



POLICY AND PROCEDURE MANUAL

SUBJECT	EXECUTIVE SUCCESSION	Effective Date: October 1, 2020	Pages: 1
REQUIRED BY Board Governance Policy	BBA Section: N/A PIHP Contract Section: Other: N/A	Last Review Date: October 28, 2020	Past Review Date: N/A
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: As requested Author: NMRE CEO	Responsible Department: CEO	Reviewers: NMRE Board of Directors

Definitions:

Temporary Absence – Equal to or greater than 12 weeks.

Purpose:

In order to ensure efficient and effective ongoing management of the NMRE, the Board and CEO shall have a policy and procedure to ensure a smooth transition of chief executive services in the event of a temporary or sudden loss of its Chief Executive Officer (CEO).

Policy:

In order to protect the Board from a temporary absence or sudden loss of chief executive services, the NMRE Chief Executive Officer (CEO) shall not have less than one (1) other NMRE executive familiar with Board and CEO issues and processes.

Approval Signature



NMRE Governing Board Chair

October 28, 2020

Date

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Policy <input type="checkbox"/> Procedure <input checked="" type="checkbox"/>	Review Cycle: Annual Author: NMRE CEO	Responsible Department: CEO	Reviewers:

Procedure:

The NMRE CEO will regularly, through formal and informal communications, keep key NMRE leadership staff including but not limited to the CFO, CIO, COO and/or Chief Compliance Officer and the Managing Director of Substance Use Disorder Services apprised of significant operational activities as directed by the NMRE Governing Board, the NMRE Operations Committee, and the Michigan Department of Human Services. It is also encouraged or required that these key leadership staff attend Board meetings on a regular basis to familiarize themselves with Board operations.

A. Planned Temporary Absence

A planned temporary absence could be equal to or up to 12 weeks. In a planned temporary absence, the CEO would expect leadership staff through the CEO's Administrative Assistant to maintain all operational and board committees and carry out the daily duties of the CEO in his or her absence. At the CEO's discretion, he or she may name an interim CEO from key leadership staff.

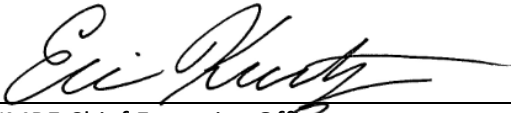
B. Planned or Unplanned Permanent Absence

A planned, or unplanned permanent absence would likely occur when the CEO or Board gives notice of employment termination, an extreme medical condition, or unexpected death or disability of the CEO. If the absence is the result of the CEO's decision to leave, it is expected (if possible) that the CEO would provide at least 60 days' notice, thus providing time for Board planning.

In the event of a planned or unplanned permanent absence:

- If able, the CEO would suggest one of the key NMRE leadership staff to be named interim CEO at the Board's discretion.
- The Board will provide leadership in the transition and recruitment process.
- The Board will initiate a search for a new CEO as quickly as possible.
- The Board would solicit a wide array of both internal and external candidates (at its discretion).
- The Board will have an established list of key considerations for hiring a new CEO.

Approval Signature

A handwritten signature in black ink, appearing to read "Eric Ruck", written over a horizontal line.

NMRE Chief Executive Officer

October 28, 2020

Date