

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

NOMINATING COMMITTEE MINUTES

April 19, 2010

Committee Co-Chair, Amy Leopard, called the meeting to order at 9:00 a.m.

Committee Members Present: Eugenia Cash, Co-Chair, Rick Kemm, Amy Leopard, Harvey Snider

Absent: Rev. Charlotte Still Noble / **Board Staff Present:** Rose Fini, Carol Krajewski

1. Approval of Minutes

The Nominating Committee minutes from the December 16, 2009 meeting were approved as written.

2. Proposed Bylaws Amendment Regarding Nominating Committee

The proposed bylaws amendment delineating the role and responsibility of the Nominating Committee as an ADAMHS Board Standing Committee was reviewed. No additional input received.

3. Review Board Composition Breakdown

The Nominating Committee reviewed its charge to recruit Board members who are demographically representative of the population of Cuyahoga County per the Ohio Revised Code. The following points were brought forth in the discussion.

The Nominating Committee should:

- Consider background and expertise of prospective applicants.
- Aim to maintain a balance of representation from various disciplines.
- Check with advisory council members, listed in Joint Motion document, who no longer have a conflict of interest situation to determine if the person/s are still interested in serving as a volunteer Board member.
- Ask current non-Board members recently appointed to the Planning & Oversight Committee if they might be interested in applying for Board membership.
- Continue past practice of telephone interviews of prospective candidates. This practice was found to be effective in sharing the level of commitment expected and to assess the applicant's reaction.
- Consider recruiting individuals from potential pool of applicants for non-Board member committee service.
- Ask all prospective Board applicants to complete the Board application form for the Nominating Committee in order to compare relevant data and learn the reason the individual is interested in serving as an ADAMHS Board of Director.

4. Review Prospective Candidate Resumes/Applications

A roster of Board application requests (received as of 3/29/10) was distributed and reviewed. The committee identified several applicants who had a conflict of interest situation regarding their employment with entities currently contracting with the ADAMHS Board. One individual's application fell within the one-year revolving door stipulation.

Actions Needed:

- Mr. Snider will contact Mr. Tom Abdow (advisory council member without a known conflict of interest situation) to determine his interest and/or availability to fill an appointment vacancy.
- Ms. Leopard will contact Mr. Lawrence and Dr. Step (non-Board members recently appointed to the Planning & Oversight Committee) to determine their interest in applying for Board membership.
- Ms. Fini will check on demographic information for consumers/clients of the ADAMHS Board.
- Ms. Fini will follow-up to clarify or confirm prospective candidate's conflict of interest situations.
- Ms. Krajewski will e-mail applicants who provided a resume only and request the completion of a Board application per the request of the Nominating Committee.
- Once steps above are completed and eligible candidates are identified, committee members will be assigned individuals to call for the initial telephone interview by Ms. Krajewski. Interview checklists will also be forwarded on to all for consistency of interview calls.
- Ms. Krajewski will draft thank-you letters for individuals with an existing conflict of interest situation.

5. New Business

- **Present Recommended Slate of ADAMHS Board Officers**

Co-Chairs Leopard and Cash noted that the FY2011 proposed Slate of Officers for FY2011, per ADAMHS Board Bylaws, should be presented at the May General Meeting scheduled for 5/26/10.

Ms. Leopard announced that Rev. Charlotte Still Noble sent an e-mail dated 4/18/10 indicating her desire to resign from the Nominating Committee since she is interested in continuing on as an officer of the ADAMHS Board of Directors. Discussion followed. Ms. Cash felt strongly that Rev. Still Noble could still serve on the Nominating Committee but refrain from participating in the officer slate discussion and vote. Ms. Leopard offered to talk with Rev. Still Noble regarding her recent e-mail.

Actions requested:

- Ms. Krajewski was asked to e-mail all Board of Directors to canvas their interest in serving as a Board Officer for FY2011 (Chairperson, Vice Chair and 2nd Vice Chair). Interested Board members shall be asked to e-mail their form of intent by the close of business on Monday, May 3, 2010.
- Ms. Krajewski will poll Committee members to determine the next Nominating Committee date; committee members present noted their preference for the 9:00 AM meeting time.

There being no further business to discuss, the meeting adjourned at 10:10 a.m.

Submitted by: Carol Krajewski, Executive Specialist

Approved by: Nominating Committee Co-Chairs, Amy S. Leopard, Esq. & Eugenia Cash