

NORTHCARE NETWORK

POLICY TITLE: Training – Board Members	CATEGORY: Governance	
EFFECTIVE DATE: 6/26/02 <i>(separated from original Training Policy)</i>	BOARD APPROVAL DATE: 6/13/18	
REVIEW DATE: 1/23/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: Executive Assistant to the CEO	CEO APPROVAL DATE: 2/4/25 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Governing Board Members
NorthCare Network SUD Policy Board Members

POLICY

All board members must successfully complete training requirements established by MDHHS and NorthCare Network.

PURPOSE

The policy outlines training requirements for NorthCare Network Governing Board and SUD Policy Board members.

DEFINITIONS

Governing Board – means the governing body of the Entity, appointed by the Members as described in section 3.2.1 of the NorthCare Network Board Bylaws

SUD Policy Board Members - means a designated committee of the NorthCare Network Governing Board, who shall advocate in the planning, development and provision of substance use disorder services. The Board of Commissioners in each Upper Peninsula County shall appoint one member.

REFERENCES

- NorthCare Network Compliance Program
- NorthCare Network Board Bylaws
- NorthCare Network SUD Policy Board Bylaws
- NorthCare Network Policies, as applicable
- MDHHS/PIHP Contract

HISTORY

NEW POLICY: 5/21/18

REVISION DATE: 3/21/19, 1/12/21, 8/22/23, 1/23/25

REVIEW: 3/21/19, 2/20/20, 1/12/21, 3/25/22, 8/22/23, 1/23/25

CEO APPROVAL: 5/21/18, 4/1/19, 2/26/20, 2/2/21, 4/5/22, 9/6/23, 2/4/25

BOARD APPROVAL: 6/13/18

PROCEDURES

1. New Board Member Orientation

- a. New board members appointed to the Governing Board or SUD Policy Board will receive a board member binder.
- b. The new board member binder will include the following materials:
 - i. Bylaws & Resolutions (*if applicable*)
 - ii. Board Meeting Schedule, Membership, Board Per Diem-Travel Policy
 - iii. NorthCare Network Organizational Charts, Mission, Vision & Values
 - iv. NorthCare Network Orientation Handout
 - v. NorthCare Network Policies/Plans
 - Code of Conduct Plan
 - Compliance Plan
 - Conflict of Interest Policy
 - Disclosure of Ownership, Control, Criminal Convictions Policy
 - Privacy & Notice of Privacy Practices Policy
 - vi. Attestations & Forms
 - Board Member Code of Conduct, Confidentiality, Privacy Attestation
 - Board Member Annual Compliance Attestation
 - NorthCare Board Member Provider Screening Information Collection Tool Form
 - NorthCare Financial Interest Disclosure Statement Form
 - vii. OMA & Robert's Rules of Order
 - viii. PA2 Information & Intergovernmental Contract (*SUD Policy Board Only*)
 - ix. MDHHS PIHP Region Map & Memo (*Governing Board Only*)
- c. New board members are required to review the binder, sign and return all attestations & forms within thirty days of the board member's first board meeting.

2. Board Member Annual Training

- a. Board Members will receive the following trainings annually either through a board meeting presentation or board report.
 - i. Compliance, Code of Conduct, and Conflict of Interest
 - ii. Confidentiality & Privacy
- b. Other board trainings will be presented as needed or requested by the board.

3. Annual Attestations & Forms

- a. All Board Members are required annually to complete the NorthCare Board Member Provider Screening Information Collection Tool Form or Attestation.
- b. All other attestations and forms will be updated as needed.