DHMH PROCEDURE

http://www.dhmh.state.md.us/policies/inpolm.htm

OPERATIONS-OFFICE OF APPOINTMENTS AND EXECUTIVE NOMINATIONS
DHMH PROCEDURE 02.08.01.P3
Effective date: August 1, 2003

PROCEDURE FOR APPOINTMENTS TO DHMH CITIZENS ADVISORY BOARDS

SHORT TITLE: CAB Appointments

ACTOR	ACTION REQUIRED
Administrator, Office of Appointments and Executive Nominations	1. Prepares a list of pending vacancies for each Citizens Advisory Board (CAB); 2. Forwards a request for nominees to the following people who have an interest in the board on which the vacancy will occur: ▪ Chairperson of the appropriate Citizens Advisory Board; ▪ Administrative head of the appropriate facility; 3. Specifies statutory as well as additional criteria which the Department will consider in selecting candidates to provide balanced representation on the board (e.g. minority representation, geographic location, etc.) in requests for nominees that are sent to appropriate interested persons; 4. Specifies if an incumbent member of a board is eligible for reappointment; 5. Provides biographical information forms for nominees to complete;
Chairperson of appropriate Citizens Advisory Board	6. Solicits interested persons as nominees by appropriate means, e.g. letters to citizens, notice to businesses, civic and volunteer associations, press release for local papers, etc.; 7. Forwards names of nominees and completed forms to the administrative head of the facility;

Department of Health & Mental Hygiene
Office of Regulation and Policy Coordination
DHMH Policy Administrator- Room 503A
201 West Preston Street– Baltimore Maryland 21201-2301
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ACTOR	ACTION REQUIRED
Administrative head of appropriate facility	8. Assists in obtaining nominees from the local business community;
	9. Makes final determination on candidates to be recommended for appointment;
	10. Forwards names, completed biographical information and the CAB questionnaire forms for the recommended candidates to the Administrator, Office of Appointments and Executive Nominations (DHMH);
Office of Appointments and Executive Nominations	11. If a response is not received within six weeks, requests the appropriate administrative head of the facility to check status. If a response is not received in eight weeks, requests the assistance of the appropriate administrative head in resolving the problems encountered;
	12. Acknowledges the receipt of nominations;
	13. Checks biographical information forms for completeness and compliance with statutory and Departmental requirements;
	14. Contacts the administrative head of the facility to resolve any problems;
	15. Approves the recommendation for appointment and forwards to the Secretary through the Deputy Secretary for Operations or designee for consideration; or, to the administrative head of the facility for further action;
	16. Forwards the Secretary's approval of the recommendation for appointment to the Governor's Office of Appointments (including all back-up information);
	17. If a copy of the Governor's appointment letter is not received within four weeks, contacts the Governor's Office of Appointments to check on progress;
	18. Upon receipt of the Governor's appointment letter, sends a copy to the administrative head of the facility;
	19. Drafts a letter from the Administrator, Office of Appointments and Executive Nominations to those persons not appointed;

ACTOR	ACTION REQUIRED
	20. Updates board's membership roster and card file to show the new appointment; and,
	21. Sends a copy of the new roster to the Secretary of DHMH.

Approval:

Nelson J. Sabatini

Nelson J. Sabatini, Secretary

August 1, 2003
Effective Date

Appendix:

Citizens Advisory Boards for DHMH Facilities

Brandenburg Center
Walter P. Carter Center
Crownsville Hospital Center
Deer's Head Center
Eastern Shore Hospital Center
Thomas B. Finan Center
Holly Center
Clifton T. Perkins Hospital Center
Potomac Center
RICA-Baltimore
RICA-Rockville
RICA-Southern Maryland
Rosewood Center
Springfield Hospital Center
Spring Grove Hospital Center
Upper Shore Community Mental Health Center
Western Maryland Center