

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

SPECIAL MEETING OF THE FINANCE AND OPERATIONS COMMITTEE  
OCTOBER 28, 2009 MINUTES

Board Chair, Kathryn Gambatese, called the Special Meeting of the Finance & Operations Committee to order at 3:15 p.m. on behalf of Committee Vice Chair, Amy Leopard, who was in transit. Ms. Gambatese noted that the purpose of the special meeting was to consider information around the costs of workstation installation and furniture acquisition for the move to the new ADAMHS Board Administrative Offices at the United Bank Building by February 1, 2010.

**Committee Members Present:** Pastor Charles E. Brown, Kathryn Gambatese, Amy Leopard, Harvey Snider, Rev. Charlotte Still Noble, Lisa Thomas, Ph.D. / **Absent:** J. Robert Fowler, Ph.D.  
**Other Board of Directors Present:** Eugenia Cash, Jan Hnanicek

**Board Staff Present:** William M. Denihan, C.E.O., Cassandra Richardson, Cindy Chaytor, Dr. Chris Delos Reyes, Tami Fischer, Cheryl Fratalone, John Garrity, Lisa Griffith, Valeria A. Harper, Johanna Henz, Carol Krajewski, Scott Osiecki, Starlette Sizemore-Rice / **Guests:** Steve Zannoni, PMC

**1. CONSIDERATION OF WORKSTATION INSTALLATION & FURNITURE ACQUISITION**

As a follow-up to the October 21<sup>st</sup> Finance & Operations Committee, Mr. Denihan referenced the original request to reserve \$390,000 for the selection and procurement of furniture. He explained the need to place the order for specific workstations in November in order to have the workstations constructed and installed for the 54 line staff positions in time for the move date. For administrative offices and conference/training rooms, the plan is to either take current furniture to the new site or acquire donated furniture. Mr. Denihan noted that one of the objectives for obtaining six months of free rent was to have the funds to cover the interior of the facility which is being built to ADAMHS Board specific needs.

[Amy Leopard, Committee Vice Chair, arrived.]

Ms. Richardson elaborated on the agenda process sheet distributed (attached to the minutes) and identified which portions of the request need to be approved as soon as possible in order to comply with the Board's move-in date. Although the ADAMHS Board will officially move into its new offices on February 1, 2010, Ms. Richardson confirmed that our lease payments will not commence until August 2010. Therefore, funds will be available within the current operating budget to address needs associated with the move to the new facility and will still be under the 5% level established by the Board of Directors. It was noted that 54 of the 70 positions will be located in workstations to meet the new office layout. The net price for the workstations and seating is \$240,000.

**Board Staff Recommendation (Action Requested):**

**Item 1:** Approval to proceed with S. Rose for the purchase of ergonomic workstations; seating, and resources for non-management staff in the amount of \$240,000. *(Immediate consideration needed for this item.)*

*The following items will require Board consideration and approval at the November Board meeting cycle:*

**Item 2:** Approval to proceed with purchase of ergonomic seating and ergonomic keyboard trays and monitor stands and general seating in the amount of \$20,000;

**Item 3:** Approval of set aside funds for the donated items to cover the cost of refurbishing, storage, and moving of the items from the current location and set-up at the new facility in the amount of \$25,000;

**Item 4:** Approval of funds to meet audio/visual, paging, security camera, and digital recording system for the new facility in the amount of \$40,000;

**Item 5:** Approval to set aside \$65,000 as a contingency fund to address any unforeseen items and costs associated with the move.

**Motion to recommend approving the purchase of the ergonomic workstations, seating, and resources for non-management staff in the amount of \$240,000.00 to the full Board.**

MOTION: L. Thomas / SECOND: C. Still Noble.

Ms. Leopard opened the floor for discussion; discussion points are listed below:

- Both delivery and installation are included in the cost of the workstations.
- A separate company, Relocation Plus, Inc., will handle the process for acquiring donated furniture (i.e. removing furniture from current space, properly wrapping and storing, refurbishing and finally moving to the new facility.)
- Appreciation given to Ms. Richardson for the breakout of proposed expenditures and specificity requested.
- Ms. Richardson thanked Mr. Osiecki for his collaboration on the agenda process sheet.

