

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY
NOMINATING COMMITTEE MINUTES
September 27, 2010**

Committee Chair, Rick Kemm, called the meeting to order at 4:50 p.m. in the ADAMHS Board's Cardinal Room.
Committee Members Present: Bob Fowler, Rick Kemm, Ericka Thoms / **Absent:** Anngela Williams
Board Staff Present: Carol Krajewski, Executive Specialist

1. **Approval of Minutes** - The Nominating Committee minutes from June 21, 2010 were approved as submitted.

2. **Discuss interviews conducted for Board of Director vacancies**

- One (1) county appointment vacancy with AOD interest; the unexpired term of Amy S. Leopard, Esq.
- One (1) unexpired ODMH appointment vacancy to be filled by a consumer of mental health services

3. **Discuss Candidate Interview Results**

Committee members reviewed the list of candidates interviewed on 9/20/10 and 9/27/10. Interview assessment worksheets were distributed to committee members in order to individually rate the persons interviewed. The combined point totals were reviewed by committee members as well as Board applications.

4. **Determine Candidates to Recommend to the Full Board**

Based upon rating totals and the discussion regarding applicant's qualifications, positive attributes and interests, committee members concurred on two persons to be recommended to the full Board.

Motion to recommend Rev. Iris Lynn Bailey to fill the County appointment vacancy/unexpired term of Amy S. Leopard, Esq. to the full Board. MOTION: E. Thoms / SECOND: B. Fowler / AYES: B. Fowler, R. Kemm, E. Thoms / NAYS: None / **Motion passed.**

Motion to recommend Richard A. Folbert to fill the State appointment vacancy/unexpired term of Janet C. Hnanicek to the full Board. MOTION: B. Fowler / SECOND: E. Thoms / AYES: B. Fowler, R. Kemm, E. Thoms / NAYS: None / **Motion passed.**

The Nominating Committee Chair noted that upon approval of the full Board, per the Recruitment of Board Members policy, the Board Chair will forward the names of the recommended candidates to respective appointing authorities.

5. **Determine Next Steps for Candidates Not Selected**

Mr. Kemm solicited input on the process for notifying individuals interviewed for Board vacancies who were not selected. The committee concurred that two sample letters should be drafted:

- A thank-you for applying for Board membership with information on how to continue to be an advocate.
- A thank-you to the applicant along with a request to keep the applicant's name & application on file for consideration of future vacancies.

Mr. Kemm asked Ms. Krajewski for assistance in drafting the letters to be sent to those applicants not chosen in the recent round of interviews.

Input/questions for next Nominating Committee meeting:

- Is it appropriate to have a waiting list of interested applicants who have already gone through the interview process? Is a policy or procedure needed to maintain a waiting list of applicants?
- If so, do new candidates have to be considered along with those applicants on file?
- Committee Chair to invite Legal Affairs Director, Ms. Fini, to attend the next Nominating Com. meeting.
- Nominating Committee should work to further refine interview questions, develop an evaluation form to use when interviewing candidates, etc.
- Determine 3-4 attributes which are desired of prospective Board members.

There being no further business to discuss, the meeting adjourned at 5:15 p.m.

Submitted by: Carol Krajewski, Executive Specialist

Approved by: Rick A. Kemm, Nominating Committee Chair