

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

SPECIAL MEETING MINUTES
AUGUST 31, 2016

ADAMHS BOARD OF DIRECTORS PRESENT:

Eugenia Cash, LSW, MSSA, CDCA, Chair	Steve Killpack, MS
David E. Biegel, Ph.D.	Charlotte Rerko, MSN, RN, BC
Elsie Caraballo	Harvey A. Snider, Esq.
J. Robert Fowler, Ph.D.	Mary R. Warr, M.Ed.
Cassi Handler	Anngela Williams

Absent: Reginald C. Blue, Ph.D., Rev. Benjamin F. Gohlstin, Sr., Pythias D. Jones, M.D., J. Richard Romaniuk, Ph.D., Eileen Saffran, LISW-S

Board Staff Present: William M. Denihan, CEO, Tami Fischer, John Garrity, Ph.D., Valeria Harper, Carol Krajewski, Dave Lambert, Scott Osiecki, Ralph Piatak, Starlette Sizemore-Rice

1. CALL TO ORDER

Upon reaching a quorum at 4:15 p.m., Board Vice Chair, J. Robert Fowler, Ph.D., called the Special Meeting to order on behalf of Eugenia Cash, Board Chair, who was unavoidably detained.

2. PURPOSE OF SPECIAL MEETING

Mr. Denihan explained that due to the time periods connected with a Request for Proposal (RFP), the Board would not have enough time to begin the Strategic Plan until after the December holiday and thus be delayed until January 2017. This meeting will allow for an additional 30 days to organize the work plan to include:

- Performance Measures
- Needs Assessment
- Strategic Plan Forums to gather input from community, stakeholders, Board members & Board staff
- Award of amended one-year contracts.

With this meeting, the process gains 30 days at the front end for the work of the Strategic Plan.

3. EVALUATION PROJECTS FALL TIMELINE

John Garrity, Ph.D., Chief Quality Officer, elaborated on the 2016 Timeline for the Evaluation Projects—2016 Outcomes Review, Strategic Plan, Needs Assessment and intent to use an Overview of the Community Plan for a training instrument for the Board of Director's Annual Training. (The timeline document is attached to the original minutes stored in the Executive Unit.)

A question arose around the 2nd week of December timeframe for the 2-day Strategic Plan Summit. It was noted that the dates in December were tentative and fluid at this time.

4. RESOLUTION NO. 16-08-01 - AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL TO IDENTIFY A CONSULTANT TO COORDINATE THE DEVELOPMENT OF A COMPREHENSIVE STRATEGIC PLAN

A question was generated around the need for an outside consultant. Dr. Garrity explained that typically a neutral party is enlisted to facilitate the process. The consultant is someone who has expertise in the planning process, in coordinating focus groups, summits, etc. and is someone who will work with staff to prepare a Strategic Plan draft to be presented to the Board of Directors for its review, consideration and feedback.

Ms. Warr emphasized the importance of diversity when considering proposals. Mr. Denihan asked Frank Brickner, Chief Financial Officer, to provide a report on administrative costs and identify the Board's contract allocations to minority firms.

Motion to approve Resolution No. 16-08-01. MOTION: D. Biegel / SECOND: S. Killpack / AYES: E. Cash, D. Biegel, E. Caraballo, C. Handler, S. Killpack, C. Rerko, H. Snider, M. Warr, A. Williams / NAYS: None / ABSTAIN: None / **Motion passed.**

There being no further business, the meeting adjourned at 4:45 a.m.

Submitted by: *Carol Krajewski, Executive Specialist*

Approved by: _____
Eugenia Cash, LSW, MSSA, CDCA, Board Chair