

Mental Health Recovery Board

Serving Warren & Clinton Counties

Board of Directors Governing Policies Manual

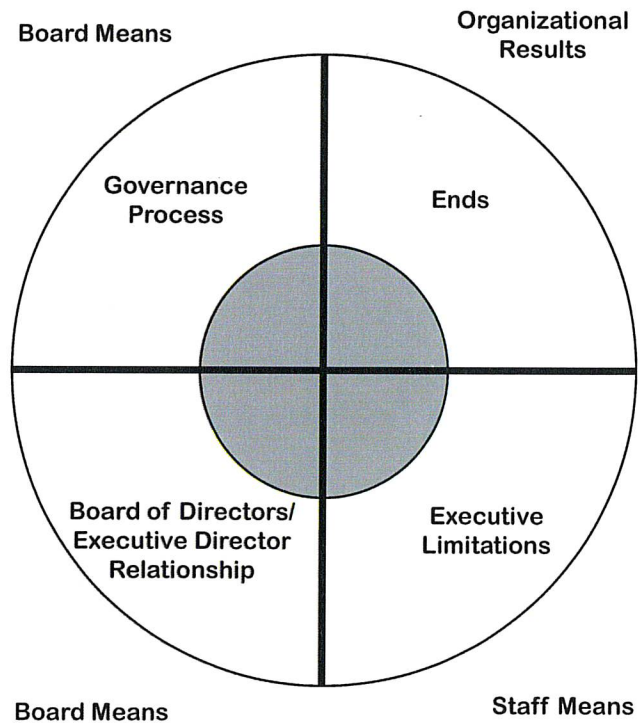


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Mission, Vision and Values

Mission Statement:

The Mental Health Recovery Board Serving Warren and Clinton Counties supports a healthier community by investing in a system of mental health and substance use disorder services for the people of our counties.

Core Value Statement:

- *Stewardship.* We are efficient and ethical in using resources and are good stewards of the public's money.
- *Transparent.* We are open and honest with our community and those we serve.
- *Accountable.* We are responsible for our words, our actions, and our results.
- *Quality.* We are continuously learning, improving and implementing best practices to address needs.
- *Responsive.* We are proactive and agile in meeting ever-evolving behavioral health needs.
- *Collaborative.* We are invested in partnering to maximize impact.
- *Equity.* We are fair and inclusive, respecting the lived experience of all people.

Vision Statement:

We will be transformative in our approach to the practice of behavioral health.

Adopted June 9, 2021

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Ends

POLICY TITLE: Ends Policy A-1

Overarching Statement: People of Warren and Clinton Counties who have, are at risk of, or who have been touched by mental, emotional, behavioral, and addiction disorders will lead healthy lives and achieve their full potential in a supportive community while optimizing the use of available resources.

1. Promotion

The residents of Warren and Clinton counties will be knowledgeable of mental health and addiction sufficient to reduce stigma and support people in need of prevention, treatment, and/or recovery supports.

2. Prevention

People in Warren and Clinton Counties will have the knowledge and skills to live healthy and productive lives across the lifespan free from mental, emotional, behavioral and addiction disorders.

3. Treatment

Persons with limited access to behavioral health treatment will receive services to help effectively manage their symptoms and addictions so they may lead healthy, safe, and productive lives.

4. Recovery Supports

People in identified MHRS service populations will be supported in their recovery and achieve the highest quality of life in the least restrictive setting possible.

This policy was adopted by official Board of Directors action March 17, 1993, reviewed February 14, 2001, revised February 10, 2016, June 13, 2018 and on February 12, 2020 and is duly recorded in the minutes of the Board of Directors.

Attested by Mursha Wazotaj, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Global Governance Commitment B-1

The purpose of the Board of Directors is to ensure that Mental Health Recovery Board Serving Warren & Clinton Counties achieves its mission in compliance with the Governance Policies and ORC Chapter 340 requirements.

This policy was adopted by official Board of Directors action June 13, 2018, revised on December 11, 2019, February 12, 2020 and on February 10, 2021 and is duly recorded in the minutes of the Board of Directors.

Attested by Marsha Wapoff, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Governing Style B-2

The Board of Directors will approach its task with a style which emphasizes external vision, encouragement of diversity in viewpoints and consideration of alternatives; strategic leadership, clear distinction of Board of Directors roles and staff roles; and being proactive.

In this spirit, the Board of Directors will:

1. Focus chiefly on intended long term impacts on the counties served, not the administrative or programmatic means of attaining those effects.
2. Direct, control and inspire the organization through the careful establishment of governance policies.
3. Enforce upon itself and its members whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, policy-making principles, respect of clarified roles, speaking with one voice and self-policing of any tendency to stray from governance adopted in the Board of Directors Policies.
4. Be accountable to the general public for competent, conscientious, and effective accomplishment of the ends Policy. It will allow no officer, individual or committee of the Board of Directors to usurp this role or hinder this commitment.
5. Monitor and discuss the Board of Directors' own process and performance.
6. Ensure the continuity of its governance capability by orientation of new board members regarding the Board of Directors governing process, and on-going training as required by ORC 340.02 (f).
7. Be an initiator of policy, not merely a reactor to staff initiatives. The Board of Directors, not the staff, will be responsible for the Board of Directors performance. The Board of Directors will not use the expertise of individual members to substitute for the judgment of the full Board of Directors, although the expertise of individual members may be used to enhance the understanding of the Board of Directors as a body.

This policy was adopted by official Board of Directors action May 20, 1992, revised August 24, 1994, reviewed February 14, 2001, revised June 13, 2018, December 11, 2019, February 12, 2020 and reviewed on February 10, 2020 and is duly recorded in the minutes of the Board of Directors.

Attested by Marsha Wagstaff, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process


POLICY TITLE: Job Description B-3

The job of the Board of Directors is to make contributions that lead the organization toward the desired performance and assure that it occurs. The Board of Directors' specific contributions are unique to its trusteeship role and necessary for proper governance and management.

