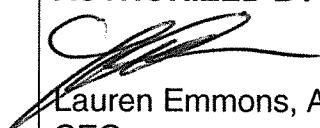


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|--|---|---|----------------------|
| <b>CHAPTER</b><br>Administrative                                     | <b>CHAPTER</b><br>01  | <b>SECTION</b><br>001   | <b>SUBJECT</b><br>15 |
| <b>SECTION</b><br>Governance/Leadership                              |   | <b>DESCRIPTION</b><br>Channels of Internal Communication  |                      |
| <b>WRITTEN BY</b><br>Michael K. Vizena, M.B.A.<br>Executive Director | <b>REVISED BY</b><br>Lisa Ruddy, B.S., CHES<br>QI Coordinator | <b>AUTHORIZED BY</b><br><br>Lauren Emmons, ACSW<br>CEO |                      |

**APPLICATION:**

|  |   |  |   |
|--|---|--|---|
| <input checked="" type="checkbox"/> CMH Staff                  | <input type="checkbox"/> Board Members                      | <input type="checkbox"/> Provider Network    | <input checked="" type="checkbox"/> Employment Services Providers |
| <input type="checkbox"/> Employment Services Provider Agencies | <input checked="" type="checkbox"/> Independent Contractors | <input checked="" type="checkbox"/> Students | <input checked="" type="checkbox"/> Interns                       |
| <input checked="" type="checkbox"/> Volunteers                 | <input type="checkbox"/> Persons Served                     |  |   |

**POLICY:**

A Management Team will be established by the Chief Executive Officer (CEO). Its membership includes the CEO and managerial leadership from clinical and administrative components of the agency. The CEO has the sole authority for determining membership on the Management Team as well as determining meeting schedules. At times, the CEO may invite other persons to attend meetings to provide input on particular topics.

**PROCEDURES:**

- A. Lapeer County Community Mental Health (LCCMH) will maintain an Organizational Chart which will be updated as necessary. This Organizational Chart will depict various programs and supervisory lines of authority and flow of information.
- B. The CEO and the Management Team will keep staff, employment service providers, independent contractors, students, interns and volunteers apprised of relevant decisions and important issues through various means including agency

|                                  |               |  |               |
|----------------------------------|---------------|--|---------------|
| CHAPTER<br>Administrative        | CHAPTER<br>01 | SECTION<br>001                                       | SUBJECT<br>15 |
| SECTION<br>Governance/Leadership |               | DESCRIPTION<br>Channels of Internal<br>Communication |               |

memos, supervision and unit staff meetings, as well as regular and special staff meetings / trainings.

- C. Bulletin boards providing additional information of interest are available throughout the agency. Some information may be routed directly to staff through email. Other information, including current Board meeting minutes, is available from the CEO's office.

LE: lr

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This policy supersedes  
#01/04002 dated 01/12/2004.  
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