

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

## EXECUTIVE COMMITTEE MINUTES

February 10, 2010

**Committee Members Present:** Eugenia Cash, Bob Fowler, Kathryn Gambatese, Amy Leopard, Harvey Snider, Ericka Thoms, Mary Warr / **Absent:** Rev. Charlotte Still Noble

**Board Staff Present:** William M. Denihan, C.E.O., Rose Fini, Tami Fischer, John Garrity, Lisa Griffith, Valeria Harper, Carol Krajewski, Scott Osiecki, Chris Paternoster, Yancey Quinn, Starlette Sizemore-Rice

### 1. CALL TO ORDER

Chairperson Kathryn Gambatese called the Executive Committee meeting to order at 5:45 p.m. There was no audience input regarding agenda items.

### 2. APPROVAL OF MINUTES

The Executive Committee minutes of October 7, 2009 were approved as mailed.

### 3. APPRECIATIVE INQUIRY

Dr. John Garrity introduced Robert Rink, attorney and consultant with Appreciative Inquiry, LLC, and Vice President of Cuyahoga County Land Reutilization Corporation. Mr. Rink utilized a power point presentation to acquaint those present with the philosophy and principles of Appreciative Inquiry. He explained that appreciative inquiry is the discovery of the best in people, their organizations, and the relevant world around them; it is an art and practice of asking unconditional, positive questions. (The handout is attached to the minutes stored in the Executive Unit.)

Dr. Garrity explained that the ADAMHS Board is working on a three part process—a needs assessment, appreciative inquiry planning and the strategic plan.

Follow-up: Mr. Denihan suggested that a timeline regarding the appreciative inquiry exercise be shared with the Executive Committee.

### 4. PROPOSED STANDING RULES

The Bylaws Subcommittee suggested that Standing Rules be formulated as a way to establish a set of expectations for Board members. The ADAMHS Board of Directors' Standing Rules were reviewed and discussed.

#### 1) EXPECTATIONS FOR ADAMHS BOARD OF DIRECTORS:

- Consistent attendance and participation at committee and general meetings.
- Conscientious review of agenda documents prior to scheduled meetings.
- Each Board member to serve on at least one standing committee.
- Prior notice given for anticipated absence from committee or general meeting by phone call or e-mail message to the Board's Executive Specialist and/or designee.

#### 2) VOTING PRIVILEGES at committee meetings (including motions & seconds) are limited to those Board of Directors who have officially been appointed as committee members by the ADAMHS Board Chairperson.

#### 3) BOARD ORIENTATION SESSIONS shall be a requirement for newly appointed Board members.

#### 4) ANNUAL BOARD TRAINING - ODMH Board Member Training Policy (MH-P-SDT-02) requires that each year each Board member shall attend at least three hours of training provided by or approved by the Department of Mental Health. According to a recent ODMH update, Board member training must cumulatively add up to three hours annually and cannot be considered to be regularly scheduled meetings of the Board or a regular orientation session for new Board members.

#### 5) ATTENDANCE REQUIREMENTS FOR GENERAL MEETINGS – According to the Ohio Revised Code §340.02, "Upon the absence of a member within one year from either four (4) board meetings or from two (2) board meetings without prior notice, the board shall notify the appointing authority, which may vacate the appointment and appoint another person to complete the member's term."

#### 6) BOARD & ADMINISTRATOR NEWSLETTERS – Recommendation to the C.E.O. that Board of Directors continue to receive monthly *Board and Administrator Newsletters* as an instructional resource.

#### 7) ANNUAL BOARD EVALUATION – The ADAMHS Board of Directors must conduct a self-evaluation annually.

**Motion to approve the Standing Rules for the ADAMHS Board of Directors as presented.**

MOTION: B. Fowler / SECOND: E. Thoms / AYES: E. Cash, B. Fowler, A. Leopard, H. Snider, E. Thoms, M. Warr  
NAYS: None / **Motion carried.**

Ms. Gambatese noted the need to develop a Board of Directors' Self-Evaluation Tool in order to evaluate the ADAMHS Board's first year of operation. Since the intent is to have it developed by the end of May, the Chair will appoint a small workgroup of Board members with the help of Board staff—Rose Fini, Chris Paternoster and Carol Krajewski. Executive Committee member, Ericka Thoms, volunteered to serve on this task group.

