

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>Human Resources</b>		
<b>Title:</b>	<b>Succession Planning Policy</b>		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/>  <b>Version:</b> 1.0 <b>Page:</b> 1 of 2	<b>Review Cycle:</b> Annually  <b>Author:</b> Chief Executive Officer	<b>Adopted Date:</b> 05.05.15  <b>Review Date:</b> 09.10.2019  <b>Revision Eff. Date:</b>	<b>Related Policies:</b>

**Purpose**

Organizations that plan well for the future anticipate and plan for changes in key leadership staff. Mid-State Health Network (MSHN) seeks to be prepared for future changes in key staff positions by requiring development of a Succession Plan.

**Policy**

It is the policy of the MSHN Board to assess the temporary/emergency and permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader (temporary or permanent) who provides a good fit for continuation of the organization’s mission, vision, values, goals, and objectives; and who has the necessary skills for the organization. The Chief Executive Officer (CEO) shall not put the organization at risk by failing to appropriately plan and prepare for extended periods of scheduled or unexpected absence.

The Board requires that the CEO maintain a procedure for temporary/emergency succession of the CEO. The procedure shall provide for:

- Plan implementation authority and approval requirements for an acting appointment (including compensation);
- Definition of the duration for appointment of an acting CEO;
- Consideration of limitations/authority restrictions to be placed on the acting CEO;
- Cross-training expectations; and
- Communication planning.

If the Board is preparing for permanent replacement the Chairperson shall, with input and direction from the full Board, establish a plan for recruitment and selection. The Board shall develop a diverse pool of candidates, while at the same time encouraging the professional development and advancement of current employees. If there is a gap between the CEO’s departure and the ability for the new CEO to take office, the Board shall appoint an interim CEO in accordance with approved procedures and consistent with the expectations of Board policy.

The CEO shall establish and maintain a procedure that details the process for succession planning including planning for other key executive leadership positions. The procedure shall include appropriate notice to the Michigan Department of Health and Human Services, other funders, the provider network, key constituents and community stakeholders.

**Applies to**

- All MSHN Staff
- Selected MSHN Staff, as follows: CEO, DD, CFO, CIO, CBHO and CCO
- MSHN Board of Directors
- MSHN’s Affiliates:  Policy Only     Policy and Procedure
- Other: Sub-contract Providers

**Definitions**

CEO: Chief Executive Officer

DD: Deputy Director

CFO: Chief Financial Officer

CIO: Chief Information Officer

CBHO: Chief Behavioral Health Officer

CCO: Chief Clinical Officer

MSHN: Mid-State Health Network

PIHP: Pre-paid Inpatient Health Plan

Succession Planning: Identification and development of potential successors for key positions in an organization, through a systematic evaluation process and training. Unlike replacement planning (which grades an individual solely on the basis of his or her past performance) succession planning is largely predictive in judging an individual for a position he or she might never have been in.

**Other Related Materials**

Succession Planning Procedure

**References/Legal Authority**

MDHHS-PIHP Contract

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
05.15.2015	New Policy	Chief Executive Officer
05.03.2016	Annual Review	Chief Executive Officer
06.12.2017	Annual Review	Deputy Director
05.17.2018	Annual Review	Deputy Director
05.01.2019	Annual Review	Deputy Director