

5122:2-1-04

**Department of mental health and addiction services
appointments to boards.**

- (A) Purpose. The purpose of this rule is to establish a procedure for the Ohio department of mental health and addiction services (OhioMHAS) appointment of members of boards established pursuant to section 340.02 of the Revised Code, including reasonable notification of the interested public.
- (B) "Board" for the purposes of this rule means any community mental health board; alcohol, drug addiction, and mental health services board; alcohol and drug addiction services board; or any other board established pursuant to section 340.02 of the Revised Code.
- (C) Procedure
- (1) When a vacancy becomes available for a department appointment or reappointment to a board, the board shall notify the OhioMHAS office of community support.
 - (2) The board may use public notification through posting, media, etc., to assure reasonable notification of the interested public. Any such notification shall include:
 - (a) Eligibility requirements for board membership under section 340.02 of the Revised Code;
 - (b) Duties and responsibilities of a board member as defined by statute;
 - (c) Length of the term of the vacancy being filled;
 - (d) Specific requirements for the board vacancy which is under consideration, if such requirements are present;
 - (e) Procedure and time limits for application;
 - (f) Process of obtaining state application form for appointment;
 - (g) Application and selection procedure as described in paragraph (B)(3) of this rule.
 - (3)
 - (a) Applications shall be prepared on the form provided by OhioMHAS, which shall include the board being applied for, appointment type, name of applicant, address, county of residence, education, experience,

any applicable licensing information, a personal statement, demographic information, the applicant's signature, and the opportunity for the board to recommend the appointment and request waiver of appointment types.

- (b) The receipt of applications, review and screening of applications, and interviewing of applicants may be delegated upon the discretion of the director of OhioMHAS. Notice of this delegation of authority shall be given to the board in written form with directions for forwarding to the department the results of these activities.
- (c) The director, or the director's designee, will evaluate eligible candidates with the following priorities:
 - (i) Statutory requirements regarding the appointment;
 - (ii) Effort to balance the composition of the board.
- (D) The names, occupations, and length of service of all current board members at the time of adoption of this rule shall be forwarded to the department as of the effective date of this rule. An updated list forwarded to the department will be required when any appointments are requested.

Five Year Review (FYR) Dates: 7/18/2018 and 07/18/2023

CERTIFIED ELECTRONICALLY

Certification

07/18/2018

Date

Promulgated Under: 119.03
Statutory Authority: 340.02
Rule Amplifies: 340.02
Prior Effective Dates: 05/01/1968, 10/14/1982, 12/19/2013