

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

## EXECUTIVE COMMITTEE MINUTES

APRIL 5, 2017

**Committee Members Present:** Eugenia Cash, LSW, MSSA, CDCA, J. Robert Fowler, Ph.D., Elsie Caraballo, Rev. Benjamin F. Gohlstin, Sr., Pythias D. Jones, M.D., Harvey A. Snider, Esq., Mary R. Warr, M.Ed.

**Absent:** Reginald C. Blue, Ph.D., Steve Killpack, MS

**Consultants Present:** Brian Broadbent, CEO, & President, and Judy Tobin, Senior Director, of BVU: The Center for Nonprofit Excellence

**Board Staff:** Tami Fischer, Director of Human Resources; Carol Krajewski, Executive Specialist

### 1. CALL TO ORDER

Board Chair, Eugenia Cash, called the Executive Committee meeting to order at 4:00 p.m. and welcomed all in attendance.

### 2. APPROVAL OF MINUTES

The Executive Committee minutes of February 22, 2017 were approved as submitted.

### 3. STATUS REPORT ON RECRUITMENT PROCESS

To adhere to the ADAMHS Board Bylaws, Ms. Cash noted that the BVU: The Center for Nonprofit Excellence representatives would not be permitted to participate in the Executive Session when discussing personnel matters; however, both representatives will be asked to return to the meeting once the Executive Session is concluded.

Ms. Cash asked Tami Fischer, Director of Human Resources, to give an overview of the recruitment process to date. Ms. Fischer reported that the ADAMHS Board of Cuyahoga County received 23 resumes for the Chief Executive Officer position. The Board Chair, CEO Denihan, and the Director of Human Resources screened the resumes received. Of the 23 applicants, seven (7) individuals were selected to be interviewed.

Two interview teams were created based on availability of Executive Committee member's schedules. One team consisted of Rev. Gohlstin and Dr. Robert Fowler; the other team was comprised of Harvey A. Snider, Esq., and Elsie Caraballo. Ms. Fischer stated that the interview process started on 3/21/17. All seven candidates participated in two interviews in order to be interviewed by each interview team.

Brian Broadbent distributed to Board members a handout describing the "Top Success Factors for the CEO" as identified by the Board and how they fit into the key elements of the Succession Plan. He reported on the second phase of the process, agreed upon by the Executive Committee, to interview each of the top 3-4 candidates together as a group. Mr. Broadbent concluded by saying that he was very impressed with the list of seven candidates under consideration.

### 3. EXECUTIVE SESSION

Board Chairperson, Eugenia Cash, announced the need to enter into Executive Session for the purpose of discussing personnel matters regarding the C.E.O. Search Process.

**Motion to enter into Executive Session.** MOTION: B. Gohlstin / SECOND: H. Snider / A roll call vote was taken. AYES: E. Cash, R. Fowler, B. Gohlstin, P. Jones, H. Snider, M. Warr / NAYS: None / **Motion carried.**

[Ms. Elsie Caraballo arrived.]

**Motion to exit the Executive Session and resume the Executive Committee Agenda.** MOTION: R. Fowler SECOND: P. Jones / A roll call vote was taken. AYES: E. Caraballo, E. Cash, R. Fowler, B. Gohlstin, P. Jones, H. Snider, M. Warr / NAYS: None / **Motion carried.**

#### **4. BOARD CHAIR'S REPORT**

Ms. Cash thanked Mr. Broadbent and Ms. Tobin for their expertise and guidance in the CEO Search endeavor. The interview process worked very well, and the Executive Committee was able to narrow the field of candidates down to four people.

**Next Steps:** The date of May 1, 2017 has been determined as the date for the Executive Committee, as a whole, to interview the final four candidates—two candidates in the morning and two in the afternoon. A series of questions will be prepared that will be asked of all candidates. Each Executive Committee member will be assigned to ask a specific question.

Executive Committee members were asked to consider and submit questions that are different from those asked in the initial interviews. All proposed questions should be sent to the Director of Human Resources, Tami Fischer, no later than Friday, April 21, 2017. Ms. Fischer will share the information received with BVU consultants to gain their input.

Once the Executive Committee successfully narrows the selection process down to two candidates, each candidate will be interviewed first by the present CEO and then by the Board Chair. Information from both interviews will be shared with the entire Executive Committee that is charged with making the final decision on the candidate to be recommended to the full Board.

Dr. Jones noted that a recent issue of Board and Administrator Newsletter contained some valuable information that might prove helpful in developing questions; the issue also referenced some interesting links.

***There being no further business to discuss, the meeting adjourned at 6:00 p.m.***

***Submitted by: Carol Krajewski, Executive Specialist***

***Approved by: Eugenia Cash, LSW, MSSA, CDCA, ADAMHS Board Chairperson***