Consequently, job contributions of the Board of Directors shall be:

1. The linkage between the organization and its community.
2. Written governing policies which, at the broadest levels, address
 - 2.1. Ends Policies: Organizational products, impacts, benefits, outcomes (what good for which needs at what cost).
 - 2.2. Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which lies the acceptable arena of executive activity, decisions, and organizational circumstances.
 - 2.3. Governance Process: Specification of how the Board of Directors conceives, carries out and monitors its own task.
 - 2.4. Board of Directors-Executive Director Relationship: How power is delegated, and its proper use monitored.
3. The assurance of Executive Director Performance (policies referenced in 2.1 and 2.2 above) and assurance of the Board of Directors performance (policies referenced in 2.3 and 2.4 above).
4. Other job contributions that the Board of Directors may reserve to itself as stated in Executive Limitations Policies, governance policies (D-1 to D-6).

This policy was adopted by official Board of Directors action May 20, 1992, revised August 24, 1994, reviewed February 14, 2001, revised June 13, 2018, December 11, 2019, February 12, 2020 and reviewed on February 10, 2021 and is duly recorded in the minutes of the Board of Directors.

Attested by , Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Committee Principles B-4

Board of Directors committees will be assigned so as to reinforce the wholeness of the Board of Directors job and so as to never interfere with delegation from the Board of Directors to the Executive Director.

Accordingly:

1. The Board of Directors establishes committees to help carry out its responsibilities. Committees will be used to contribute to the Board of Directors job but not to interfere with delegation from the Board of Directors to the Executive Director. Committees cannot exercise authority over staff.
2. Committees may not speak or act for the Board of Directors except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Executive Director.
3. Committees are to help the Board of Directors do its job. Board of Director Committees are not to be created by the Board of Directors to advise staff. Committee responsibilities are listed in Attachment A.
4. The Executive Director will not be required to obtain approval of a Board of Directors committee before an executive action.
5. This policy applies only to committees that are formed by Board of Directors action, whether or not the committees include Board of Directors or non-members. It does not apply to committees formed under the authority of the Executive Director.

This policy was adopted by official Board of Directors action May 20, 1992, revised August 24, 1994, February 14, 2001, November 12, 2003, September 8, 2004, March 12, 2008, June 20, 2012, February 10, 2016, May 10, 2017, June 13, 2018, December 11, 2019, February 12, 2020 and reviewed on February 10, 2021 and is duly recorded in the minutes of the Board of Directors.

Attested by Marsha Wagstaff, Chairperson of the Board of Directors.

Attachment A Board Committee Responsibilities

BOD Linkage Committee (3x year)	BOD Compliance Committee (3x year)	Executive Committee (3x year and as needed)
Review and monitor Board Ends Policies – Section A	Review and monitor Board Governance Policies - Section B	Review and monitor Board Governance Policies – Section C&D
Identify board development goals and training needs	Review, investigate and take action on “whistleblower” reporting	Evaluation of the Executive Director
Monitor and prepare for board vacancies by updating a board recruitment plan	Provide input on the annual tax budget that is tied with the county budget commission	Recommend executive director compensation for the fiscal year
Review MHRB Community plan	Act as audit committee reviewing final audit results	Review ED job description & evaluation tool
Review MHRB Communications Plan	Review the year-end financial statement	Recommend professional development goals for executive director
Develop and monitor board of directors’ goal to its linkage plan	Review the annual operating budget	Discuss organizational and operational issues as needed
Review proposed budget items related to the board of directors’ goals to its linkage plan	Review annual contracts - both fiscal and programmatic	Review committee responsibilities annually and/or as needed
Recommend annual slate of officers	Report and make recommendations to full board	Report and make recommendations to full board
Participate in new board member orientation		
Report and make recommendations to full board		

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Committees Purpose & Function B-5

1. The Board of Directors appoints the following standing committees until, by a majority vote of the Board of Directors dissolves such. Board of Directors may develop time limited AdHoc Committees as needed.
2. The Linkage Committee: The Committee shall meet at least three times a year and shall consist of a Chairperson and up to five additional Board of Directors members. The Committee will report to the Board of Directors on the following matters:
 - 2.1 Governance Policy Functions: Explore options and implications regarding Ends Policies concerning “content” development and refinement.
 - 2.2 Identify the Board of Directors development goals and training needs; (Each year each Board member shall attend at least one in-service training session provided or approved by the Ohio Department of Mental Health and Addiction Services).
 - 2.3 Identify potential Board of Directors members by: (a) reviewing upcoming vacancies; (b) assist in recruiting qualified candidates for consideration; (c) orientation to new members in the governing process, operational overview, and strategic issues of the Board of Directors choosing.
 - 2.4 Review Community Plan proposals to be submitted to OhioMHAS for consistency with the Board of Directors Ends Policies priorities.
 - 2.5 Develop and monitor the Board of Directors Ownership Linkage Plan and MHRS Communication Plan annually and/or as needed. The committee will have oversight of ownership linkage activities and coordinate member’s involvement in such activities. The committee will propose budget items related to the board of director’s goals to its linkage plan.
 - 2.6 Will make recommendations to the Board of Directors as to the approval of such items stated above. The Chairperson or their designee has the authority to make recommendations to the full Board of Directors on behalf of the committee, should full membership of the committee not be available.
3. The Compliance Committee: The Committee shall meet at least three times a year and shall consist of a Chairperson and up to five additional Board of Directors members. The Committee will report to the Board of Directors on the following matters:
 - 3.1 Governance Policy Functions: (1) Provide “direct inspection” and monitoring of compliance with governance process policies or at least annually and/or as needed.

