

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>Governance and General Management</b>		
<b>Title:</b>	<b>Appointed Councils, Committees and Workgroups</b>		
<b>Policy:</b> <input checked="" type="checkbox"/>	<b>Review Cycle:</b> Biennial	<b>Adopted Date:</b> 02.04.2014	<b>Related Policies:</b> N/A
<b>Procedure:</b> <input type="checkbox"/>	<b>Author:</b> Chief Executive Officer	<b>Review Date:</b> 09.10.2024	
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### Purpose

All standing or appointed councils, committees, and workgroups shall operate in accordance with Mid-State Health Network’s (MSHN) values, policies and procedures; and shall serve to support the organization’s strategic direction, mission, and vision. This policy outlines the expectations for approval of an organized body and stipulates expectations for creation of a charter.

### Policy

Institutional planning, performance monitoring and decision making shall be conducted in a clear and efficient manner. When these efforts are delegated to a council or committee a specific charter shall be adopted and approved by the MSHN Board (if created by the Board) or the Operations Council (for regional bodies not created by the board) as granted by the authority of the Operating Agreement. As specified in the Operating Agreement, all councils, committees, or workgroups formed are advisory to MSHN. Board created bodies are advisory to the MSHN Board. The charter shall authorize the purpose, scope, authority, membership, and structure of the council/committee. The authority and scope of a council/committee shall not exceed the authority and/or scope of the MSHN Chief Executive Officer (CEO). The CEO may create or authorize and charter internal workgroups or committees as deemed beneficial or necessary to advise that office on organizational or other matters.

- A. Per the MSHN Operating Agreement, formation of a council is at the discretion of the Board and includes:
- Operations Council,
  - Consumer Advisory Council\*,
  - Substance Use Disorder Oversight Policy Board\*,
  - Quality Improvement Council,
  - Finance Council
  - Information Technology Council
  - \*Michigan Department of Health and Human Services (MDHHS) required bodies

Council Appointments: Each member of the Operations Council, except as otherwise noted above (\*), shall appoint representatives from their respective Community Mental Health Service Program (CMHSP) to serve on designated councils, with equal voting authority for each CMHSP Participant. Additional representation (for example, from the substance abuse prevention and treatment provider network, service participants) and/or subject matter experts may be added to the Council, without voting privileges, on a standing or ad hoc basis by the MSHN Chief Executive Officer.

Additional Councils: Additional councils may be created from time to time, as determined by the MSHN Board.

- B. Standing committees may be formed at the direction of the MSHN CEO in consultation with the Operations Council. Membership while typically representative of the CMHSP Participants,

shall be defined based on the scope of committee's work and the competencies and resources necessary to complete the Committee's work.

- C. A Council/Committee Charter shall include:
1. The council's or committee's statement of purpose,
  2. Decision-making context, scope and authority,
  3. Identification of key customers/stakeholders and their requirements,
  4. Planning including defined goals and responsibilities,
  5. Monitoring/reporting requirements and defined accountability (key customer requirement and key process requirements),
  6. Membership (including required participation),
  7. Role and responsibilities,
  8. Meeting (frequency, times, attendance, proceedings, minutes, etc.)
  9. A description of the process for annual review of the council/committee's effectiveness
  10. Council and Committee Charters shall be reviewed annually and approved by the MSHN Chief Executive Officer and Operations Council as a part of the annual Quality Assessment and Performance Improvement Plan review.
- D. Workgroups may be formed at the direction of the MSHN CEO, the Operations Council or a member of MSHN staff. Workgroups shall have a clearly defined charge, scope of authority and will develop an action plan that defines a timeline within which the groups work will be complete.

**Applies to:**

- All Mid-State Health Network Staff  
 Selected MSHN Staff, as follows:  
 MSHN CMHSP Participants:  Policy Only     Policy and Procedure  
 Other: Sub-contract Providers

**Definitions:**

CEO: Chief Executive Officer

CMHSP: Community Mental Health Service Program

Council: An organized and standing body of MSHN that provides direct council to the Chief Executive Officer and/or Board.

Committee: An organized body of MSHN that serves to monitor system/process effectiveness, recommend system/process improvement or change, share information and exchange ideas. Committees are accountable to the CEO and Operations Council.

MSHN: Mid-State Health Network

Workgroup: An organized ad-hoc group of MSHN that is project specific and time limited. The group serves to solve a problem, implement a new process/strategy, or develop a program/funding proposal. Workgroups are accountable to the standing committee or MSHN staff overseeing its formation and the project plan.

**Other Related Materials:**

MSHN Operating Agreement

MSHN Board By-laws

**References/Legal Authority:**

N/A

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
02.2014	New Policy	Chief Executive Officer
03.2015	Annual Review, Update Format, Addition of Definitions	Chief Executive Officer
03.2016	Annual Review, Revision	Chief Executive Officer
01.2017	Annual Review	Chief Executive Officer
01.2018	Annual Review	Chief Executive Officer
01.2019	Annual Review	Chief Executive Officer
07.2020	Biennial Review	Chief Executive Officer
07.2022	Biennial Review	Chief Executive Officer
07.2024	Biennial Review	Chief Executive Officer