

Wood County Alcohol, Drug Addiction and Mental Health Services Board

Policy 6

SUCCESSION PLANNING

According to ORC 340.032, the Board shall employ an executive director of the board and shall prescribe the director's duties. The Board shall have no direct managerial authority over other employees.

In order to protect the board from sudden loss of Executive Director services, the Executive Director shall have no fewer than two other staff members familiar with board and Executive Director issues and processes, to the extent that they could take over with reasonable proficiency as an interim successor. The incumbent Associate Executive Director will assume the responsibilities of the position until the board appoints an interim or permanent Executive Director

Upon the vacancy of the Executive Director, the Board shall perform the following:

1. Appoint an Interim Executive Director and establish the terms of the appointment. In accordance with state ethics laws, board members are ineligible to serve as interim executive director.
2. Make a determination to proceed with an internal or external search process.
3. Appoint an ad hoc Executive Director Search Committee whose responsibilities will include:
 - a. Setting an initial meeting and electing a Committee chair
 - b. Oversight of the search process, as outlined below:
 - i. Internal Executive Director Search performed by the ad hoc Executive Director Search Committee, OR
 - ii. External Executive Director Search performed by the ad hoc Executive Director Search Committee or a third party consultant.
4. Approve or deny the recommendation of the ad hoc Executive Director Search Committee.
5. Once a candidate has been identified and a tentative offer has been extended, through an affirmative majority vote of the full Board, the Executive Committee shall negotiate the terms of employment with the incoming Executive Director.

In accordance with ORC 340.032, the Board, by majority vote of the full membership, may remove the executive director for cause, upon written charges, after an opportunity has been afforded for a hearing before the Board on request of the executive director.

The Board from time to time may, of their own volition or as requested by the Executive Director, restructure the administrative operational organization and create new or amend existing position descriptions as approved by an affirmative majority vote of the full Board.

According to ORC 340.04(E), the Executive Director has sole authority to employ and remove from office such employees and consultants in the classified civil service and, subject to the approval of the board, employ and remove from office such other employees and consultants as may be necessary for the work of the board, and fix their compensation and reimbursement within the limits set by the salary schedule and the budget approved by the board.

Upon the vacancy of any Unclassified* position on the current approved organizational chart (other than the Executive Director) or the creation of a new unclassified position, the Executive Director shall:

- Provide the Board with 1) a written position justification, and 2) a written job description for Board discussion and approval or disapproval by affirmative majority vote of the full Board.
- Utilize best management practices to undertake recruitment to fill the Unclassified position which has become vacant.
- Select the person who in the Executive Director's opinion is the most qualified for that position and make a tentative offer of employment.
- Inform the Board of their process, selection and tentative offer.
- Provide the Board with a Resolution approving employment of the person offered tentative employment for Board discussion and potential approval by affirmative majority vote of the full Board.

*In accordance with ORC 124.11, (A)(18) and for the purposes of this Policy, the Board considers Unclassified positions to be Executive Directors, Deputy Directors, Program Directors and their Secretaries.

Upon the vacancy of any Classified** position on the current approved organizational chart, the Executive Director shall:

- Post the job vacancy in the newspaper, the Board website, or through other employment channels for a minimum of ten (10) working days.

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- Utilize best management practices to undertake the recruitment to fill the Classified position which has become vacant.
- Select the person who in the Executive Director's opinion is the most qualified for that position and make an offer of employment.
- Inform the Board of the process, selection and new employee.

When filling a newly created Classified** position that is not included in the current approved organizational chart, the Executive Director, in addition to the above duties in hiring employees for Classified** positions, shall provide the Board with 1) a written justification, and 2) a written job description for Board discussion and approval or disapproval by affirmative majority vote of the full Board.

**In accordance with ORC 124.11, (B) and for the purposes of this Policy, the Board considers Classified positions to be those not specifically included in the Unclassified service.