


CHAPTER Administrative	CHAPTER 01	SECTION 001	SUBJECT 35
SECTION Governance/Leadership		DESCRIPTION Board Meeting Preparations and Meeting Minutes	
WRITTEN BY Dr. Robert M. Sprague, CEO	REVISED BY Michelle Gould-Rice, LMSW QI Supervisor		AUTHORIZED BY  Lauren Emmons, ACSW CEO

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input checked="" type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

In order to assure that materials relevant to board meeting discussions are readily available, information / materials packets will be prepared for Board members for regularly-scheduled and special board meetings.

PROCEDURES:

- A. Under the direction of the Chief Executive Officer (CEO) and/or the Board Chairperson, the Executive Secretary will prepare and distribute an agenda in advance of each meeting. This agenda will specify meeting date, time and location, as well as list items for discussion.
- B. In addition to the agenda, packets of materials, including minutes of previous meetings, relevant reports, etc. will be distributed to Board members in advance of each meeting. Additional materials for discussion and action may also be made available at the meeting.

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C. The Executive Secretary or their designee will attend all Board Meetings and take minutes of the meetings. Minutes will be in typed form and include the date, time and location of the meeting, members present and absent, topics discussed, decisions reached, actions taken, administrative reports given and the time of adjournment.

1. The draft minutes will be submitted to the CEO for review.
2. The minutes will then be placed in the packet of materials for the next meeting for consideration / correction / approval by the Board.
3. Following approval, the original of the minutes will be signed by the Secretary of the Board and will be filed by the Executive Secretary in the LCCMH Offices.
 - a. Full-Board approved meeting minutes will be posted on the agency website: <http://www.lapeercmh.org/aboutus/boardofdirectors/>.
 - b. Copies will be distributed as appropriate.

mgr

This Policy supersedes
#01/04004 dated 01/14/2004.
