

## ODMH Board Appointment Process

1. Board sends in:
  - Cover letter stating the applicants' name, type of appointment and the dates of the term,
  - If applicant is filling an unexpired term of a board member who has resigned or is no longer serving on the board, include the name of resigning board member and when term expires in the cover letter and include a copy of the letter of resignation,
  - Completed ODMH ADAMHS/CMH/MHRS/BH Board Appointment Application form, and
  - An updated Board Membership Catalog.
2. Send to the Deputy Director of Program and Policy Development on behalf of the Director of the Department of Mental Health.

Ohio Department of Mental Health  
Deputy Director, Program & Policy Development  
30 E. Broad Street, 8<sup>th</sup> Floor  
Columbus, OH 43215

or by email: [deborah.nixon-hughes@mh.ohio.gov](mailto:deborah.nixon-hughes@mh.ohio.gov)

3. Once the completed packet has been received the Administrative Assistant (AA) will date stamp the application packet. When the packet and documentation is deemed complete, the approval process will take ten (10) business days.
  - AA reviews cover letter and application for completeness. If in fact there is missing information in the packet, the AA will call the Board for missing information. Once all information is complete, application will be processed.
  - The Deputy Director of PPD reviews, comments and makes recommendation to the Director for approval. (If the recommendation is for disapproval the application is returned to the Board with an explanation of why it was disapproved.)
  - The application and recommendation for approval is delivered to the Director's office along with the appointment letter ready for the Director's signature.
  - Upon Director's signature the AA will:
    - Fax a copy of the original letter to the Board,
    - Mail the original to the appointee, and
    - Mail a copy to the Board.

Effective Date: July, 2012