

ALCOHOL, DRUG ADDICTION & MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY

NOMINATING COMMITTEE MINUTES

APRIL 8, 2020

Committee Members Present: Elsie Caraballo, J. Robert Fowler, Ph.D., Rev. Benjamin F. Gohlstin, Sr., Katie Kern-Pilch, ATR-BC, LPC-S, Harvey A. Snider, Esq., Patricia James Stewart, M.Ed., LSW / **Absent:** Reginald C. Blue, Ph.D.

Board Staff Present: Scott S. Osiecki, Chief Executive Officer, Tami Fischer, Leslie Koblentz, Linda Lamp, Starlette Sizemore-Rice, Maggie Tolbert

1. Call to Order

Ms. Elsie Caraballo, Nominating Committee Chair, called the Nominating Committee meeting to order at 3:00 p.m. via conference call.

2. Board Member Attendance Roll Call

Due to the current public health orders surrounding COVID-19, and the Board's commitment to ensuring the health and safety of our Board members, staff, partners, and stakeholders, the Nominating Committee meeting was held via conference call. To assure a quorum, Ms. Linda Lamp, Executive Assistant, completed the Board member attendance roll call.

3. Approval of Minutes

The Nominating Committee minutes of July 24, 2019 were approved as submitted.

4. Status of ADAMHS Board of Director Appointment Term Roster

The Board of Directors Appointment Term Roster was reviewed. Currently, there exists three vacant State appointments. Additionally, three County Board member original appointment terms will be expiring on Tuesday, June 30, 2020: Ms. Crystal Bryant, Esq., MS, LSW, Rev. Benjamin F. Gohlstin, Sr. and Ms. Megan Van Voorhis. Ms. Caraballo reported that she has contacted these Board members regarding their interest with Board member reappointment and was informed that all three Board members have expressed an interest in being reappointed for a second four-year term. As a result, Ms. Lamp was requested to forward email correspondence to the Director, Regional Collaboration, Office of County Executive Armond Budish, on behalf of the Nominating Committee that based upon their contributions and attendance, all three individuals be reappointed at the same time.

Mr. Steve Killpack, MS, will be completing his second term as a County appointment on Tuesday, June 30, 2020 and has not made a decision regarding further action with submitting his interest in becoming a potential State appointment. Ms. Caraballo quoted email correspondence from Mr. Killpack regarding his thoughts relative to this matter. Ms. Lamp was requested to forward this correspondence to identified Board members for further discussion.

Ms. Caraballo reported that her original County appointment expired on Tuesday, June 30, 2019 and noted that she has contacted the County to request an interview for reappointment.

Discussion followed on next steps to fill appointment vacancies. Consideration was given to a candidate who currently has a completed application on file at the Board office from applications received during the 2019 interview process. However, upon further review, Mr. Scott Osiecki, Chief Executive Officer, reported that this applicant is presently serving as a Board member for an ADAMHS Board provider agency. Consideration will be given to following the Board Member Recruitment Policy as well as forwarding an email to the community, posting a request for potential Board member applicants on the ADAMHS Board's website, and informing Business Volunteers Unlimited (BVU) of these vacancies.

The requirements per Ohio Revised Code (ORC) §340.02; stipulate that at least one member shall fill each of the six categories listed in the document titled *ADAMHS Board of Cuyahoga County, Board of Directors Composition*. Ms. Caraballo reported that the category of "At least one person who has received or is receiving addiction services" is currently vacant. As a result,

potential Board member candidates will need to be vetted to fulfill this requirement. (The *ADAMHS Board of Cuyahoga County, Board of Directors Composition* is attached to the original minutes stored in the Executive Unit.)

5. Nomination Slate of Officers for FY2021-FY2022

Ms. Caraballo referenced the tentative timeline prepared for the work of the Nominating Committee. She noted that historically the Nominating Committee has solicited input from Board members regarding their interest in serving as an ADAMHS Board Officer. A draft memorandum explaining the process and Form of Intent questions were reviewed; one revision was generated. The deadline of Friday, May 1, 2020 for completing and submitting a Form of Intent was agreed upon. The timeline/matrix referenced is attached.

According to ADAMHS Board Bylaws, the Nominating Committee's charge is to announce the recommended Slate of Officers for a two-year term at the May General Meeting scheduled for May 27, 2020. Ms. Caraballo further added that this is the only opportunity, per the Bylaws, to receive nominations from the floor. Discussion followed.

Committee members agreed that:

- 1) If a nomination is received from the floor, the candidate will be required to complete and submit the Form of Intent by the end of the business day on Tuesday, June 2, 2020.
- 2) If the required form is received by the deadline, the candidate, nominated from the floor, will be added to the paper ballot to be voted upon at the General Meeting scheduled for Wednesday, June 24, 2020.

The Nominating Committee is scheduled to meet next on Wednesday, May 13, 2020 at 3:00 p.m. when the agenda's main focus will be to determine the recommended FY2021-FY2022 Slate of Officers.

6. New Business – None

There being no further business to discuss, the meeting adjourned at 3:44 p.m.

Submitted by: Linda Lamp, Executive Assistant

Approved by: Elsie Caraballo, Nominating Committee Chair