

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

Consolidation CEO Selection Committee

Friday December 5, 2008

12:00 p.m.

CCCMHB Offices

Continuation of Meeting

Thursday, December 18, 2008

4:30 p.m.

CCCMHB Offices

MEETING NOTES

December 5, 2008:

Members Present

Felipe Amunategui, Ph.D., ADASBCC
Kathryn Gambatese, Interim Board Chair, CCCMHB
Mary McElrath, Interim Board Chair, ADASBCC
Mary Warr, CCCMHB
Charlotte Still Noble, ADASBCC
Lisa Thomas, Ph.D., Co-Chair, ADASBCC
Ericka Thoms, CCCMHB

Consultants Present

Marlene C. Stoiber, Ph.D.

Wendy Schweiger

Guests Present

Rose Fini

Tami Fischer

Julie Fogel

Scott Osiecki

Chris Paternoster

Dr. Thomas called the meeting to order at 12:15 pm. She welcomed everyone and stated that the purpose of the Committee was to deliberate about the candidates for Executive Director of the new ADAMH Board of Cuyahoga County and to discuss other related items.

MS. McElrath moved approval of the December 1, 2008 meeting and Ms. Thoms seconded. The motion was approved unanimously.

Ms. Fini described the motion that would come from the CEO Selection Committee in its public meeting to recommend a candidate for Executive Director. (See copy attached.) The motion includes these elements:

1. Name of the recommended candidate
2. A process for negotiating with the candidate
3. A 3 to 5 year contract frame which amends the prior resolution of a one year term
4. A placeholder for possible performance goals
5. The salary and benefits package
6. A provision for a Memorandum of Understanding (MOU) with the candidate to memorialize and lock in the negotiated terms through July 1, 2009 since no contracts can be signed until that time
7. A clause stating that there will be no additional compensation or benefits at this time
8. A placeholder for a possible recommendation of a super majority vote by the Board if needed

The Board will also work from a resolution that mirrors the language of the motion. If a recommendation for a super majority will come from the Committee to the Board, there will be a

separate resolution with that recommendation. In addition, language about the process can be inserted if desired.

Dr. Thomas thanked Ms. Fini for her work on this.

Ms. Fischer reported on the further research on salaries of other county director positions. (See attached copy.) There are no ranges since they are negotiated amounts. She also noted that background checks will be conducted once the candidate is selected.

Dr. Thomas thanked Ms. Fischer and Ms. Paternoster for their assistance.

Dr. Stoiber presented the responses from Board members to determine a date for the specially called Board meeting. (Copy attached.) She also noted that the Committee may consider recommending a super majority vote to the Board to ensure actual and perceptual equity across the two Boards. This may require a 75% super majority to achieve this goal. Committee members expressed a sentiment that they hoped this would not be necessary and that their decision making process was about choosing the right person for the era, making a judgment of whom would be the best steward, and that members would quickly forget where they came from.

Dr. Stoiber also reported that the 4 ODADAS appointments to the ADAMH Board had not yet been made and thus those members could not cast a vote until they were official members. The recommendations have been referred to the Governor's Office by ODADAS. The issue affects Ms. Noble who serves on the CEO Selection Committee; however, all agreed that she should be an active participant in the discussions. Consensus was that the specially called Board meeting would be held on Thursday, December 18, 2008, 5:00 pm, with assertive efforts being made to get the 4 ODADAS appointments made by that date.

Ms. Schweiger walked the group through a working draft of a communications plan. (See attached copy.) She said that the intention is that all stakeholders hear from the appropriate party and that while this is not a life and death situation, it is a goodwill effort. A major message is to dispel the notion that there is a winner and loser and that the way to control the message is to communicate sooner rather than later - thus the importance of having an affirmative plan. The major components of the plan are: approaches to inform the candidates of the decision, to communicate with county officials, absent Board members, staff (in person), providers, and other stakeholders. In addition, there will be a press release. Ms. Schweiger is working on the narrative drafts. Ms. Fogel suggested the possibility of a meeting of staff with their respective CEO/Executive Director prior to the in person meetings with the Board presidents and the other director. Ms. Schweiger will work with Mr. Osiecki and Ms. Fogel on details of the plan.