- 3.2 Review, investigate and take actions, as needed, in response to Red Flag “whistleblower” reporting.
 - 3.3 Review and make recommendations, when appropriate, concerning the annual calendar year tax budget which shall be filed with the County Budget Commission, the year-end financial statement, and the annual operating budget.
 - 3.4 Will act as audit committee and review the calendar year financial statement prepared for the Auditor of State, as well as discuss the audit results.
 - 3.5 Will review the annual contracts both fiscal and programmatic.
 - 3.6 Will make recommendations to the Board of Directors as to the approval of such items stated above. The Chairperson or their designee has the authority to make recommendations to the full Board of Directors on behalf of the committee, should full membership of the committee not be available.
4. The Executive Committee: The Committee shall meet at least three times a year and shall consist of Board of Directors Officers (chair and vice chair) committee chairs (Linkage and Compliance) and two additional Board of Directors members. The Committee will report to the Board of Directors on the following matters:
- 4.1 Evaluate the Executive Director’s performance.
 - 4.2 Monitor organizational performance through ED reports, staff reports and alignment with the Ends Policy.
 - 4.3 Review and revise the Executive Director’s job description as needed.
 - 4.4 Make recommendations for the Executive Director’s professional development goal(s).
 - 4.5 Make recommendations as to the Executive Director’s compensation for the upcoming fiscal year.
 - 4.6 Provide direct inspection and monitoring of compliance of executive relationship and executive limitations policies, sections C & D, at least annually and/or as needed.
 - 4.7 Discuss organizational and operational issues as needed.
 - 4.8 Review all board established committee responsibilities annually and/or as needed.
 - 4.9 Present to the full board a recommended slate of officers for the following fiscal year;
 - 4.10 Will make recommendations to the Board of Directors as to the approval of such items stated above. The Chairperson or their designee has the authority to make

recommendations to the full Board of Directors on behalf of the committee, should full membership of the committee not be available.

5. Ad Hoc Committees may be created by the Board of Directors Chairperson to accomplish specific tasks and the Committee shall be dissolved upon the completion of that task or when dissolved by the Chairperson.

This policy was adopted by official Board of Directors action May 20, 1992, revised August 24, 1994, February 14, 2001, November 12, 2003, September 8, 2004, March 12, 2008, June 20, 2012, February 10, 2016, May 10, 2017, June 13, 2018, December 11, 2019 and on February 10, 2021 and is duly recorded in the minutes of the Board of Directors.

Attested by *Marska Wegstaff*, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Code of Conduct B-6

The Board of Directors expects from itself and its members ethical and businesslike conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as board members.

Accordingly:

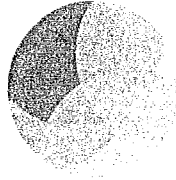
1. Board members must have loyalty to the ownership, un-conflicted by loyalties to staff, other organizations, and any personal interest as a consumer.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - 2.1. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - 2.2. Board members must not use their positions to obtain for themselves, family members or associates, employment within the organization (Clarification: board members are encouraged to refer qualified individuals but should in no way attempt to influence the selection process).
 - 2.3. Board members must voluntarily resign prior to being considered for employment with the Board or an agency with whom the Board of Directors contracts,
 - 2.4. When the Board of Directors is to decide upon an issue, about which a board member has an unavoidable conflict of interest, that member shall recuse himself or herself without comment from not only the vote, but also from the deliberation.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in the Board of Directors Policies.
 - 3.1. Board members' interaction with the Executive Director or with staff must recognize the lack of authority in any individual board member or group of board members except as noted above.
 - 3.2. Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any board member or board members to speak for the Board of Directors.
4. Board members may not accept anything more than a nominal value from a private citizen under circumstances that creates a conflict of interest or the appearance of impropriety (refer to

Ohio Ethics website www.ethics.ohio.gov/education/webinars.html).

5. Board members are prohibited from representing a private client before the Board of Directors for one year following departure from the Board of Directors.
6. Current and former board members are prohibited from disclosing any information officially designated as confidential and/or discussed in Executive Session.
7. Board members will be properly prepared for Board of Directors deliberation.
8. Board members will support the legitimacy and authority of the Board of Directors decisions, irrespective of the member's personal position on the issue.
9. Board members are prohibited from having a personal interest in a public contract with the Board of Directors.
10. This Code of Conduct Policy shall be given to board members upon membership and annually thereafter. Board members are charged with reviewing the policy and signifying annually that they are in compliance with it and verify such by annually completing Attachment B.

This policy was adopted by official Board of Directors action May 20, 1992, revised August 24, 1994, February 10, 2016, June 13, 2018, December 11, 2019 and on February 10, 2021 and is duly recorded in the minutes of the Board of Directors.

Attested by Marsha Wagstaff, Chairperson of the Board of Directors.



**Mental Health
Recovery Board**
Serving Warren & Clinton Counties

RELATED PARTY TRANSACTION SURVEY

For the purpose of this survey, a related party transaction is defined as conducting business between Warren County, Mental Health Recovery Board Serving Warren and Clinton Counties (MHRBWCC), and yourself, a business or other association in which you or your immediate family has a financial interest.

All department heads, first line supervisors, and board members are each required to complete the sections below.

Name: _____

Position: _____

Please list below all related party transactions conducted between you, a business, or other association in which you or your immediate family has an ownership or interest, with Warren County or MHRBWCC during the current calendar year. This includes, but is not limited to, any sale, purchase, loan, transfer or leasing arrangement, or other contract or agreement with MHRBWCC or Warren County. If the answer is "none," please indicate under the Transaction Description space below.

<u>Transaction Description</u>	<u>Amount</u>
_____	_____
_____	_____

Please return a signed and dated survey to MHRBWCC, 201 Reading Road, Mason, OH 45036, or via email to kbrown@mhrbwcc.org

Signature Date

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Officers and Duties B-7

The Chairperson, to ensure the integrity of the Board of Directors process and the integrity of the Board of Directors documents and the Vice-Chairperson assists the Chairperson.

