

# ***SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY***

## **ADMINISTRATIVE PROCEDURE**

**NUMBER: DA1089**

**NAME: BOARD RECOGNITION**

INITIAL APPROVAL DATE:	08/29/2017	BY: Sanilac CMH BOARD
(LAST) REVISION DATE:	10/18/2023	BY: CEO
(LAST) REVIEW DATE:	12/12/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

- I. PURPOSE:** This procedure outlines how the Sanilac CMH Board will conduct special recognition of staff, board members, community partners, as well as outline the use of the Recognition Tree in the Sanilac CMH Administration Lobby.
- II. APPLICATION**  
Populations: Board Members/Staff/Community Partners
- III. PROCEDURE**
- a. THE RECOGNITION TREE**
- The Recognition Tree in the administration lobby was designed to recognize board members who meet the following criteria:
    - All previous and current Board Chairs.
    - All Board Members (Since 2010) who have served for a full term (3 years).
    - Every Board Member prior to 2010 who has passed away while serving on the Board.
    - All Active Board Members at the time the building opened in 2010.
  - The Recognition Tree will be updated in the month following Board appointments in order to update the Tree for any Board Members who have completed their first term.
  - The Board may also add Staff to the Recognition Tree for exemplary service to the Agency/ community thru the CDM process.
- b. STAFF MEMBER OF THE YEAR/PARTNER IN RECOVERY**
- The Sanilac CMH Board supports the staff selection of the Staff Member of the Year and the Partner in Recovery on an annual basis utilizing qualifications for staff and partners to be nominated along with the rationale for selection of each. This recognition is observed by the presentation of a plaque to each individual as well as a perpetual plaque display in the Administration Lobby.
- Staff of the Year
    - Qualifications
      - Regular (not temporary) employee of Sanilac CMH below Officer level; and
      - Employed at least 18 consecutive months at Sanilac CMH at the time of nomination; and
      - Absent of disciplinary action or action plan relative to employee for previous 12 months (will be reviewed by HR).
      - Chosen from the list of the previous year's Staff of the Month.

2. Rationale

- Staff has consistent exemplary performance noted by nominator; and/or,
- Staff has gone significantly above and beyond the call of duty in addressing the needs of individuals we serve; and/or
- Staff has significantly contributed towards the positive reputation of Sanilac CMH in the community.

ii. Partner in Recovery

1. Qualifications

- Individual or agency active in Sanilac County; and
- Not a funded contractual provider for Sanilac CMH.

2. Rationale

- Individual/Agency has significantly contributed to the recovery success of an individual or groups of individuals; and/or
- Individual/Agency has contributed significantly to creating a recovery friendly community (i.e., breaking down barriers, fostering inclusion, or attacking stigma); and/or
- Individual/Agency has been an exemplary partner to the public mental health system.

**c. SPECIAL RECOGNITION OF BOARD MEMBERS/STAFF**

- i. At times, the Board may recommend Board Members or Staff for special recognition for exemplary service (i.e., longevity of service, impact to the community, etc.)
  1. Recommendations for special recognition can result in a plaque being purchased for the recipient, a plaque being hung in the administration building, naming of a part of the Sanilac CMH building, or a certificate presented by the Board.
  2. Recommendations for recognition should be provided to the CEO or Designee who will compile the appropriate information to present to the Board either thru the Board Committee structure or at a Board Meeting for discussion and support. If the recommendation is supported a CDM will be completed for ratification at a Board Meeting.

**IV. DEFINITIONS:** None

**V. STANDARDS:** None

**VI. ATTACHMENTS:** None

**VII. REFERENCES:** None