

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

**NOMINATING COMMITTEE MINUTES**

**APRIL 18, 2018**

**Committee Members Present:** Reginald C. Blue, Ph.D., J. Robert Fowler, Ph.D., Rev. Benjamin F. Gohlstin, Sr., Pythias Jones, M.D., Harvey A. Snider, Esq. / **Absent:** Mary M. Step, Ph.D., Ericka L. Thoms

**Board Staff Present:** Scott Osiecki, C.E.O., Tami Fischer, Carol Krajewski

**1. Call to Order**

Dr. Reginald Blue, Nominating Committee Chair, called the meeting to order at 3:00 p.m. in the Ohio Room.

**2. Approval of Minutes**

The minutes of the July 26, 2017 Nominating Committee Meeting were approved as submitted.

**3. Committee's Charge to Nominate Slate of Officers for FY2019-FY2020**

Dr. Blue referenced the tentative timeline prepared for the work of the Nominating Committee. He 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; no revisions were generated. The deadline of Friday, May 4, 2018 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 23, 2018. Dr. Blue 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, May 29, 2018.
- 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 June 27, 2018.

The chart showing the record of Board Officer Terms was reviewed. Dr. Blue noted that the current Chairperson and Vice Chair are not eligible to apply for that same office per the ADAMHS Board Bylaws but are eligible to submit a form of intent for another Board Officer position.

**4. Status of ADAMHS Board Appointment Roster**

The Board of Directors Appointment Term Roster was reviewed. Currently, there exists three Board member vacancies. Dr. Blue asked Mr. Osiecki to touch base with County officials regarding the requested pending interview for a recommended reappointment.

Discussion followed on next steps to fill appointment vacancies. Consideration will be given to candidates who currently have completed applications on file at the Board office. Three Nominating Committee members volunteered to serve as an Interview Team: Harvey Snider, Pythias Jones and Benjamin Gohlstin and tentatively offered to reserve Thursday morning, April 26<sup>th</sup>, to conduct interviews of candidates who have submitted applications. Ms. Krajewski was asked to coordinate the interview process/schedule.

The Nominating Committee is scheduled to meet next on Wednesday, May 16, 2018 at 3:00 p.m. when the agenda's main focus will be to determine the recommended FY2019-FY2020 Slate of Officers.

**5. Old/New Business – None**

*There being no further business to discuss, the meeting adjourned at 3:45 p.m.*

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

**Approved by: Reginald C. Blue, Ph.D., Nominating Committee Chair**



**Proposed Timeline for Nomination 8  
of Board Officers for FY2019-FY2020**

Revised: 4/18/18

<b>Tasks</b>	<b>Implementation Date</b>	<b>Action Steps</b>
<b>1. Convene Nominating Committee Meeting</b>	<b>Wed., April 18<sup>th</sup> at 3:00 PM</b> (prior to F&O Com. Meeting)	Discuss/develop process to deliberate & recommend a slate of Board Officers for FY2019-FY2020
Consider issuing <i>Form of Intent</i> to all Board members asking for interest in serving as a Board Officer for 2-year term	<b>Send letters by e-mail &amp; U.S. mail by April 20th</b>	<b>“Tentative” cut-off date for responses:</b>  <b><u>Friday, May 4, 2018</u></b>
<b>2. Nominating Committee Report at April General Meeting</b>	<b>Wednesday, April 25, 2018 4:00 PM</b>	<b>Nominating Committee Chair</b> to explain letter of intent process to full Board especially for the benefit of newer Board members. Reiterate deadline for form of intent replies.
<b>3. Convene Nominating Committee Meeting in May</b>	<b><u>Wed., May 16<sup>th</sup> at 3:00 PM</u></b>  (prior to Finance & Operations Committee Meeting)	Review form of intent responses and determine recommended Slate of Officers.
<b>4. Announce Recommended Slate of Board Officers to full Board</b>	<b>General Meeting: <u>May 23, 2018</u></b>	<b>Nominating Com. Chair shares committee’s recommended Slate of Officers for FY2019-FY2020</b> FYI: Per Bylaws, nominations “from the floor” are permitted only at the May General Meeting.
<b>5. (Optional: For nominations received “from the floor”, potential applicants must complete form of intent and submit by deadline.)</b>	<b>Deadline for submission of Form of Intent from nominees from the floor = <u>Tues., 5/29/18.</u></b>	If nominee from the floor submits information by the deadline, the Nominating Committee will produce a paper ballot for the General Meeting vote.
<b>6. Election of Officers (2-year term) FY2019-FY2020</b>	<b>General Meeting on Wednesday, June 27, 2018.</b>	Full Board to vote on Board Officers for FY2019-FY2020.