Dr. Thomas thanked Ms. Schweiger for her report and work.

Executive Session

Dr. Thomas moved that the Committee go into executive session for matters involving personnel, specifically, to deliberate on the candidate for executive director and other related matters. The motion was seconded by Ms. Warr.

AYES

Felipe Amunategui, Ph.D.

Kathryn Gambatese

Mary McElrath

Mary Warr
Lisa Thomas, Ph.D.
Ericka Thoms

NAYS

None

ABSTAINED

None

Note that Ms. Noble did not vote because she is awaiting appointment from ODADAS.

The Committee recessed from Executive Session at 2:30 pm.

On Thursday, December 11, 2008, the Committee again went into Executive Session at 5:15 pm. It recessed from Executive Session at 8:30 pm.

On Thursday, December 18, 2008, the Committee again went into Executive Session at 4:40 pm.

December 18, 2008:

Members Present

Felipe Amunategui, Ph.D., ADASBCC
Kathryn Gambatese, Interim Board Chair, CCCMHB
Mary McElrath, Interim Board Chair, ADASBCC
Mary Warr, CCCMHB
Charlotte Still Noble, ADASBCC
Lisa Thomas, Ph.D., Co-Chair, ADASBCC
Ericka Thoms, CCCMHB

Consultants Present

Marlene C. Stoiber, Ph.D.

Mary Warr moved to come out of Executive Session and it was seconded by Charlotte Still Noble.

AYES

Felipe Amunategui, Ph.D.
Kathryn Gambatese
Mary McElrath
Mary Warr
Charlotte Still Noble
Lisa Thomas, Ph.D.
Ericka Thoms

NAYS

None

ABSTAINED

None

Dr. Thomas announced that the purpose of the meeting was to select the Executive Director of the ADAMH Board and other related matters.

Ms. Warr moved and Ms. Thoms seconded the motion to select the Executive Director of the ADAMH Board and other related matters. (See Attached Motion.) There was no discussion. There were 5 AYES; 2 NAYS; and 0 Abstentions.

Ms. Gambatese moved to adjourn; Dr. Amunategui seconded the motion. Unanimous.

The meeting adjourned at 5:30 pm.

Respectfully submitted,
Marlene C. Stoiber, Ph., Facilitator

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

CEO Selection Committee Motion

WHEREAS, on October 23, 2008, the Cuyahoga County Board of County Commissioners (BOCC) voted to establish the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County (ADAMH Board) to become effective on July 1, 2009; and,

WHEREAS, the BOCC also granted provisional decision-making authority to the ADAMH Board from October 23, 2008 through June 30, 2009; and,

WHEREAS, the CEO Selection Committee has conducted interviews of the current Cuyahoga County Community Mental Health Board Chief Executive Officer and the current Alcohol and Drug Addiction Services Board of Cuyahoga County Executive Director; and, after careful thought and deliberation makes the following recommendation for approval by the full ADAMH Board:

1. William M. Denihan be selected as the Executive Director of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County beginning July 1, 2009.
2. The Co-Chairs of the ADAMH Board shall be authorized to enter into contract negotiations with the individual named in Paragraph 1 within the following parameters:
 - a. The term of the contract shall be three years, commencing on July 1, 2009.
 - b. The Executive Director's total compensation shall be the value of his current salary plus the value of non-negotiable and negotiable benefits beyond the basic package provided by the Board of County Commissioners to all county employees plus 1 percent increase.
 - c. An annual adjustment in compensation may be considered based upon yearly performance review and available funding. CEO Selection Committee will continue its work to develop performance goals for the new Executive Director and a performance review process for recommendation to the ADAMH Board.
3. The terms which are agreed upon by the Executive Director and Co-Chairs shall be memorialized in a Memorandum of Understanding (MOU) and will become binding once the contract is formally adopted by the ADAMH Board on or about July 1, 2009.
4. Upon execution of the MOU through June 30, 2009, the Executive Director shall be authorized to make decisions, within the purview of the Executive Director, regarding the organization of the ADAMH Board including, but not limited to, establishing the Table of Organization, approving position descriptions, recommending employee benefits structure for ADAMH Board approval,

