

The Consolidated Board of Cuyahoga County (working title)
Executive Steering Committee (ESC)
Monday, August 25, 2008
5:00 p.m. – 7:00 p.m.
CCCMHB Offices-Buckeye Room

Board Members

Eugenia Cash, CCCMHB
Darlene Darby Baldwin, ADASBCC
Kathryn Gambatese, Chair, CCCMHB
L. Douglas Lenkoski, M.D., CCCMHB
Mary McElrath, Chair, ADASBCC

County Prosecutor's Office

Renee Bacchus, Esq.

Directors

William M. Denihan, CCCMHB
Russell S. Kaye, Ph.D., ADASBCC

Advisory Members (Non-Voting)

Gwendolyn Haywood, ADAS CAC
Joan Leeb, CCCMHB ACAC

Consultants

Elsie Day, Esq.
Marlene Stoiber, Ph.D.

AGENDA

1. Welcome and Introductions
2. Review and Approval of Minutes of July 28, 2008 Meeting
3. Consultants Activities
 - Teams
 - Provider Agencies
 - County
 - Consumers
 - Task Groups Protocol
 - Newsletter
 - Blueprint Session Date
4. Committee & Task Group Reports (in person or written report)
 - Site Committee
 - Consolidation Board Membership Selection Committee
 - Consolidation CEO Selection Task Group
 - Consolidation Board Orientation & Communications Task Group
 - Consolidation Board Transition Task Group
5. Provider Forum
6. Other Business

Next Meeting:
September 22, 2008
5:00-7:00 p.m.

Discussion Items Future Meetings:
State Departments & Finances
Funding Issues/Equity

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Kathryn Gambatese, Chair, CCCMHB
Mary McElrath, Chair, ADASBCC
L. Douglas Lenkoski, M.D., CCCMHB
Lisa Thomas, CCCMHB

Advisory Members (Non-Voting)

None present

County Prosecutor's Office

Renee Bacchus, Esq.

Directors

William M. Denihan, CCCMHB
Russell S. Kaye, Ph.D., ADASBCC

Consultants

Elsie Day, Esq.
Linda Hayes, Ph.D.
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Guests

Rose Fini, Esq., staff CCCMHB

Ms. Kathryn Gambatese, CCCMHB Chairperson, called the meeting to order at 5:15 p.m.

Welcome and Introductions:

Ms. Gambatese welcomed all in attendance and introductions followed. Ms. Gambatese reported that Mr. Russell Johnson recently resigned his position of Chairman of the ADASBCC and Ms. Mary McElrath will serve as Interim Chairperson of the ADASBCC.

Approval of Minutes from July 28, 2008 Meeting:

The minutes for July 28, 2008 were approved as submitted.

Consultants Activities:

Ms. Day provided the following updates on the activities of the consultants.

• **Teams**

Board staff serving as Co-Chairperson of the various teams have completed documents that identifying activities to be conducted in preparation for consolidation. A retreat, facilitated by the consultants, is scheduled for the Co-Chairperson on August 27, 2008 to present their primary products and areas requiring participation of other staff teams, providers, and consumers.

• **Provider Agencies**

Two meetings are scheduled with several providers, Denihan, Kaye, and Day to prepare for the session with all contract agencies of both Boards. The provider session scheduled on September 15, 2008 is designed to identify issues related to consolidation requiring the participation of contract agencies.

• **County**

Denihan, Kaye, Day, & Stoiber will meet with Cuyahoga County directors on September 11, 2008 to discuss consolidation. Another meeting will be scheduled to include Cuyahoga County justice organizations.

• **Consumers**

A meeting is scheduled for September 23, 2008 at 5:30 to 7:00 p.m. to discuss consolidation. The consultants will facilitate this session. Service providers will be asked to assist in getting individuals to attend.

- **Task Group Protocol**

Ms. Stoiber presented the protocol for Board Committees and Task Groups related to the consolidation which was developed by the consultants. The protocol highlights the guiding principle and purpose of these committees and task groups and the mechanism for conducting meetings and reporting.

- **Newsletter**

The consolidation newsletter should be completed this week. It will be circulated to the complete e-mail list maintained by both Boards for general communications. It will also be placed on the websites.

- **Blueprint Session**

The blueprint session will be held on October 17, 2008 at 1:00 to 4:00 p.m. It will be designed to integrate the consolidation work of Board members and staff, provider agencies, and consumers.