Accordingly:

1. The Board of Directors will elect a Chairperson and a Vice-Chairperson at the June meeting each year by secret ballot from the slate of candidates offered by the Board Linkage Committee and those nominated from the floor. The Chairperson of the Board of Directors will count the ballots and those receiving the most votes will be identified as the officers-elect. If no candidates are identified from the floor, the Board of Directors may waive the secret ballot process and vote to accept the candidates offered by the Board Linkage Committee. Officers will assume their duties after adjournment of the June Board of Directors meeting.
2. The responsibility of the Chairperson is that the Board of Directors behaves consistent with its own rules and those legitimately imposed upon it from outside the organization.
 - 2.1. Meeting discussion content will only be those issues that, according to Board of Directors policy, clearly belong to the Board of Directors to decide, not the Executive Director.
 - 2.2. Information provided to the Board of Directors in advance of Board meetings, will be from three categories: monitoring information, decision making information, and incidental information.
 - 2.3. Deliberation will be timely, fair, orderly, thorough, and efficient.
3. The authority of the Chairperson consists only in making decisions on behalf of the Board of Directors that fall within and are consistent with any reasonable interpretation of Board of Directors Policies on Governance Process and on the Board of Directors-Executive Director Relationship.
 - 3.1. The Chairperson is empowered to chair Board of Directors meetings with all the commonly accepted power of that position (e.g., ruling, recognizing).
 - 3.2. The Chairperson has no authority to make decisions beyond policies created by the Board of Directors within Ends Policies and Executive Limitations policy areas. Therefore, the Chairperson has no authority to supervise or direct the Executive Director.
 - 3.3. The Chairperson may represent the Board of Directors to outside parties either in simply announcing Board of Directors stated positions or in stating Chair decisions and interpretations within the area delegated to him or her. The Chairperson is responsible for certifying the evidence of Board of Directors action, including Board of Directors Policies

and minutes.

4. The Vice-Chairperson's duties are to chair meetings in the absence of the Chairperson, sign documents as needed and prepare to succeed the Chairperson by education on Board of Directors Policies.
5. If an officer resigns before the end of their term, the Board Executive Committee will nominate candidates for the vacant office at the next full Board of Directors meeting.

This policy was adopted by official Board of Directors action June 17, 1992, revised August 24, 1994, February 10, 1999, reviewed February 14, 2001, revised March 12, 2008, June 20, 2012, February 10, 2016, June 13, 2018, December 11, 2019, February 12, 2020 and on February 10, 2021 is duly recorded in the minutes of the Board of Directors.

Attested by *Marsha Waszby*, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Reimbursement of Expenses B-8

It is the policy of the Board of Directors to reimburse board members for actual and necessary expenditures they incur in the performance of their official duties, and as may be defined by the Ohio Department of Mental Health and Addiction Services.

1. "Official duties" is defined to include training for board members to fulfill such annual requirements set forth in the Ohio Revised Code, attendance at Board of Directors meetings, and participation in other meetings that would serve to enhance the member's performance as a board member.
2. Reimbursement of board members shall be limited to the amount budgeted in any fiscal year (July-June). Board members should notify the Executive Director or Board Chairperson regarding their desire to attend a training or function. The ultimate approval for such attendance is based on the "official duty" definition as stated above.
3. Expenditures for which reimbursement is requested shall be reported on the Board of Directors Travel Expense Form with receipts attached for all items. Mileage will be reimbursed at the current IRS allowable rate. Lodging will be reimbursed at a reasonable and customary rate, and only for lodging outside the service district. Mileage and lodging is payable to only one Board of Directors member if two or more members share the same vehicle or room. Expenses incurred for meals will be paid at cost not to exceed \$30 per day. Detailed receipts showing items ordered must be kept for reimbursement. A tip cannot be more than usual and customary (currently 20%).
4. Board of Directors members authorized to attend conferences, meetings, and/or seminars requiring payment of a registration fee, may submit any registration materials and information to the Executive Director for pre-payment of such fees. If the Board of Directors member chooses to pay for such registration fees, then that board member shall submit a receipt of such payment along with the request for reimbursement. For any training session, conference or seminar, all requests for reimbursement should be submitted at one time.
5. Board members are expected to share information gained in any training program with the full Board of Directors.

This policy was adopted by official Board of Directors action September 16, 1992, revised May 18, 1994, February 14, 2001, February 10, 2016, June 13, 2018 and reviewed on October 14, 2020 and is duly recorded in the minutes of the Board of Directors.

Attested by Maisha Wagstaff, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Board of Directors Characteristics B-9

Board members shall be selected according to Ohio Revised Code, Section 340.02.

Accordingly:

1. The Board of Directors shall consist of fourteen appointed members.
2. The Director of the Ohio Department of Mental Health and Addiction Services shall appoint six members of the Board of Directors and the Board of County Commissioners from each county shall appoint members in as nearly as possible the same proportion as that county's population bears to the total population of the district, except that at least one member shall be appointed from each county. County Commissioner appointments are proportioned as follows: Warren 6, Clinton 2.
3. The Director of the Ohio Department of Mental Health and Addiction Services shall ensure that at least one member of the Board of Directors is a clinician with experience in the delivery of mental health services, at least one member of the Board of Directors is a person who has received or is receiving mental health services, at least one member of the Board of Directors is a parent or other relative of such a person, at least one member of the Board of Directors is a clinician with experience in the delivery of addiction services, at least one member of the Board of Directors is a person who has received or is receiving addiction services, and at least one member of the Board of Directors is a parent or other relative of such a person. A single member who meets both qualifications may fulfill the requirement for a clinician with experience in the delivery of mental health services and a clinician with experience in the delivery of addiction services.
4. Board members shall be residents of the district and shall be interested in mental health programs and facilities or in alcohol or drug addiction programs.
5. No board member or employee of the Board of Directors shall serve as a member of the Board of Directors of any contracted agency. No member of the Board of Directors shall be an employee of any contracted agency.
6. No person shall serve as a member of the Board of Directors whose spouse, child, parent, brother, sister, grandchild, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law serves as a member of the Board of Directors of any agency with which the Board of Directors has entered a contract for the provision of services or facilities. No person shall serve as a member or employee of the Board of Directors whose spouse, child, parent, brother, sister, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law serves as a County Commissioner in Warren or Clinton Counties.