representing the ADAMH Board at community meetings, and those other functions specified in the Executive Director Job Description approved in Resolution No. 08-12-01. During this time period, the Executive Director will be on loan from the organization for which he works, and he shall receive no additional compensation other than the compensation earned from that organization.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County (ADAMH Board) adopts the recommendation of the CEO Selection Committee and approves the following:
 - A. William M. Denihan be selected as the Executive Director of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County beginning July 1, 2009.
 - B. The Co-Chairs of the ADAMH Board shall be authorized to enter into contract negotiations with the individual named in Paragraph 1 within the following parameters:
 - a. The term of the contract shall be three years, commencing on July 1, 2009. This Resolution amends Resolution 08-12-01 which established a one year contract term.
 - b. The Executive Director's total compensation shall be the value of his current salary plus the value of non-negotiable and negotiable benefits beyond the basic package provided by the Board of County Commissioners to all county employees plus 1 percent increase.
 - c. An annual adjustment in compensation may be considered based upon yearly performance review and available funding. CEO Selection Committee will continue its work to develop performance goals for the new Executive Director and a performance review process for recommendation to the ADAMH Board.
 - C. The terms which are agreed upon by the Executive Director and Co-Chairs shall be memorialized in a Memorandum of Understanding (MOU) and will become binding once the contract is formally adopted by the ADAMH Board on or about July 1, 2009.
 - D. Upon execution of the MOU through June 30, 2009, the Executive Director shall be authorized to make decisions, within the purview of the Executive Director, regarding the organization of the ADAMH Board including, but not limited to, establishing the Table of Organization, approving position descriptions, recommending employee benefits structure for ADAMH Board approval, representing the ADAMH Board at community meetings, and those other functions specified in the Executive Director Job Description approved in Resolution No. 08-12-01. During this time period, the Executive Director will be on loan from the organization for which he works, and he shall receive

no additional compensation other than the compensation earned from that organization.

On the motion of Ms. Mary Warr seconded by Mr. Ericka Thoms, the motion was adopted.

AYES: 5

Kathryn Gambatese
Mary Warr
Charlotte Still Noble
Lisa Thomas, Ph.D.
Ericka Thoms

NAYS: 2

Felipe Amunategui, Ph.D.
Mary McElrath

ABSTAIN: 0

DATE ADOPTED: December 18, 2008

**Board of County Commissioners (BOCC)
Salary/Benefits Package Requested Information**

The Directors listed below are unclassified employees and serve at the pleasure of the BOCC. Their salaries are set by the BOCC. There are no ranges for these positions.

Director/Department	Salary Information	
	Hourly	Annual
County Administrator	\$68.87	\$143,249.60
Deputy County Administrator	\$56.67	\$117,873.60
Department of Children & Family Services	\$42.46	\$88,316.80
Department of Employment & Family Services	\$57.96	\$120,556.80
Department of Senior & Adult Services	\$50.43	\$104,894.40
Cuyahoga Support Enforcement Agency	\$50.43	\$104,894.40
Department of Workforce Development	\$50.43	\$104,894.40
Department of Central Services	\$50.43	\$104,894.40
Department of Justice Affairs	\$50.43	\$104,894.40
Department of Development	\$50.43	\$104,894.40

The benefits for the Directors are no different from all other BOCC employees.

BENEFITS PACKAGE INFORMATION

Group Medical Benefits

Cuyahoga County contributes a significant portion of the premium for employees who work full time (at least 30 hours per week). The contribution rate varies by employee group. Employees working less than 30 hours per week may be eligible for benefits; however, at an increased cost.

Medical and Hospitalization

We currently offer a PPO option as well as 3 HMOs which allow employees access to the Cleveland Clinic system or University Hospitals system as well as MetroHealth Medical Center (depending on which option is chosen). Our providers are currently [UnitedHealthcare](#), [Medical Mutual](#) and [Kaiser](#) and [Kaiser MetroCentric](#). Prescription Drug Coverage is offered through [CareMark](#). Employees have the option of using the extensive retail network or purchasing a 90 day supply at the cost of a 60 day co-pay through the mail order network.

