

POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RG-101

TITLE: REACH Board of Directors and governance

EFFECTIVE DATE: 2/8/24 **AUTHORIZED BY: Board of Trustees**

REACH Board of Directors develop written by-laws or policies for the following:

- (1) Selection of members of the REACH Board of Directors. The composition of the REACH Board of Directors reflect the demographics of the community it serves;
- (2) Provisions for orienting new members of the board of directors;
- (3) The number of members of the REACH Board of Directors needed for a quorum;
- (4) Terms of office for the members of the REACH Board of Directors; and,
- (5) Provisions guarding against the development of, and prohibiting the existence of, a conflict of interest between a REACH Board of Directors member and the REACH for Tomorrow.

The REACH Board of Directors will:

- (1) Provide for orientation of its new members, including providing information about governing structure, duties, responsibilities and operations of the organization;
- (2) Provide financial oversight and approve the annual budget and plan for services;
- (3) Conduct meetings of the REACH Board of Directors at least quarterly, which will include:
 - (a) Review an annual summary of quality assurance and risk management activities and document REACH Board of Directors actions taken as a result of this review;
 - (b) Approve the quality assurance plan;
 - (c) Review an annual summary of client rights activities and document REACH Board of Directors actions taken as a result of this review.
- (4) Maintain minutes of meetings of the REACH Board of Directors including, but not limited to:
 - (a) Date, time and place of the meeting;
 - (b) Names of members who attended; and
 - (c) Topics discussed and actions taken.
- (5) Establish procedures for selecting the chief executive officer, CEO or equivalent;
- (6) Establish duties and responsibilities of the CEO;
- (7) Select the CEO;
- (8) Conduct an annual review and evaluation of the CEO;
- (9) Identify responsibility for leadership in the absence of the CEO;

POLICY AND PROCEDURE

REACH for Tomorrow

(10) Establish, review and update as necessary the REACH for Tomorrow's policies, and document that this review has occurred. The policies will be reviewed in accordance with the schedule established by the REACH for Tomorrow's national accrediting body, if applicable, or a minimum of every five years;

(11) Ensure adequate malpractice and liability insurance protection for its corporate membership,

REACH Board of Directors, advisory board if applicable, REACH for Tomorrow and REACH for Tomorrow staff, and review such protection annually;

(12) Ensure that opportunity is offered for input regarding the planning, evaluation, delivery, and operation of certified services, which will include but not be limited to the opportunity to participate in the activities of or participate on the REACH Board of Directors, advisory groups, committees, or other REACH for Tomorrow bodies, to:

(a) Persons who are receiving or have received certified services, and their family members; and

(b) Persons who collectively represent a wide range of community interests and demographic characteristics of the service district in categories such as race, ethnicity, primary spoken language, gender and socio-economic status;

(13) Ensure that the hours of operation for services and activities accommodate the needs of persons served, their families and significant others; and,

(14) Ensure that all services provided and employment practices are in accordance with nondiscrimination provisions of all applicable federal laws and regulations.

(a) REACH for Tomorrow will identify its governance structure for the purpose of meeting the requirements of this rule.

REACH for Tomorrow governance will:

(1) Provide financial oversight and develop an annual budget and plan for services;

(2) At least annually:

(a) Review a summary of quality assurance and risk management activities and document governing body actions taken as a result of this review; and

(b) Approve the annual quality assurance plan; and,

(c) Review client rights activities and document REACH Board of Directors actions taken as a result of this review;

(3) Establish duties and responsibilities of the CEO, chief executive officer or equivalent;

(4) Select the CEO;

(5) Conduct an annual review and evaluation of the CEO;

(6) Identify responsibility for leadership in the absence of the CEO;

(7) Establish, review and update as necessary the REACH for Tomorrow's policies, and document that this review has occurred. The policies will be reviewed in accordance with the schedule

POLICY AND PROCEDURE

REACH for Tomorrow

established by the REACH for Tomorrow's national accrediting body, if applicable, or a minimum of every five years;

(8) Ensure adequate malpractice and liability insurance protection for its corporate membership, advisory board if applicable, REACH for Tomorrow and REACH for Tomorrow staff, and review such protection annually;

(9) Ensure that opportunity is offered for input regarding the planning, evaluation, delivery, and operation of mental health and addiction services, which will include but not be limited to the opportunity to participate in the activities of or participate on the REACH Board of Directors, advisory groups, committees, or other REACH for Tomorrow bodies, to

(a) Persons who are receiving or have received mental health and addiction services, and their family members; and

(b) Persons who collectively represent a wide range of community interests and demographic characteristics of the surrounding community, such as race, ethnicity, primary spoken language, gender, and socio-economic status;

(10) Ensure that the hours of operation for services and activities accommodate the needs of persons

served, their families and significant others; and

(11) Ensure that all services provided and employment practices are in accordance with nondiscrimination provisions of all applicable federal laws and regulations.

REACH for Tomorrow will maintain a written table of organization or organization chart which documents the lines of responsibility of:

(1) REACH Board of Directors, if applicable;

(2) CEO;

(3) Administrative leadership; and

(4) Clinical oversight