7. Each member shall be appointed for a term of four years, commencing the first day of July. No member shall serve more than two consecutive four year terms under the same appointing authority. A member may serve for three consecutive terms under the same appointing authority only if one of the terms is less than two years. A member who has served two consecutive four year terms or three consecutive terms totaling less than ten years is eligible for reappointment by the same appointing authority one year following the end of the second or third term, respectively.
8. When a vacancy occurs the expired or unexpired term shall be filled in the same manner as the original appointment. The appointing authority shall be notified of any vacancy and shall fill the vacancy within sixty days following such notice. The Board of Directors shall actively recruit candidates with qualifications as stipulated in this policy. Completed applications shall be submitted with the Board of Directors recommendations to the appointing authority.
9. As nearly as possible, membership on the Board of Directors shall reflect the demographic characteristics of Warren and Clinton Counties.

This policy was adopted by official Board of Directors action August 24, 1994, revised February 10, 2016, June 13, 2018, December 11, 2019 and reviewed on October 14, 2020 and is duly recorded in the minutes of the Board of Directors.

Attested by Marsha Wagstaff, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Discipline B-10

The Board of Directors shall conduct its meetings in an organized fashion and in accordance with applicable state law.

Accordingly:

1. All meetings of the Board of Directors shall be open to the public and held and conducted in compliance with Ohio Revised Code, Section 121.22 (Sunshine Law). Opportunity shall be given to the public to address the meeting, but the Board of Directors shall not be obligated to consider the problem or request of a petitioner unless the matter has been presented to each individual member of the Board of Directors in writing at least 48 hours in advance of the meeting, excluding Sundays and holidays.
2. Annual Meeting: The organizational meeting during the month of June at a time and place to be designated by the Chairperson shall be the Annual Meeting of the Board of Directors.
3. Regular Meeting: the Board of Directors at the Annual Meeting shall fix the time of the regular meetings. In case of postponement or continuance of a regular meeting, the Executive Director shall ensure that all members are notified.
4. Special Meetings: A special meeting of the Board of Directors may be called by the Chairperson, the Executive Director, or by one-third of the Board of Directors membership, by serving written notice on all other members of the Board of Directors of the time and place of the meeting, at least two days before the date of the meeting, excluding Sunday or a legal holiday.
5. Place: All regular meetings of the Board of Directors shall be held at a location designated and publicized.
6. Quorum: A majority of the members appointed to the Board of Directors shall be present to constitute a quorum for the transaction of business. Each Board member shall have one vote. A simple majority of those present and voting, at any duly called meeting of the Board of Directors at which a quorum is present, will decide all matters other than a resolution to place a levy on the ballot, which requires approval of two-thirds of the Board of Directors.
7. Attendance: Board members are expected to attend all Board of Directors meetings. When a Board member has compiled a total of four absences from regularly scheduled Board of Directors meetings within any 12-month period or from two Board of Directors meetings without prior notice, the Board of Directors shall notify the appointing authority in writing, which may, as a result, vacate the appointment and appoint another person to complete the member's term.

8. Any member of the Board of Directors may be removed from office by the appointing authority for neglect of duty, misconduct, or malfeasance in office, and shall be removed by the appointing authority if the member's spouse, child, parent, brother, sister, step-parent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law serves as a county commissioner of a county or counties under the jurisdiction of the Board of Directors or serves as a member or employee of the Board of Directors of an agency with which the Board of Directors has entered a contract for the provision of services or facilities. The member shall be informed in writing of the charges and afforded an opportunity for a hearing.
9. Parliamentary authority: Board of Directors meetings will be conducted according to generally accepted procedures. Should a procedural dispute arise, Robert's Rules of Order will be used by the Chairperson to resolve the dispute. However, the Chairperson is authorized to modify such rules of order at his or her discretion.
10. Fiscal Year: The fiscal year of the Board of Directors shall be from July 1 of each year to June 30 of the following year. The Board of Directors may appoint a Public Accountant who is not a member or employee of the Board of Directors, to examine and audit the accounts of the Board of Directors on an annual basis. The State Auditor's Office shall conduct an annual audit of the Board of Directors operation.
11. Amendments: Board of Directors Policies may be amended or repealed by the Board of Directors at a regularly scheduled meeting.
12. Method of Voting: Decisions of the Board of Directors will be formally presented through a simple voice vote of motions that have been seconded. A roll call vote will be used only when called for by a motion that is seconded or in the case of a motion for an Executive Session as required under Ohio Revised Code Section 121.22 (Sunshine Law), or as otherwise required by law.
13. Executive Sessions: The Board of Directors may hold an Executive Session for the following purposes:
 - 13.1. Appointment, dismissal, discipline, promotion, demotion, or compensation of an employee or Board of Directors member or the investigation of charges or complaints against an employee or Board of Directors member.
 - 13.2. To consider the purchase or sale of property for public purposes.
 - 13.3. Conferences with an attorney concerning disputes that are the subject of pending or imminent court action.
 - 13.4. Confidential matters as defined by law.
 - 13.5. Specialized details of security arrangements.

This policy was adopted by official Board of Directors action August 24, 1994, revised February 10, 2016, June 13, 2018 and on October 14, 2020 and is duly recorded in the minutes of the Board of Directors.

Attested by Marshe Wagstaff, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Indemnification B-11

The Board of Directors may protect its members and staff from liability arising from performance of official duties according to Ohio Revised Code 340.11.

