

<p>Washtenaw County Community Mental Health</p>	<p><b><i>Policy and Procedure</i></b></p> <p><i>Board Member Appointment and Per Diem</i></p>
<p>Author: WCCMH Board of Directors Approval Date: July 21, 2017 Approved By: WCCMH Board</p>	<p style="text-align: center;"><i>Policy Type: Governance Process</i></p> <p style="text-align: right;">Number 01-009 Page: 1 of 2</p>

The following processes will be followed to ensure that the Board Member Appointment Process: is timely and transparent; maintains the integrity of potential nominees; and allows all Board members the opportunity to provide input into assessing the needs of the Board and the qualifications of candidates, and provide those observations in a confidential manner to the appointing authorities.

1. Statutory Requirements
  - a. Appointments need to be completed by March 31 of each year.
  - b. The Board of Directors is composed of 12 members, who are appointed by the Washtenaw County Board of Commissioners.
  - c. Annually, four (4) appointments are made. The term of the appointment is three (3) years.
  - d. Vacancies are to be filled by the respective entity that made the appointment of the Board member being replaced. The term of the appointment will expire in the same year as that of the Board member being replaced.
2. Procedures
  - a. October
    - i. Announcement of Board incumbents whose terms expire in the forthcoming year;
    - ii. Board members will discuss the skills and talents needed on the Board and will continue discussion at November Board meeting.
  - b. November
    - i. Board members whose terms expire in the forthcoming year will be asked if they intend to reapply for their Board seat for another term.
    - ii. Board members will continue to discuss and recommend, by consensus, the desired skill sets and talents represented in a new appointee, and suggest possible individuals to apply/re-apply.
    - iii. The Board's agreed upon recommendations will be submitted in writing to the County;
    - iv. A public announcement (posting) will be made in December by the County for all positions.

- c. December
    - i. The WCCMH Executive Director will report on the posting and the deadline for submission by candidates.
  - d. January
    - i. The Washtenaw County Administrator's Office receives applications;
    - ii. The WCCMH Executive Director receives the names and resumes of all board applicants from the County Administrator's Office to ensure applicants meet the Board composition requirements for primary and secondary consumers;
    - iii. Nominations for WCCMH Board member(s) will be submitted to the County Administrator. This process must be completed by the end of February so appropriate materials can be submitted to the Washtenaw County Board of Commissioners for their meeting in March.
    - iv. Appointments will be completed after the March Board of Commissioners meeting.
  - e. April
    - i. Appointments will be finalized and officially sworn-in at the April Board meeting.
    - ii. Newly appointed Board members will participate in new member orientation and education opportunities.
3. Mid-term Vacancies
- a. The process outlined above (absent conflicting timeframes) will be utilized to seek nominees and to receive input from the WCCMH Board.
4. Board Member Per Diem

Board members shall be paid a daily per diem rate of \$50 for any day that they attend a board or committee meeting(s), including attendance by telephone or other media.