Dental Care

Most of our employees can choose [Guardian Dental](#) for their dental care needs. Employees in some bargaining units will have coverage through the AFSCME Care Plan.

[Vision Care](#)

Vision benefits through [Union Eye Care](#) are provided to all employees who participate in the Cuyahoga County Dental Plan. AFSCME Care Plan participants have vision coverage through that plan.

[Employee Assistance Program](#)

Confidential counseling services for employees and their family members are available through our employee assistance program, [EASE@WORK](#). Assistance with financial and legal concerns as well as education and referral services is available to assist you with childcare, adult care, and academic services.

[Life Insurance](#)

[Group Term Life Insurance](#)

Cuyahoga County pays for \$6,000 in coverage for most employees; other amounts may vary based on bargaining agreements. Additionally, dependents may be covered for \$500 to \$1,000 at no cost to the employee. New employees are eligible to purchase up to five times salary with a cap of \$300,000 guaranteed coverage without proof of insurability once they have completed their 120 day waiting period. The maximum amount of insurance you can purchase through the County is \$500,000. An Accelerated Death Benefit, Accidental Death and Personal Loss benefits are also included. Excellent group rates are available.

[Disability](#)

Long Term Disability is available through the [Ohio Public Employees Retirement System](#). Please contact them for more information.

[Pre-Tax Benefits](#)

[Dependent Care Payment Account](#)

You can lower your taxable income by reimbursing eligible day care and elder care expenses on a pre-tax basis up to \$5,000 per year per household.

[Medical Payment Account](#)

This allows you to lower your taxable income by reimbursing eligible out-of-pocket medical, dental, vision and prescription drug expenses on a pre-tax basis up to \$5,000 per year.

[RTA Bus Passes](#)

The county offers employees the opportunity to purchase subsidized RTA bus passes and parking on a pre-tax basis. The subsidy and pre-tax benefit lowers the cost of the passes by nearly 30%.

[Pre-Tax Parking Program](#)

Your monthly parking may be purchased through payroll deduction on a pre-tax basis. Parking in county owned lots that are paid via payroll deduction will be done on a pre-tax basis. Contact your payroll department to receive

information on this benefit.

Financial Plans

Pension Plan

New employees have three alternatives for retirement plans through the [Ohio Public Employees Retirement System \(OPERS\)](#). These plans are paid funded by both employer and employee contributions.

- [Traditional Pension Plan](#)

Defined Benefit Plan. Retirement benefit is determined by a formula based on the years of service and three highest years of salary.

- [Member-Directed Plan](#)

A Defined Contribution Plan. Retirement benefit is determined by employee & employer contributions and gains/losses of investment options.

- [Combined Plan](#)

A Defined Benefit and Defined Contribution Plan. Retirement benefit is determined by reduced formula (for DB component) and gains/losses of investment options (for DC component).

457 Deferred Compensation Plans

Cuyahoga County offers employees 3 separate deferred compensation plans programs. These plans offer a variety of investment options as well as various service options. Whether you are a do-it yourselfer, or require some additional investment advice, Cuyahoga County has a plan to fit your needs.

- [Financial Network of America](#)
- [The Ohio Public Employees Deferred Compensation Plan](#)
- [The County Commissioners Association of Ohio Deferred Compensation Plan](#)

The Extras

Paid Vacation

Based on your years of continuous service as an employee, you will be eligible to earn 10 to 25 paid vacation days.

Paid Sick

Full time employees accrue 15 days per year of sick leave.

Holidays

The County observes 11 holidays each calendar year: New Year's Day; Martin Luther King Day; Memorial Day; Presidents Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; Christmas Day.

U.S. Savings Bonds

Employees may purchase Series EE United States Savings Bonds through our payroll deduction program.

Wellness Program

Cuyahoga County offers a wellness and on-site education/support programs as well as the ability to purchase memberships at the YMCA via payroll deduction.