Accordingly:

1. In the event that insurance procured by the Board of Directors, insuring Board members or employees of the Board against liability arising from the performance of their official duties, is unavailable or the amounts the Board of Directors has procured (or is able to procure) is insufficient to cover the amount of any claim and, to the extent that the Board member or employee is not otherwise immune from liability, the Board of Directors may indemnify a Board member or employee:
 - 1.1. Against expenses, judgments, decrees, and amounts paid in settlement actually and reasonably incurred by them in connection with any action, suit, or proceeding to which the member is or shall be a party, or with which the member may have been threatened, for any action or inaction is especially authorized by the Ohio Revised Code, if the Board member or employee acted in good faith and in a manner that the member reasonably believed was in or was not opposed to the best interest of the Board of Directors; and
 - 1.2. Against any expenses, including attorneys' fees, the Board member or employee actually and reasonably incurred as a result a suit or other proceeding involving the defense of any action or inaction in his capacity as the Board member or employee or at the request of the Board of Directors, or in defense of any claim, issue, or matter raised in connection with the defense of such action or inaction, to the extent that the Board member or employee is successful on the merits or otherwise.
2. The termination of any action, suit, or proceeding by judgment, order, or settlement, shall not, or itself, create any presumption that the person did not act in good faith and in a manner that he/she reasonably believed to be in or not opposed to the best interest to the Board of Directors.

This policy was adopted by official Board of Directors action August 24, 1994, revised on June 13, 2018 and reviewed on October 14, 2020 and is duly recorded in the minutes of the Board of Directors.

Attested by Marsha Wagstaff, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Agenda Planning B-12

To accomplish its job products with a governance style consistent with Board of Directors Policies, the Board of Directors will follow a business agenda which improves Board of Directors performance through Board of Directors education and enriched input and deliberation.

1. The agenda cycle for each fiscal year will begin on July 1 and conclude on June 30.
2. Throughout the year, the Board of Directors will attend to required business related agenda items as expeditiously as possible.
3. Monitoring will be achieved throughout the fiscal year using board business related discussions/deliberations and the Executive Director's reports.
4. Meetings of the Board of Directors shall proceed according to an agenda set by the Chairperson in consultation with the Executive Director. It is the responsibility of the Executive Director to supply any required business related agenda items. Such meeting agenda, together with supporting data and a copy of the minutes of the previous meeting, shall be available to all Board members prior to the regular Board of Directors meetings.

This policy was adopted by official Board of Directors action June 13, 2018, revised on December 11, 2019 and on October 14, 2020 and is duly recorded in the minutes of the Board of Directors.

Attested by Marsha Waspeff, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Cost of Governance B-13

Because poor governance costs more than learning to govern well, the Board of Directors will invest in its governance capacity.

Accordingly:

1. Board of Directors skills, methods, and supports will be sufficient to assure governing with excellence.
 - 1.1. Training and retraining will be used liberally to orient new member and candidates for membership, as well as to maintain and increase existing members' skills and understandings.
 - 1.2. Outside monitoring assistance will be arranged when appropriate or as needed so that the Board of Directors can exercise confident control over organizational performance. This includes but is not limited to fiscal audit.
 - 1.3. Outside mechanisms will be used as needed to ensure the Board of Directors ability to listen to owner viewpoints and values.
2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.
 - 2.1. Up to an appropriate amount budgeted and approved by the full board each fiscal year for training, including attendance at conferences and workshops.
 - 2.2. Up to an appropriate amount budgeted and approved by the full board each fiscal year for audit and other third-party monitoring of organizational performance.
 - 2.3. Up to an appropriate amount budgeted and approved by the full board each fiscal year for costs related to ownership linkage, or other costs or activities as determined by the board.

This policy was adopted by official Board of Directors action June 13, 2018, revised on June 12, 2019 and on October 14, 2020 and is duly recorded in the minutes of the Board of Directors.

Attested by Mariska Wagstaff, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Governance Process

POLICY TITLE: Ownership Linkage B-14

The Board of Directors governs on behalf of the owners of Mental Health Recovery Services of Warren and Clinton Counties and defines these owners as the residents of Warren and Clinton Counties. The Board of Directors as a whole and individual Board members represent and are accountable to these owners as a whole.

Accordingly:

1. When making governance decisions, individual Board members represent the owners as a whole, rather than being advocates for any specific subsets of the owners. Even if Board members happen to also be customers of the organization, they recognize their obligation as Board members to represent the interests of the owners.
2. The Board of Directors shall meet with and/or gather input from a wide range of owners in order to appreciate the diversity of owners' values and perspectives.
3. Information obtained from ownership linkage activities shall be used to inform the Board of Directors deliberations, primarily about its Ends Policies.
4. The Board Linkage Committee will assure that ownership linkage is established and maintained by the Board of Directors through the development and implementation of the Ownership Linkage Plan.

This policy was adopted by official Board of Directors action June 13, 2018, revised on December 11, 2019 and reviewed on October 14, 2020 and is duly recorded in the minutes of the Board of Directors.

Attested by Marsela Wapleff, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Board of Directors-Executive Director Relationship

POLICY TYPE: Global Board of Directors-Executive Director Relationship C-1

The Board of Directors sole official connection to the operational organization, its achievement and conduct will be through a Chief Executive Officer, titled Executive Director.

Only officially passed motions of the Board of Directors that make or amend Executive Limitations or Ends Policies or are one-time directives to the Executive Director are binding on the Executive Director.

Accordingly:

1. Decisions or instructions of individual Board members, officers, or committees are not binding on the Executive Director except in rare instances when the Board of Directors has specifically authorized such exercise of authority.
2. In the case of Board members or committees requesting information or assistance without Board of Directors authorization, the Executive Director can refuse, when in the Executive Director's opinion, such requests are disruptive or require a material amount of staff time or funds.
3. The Board of Directors will never give instructions to persons who report directly or indirectly to the Executive Director.
4. The Board of Directors will not evaluate, either formally or informally, any staff other than the Executive Director.
5. The Board of Directors will view Executive Director Performance in concert with the organizational performance. Organizational goals of Board of Directors are stated in the Ends Policy.
6. The Board of Directors of Mental Health Recovery Board Serving Warren and Clinton Counties, acting as a body, is responsible for the recruitment, selection, compensation, and removal of the Executive Director in accordance with Ohio Revised Code, Section 340.04.

