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## PCHS BOARD STRUCTURE

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The Polk County Health Services Board is made up of 16 persons.

Terms of Office: Thirteen of the Directors of the corporation serve three-year rotating terms. No person can be elected to serve more than two consecutive full three-year terms. However, the Immediate Past President is eligible to serve for one additional year if his or her term as President expires at the same time as his or her second three-year term as a director. After one year, any former director may again be eligible for election to the Board of Directors. Terms of office begin in January.

Election of Members: The initial Board was elected by the Polk County Mental Health Coordinating Commission, subject to the approval of the Polk County Board of Supervisors. Members are now elected by the remaining members of the Board of Directors from nominations received from the Polk County Board of Supervisors and from other interested groups and persons in the community. Members of the Board must be residents of Polk County and except for consumers, may not simultaneously be employed by any agency which provides mental health, intellectual/developmental disability, or substance abuse services funded by Polk County.

Vacancies: Vacancies which may occur on the Board of Directors are filled for the unexpired term in the same manner of appointing directors for regular terms of office.

Termination of Membership: Absence from three consecutive Board meetings without explanation, or for reasons which may be considered unacceptable by the Board, may be considered the equivalent of a Board member's resignation if the President of the Board declares that Director's seat vacant.

Board of Supervisors Representative: One member of the Board of Directors is a member of the Polk County Board of Supervisors appointed by that body on an annual basis.

Broadlawns Board of Trustees Representative: One member of the Board of Directors is a member of the Broadlawns Board of Trustees appointed by that body on an annual basis.

Board Meetings: The Board of Directors meets at 3:00 p.m. on the second Wednesday of each month. Special meetings may be called at the request of four Board members provided that 48 hours' notice is given.

Annual Meeting: An annual meeting of the Board of Directors is held in January of each year to organize and elect new officers of the Board of Directors.

Compensation: All members of the Board of Directors serve without compensation except that actual expenses authorized by the Board of Directors may be reimbursed.

Duties of the Board: The Board is responsible for developing strategic plans for services every three years. That plan is then presented to the Polk County Board of Supervisors and serves as the basis for developing the annual county budget. The PCHS Board then oversees the implementation of the plan adopted by the Supervisors. The Board also approves the operating budget for Polk County Health Services, adopts personnel policies for its staff, and hires and evaluates the performance of the Executive Director. The Executive Director hires, supervises, and evaluates the performance of all other staff.

Open Meetings: The Board is subject to the provisions of Iowa's Open Meetings Law. A handout explaining that law is included in the materials at the back of this notebook.

Conflict of Interest: The Bylaws of Polk County Health Services, Inc. require that each member of the Board of Directors submit annually a statement that he or she has no conflicts of interest as defined in the Bylaws, Article III, Section 6.