

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES
BOARD OF CUYAHOGA COUNTY**

RESOLUTION NO. 17-01-07

APPROVAL OF PERSONAL SERVICE AGREEMENT:

1. CEO Search Planning Consultation – BVU: The Center for Nonprofit Excellence

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County (ADAMHS Board) Chief Executive Officer (CEO) has determined it necessary and within the operational budget to enter into the following personal service contract:

1. CEO Search Planning Consultation – **BVU: The Center for Nonprofit Excellence** for the period February 1, 2017 through May 1, 2017 in the amount of **\$4,500.00**; and;

NOW, THEREFORE, BE IT RESOLVED:

- A. The ADAMHS Board of Directors approves or ratifies the following personal service contract:
 1. CEO Search Planning Consultation – **BVU: The Center for Nonprofit Excellence** for the period February 1, 2017 through May 1, 2017 in the amount of **\$4,500.00**.
- B. The ADAMHS Board Chief Executive Officer is hereby authorized to execute and make payments pursuant to the above referenced personal service contract, subject to the availability of funds.

On the motion of Reginald C. Blue, Ph.D., seconded by Rev. Benjamin F. Gohlstin, Sr., the foregoing resolution was adopted.

AYES: D. Biegel, R. Blue, R. Fowler, B. Gohlstin, C. Handler, P. Jones,
S. Killpack, C. Rerko, R. Romaniuk, H. Snider, E. Thoms

NAYS: E. Caraballo

ABSTAIN: None

DATE ADOPTED: January 25, 2017

CEO Succession Planning Timeline - REVISED As of January 25, 2017

April 2015

- The ADAMHS Board of Directors approved a Management Plan for Executive Leadership in the absence of the Chief Executive Officer.

April 2015 – May 2015

- The ADAMHS Board used the services of Ed Towns, of Business Advisers of Cleveland, to compare salaries and benefits of other Chief Executive Officer positions.
- Mr. Towns prepared a pay analysis for the Chief Executive Office position and proposed a salary range for the position.

July 2015

- The ADAMHS Board entered into a contract with BVU: The Center for Nonprofit Excellence to assist Chief Denihan in preparing a succession plan for the Chief Executive Officer position.

September 2015 – February 2016

- BVU: The Center for Nonprofit Excellence worked with the Chief Executive Officer in developing a succession plan.
- BVU presented Chief Denihan's succession plan and provided training to the ADAMHS Board of Directors on the process of Succession Planning.

May 2016

- The ADAMHS Board Chair appointed several Board Subcommittees, including the CEO Evaluation Subcommittee and the Succession Planning Subcommittee.

August 2016 – December 2016

- Ongoing conversations continued with BVU regarding CEO Search Preparation.

December 2016

- Review proposal submitted from BVU for CEO Search Preparation.

January 2017

- BVU meet with the Succession Planning Subcommittee to discuss the process.
 - (January 9, 2017 at 3pm)
- Succession Plan Subcommittee report out and recommend BVU contract to be approved through Board meeting cycle.
 - (Finance Committee 1/18/17 & General Mtg. 1/25/17)
- ADAMHS Board's Executive Committee begins CEO Search process.
 - (General Meeting on 1/25/17)

February & March 2017

- BVU meets with Executive Committee to review the job description.
- BVU meets with Executive Committee to develop behavioral based interview questions and train the committee.
- CEO position will be advertised internally and externally.
- Board's Executive Committee will interview applicants.

April 2017

- Executive Committee will recommend a candidate to the full Board.
- ADAMHS Board of Directors will vote to approve/disapprove the recommended candidate.

April/May 2017

- Announcement of new ADAMHS Board Chief Executive Officer.

June & July 2017

- Transition period.

August 1, 2017

- Chief Denihan retires.
- New CEO officially assumes duties.