

## POLICIES AND PROCEDURES MANUAL

<b>Chapter:</b>	<b>General Management</b>		
<b>Title:</b>	<b>Consent Agenda</b>		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/> <b>Version:</b> 2.0 <b>Page:</b> 1 of 2	<b>Review Cycle:</b> Annually  <b>Author:</b> Board Executive Committee & Chief Executive Officer	<b>Adopted Date:</b> 01.06.2015  <b>Review Date:</b> 05.08.2018  <b>Revision Eff. Date:</b>	<b>Related Policies:</b> General Management

DO NOT WRITE IN SHADED AREA ABOVE

### Purpose

Mid-State Health Network's (MSHN) Board uses a consent agenda to expedite the conduct of routine business during Board meetings in order to allocate more meeting time to education and discussion of substantive and strategic issues.

### Policy

- A. The MSHN Board shall adopt and carry out consistent standards for what can be included in a consent agenda and how the consent agenda shall be administered including:
  - The consent agenda shall consist of routine financial, legal, administrative matters and matters of meeting order (agenda, minutes, etc.) that require board action.
  - Consent agenda items are expected to be non-controversial and not requiring of discussion.
  - Motions, resolutions and all supporting materials for the consent agenda shall be sent to Board members with the routine dissemination of Board meeting materials in advance of the meeting.
  - The consent agenda shall be considered early in a board meeting. The Chair will ask if any member wishes to remove an item from the consent agenda for separate consideration, and if so, the Chair will schedule it for later in the meeting.
- B. The following items are consider suitable for the MSHN Board consent agenda:
  - Approval of the meeting agenda
  - Approval of minutes
  - Approval of signatories for bank accounts
  - Approval of staff positions which have been included in the MSHN approved budget
  - Policies requiring annual review that have been approved by the Policy Committee
  - Approval of MDHHS – PIHP Contracts that have been vetted by the MSHN Chief Executive Officer and the Operations Council
- C. The following items are not consider suitable for the MSHN Board consent agenda:
  - Approval of the annual update of the strategic plan
  - Approval of the annual budget
  - Approval of capital expenditures exceeding \$24,999
  - New Board policies
- D. The Board will assess the use of consent agenda by means of a question on its annual Board self-assessment.

**Applies to:**

- ☐ All Mid-State Health Network Staff  
☐ Selected MSHN Staff, as follows:  
☒ MSHN Board of Directors; Advisory Councils and Boards  
☐ MSHN's CMHSP Participants: ☐ Policy Only ☐ Policy and Procedure  
☐ Other: Sub-contract Providers

**Definitions:**

CEO: Chief Executive Officer

CMHSP: Community Mental Health Service Program

Consent Agenda: A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making or action, are handled as usual.

MSHN: Mid-State Health Network

PIHP: Pre-paid Inpatient Health Plan

**Other Related Materials:**

N/A

**References/Legal Authority:**

N/A

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
01.06.2015	New policy	Chief Executive Officer
11.2015	Annual Review	Chief Executive Officer
03.2017	Annual Review	Chief Executive Officer
01.2018	Annual Review	Chief Executive Officer