

## **Admin Council Responsibilities February 2005**

### **Dwight Dill, Mental Health Director**

- Develop, interpret and assure compliance with organization's behavioral health philosophy and practices;
- Represents CHD behavioral health services to local and state entities;
- Fulfill statutory and administrative requirements of a mental health director;
- Liaison with Behavioral Health Team, ECS Team & DD Team.

### **Lisa Ladendorff, Public Health Administrator**

- Develop, interpret and assure compliance with organization's public health philosophy and practices;
- Represents CHD public health services to local and state entities;
- Fulfill statutory and administrative requirements of a Public Health Administrator.
- Liaison with Public Health Team & backup to Behavioral Health Team.

### **Susie Cederholm, Human Relations Coordinator**

- Develop and implement CHD personnel systems;
- Assure compliance with personnel policies;
- Liaison with Personnel Committee & Benefits Committee;
- Backup liaison to Public Health Team.

### **Mark Kubin , Community Relations Coordinator**

- Develop and implement public relations strategies.
- Coordinate CHD representation to outside organizations;
- Liaison with Home Visiting Team;
- Liaison with Space Committee.

### **Steve Ryman, Information Systems Coordinator**

- Develop, interpret and oversee organizational information strategies.
- Liaison with Business Services Team, backup liaison with ECS Team;
- Coordinator of Tech Services Team.

### **Roni Wood, Operations Coordinator**

- Facilitate resolution of systems issues that cross team boundaries;
- Liaison with Opcomm.

### **Scott Spears, Fiscal Coordinator**

- Facilitate the development of annual CHD budget for submission to BOD;
- Implement budget and financial policies approved by BOD;
- Provide approved budgets to teams to manage;
- Liaison with Business Services Team;
- Liaison with and technical assistance to Fiscomm.

### **Admin Council Team Roles:**

**Team Signer:** Mark Kubin – responsible for signing time sheets.

**Corporate Agent:** Steve Ryman – responsible for signing any organizationally binding documents or contracts.

**Board of Directors Liaison:** Mark Kubin – Liaison between Admin Council and Board of Directors, works with BOD Chair to develop agenda, coordinates orientation of new BOD members.

**Check Signers:** All except Scott – responsible for reviewing and signing all CHD checks.

**Fiscal:**

**Personnel:**

**Team Facilitator:** Rotates among all AC members – responsible for facilitating team meetings.