLICIES & PROCEDURES****A MODEL**

The Board of SCCCMHA is at a reflective moment regarding its current Policy & Procedure model. As it stands today, policies & procedures are considered together, in one document and, of course, there is a policy on the development of such policies and procedures. Currently, only certain “policies” require Board approval. The Board can consider other models. When deciding on a model the following should be considered.

**POLICY** – the rules, a course of action, strategy, principle that ties together the mission, vision, values and culture in guiding current and future decisions.

**PROCEDURE** – step by step tasks, an established way of doing something, a method for accomplishing the Board’s policies that is designed to reduce variance within a given process.

Michigan Mental Health Code Chapter 2 dictates the duties of the Board. These duties are detailed within the Board By-Laws. Based on review of those mandated duties, it is clear the Board is responsible for setting direction, allocating resources, controlling risk and monitoring performance. Any policies approved by the Board would be those that support those responsibilities.

Using the above as guidelines, a suggested list of Board approved policies has been developed and attached.

How should the Board policies come before the Board?

- Suggestion 1: Have the full policy (in its present format) come to the Board for approval.
- Suggestion 2: Extract the Policy Statement from the Board policies into a stand-alone document that is approved by the Board. An example is attached.
- Note: If Suggestion 2 is selected, there will be some policies, such as Board attendance and per diem, which will need to have the full policy/procedures document reviewed by the Board since the specific Procedures will directly affect the Board and need to be followed by Board members.

Policy 01-001-0040, Policy and Procedures Committee: Policies and Forms Development Review should be rewritten to reflect any new model.

Policies Requiring Board Approval

Chapter	Section	Subject	Title
01	001	0020	Board Members: Meeting Attendance, Per Diem, Travel and Expense Reimbursement
01	001	0030	Conflict of Interest
01	001	0035	Inclusion of Persons Served
01	001	0040	Policy and Procedure Committee: Policy and Forms Development and Review
01	001	0045	Advisory Council Membership
01	002	0011	Quality Improvement Council
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07	003	0005	Special Committee Member/Advisory Council Member Per Diem Reimbursement
09	003	0025	Weapons and/or Drugs in the Workplace

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(This list/document could be referenced in and/or become an attachment to #01-001-0040 Policy and Procedure Committee: Policy and Forms Development and Review.)

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* 01	001	0035	Inclusion of Persons Served
* 01	001	0040	Policy and Procedures Committee Policy Development and Review
* 01	001	0045	Advisory Council Membership
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Combined new #01-001-0020

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St. Clair County Community Mental Health Authority

Board Policies – Policy Statements  
FY 2021

Chapter	Section	Subject	Title	Policy Statement
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01	001	0030	Conflict of Interest	It shall be the policy of SCCCMHA that all Board members, employees and contractors have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.
01	001	0035	Inclusion of Persons Served	It shall be the policy of SCCCMHA to provide the necessary and reasonable resources and supports to enable persons served to have an active role in creating, evaluating, and operating mental health and substance use disorder services.
01	001	0040	Policy and Procedure Committee: Policy and Forms Development and Review	It shall be the policy of SCCCMHA that policies provide direction, legal framework and operational standards and such policies and related forms will be developed, reviewed and revised, in accordance with the set procedures.
01	001	0045	Advisory Council Membership	It shall be the policy of SCCCMHA to maintain one (1) Advisory Council whose purpose will be to obtain the input of those supported by SCCCMHA, families of those supported by SCCCMHA, and other citizens/stakeholders in topical areas determined by management to be brought to the attention of the Council.
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MISC/SC BOARD APPROVED POLICY LIST 11-1-20