Committee & Task Group Reports:

- **Site Committee**

Mr. Denihan & Dr. Kaye reported on the progress of Site Committee. Both Boards approved negotiating a contract not to exceed \$60,000 with Equis & Project Management Consultants to develop a RFP for the facility for the Consolidated Board. Ms. Rose Fini is finalizing the contracts. It is anticipated that the RFP will be released in October 2008 with proposals being submitted in November 2008. The RFP will call for 90% of current square footage and lease costs of the combined Boards, free parking, near downtown, close to public transportation, and handicap access. Depending on the number and nature of the submissions, additional assistance could be needed to review and compare the proposals. There was a motion by Dr. Lenkoski, seconded by Ms. McElrath, to approve a \$20,000 payment to Equis to cover work completed so far with ADASBCC paying \$15,000 and CCCMHB paying \$5000. The motion passed unanimously. The Site Committee meetings of September 16 & 30, 2008 and October 14 & 28, 2008 are cancelled. The next meeting of Site Committee is scheduled for November 12, 2008 at 4:00 p.m. at ADASBCC.

- **Consolidation Board Membership Selection Committee**

Dr. Linda Hayes reported on the Membership Selection Committee. Chairpersons on this committee are Amy Leopard and Eugenia Cash. Meetings are scheduled for August 28, 2008 at 4:30 at the Mental Health Board, September 12, 2008 at the Mental Health Board, and September 18, 2008 at the ADASBCC. Recommendations will be made to the ESC on September 22, 2008. A questionnaire for existing Board members is being reviewed by Ms. Fini and Ms. Renee Bacchus to make sure all legal requirements related to Board composition are included. The questionnaire will be approved by the committee, and then circulated to all 22 members interested in being considered with a one-week deadline to complete the questionnaire. Ms. McElrath questioned whether the Membership Committee could get an extension to complete their work. Ms. Bacchus explained that the committee would need to obtain ESC approval and then approval by each full Board. This would further delay the process.

- **CEO Selection Task Group**

Ms. Lisa Thomas reported on the CEO Selection Task Group and circulated a report from this task group. There have been two meetings held with the third scheduled to occur on August 28, 2008. Fact finding and information sharing has proceeded based on their assignment. At the combined retreat, the CEO Selection breakout group indicated a preference that the selection of the CEO should be between Denihan & Kaye due to their belief that they possessed the necessary qualities, provided institutional memory, and continuity. It was emphasized that no decision has been made on the extent of the search for the CEO. This task group is aware that there may be other perspectives on the extent of the search. This task group will present information and options to the ESC which will present information to the new Consolidated Board. Information is being gathered to assist with identifying the leadership qualities, qualifications, and vision required of the new CEO which will contribute to the development of a job description. A survey for Board members will be circulated to obtain their preference on the extent of the search. In addition, the task group asked to be part of the providers' retreat. Surveys for providers and consumers are also being considered to obtain their ideas on what is needed for leadership on the new Board. Transition interviews are being conducted with Denihan & Kaye to learn of their interest in the CEO position and to discuss other transitional issues. Dr. Lenkoski suggested that a local search might strengthen the process.

- **Orientation & Communication Task Group**

Ms. Day & Ms. McElrath reported on the Orientation & Communications Task Group. An organizational meeting was held between Day, McElrath, & Dr. Carson. One meeting of the task group was conducted on August 20, 2008. A report was circulated on the activities for consideration that was approved at this meeting. Activities focused on gathering information from stakeholders, orienting the Consolidated Board, communications, and naming the new organization. Meetings will be held the third Wednesday of the month at 4:00 p.m. at the CCCMHB.

- **Transition Task Group**

Possible meeting dates for the first meeting of the Transition Task Group have been circulated and the first meeting should occur in September 2008.

Provider Forum:

Ms. Dee indicated that the provider associations were continuing to meet, planning is underway for the September 15, 2008 session with providers, and a meeting with Rick Werner and Gail Long is scheduled in September to discuss consolidation.

Other Business:

Ms. Gambetese acknowledged the sadness and great loss that all were experiencing as a result of the tragic death of U.S. Representative Stephanie Tubbs Jones.

There being no further business, the meeting was adjourned at 6:30 p.m.