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REGION 10 PIHP

SUBJECT Region 10 PIHP Board	CHAPTER 01	SECTION 01	SUBJECT 01
CHAPTER Administrative	SECTION Governance		
WRITTEN BY Lisa K. Morse	REVIEWED BY Robin Kalbfleisch	AUTHORIZED BY PIHP Board	

I. APPLICATION:

- ☒ PIHP Board ☒ CMH Providers ☒ SUD Providers
☐ PIHP Staff ☒ CMH Subcontractors

II. POLICY STATEMENT:

It shall be the policy of the PIHP Board to maintain an organized process for the appointment, replacement and orientation of its members. Membership terms shall be as specified in the PIHP Board Bylaws.

III. DEFINITIONS:

None.

IV. STANDARDS:

- A. PIHP Board member terms of office shall commence immediately following appointment for each new term of office, unless a current member resigns (or requests replacement) and a new appointment to the PIHP Board is made.
- B. There shall be 13 to 15 Directors on the Board. Each CMHSP will appoint two (2) individuals, one (1) will be the Board Chairman/designee and the other does not have to be a Board member, to serve as a Director, collectively appointing eight (8) Directors. The remaining five (5) to seven (7) Directors shall be at-large members.
- C. All potential Board members must fill out a Board Member Application Form, which will be used in the Board member selection process.
- D. PIHP Board/Interview Committee: The Interview Committee shall be endorsed by the PIHP Board. The PIHP Board shall utilize the following process to fill the vacant seat:
1. The Board shall either identify prospective members to fill an at-large vacancy on the PIHP

REGION 10 PIHP

SUBJECT		CHAPTER	SECTION	SUBJECT
Region 10 PIHP Board		01	01	01
CHAPTER		SECTION		
Administrative		Governance		

Board from previous applicants or known interested parties, and/or it can issue a public posting for the recently vacated seat.

2. If the PIHP Board decides to issue a public posting, the Board shall identify the local websites/newspapers in which to publish the posting.
3. The PIHP will provide staff support to the Interview Committee. This person shall organize all applications received and screen all applications to ensure the residency requirement is met.
4. The Interview Committee shall conduct all interviews using the basic interview questions and the PIHP Board Member Interview Form.
5. In recommending a prospective candidate, the Interview Committee shall take into consideration the current board composition and the target populations represented by current membership. Geographic representation shall be taken into consideration, but shall be a secondary factor to service population representation.

E. Board Member Orientation: The PIHP Board Chairman, in conjunction with the PIHP Chief Executive Officer, will orient new Board members in the following areas:

1. The roles and purposes of the PIHP;
2. The responsibilities of a PIHP Board member;
3. PIHP Board meeting decorum and rules;
4. By-Laws and operating policies;
5. Key operating practices and functions of the PIHP, including budget and funding streams.

F. Board Member Attendance: All PIHP Board members shall be expected to meet the attendance obligations as specified in the Board's Bylaws.

G. Board Member Vacancy: The PIHP Board Chairman shall ensure that appropriate action occurs when a Board vacancy exists. Refer to Bylaws and Application Form.

H. The PIHP Board shall approve the final selection of all Board appointments.

I. The PIHP will maintain a Board Profile list Board Profile Report.

V. **PROCEDURES:**

None.

VI. **EXHIBITS:**

None.

REGION 10 PIHP

SUBJECT		CHAPTER	SECTION	SUBJECT
Region 10 PIHP Board		01	01	01
CHAPTER		SECTION		
Administrative		Governance		

VII. REFERENCES:

None.