**5. NOMINATING COMMITTEE UPDATE**

Nominating Committee Co-Chair, Amy Leopard, acknowledged the diligence of the Nominating Committee to find two excellent candidates for the non-Board member seats on the ADAMHS Board's Planning & Oversight Committee. Ms. Leopard briefly identified the process utilized and specifically thanked Mr. Snider for his assistance with initial candidate screening interviews. On behalf of the committee, Ms. Leopard was pleased to recommend as non-Board member candidates -- Mr. Earl G. Lawrence and Mary M. Step, Ph.D.

**Motion to approve the Nominating Committee Report and Recommendation.** MOTION: M. Warr / SECOND: E. Thoms / AYES: E. Cash, B. Fowler, A. Leopard, H. Snider, E. Thoms, M. Warr / NAYS: None / **Motion carried.**

As ADAMHS Board staff are scheduled to move into their new administrative offices next week, Ms. Gambatese will announce at the February General Meeting that the Site Committee has been disbanded. Site Committee Chair, Dr. Fowler, and committee members were thanked for their efforts.

**6. OFFICE MOVE UPDATE**

Mr. Denihan commended Cassandra Richardson on her extraordinary efforts and results around the entire site renovation project and move preparation. Mr. Denihan proudly stated that the move will save the ADAMHS Board \$440,000 per year for 10 years, and he suggested that we continue to publicize this fact because people may not believe it after seeing the new office and meeting spaces.

Ms. Richardson noted that Board staff, at both sites, are packing. File cabinets and shelving have already been moved, and donated furniture has been placed in appropriate areas. Final inspections will take place on 2/11/10. The two sites will be closed at noon on Friday. Move captains will coordinate efforts at the new site on Saturday. Things are going along smoothly and staff will report to work at 2012 W. 25<sup>th</sup> Street on Tuesday, 2/16/10. It was noted that the elevators are a work in progress. When spring weather arrives, efforts will begin to tear out and restructure the parking lot which will be done in sections.

**7. STATE FUNDING / 408 FUNDS**

Mr. Denihan noted that things are still unknown about the 408 funding formula. We do not know the actual formula used to define the \$12.8 million reduction. What has occurred is an openness of the Ohio Department of Mental Health to talk about other alternatives. The 408 funding formula committee meeting was canceled due to the weather and has been re-scheduled for 2/23/10. Dr. Garrity, who will represent our Board at the meeting, noted that he is cautiously optimistic as ODMH is now using more current data.

**8. HEALTH & HUMAN SERVICE LEVY**

Mr. Denihan and Mr. Osiecki recently attended the Health & Human Service Levy meeting. Discussions ensued on the climate of voter opinions. The emphasis will be based on emotional issues and will work to keep existing "yes" votes. Approximately 50% of ballots will, most likely, be mailed in as early as March 30<sup>th</sup>; consequently, support for the levy start earlier as well. The levy is a 2.9 renewal levy and the election is scheduled for Tuesday, May 4<sup>th</sup>. Mr. Osiecki is in charge of the Levy Phone Bank, Ms. Fogel is in charge of the Speaker's Bureau and Ms. Thoms is in charge of lawn sign coordination/distribution.

*[Eugenia Cash left the meeting.]*

9. OLD/NEW BUSINESS - None

10. EXECUTIVE SESSION

Ms. Warr moved to enter into Executive Session for the purpose of discussing a legal action.

Seconded by Mr. Snider, a roll call vote was taken. Roll Call: AYES: B. Fowler, K. Gambatese, A. Leopard, H. Snider, E. Thoms, M. Warr / NAYS: None / Motion carried.

Mr. Snider moved to exit the Executive Session and resume the business of the Executive Committee.

Seconded by Ms. Leopard, a roll call vote was taken. Roll Call: AYES: B. Fowler, K. Gambatese, A. Leopard, H. Snider, E. Thoms, M. Warr / NAYS: None / Motion carried.

There being no further business, the meeting adjourned at 7:20 p.m.

*Submitted by: Carol Krajewski, Executive Specialist*

*Approved by: Kathryn E. Gambatese, CCCMHB Chairperson*