This policy was adopted by official Board of Directors action June 13, 2018, revised on December 11, 2019 and on April 14, 2021, reviewed on February 15, 2022 and is duly recorded in the minutes of the Board of Directors.

Attested by  _____, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Board of Directors-Executive Director Relationship

POLICY TYPE: Delegation and Accountability of the Executive Director C-2

The Board of Directors sets written policies for compliance by the Executive Director in order to achieve the organizational Ends Policy. The Executive Director is responsible for reasonable interpretation and application of these policies. The Executive Director retains all authority to direct staff and is accountable for organizational performance.

Accordingly:

1. While the Board of Directors job is generally confined to establishing the broadest policies, implementation and subsidiary policy development is delegated to the Executive Director.
2. The Ends Policy directs the Executive Director to achieve certain results and act with prudence and ethics. With respect to the Ends Policy and Executive Actions, the Executive Director is authorized to establish all further policies, make all decisions, take all actions and develop all activities as long as they are constant with any reasonable interpretation of the Board of Directors Policies.
3. The Board of Directors may change its policies, thereby shifting the boundary between Board of Directors and Executive Director. The Board of Directors may change the scope of choice given to the Executive Director through formal action or policy change, unless changed, the Board of Directors and its members will respect and support the choices of the Executive Director. This does not limit the Board of Directors from obtaining information from the Executive Director, except for client-specific data.
4. Pursuant to Ohio Revised Code Section 340.04, the Board of Directors delegates to the Executive Director the authority to act in its behalf in the performance of its administrative duties. The Executive Director is empowered to identify and utilize resources within budget restrictions to execute administrative contracts; employ, discipline, deploy, and terminate staff; translate policies of the Board of Directors into action; speak on behalf of the agency as an agent of the Board of Directors; and organize and delegate for results as the Executive Director deems appropriate.
5. Executive Director Performance will be evaluated annually in relation to the Ends Policy, staff performance, communication and general leadership.

This policy was adopted by official Board of Directors action May 20, 1992, revised December 21, 1994, reviewed February 14, 2001, revised March 12, 2008, June 13, 2018, December 11, 2019 and on April 14, 2021, reviewed on February 15, 2022 and is duly recorded in the minutes of the Board of Directors.

Attested by  _____, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Board of Directors-Executive Director Relationship

POLICY TITLE: Executive Director Job Role C-3

The Executive Director is the link between the Board of Directors and the organizational staff and operations. The Board of Directors delegates the responsibility for organizational performance and holds the Executive Director accountable for such.

1. The Executive Director's job description details specific job responsibilities.
2. General Areas of the Executive Director's responsibilities:
 - a. Organizational accomplishment measured by the Ends Policy
 - b. Prudent and ethical operation of MHRB
 - c. Staff performance
 - d. Communication
 - e. Leadership
 - f. Duties as defined in ORC 340

The Board of Directors shall monitor the performance of the Executive Director through the evaluation of the responsibilities above. Information will be obtained through direct interaction, observation, organizational accomplishments, "reasonable person" interpretations of policies, compliance with ethical guidelines, written reports, communications to the board, and demonstration of leadership.

The Board of Directors shall evaluate the performance of the Executive Director in the last quarter of each fiscal year. Such evaluation shall include determination of future compensation.

This policy was adopted by official Board of Directors action June 13, 2018, revised on December 11, 2019 and on May 12, 2021, reviewed on February 15, 2022 and is duly recorded in the minutes of the Board of Directors.

Attested by  _____, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Board of Directors-Executive Director Relationship

POLICY TITLE: Emergency Executive Succession C-4

In order to protect the Board from sudden loss of the services of the Executive Director, the Executive Director shall have at least one other staff member familiar with Board and Executive Director issues and processes.

This policy was adopted by official Board of Directors action May 20, 1992, revised December 21, 1994, February 14, 2001, June 13, 2018, December 11, 2019 and on April 14, 2021, reviewed on February 15, 2022 and is duly recorded in the minutes of the Board of Directors.

Attested by  _____, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Executive Limitations

POLICY TITLE: General Executive Constraint D-1

The Executive Director shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics.

With respect to treatment of paid and volunteer staff, the Executive Director may not cause or allow conditions which are illegal, discriminatory, unfair, undignified, disorganized, unclear, or not supportive of employees' personal and professional development.

Accordingly, the Executive Director must:

1. Operate with personnel procedures that clarify personnel rules for staff, provide for expressions of grievance, protect against wrongful conditions, nepotism, or preferential treatment based on personal reasons.
 - 1.1. Allow staff to grieve to the Board of Directors when internal grievance procedures have been exhausted and the employee alleges either that a personnel policy has been violated to his or her detriment or that a personnel policy does not adequately protect his or her human rights.
2. Not retaliate against any staff member for non-disruptive expression of dissent.
3. Prepare staff to be unprepared to deal with emergency situations.
4. Allow staff adequate opportunities and guidance for personal and professional development.
5. Provide staff with information about their rights under this policy.

This policy was adopted by official Board of Directors action May 20, 1992, revised December 21, 1994, reviewed February 14, 2001, revised February 10, 2016, June 13, 2018, December 11, 2019 and on April 14, 2021, reviewed on February 15, 2022 and is duly recorded in the minutes of the Board of Directors.

Attested by  _____, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Executive Limitations

POLICY TITLE: Financial Planning and Condition D-2

Budgeting for any fiscal period or the remaining part of any fiscal period shall not deviate materially from Board of Directors Ends Policy priorities, risk fiscal jeopardy, or not be derived from a multi-year plan consistent with the Board of Directors Strategic Plan.