Credit Unions

Cuyahoga County offers the option of payroll deduction for two credit unions-The Cleveland Postal Employees Credit Union or The United Telephone Credit Union.

NAME	Appointing Authority	DEC. 11	Representation / Interest: 12/11	DEC. 18	Representation / Interest: 12/18
Luis Felipe Amunategui, Ph.D.	BOCC	-	AOD	✓ *	AOD
Reginald C. Blue, Ph.D.	ODMH	-	MH	✓ *	MH
Eugenia Cash	BOCC	✓	MH	✓ *	MH
J. Robert Fowler, Ph.D.	BOCC	✓	MH	✓	MH
Kathryn E. Gambatese	BOCC	✓	MH	✓	MH
Rev. Benjamin F. Gohlstin, Sr.	ODADA S	✓	AOD	-	Both
Janet C. Hnanicek	ODMH	-	MH	✓	MH
Rick A. Kemm	ODADA S	✓	Both	-	Both
Amy L. Leopard	BOCC	-	AOD	✓ *	AOD
Mary McElrath	BOCC	-	AOD	✓ *	AOD
Cynthia Miller	BOCC	✓	AOD	✓	AOD
Harvey Snider	ODMH	-	MH	✓ *	MH
Charlotte Still Noble	ODADA S	✓	AOD	✓	AOD
Lisa Thomas, Ph.D.	BOCC	✓ *	Both	✓	Both
Ericka L. Thoms	BOCC	✓	MH	✓	MH
Mary R. Warr	BOCC	✓	MH	✓	MH
Anngela Williams	ODADA S	✓ *	AOD	-	AOD
Totals as of 12/04/08		11		14	
		AOD: 4 MH: 5 Both: 2		AOD: 5 MH: 8 Both: 1	
CEO Selection Comm = highlighted					
Others RSVP's:					
Thomas Walter	✓		✓		
Paul Henfield	✓		✓		

DRAFT: COMMUNICATING THE SELECTION OF A NEW EXECUTIVE DIRECTOR
DECEMBER 5, 2008 DISCUSSION DOCUMENT

Following for discussion is a recommended approach for communicating the selection of the new executive director for the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Although the prior selection committee vote will be a public matter, it is only a prelude to the board action which determines the actual selection and all comment will be deferred until after the board votes. See below* for interim response if pressed for comment after the December 5 executive session.

IMMEDIATELY FOLLOWING VOTE BY CONSOLIDATED BOARD

Thursday evening:

- » Assuming Bill and Russ need not be present for the board vote, co-chairs separately inform Bill and Russ of the selection either in person or by phone (TBD). Involvement of Lisa Thomas in this process to be discussed.
- » Co-chairs make phone calls to notify Jim McCafferty and Rick Werner, if they were not present for the meeting. Calls also made to John Nosek and Mary Bazie, who should be enlisted to forward announcement email from the co-chairs to their respective members. For the calls, chairs will have talking points and short answers to a few anticipated questions, with a strategy to exit the call quickly.
- » Nosek and Bazie transmit email to their members. Those providers that are not members of the councils of agency directors should be dealt with on a case-by-case basis (relationships-driven) in terms of who transmits the email to them.
- » Both HR departments facilitate email to staff, again as a forwarded transmittal from the chairs, noting staff meetings the following morning.
- » Krajewski emails all board members not present at the meeting as well as all ADAS and MH board members not on the ADAMHS Board with Provisional Authority.

Friday morning:

Co-chairs convene meetings at each site, starting with ADASBCC. Arrange for conference call capability for those who can't be present. Bill and Russ will make remarks in addition to the co-chairs and potentially Lisa Thomas.

- » Issue news release, incorporating approved key messages and background on selection process.
- » Issue Consolidation Update to broadcast list.

*** DRAFT TALKING POINTS FOR INTERIM PERIOD BETWEEN COMMITTEE EXECUTIVE SESSION AND BOARD MEETING**

I do appreciate your interest in the consolidation of the boards of mental health and alcohol and drug addiction services. The selection committee has taken no action and won't make its recommendations to the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County with Provisional Authority until December 11/18. We will be sure to let you know about the new executive director when there is something to report.