



MENTAL HEALTH BULLETIN

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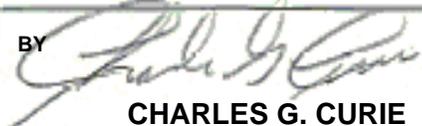
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SMH-97-01

SUBJECT

ROLE OF STATE MENTAL HOSPITALS
AND RESTORATION CENTER BOARD OF TRUSTEES

BY


CHARLES G. CURIE
DEPUTY SECRETARY FOR MENTAL HEALTH

SCOPE:

Board of Trustees, State Mental Hospitals and Restoration Center
Superintendents, State Mental Hospitals
Administrator, State Restoration Center
Members, Statewide MH/MR Advisory Committee
Director, Bureau of Hospital Operations
OMHSAS Executive Staff Council

PURPOSE:

To transmit information about the function and duties of the Boards of Trustees of the State Mental Hospitals and the Restoration Center. The following information defines the functions and operational guidelines for the Boards of Trustees of facilities under the jurisdiction of the Office of Mental Health and Substance Abuse Services.

MEMBERSHIP:

The Act of 1984-14, Section 3 (Amending the Administrative Code, Section 401), provides that each State-operated facility shall have an Advisory Board of Trustees consisting of nine members, with the Secretary of Public Welfare, or designee, as an ex-officio member. The terms of each member of each board shall be six years, and until his/her successor is appointed and qualified. All members of all boards appointed to succeed members who have served six year terms, shall be appointed for terms of six years from the preceding term's expiration date. Vacancies occurring before the expiration of a term shall be filled for the unexpired term. Members are recommended by the Governor to the Senate for confirmation. Nominations for appointment and/or reappointment may be recommended by the current Board of Trustees. Recommendations will be made through the Hospital Superintendent/Administrator and the Bureau of Hospital Operations to the Deputy Secretary for Mental Health and Substance Abuse Services. The Deputy Secretary will transmit approved recommendations through the Secretary of Public Welfare to the Governor's Office for consideration.

OFFICERS:

Each board shall annually elect a President and Vice President from its members and a Secretary/Treasurer, who need not be a member of the Board.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

MEETINGS:

Meetings of the Boards shall be conducted at least quarterly, although the Board may elect to hold meetings more frequently. Five members of the Board shall constitute a quorum. Minutes shall be recorded at each meeting and submitted to the Superintendent/Administrator, who shall forward them to the Bureau of Hospital Operations. Announcement of meetings shall be published in the PA Bulletin, according to the rules established by the PA Sunshine Law and open door policy.

DUTIES:

The Public Welfare Code 62, Section 317. defines the powers and duties of Boards of Trustees.

1. To advise, assist and make recommendations to the Superintendent/Administrator with respect to the management and operation of the hospital/center, and with respect to any plans or programs for its improvement.
2. To keep under review all matters pertaining to the welfare and well-being of patients, and to make recommendations to the Superintendent/Administrator with respect thereto.
3. To advise and make recommendations to the Deputy Secretary for Mental Health and Substance Abuse Services and/or the Secretary of Public Welfare, as the case may be, with regard to selection and appointment of a Superintendent/Administrator in case of a vacancy.
4. To advise and make recommendations to the Superintendent/Administrator with regard to the hospital/center's employee selection process.
5. To develop and promote channels of communications and methods of establishing proper relations, which foster understanding between the hospital/center (and its program) and the community in which it is located; and to provide liaison between the hospital/center and community to better serve the needs and interests of both.
6. To make recommendations to the statewide Governor's Advisory Committee for Mental Health and Mental Retardation on matters of policy and program, which impact on statewide mental health programs and services.

FUNCTIONS:

All functions of each Board are executed by working closely with the facility's Superintendent/Administrator. The following activities may be undertaken by the Board and incorporated into its by-laws.

1. Review the hospital's/center's annual program plan and budget. Make recommendations prior to its submission to the Department of Public Welfare, Office of Mental Health and Substance Abuse Services.
2. Participate in the hospitals/centers' preparation for accreditation/certification visits; meet with surveyors during site visits, as appropriate.
3. Convene informational meetings(s) with County MHJMR Advisory Boards in the regional service area, as considered necessary and/or appropriate.

4. a. Review hospital/center programs and services by inviting program representatives to Board meetings to provide informational presentations such as:
 - a Quality Improvement/Management Program;
 - Human/Patient's Rights Program;
 - A Community treatment programs/services in regional service area, as they impact on the hospital/center;
 - Letters of Agreement between the hospital/center and County MH/MR Programs;
 - Patient Work Program (both hospital/center and community);
 - and/or Programs using special treatment modalities.
- b. Advise the Superintendent/Administrator on hospital/center programs and services, making recommendations for improvement when necessary or appropriate.
5. Participate in Standing Hospital/Center Committees and attend committee meetings as appropriate.
6. Support and participate in the hospital/center volunteer program.
7. Participate in the hospital center employee awards program.
8. Tour and inspect the hospital/center, periodically visiting different facility areas on each tour.
9. Advise the Superintendent/Administrator on strategies to maintain and promote a positive image and good public relations.

Issues of concern affecting the hospital/center may be conveyed to the MH/MR Advisory Committee for consideration. Since a representative of the MH/MR Advisory Committee is also a member of the State Mental Health Planning Council, the issue can be addressed at quarterly meetings, if appropriate.

REMOVAL FROM OFFICE:

When a member is absent from a meeting, the Board may consider extenuating circumstances which caused the absence and convey expectations for future participation in Board meetings. If a member misses three consecutive meetings or the majority of meetings in any one year, the President of the Board shall ask that member for his/her resignation in the best interest of the Board. Failing submittal of that resignation, the Board may recommend that the member be removed. Such recommendations shall be processed through the Superintendent/Administrator and the Bureau of Hospital Operations to the Deputy Secretary for Mental Health and Substance Abuse Services. The Deputy Secretary will transmit approved recommendations through the Secretary of Public Welfare to the Governor's Office for appropriate action.