

Recommendations Regarding CHD Corporate Agent & Liaison to Board of
Directors
February 8, 2005

Admin Council makes the following recommendations:

1. In an effort to clearly support Admin Council in the role of team executive and to avoid any confusion or appearance of a CEO or individual Admin Council member with more authority or power, the Corporate Agent not be responsible for:
 - Firing staff or for individually informing staff of their termination. AC as a team will make termination decisions and decide upon who will communicate each of them.
 - Maintaining contact with county commissioners. PH Administrator and MH Director will be responsible in their areas of program responsibility.
 - Publically representing CHD. The PH Administrator and MH Director will be the primary faces of CHD in the community.
 - Deciding whether to sign documents legally binding CHD. Admin Council, the PH Administrator, MH Director or teams will be will be responsible for deciding whether to sign documents.
 - The Corporate Agent and BOD Liaison positions be filled by an AC member other than the PH Administrator or the MH Director.
 - The Corporate Agent role and the BOD Liaison role not be filled by the same person.
2. Corporate agent will be responsible for signing all documents that legally bind CHD including:
 - Contracts
 - Grant applications
 - Tax returns
 - Letters of termination or hiring
 - Property titles
3. Corporate agent will, at least intially, bring any documents requiring corporate signature to Admin Council to determine whether to sign and who is the most appropriate signer.
4. Corporate agent will be identified as the organizational contact person as required in statute.
5. The BOD Liaison will be responsible for:
 - Serving as primary contact between Admin Council and BOD.
 - Working with BOD Chair to develop BOD agenda.
 - Serving as spokesperson for AC with BOD and for identifying appropriate AC members to present issues in BOD meeting.
 - Representing AC in Executive Sessions of BOD.