Ms. Leopard called for the vote on the motion. AYES: C. Brown, L. Gambatese, H. Snider, C. Still Noble, L. Thomas  
NAYS: None / **Motion passed.**

**Motion to recommend approval of items 2-5 to the full Board.** MOTION: L. Thomas / SECOND: C. Still Noble  
Mr. Snider noted his support of items 1-4; however, he expressed his concern about item #5, the contingency fund proposed, and suggested tabling the issue until the November meeting cycle. Ms. Thomas noted that she would accept the friendly amendment proposed by Mr. Snider.

**Motion to recommend approval of items 2 through 4 (referenced on page one) to the full Board.**

MOTION: H. Snider / SECOND: L. Thomas / AYES: C. Brown, K. Gambatese, H. Snider, C. Still Noble, L. Thomas  
NAYS: None / **Motion passed.**

Mr. Denihan commented that since the ADAMHS Board of Directors does not meet in December it may be necessary to bring the contingency issue back to the committee in November.

Additionally, Mr. Denihan informed the committee that the current landlord for the 1400 West 25 Street location has forwarded a rental increase to the ADAMHS Board for the remaining three months of \$1,500 per month.

## **2. APPROVAL OF C.E.O. COMPENSATION PACKAGE**

In a follow-up discussion to the C.E.O. contract recommendation, Ms. Leopard reported that two documents were being distributed to committee members:

- State-wide CEO Salary and Benefits Information, Updated October 7, 2009
- Compensation Package Comparison: October 28, 2009

Mr. Denihan explained that the state-wide chart reflects the base salaries and compensation packages of other C.E.O's/Executive Directors in Ohio; most salary ranges and benefits exceed those of Mr. Denihan's.

It was noted that previously the Executive Committee and Finance Committee agreed to afford Mr. Denihan the benefit of a PERS pick-up which would amount to \$14,950 which is comparable to other Executive Directors across the state and to the former Director of this agency. Additionally, the committees recommended two extra weeks of vacation bringing the benefits consistent with the former Executive Director of the ADASBCC as well as a continuing education benefit of \$3,000. (Details reflected on Compensation Package Comparison document attached to the original minutes stored in the Executive Unit.)

Mr. Denihan asked Ms. Gambatese and Dr. Fowler to bring this issue back for reconsideration in light of the ramifications of the devastating budget reductions on the behavioral health system and to avoid any further distractions that the C.E.O. compensation package negotiations have caused. Consequently, William M. Denihan, ADAMHS Board of Cuyahoga County C.E.O., has decided to forgo receiving an additional two weeks of vacation and the \$3,000 allocated for education as proposed by the Board. He will also reduce his car allowance to \$475 instead of the \$700 that was offered to him by the Board and will not receive PERS pick-up. Therefore, even with the addition of duties as the C.E.O. of the new ADAMHS Board, there is no change to his compensation package.

**Motion to accept the recommended changes to the C.E.O. Compensation Package as proposed by William M. Denihan to the full Board.** MOTION: L. Thomas / SECOND: K. Gambatese

Pastor Brown advocated for keeping the continuing education component in the compensation package. Mr. Denihan stated his desire to walk away without an increase in his compensation package. It was noted that a specific request could be made for an educational opportunities as they arise.

Ms. Gambatese commended Mr. Denihan for this stance and the amount of energy and enthusiasm he continues to exhibit through his leadership. Committee members concurred with Ms. Gambatese's remarks and echoed their appreciation for Mr. Denihan's generosity and spirit.

AYES: C. Brown, K. Gambatese, H. Snider, C. Still Noble, L. Thomas / NAYS: None / **Motion passed.**

*There being no further business, the meeting adjourned at 4:00 p.m.*

*Submitted by: Carol Krajewski, Executive Specialist*

*Approved by: Amy S. Leopard, Esq., Finance & Operations Committee Vice Chair*