Accordingly, the Executive Director will allow budgeting which:

1. Contains adequate detail to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent audit trails.
2. Does not create a deficit in any fiscal year that is greater than the anticipated revenues, plus the carryover funds from the previous year.
3. Maintains a fixed reserve amount of \$6 million that includes the restricted reserve amount of \$5 million and \$1 million in flexible reserve. The unrestricted reserve may be accessed if approved by the Board of Directors without changes to this policy.
4. Maintain sufficient cash flow so that 60 days of unencumbered revenue is available.
5. Does not allow payments or filings to be overdue or inaccurate.
6. Is consistent with the Board of Directors' Ends Policy priorities.
7. Provides for Board of Directors prerogatives during the year that is set forth in the Cost of Governance policy.
8. Keeps the Board of Directors informed about financial performance.

This policy was adopted by official Board of Directors action May 20, 1992, revised December 21, 1994, March 8, 2000, February 14, 2001, June 21, 2006, June 12, 2013, June 8, 2016, June 13, 2018, December 11, 2019, May 13, 2020, April 14, 2021 and on March 9, 2022 and is duly recorded in the minutes of the Board of Directors.

Attested by  _____, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Executive Limitations

POLICY TITLE: Asset Protection D-3

The Executive Director will ensure that assets are protected, adequately maintained and covered for risk.

Accordingly, the Executive Director will ensure:

1. Board members, staff, and the organization itself is adequately protected against theft, casualty, and liability losses.
2. Adequate bonding of personnel.
3. Property, plant and equipment receive appropriate maintenance.
4. The organization, its Board of Directors and staff are not reasonably exposed to claims of liability.
5. That any purchase or commitment by the organization by contract as an administrative expenditure is not greater than \$40,000 as per board resolution 08-13.
6. That any purchase or commitment by the organization by contract to any service for operational reasons is not greater than \$25,000 as per ORC 340.03 F1.
7. Purchases are made through competitive bidding as established by the state of Ohio.
8. Purchases do not create a conflict of interest.
9. Receipt, processing, and disbursement of funds is sufficient to meet the Auditor of State's standards.
10. Acquisition, encumberment, and disposal of real property is approved by the Board of Directors.
11. Formal requests to the County Commissioners for the placement of a property tax levy or other revenue generating tax issue is authorized by the Board of Directors.

12. The organization's public image, credibility, or its ability to accomplish its Ends Policy is not at risk.

This policy was adopted by official Board of Directors action May 20, 1992, revised December 21, 1994, February 14, 2001, March 12, 2008, June 13, 2018, September 9, 2020 and on April 14, 2021, reviewed on February 15, 2022 and is duly recorded in the minutes of the Board of Directors.

Attested by  _____, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Executive Limitations

POLICY TITLE: Compensation and Benefits D-4

With respect to employment, compensation and benefits to employees, consultant, contract workers and volunteers, the Executive Director will not cause or allow jeopardy to fiscal integrity or public image.

Accordingly, the Executive Director may not:

1. Change his or her own compensation and benefits.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits for staff which deviate materially from geographic or professional markets for similar levels of education, experience, and responsibility.
4. Avoid oversight by the Chairperson of his/her documentation related to leave, earned leave and expense reporting.

This policy was adopted by official Board of Directors action May 20, 1992, revised December 21, 1994, February 14, 2001, September 8, 2004, February 10, 2016, June 13, 2018 and on April 14, 2021, reviewed on February 15, 2022 and is duly recorded in the minutes of the Board of Directors.

Attested by  _____, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Executive Limitations

POLICY TITLE: Communication and Support to the Board of Directors D-5

The Executive Director will inform the Board of Directors of the board's work.

Accordingly, the Executive Director will:

1. Inform the Board of Directors of relevant trends, anticipated adverse media coverage, or substantial issues that may impact previously established Board of Directors policies.
2. Ensure official communication for Board of Directors, officers, and committees.
3. Deal with the Board of Directors in an impartial way.
4. Make the Board of Directors aware of any actual or expected noncompliance with the Ends Policy or Executive Limitations Policies.
5. Raise the Board of Directors awareness, if in the Executive Director's opinion, the Board of Directors is not in compliance with their own Governance policies and processes and any possible effect this may have on the relationship between the Board of Directors and the Executive Director.
6. Inform the Board of Directors of any new commitments or changes in existing commitments.
7. Identify Board of Directors training needs.
8. Provide Board of Directors sufficient information to make informed decisions on agenda items.
9. Allow the Board of Directors to do its work focusing on items that are required by law, regulation, or contract, and that are not delegated to the Executive Director.
10. Not hinder access to the Board of Directors for any person who alleges unethical, unlawful action or circumstance in the organization and its representatives.
11. Allow the Board of Directors, including its officers and committees, access to sufficient logistical and clerical assistance.

This policy was adopted by official Board of Directors action May 20, 1992, revised December 21, 1994, June 13, 2018, December 11, 2019 and on April 14, 2021, reviewed on February 15, 2022 and is duly recorded in the minutes of the Board of Directors.

Attested by  _____, Chairperson of the Board of Directors.

MENTAL HEALTH RECOVERY BOARD SERVING WARREN & CLINTON COUNTIES

POLICY TYPE: Executive Limitations

POLICY TITLE: Service Providers Receiving Funding from the Board of Directors D-6

The Executive Director will not enter into any grant or contract arrangement with service providers that fails to meet the Ends Policy.

Accordingly, the Executive Director will:

1. Notify service providers of restrictions on particular methods and activities that would cause the imprudent, unlawful or unethical use of funds.
2. Not make grants or contracts with service providers that do not have, in the Executive Director's opinion, the capacity to produce appropriately targeted, efficient results and timely, accurate performance data.

This policy was adopted by official Board of Directors action on June 13, 2018 and April 14, 2021, reviewed on February 15, 2022 and is duly recorded in the minutes of the Board of Directors.

Attested by  _____, Chairperson of the Board of Directors.