

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

## EXECUTIVE COMMITTEE MINUTES MARCH 11, 2015

**Committee Members Present:** Reginald C. Blue, Ph.D., Eugenia Cash, LSW, MSSA, CDCA, J. Robert Fowler, Ph.D., Pythias D. Jones, M.D., Harvey A. Snider, Esq., Rev. Benjamin F. Gohlstin, Sr.

**Absent:** David E. Biegel, Ph.D., Mary R. Warr, M.Ed.

**Board Staff Present:** William M. Denihan, C.E.O., Tami Fischer, Carol Krajewski, Dave Lambert

Board Chair, Eugenia Cash, called the Executive Committee meeting to order at 3:00 p.m.

### **1. APPROVAL OF MINUTES**

The Executive Committee minutes of February 4, 2015 were approved as submitted.

### **2. BOARD OFFICE SPACE & LEASE OPTIONS**

Mr. Denihan reported that Dave Lambert, Director of Risk Management, held a conversation with building owner, Ari Maron, regarding office space considerations and potential lease options. Mr. Denihan highlighted elements of the landlord's proposed lease renewal that included: potential rental cost savings as a result of releasing unused office space on the 7<sup>th</sup> floor, the length of the lease renewal, the Board's request for upgrades of new carpeting and paint at specified intervals and the landlord's request to allow valet service staff to utilize ADAMHS Board parking spaces at 3:00 p.m. A handout outlining the lease options was distributed to committee members.

Mr. Denihan announced installation of storm windows for the ADAMHS offices will begin next week.

Mr. Denihan requested the Executive Committee authorize him to negotiate a renewal lease contract. In order to accommodate Board meetings and community stakeholders, committee members felt that Board parking areas should be available for ADAMHS Board staff/guests throughout the entire workday. Mr. Denihan noted that parking spaces are to be numbered by the owner in an effort to reserve Board parking spaces. Based on the voiced concerns of committee members regarding the parking space issue and the use/time requested by the landlord in the proposed lease agreement, Ms. Cash asked Mr. Denihan to re-negotiate the parking issues and report back.

### **3. MANAGEMENT PLAN**

Mr. Denihan distributed copies of a Management Plan requested by the Executive Committee to address Executive leadership for the ADAMHS Board of Cuyahoga County in the absence of the Chief Executive Officer. Upon review of the document, two revisions were proposed:

- 1) 4<sup>th</sup> sentence should read . . . "The CEO *or the Executive Team, when the CEO is unavailable, shall* notify the Board Chair when the need for an Acting Chief is required."
- 2) Last paragraph/sentence should read . . . "*In the absence of the CEO, the Acting CEO shall follow Board policy unless a revision has been submitted and approved by the Board of Directors.*"

#### **Management Plan Executive Leadership for the ADAMHS Board of Cuyahoga County in the Absence of the Chief Executive Officer**

The purpose of this Management Plan is to provide Executive leadership for the ADAMHS Board in the absence of the Chief Executive Officer (CEO).

In the CEO's absence, planned or emergency, the CEO will designate Executive responsibility, at his/her discretion, to the Chief Operating Officer (COO), the Chief Financial Officer (CFO), or a member of the Executive Team, to serve as Acting Chief.

The Acting Chief will make all decisions to ensure smooth and continued operation of the Board. The CEO or the Executive Team, when the CEO is unavailable, shall notify the Board Chair when the need for an Acting Chief is required.

In the absence of the CEO, the Acting CEO shall follow Board policy unless a revision has been submitted and approved by the Board of Directors.

#### **4. EXECUTIVE SESSION**

Board Chairperson, Eugenia Cash, announced the need to enter into Executive Session for the purpose of discussing the C.E.O. Evaluation and Salary.

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

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

#### **5. CEO EVALUATION & SALARY DISCUSSION**

Ms. Cash provided Mr. Denihan a copy of his performance evaluation, as completed by the Executive Committee. During the Executive Session, a preliminary salary discussion was held; Ms. Cash outlined the recommendation. Discussion followed; Mr. Denihan expressed his appreciation for the committee's consideration of his feedback. Due to time constraints, the salary discussion was tabled for further review.

#### **6. OLD/NEW BUSINESS - None**

*There being no further business to discuss, the meeting adjourned at 4:00 p.m.*

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

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