

ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY
NOMINATING COMMITTEE MINUTES
May 11, 2011

Committee Chair, Rick Kemm, called the meeting to order at 3:00 p.m. in the ADAMHS Board's Cardinal Room.

Committee Members Present: Bob Fowler, Rick Kemm, Ericka Thoms, Anngela Williams / **Absent:** None

Board Staff Present: William M. Denihan, Chief Executive Officer, Carol Krajewski, Executive Specialist

1. **Approval of Minutes** - Nominating Committee minutes from September 27, 2010 were approved as submitted.

2. **Determine Nominating Committee's Slate of Board Officers for FY2012**

Mr. Kemm opened the discussion by reminding Nominating Committee members about the terms of office as stated in the ADAMHS Board Bylaws. In summary, Board officers and committee chairpersons shall serve for a term of one year, but not more than two consecutive terms. All Board members were invited to submit a letter of intent for Board officer positions by 5/6/11. Three letters of intent were received; all from the existing Board officers. Each letter of intent addressed the Board member's interest in continuing on in their present position with the exception of Mr. Snider's letter which mentioned his interest in either office position of Chair or 1st Vice Chair. Mr. Kemm noted that each are eligible to serve one more year in their respective officer position.

Discussion followed. Mr. Kemm advocated for maintaining the current Board Officer arrangement; committee members concurred. Mr. Denihan mentioned that he felt very lucky to have the established leadership team and often sings the praises of his entire Board when at meetings in Columbus.

The Board's Bylaws also determine that the slate of officers shall be presented at the full Board meeting in May by the Nominating Committee. Nominations from Board members, who are not on the Nominating Committee, may also be presented at the May meeting. No further nominations will be accepted after the May General Meeting. The officers will be elected by a majority of the vote of the members present at the full Board meeting in June.

Motion to recommend to the full Board at the May General Meeting the following Slate of Officers for FY2012:
Chairperson - Rev. Charlotte Still Noble, 1st Vice Chair – Harvey A. Snider and Vice Chair – Eugenia Cash.

MOTION: B. Fowler / SECOND: A. Williams / AYES: B. Fowler, E. Thoms, A. Williams / NAYS: None

Motion passed.

3. **Refine Interview Process**

The interview questions previously used by the Nominating Committee were incorporated into an Interview Evaluation Form. Committee members reviewed the questions to review and/or improve its content. The following input was received:

- Revise first question to read, *"What do you know about the ADAMHS Board and why are you interested in serving as a Board member?"*
- Add: Is there anything in your background that would embarrass the ADAMHS Board?

Discussion followed regarding the concept of using background checks for volunteer Board members once the individual has been tentatively selected and include verification for those individuals who would fulfill Board seats that are connected to specific criteria for ODADAS or ODMH appointments. Mr. Denihan asked if this issue could be tabled in order for him to investigate further and report back to the Nominating Committee. Ms. Thoms was interested in learning what other Boards do and the concept of contacting the Prosecutor's Office for an opinion.

Mr. Fowler introduced the concept of assigning individual rating numbers to each question. Discussion followed; committee members agreed that questions No. 1 and 5 were most important, Nos. 2, 3, and 4 offer insight, knowledge or experience. Ms. Williams favored a weighted mechanism which may aid in the Nominating Committee's deliberation.

Refine Interview Process *(Continued)*

Desired Board member attributes - Committee members concurred on the following desired attributes for ADAMHS Board members: enthusiasm, knowledge, attitude, experience, passion, commitment. It was recommended that these attributes should be added to Evaluation Form.

Committee Chair, Rick Kemm, noted that the Interview Evaluation Form would be revised taking into consideration the input from committee members and e-mailed to all. Committee members were encouraged to review the revised document and provide further comments or revisions by e-mail.

Mr. Denihan suggested that the Nominating Committee take note of those attributes that can be shared with the appointing authorities when writing recommendation letters.

4. New Business

- The next Nominating Committee meeting will address (1) the issue of considering a process or policy for maintaining a candidate waiting list for Board member positions and (2) a report out regarding background checks from Mr. Denihan.
- Committee members noted their preference for scheduling Nominating Committee meetings prior to the Planning and Oversight Committee as all four members also serve on the P&O committee.

There being no further business to discuss, the meeting adjourned at 3:55 p.m.

Submitted by: Carol Krajewski, Executive Specialist

Approved by: Rick A. Kemm, Nominating Committee Chair