



<b>WASHINGTON COUNTY BEHAVIORAL HEALTH BOARD</b> <b>344 Muskingum Drive, Marietta, Ohio 45750</b>	
<b>SUBJECT:</b> Executive Director Recruitment	<b>CoQ:</b> Governance <b>SECTION:</b> VI-A.3 <b>Page:</b> 1 of 1
<b>Effective Date:</b>  <b>Approved By:</b>  <b>Approval Dates:</b> 6/27/2019	<b>Supercedes:</b>  <b>Motion Number(s)</b> 39.2019  <b>Revision Dates:</b>

The board employs the executive director. The board acting as a body is responsible for the recruitment, selection and removal of the executive director. The board will carry out this responsibility in a consistent, legal, dignified, organized, clear, and fair manner.

1. In the event of a vacancy in the position of executive director due to resignation, retirement, disability or death, the board shall arrange for the duties and responsibilities of the executive director to be fulfilled.
  - a. The staff member identified by their job description as the executive director's designee shall assume the duties of the position in the event of an unexpected vacancy.
  - b. Within thirty days of a vacancy, the board shall appoint an interim executive director.
  - c. In accordance with public ethics requirements, board members are ineligible to serve as interim executive director.
  
2. The chairperson shall appoint a search committee of no fewer than three but less than a majority of current board members to organize and administer the recruitment of qualified candidates to fill the position of executive director.
  - a. The board shall set the budget of the search committee for advertising, consultation, supplies, travel and other related costs of the recruitment.
  - b. The search committee will review the current job description, qualifications and duties of the executive director as written in board governance policies and will recommend alternatives to the board as necessary.

<b>WASHINGTON COUNTY BEHAVIORAL HEALTH BOARD</b> <b>344 Muskingum Drive, Marietta, Ohio 45750</b>	
<b>SUBJECT:</b> Executive Director Removal	<b>CoQ:</b> Governance <b>SECTION:</b> VII-A.5 <b>Page:</b> 1 <b>of</b> 1
<b>Effective Date:</b> <b>Approved By:</b>  <b>Approval Date:</b> 6/27/2019	<b>Supercedes:</b> <b>Motion Number(s)</b> 39.2019 <b>Revision Dates:</b>

It is the policy of the Washington County Behavioral Health Board to follow the statutory mandates from Chapter 340 of the Ohio Revised Code in the removal of an Executive Director.

340.04-*The Board by a majority vote of the full membership, may remove the director for cause, upon written charges, after an opportunity has been afforded him for a hearing before the board on request.*

**PROCEDURES:**

1 The Board at its option during the term of the employment agreement may elect to discharge the Executive Director without just cause. If the Board does so, they shall pay to the Executive Director within thirty (30) days of the date of discharge, the full balance of compensation under the Agreement for the remaining term, including the PERS contributions of the Board and employee, and any accumulated vacation pay, sick pay, and reimbursements for unpaid expenses.

2 The Board, by majority vote of the full membership, may discharge and remove the Executive Director for just cause, upon written charges, after an opportunity has been afforded for a hearing before the Board on request of the Executive Director as provided for in Section 340.04 of the Ohio Revised Code. Further, the Board shall accord to the Executive Director any other due process rights to which he or she is entitled under applicable law.

3 The term "just cause" means termination for a substantial reason, such as but not limited to, incompetence, malfeasance, misfeasance, theft in office, conviction of a crime (i.e., fraud), or any conduct the Governing Board determines does or may materially affect the Board's programs, activities, or operations. Examples of malfeasance or misfeasance include, but are not limited to, reporting financial information incorrectly, failing to meet deadlines or complete projects, or violating the Board's Conflict of Interest policies or the Ohio Ethics Law.


<b>WASHINGTON COUNTY BEHAVIORAL HEALTH BOARD</b> <b>1115 Gilman Avenue, Marietta, Ohio 45750</b>	
<b>SUBJECT:</b> Executive Director Performance Evaluation	<b>CoQ:</b> Governance <b>SECTION:</b> VI-A.4 <b>Page:</b> 1 <b>of</b> 2
<b>Effective Date:</b>  <b>Approved By:</b> <i>Day Boone</i>  <b>Approval Dates:</b>	<b>Supercedes:</b>  <b>Motion Number(s) # 65.2019</b>  <b>Revision Dates:</b>

**Policy:**

The Board President shall appoint a chair and evaluation committee consisting of the President and at least two other Board members to conduct an annual performance evaluation of the Executive Director. Evaluations are conducted to provide performance feedback to the Executive Director to facilitate communication between the Board and the Executive Director; provide documentation for employment decisions and salary adjustments; serve as a tool for mutual exchange of job goals, requirements, and expectations; establish performance goals for the next evaluation period, and to serve as a tool for ongoing future development.

**Procedures:**

1. Approximately 45 days prior to the due date for the yearly performance evaluation, feedback forms will be mailed to:
  - Board members
  - Board staff
2. Feedback forms will be returned to the Board's President who will work with the Executive Committee to tabulate the results and compile a written summary of the performance evaluation for the Executive Director.
3. The Executive Director will prepare a summary of goal accomplishments during the review period, along with developing a new set of goals to be accomplished during the next year.
4. The Executive Committee will schedule an evaluation interview with the Executive Director to discuss the results of the performance evaluations.
5. The Executive Director will be expected to participate during the evaluation interview and will have the opportunity to make written comments.
6. In setting goals for the next review period, the Executive Director should address accomplishments of the Board's Strategic Plan.

<b>WASHINGTON COUNTY BEHAVIORAL HEALTH BOARD</b> <b>1115 Gilman Avenue, Marietta, Ohio 45750</b>	
<b>SUBJECT:</b> Executive Director Performance Evaluation	<b>CoQ:</b> Governance <b>SECTION:</b> VI-A.4 <b>Page:</b> 2 <b>of</b> 2
<b>Effective Date:</b>	<b>Supercedes:</b>
<b>Approved By:</b> 	<b>Motion Number(s) # 65.2019</b>
<b>Approval Dates:</b>	<b>Revision Dates:</b>

7. It is during the Performance Evaluation interview that salary increases and compensation will be discussed. Based on the performance evaluation and goal accomplishment, the Executive Committee may recommend a salary increase or other compensation to the full Board at the next scheduled meeting.