

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

EXECUTIVE COMMITTEE MINUTES

FEBRUARY 26, 2020

Committee Members Present: Rev. Benjamin F. Gohlstin, Sr., Board Chair, Elsie Caraballo, J. Robert Fowler, Ph.D., Katie Kern-Pilch, ATR-BC, LPC-S, Steve Killpack, MS, Rev. Max Rodas, MA, Harvey A. Snider, Esq. / Other Board Members: Crystal Bryant, Esq., MS, LSW, Erskine Cade, MBA, Gwendolyn A. Howard, LSW, MSSA

Absent: None

Board Staff Present: Tami Fischer, Curtis Couch, Felicia Harrison, Kelli Perk, Linda Lamp, Maggie Tolbert

1. Call to Order

Rev. Benjamin Gohlstin, Sr., Board Chair called the Executive Committee meeting to order at 3:00 p.m.

2. Approval of Minutes

The Executive Committee minutes of May 22, 2019 were approved as submitted.

3. Board Self Evaluation

Ms. Tami Fischer, Chief Administrative Officer, reported on the Board Member Self Evaluation. During the Annual Training/Retreat held on Saturday, November 16, 2019, Board members present were requested to complete a Board Self Evaluation, Personal Goals Assessment and Performance Review. The responses were then compiled into one document to represent the aggregate responses, including individual comments, for review and discussion. Overall, there were a couple of areas that were identified as needing additional work; however, the majority of responses were positive in nature and the objectives were accomplished. (A copy of the aggregate responses is attached to the original minutes stored in the Executive Unit.)

Rev. Gohlstin thoroughly reviewed the aggregate responses from the Board Member Self Evaluation and referenced challenges brought forth through remarks/comments within the document. He reported that he disagreed with the minimal number of responses that identified "additional work needed" or "Unsatisfied; Needs Improvement" and emphasized that the ADAMHS Board of Directors work very hard to maintain their roles and responsibilities.

The Board Member Self Evaluation is completed on an annual basis; and Rev. Gohlstin reported that he is hoping that responses from the upcoming Board Member Self Evaluation will remain the same and/or improve from the previous year's responses.

Committee Member Input

- Ms. Katie Kern-Pilch reported that the majority of the responses were positive in nature and reflected Board Member satisfaction.
- Mr. Harvey Snider commended Rev. Gohlstin's role as Board Chair and noted that the majority of positive responses in the Board Member Self Evaluation concurred.
- Ms. Kern-Pilch noted that the Annual Training/Retreat that was held on Saturday, November 16, 2019; and the New Board Member Orientation session that was held on Wednesday, January 29, 2020 were excellent. Board members concurred.

4. Chief Executive Officer Evaluation Process

Ms. Fischer reported on the Chief Executive Officer Evaluation process and noted that Mr. Osiecki's annual anniversary is March 1st. She stated that this process consists of a review team of three Board members; one being the Board Chairperson; one selected by the Board Chairperson; and one selected by the Chief Executive Officer.

The Chief Executive Officer Evaluation process will replicate the process that was utilized last year. Hardcopies of the performance evaluation form, the 2019 accomplishments, and the 2020 performance goals will be distributed to the review

team on Wednesday, March 11, 2020. The participating Board members will complete sections 1 and 2 of the evaluation form and return to Ms. Fischer at the Finance & Operations Committee meeting on Wednesday, March 18, 2020. Ms. Fischer will compile the results into one document; and the review team will then meet with Mr. Osiecki on Monday, March 23, 2020, at a time yet to be determined, to review the document and come to a consensus on the scoring. Executive session will be scheduled during the General Meeting on Wednesday, March 25, 2020 to finalize the review and determine any action related to a salary increase.

Rev. Gohlstin asked Ms. Elsie Caraballo to participate as his selection on the review team for the Chief Executive Officer Evaluation process. Ms. Caraballo reported that she would need to respectfully decline due to family matters. He then selected Mr. Steve Killpack, who also respectfully declined due to being out of the country during this process. Rev. Gohlstin then asked Mr. Harvey Snider, who was honored and happy to accept.

5. Committee Structure

Rev. Gohlstin reported that there has been a suggestion that the Board give consideration to restructuring the committee process by combining the Planning & Oversight Committee and the Finance & Operations Committee. Mr. Killpack reported that this is a good recommendation; however, when committee meetings are combined, they are much longer, and requested consideration be given for Board meetings to be held in the mornings. Discussion ensued and Board members voiced concerns regarding the length of the combined meetings.

Motion to continue the current committee structure to the full Board. MOTION: H. Snider / SECOND: R. Fowler / AYES: E. Caraballo, R. Fowler, K. Kern-Pilch, M. Rodas, S. Killpack, H. Snider / NAYS: None / **Motion carried.**

Motion for committee chair to be allowed to change the time of the committee meeting if all committee members agreed; only if permitted by the bylaws. MOTION: S. Killpack / SECOND: K. Kern-Pilch / AYES: K. Kern-Pilch, S. Killpack / NAYS: E. Caraballo, R. Fowler, M. Rodas, H. Snider / **Motion failed.**

6. New Business – None

There being no further business to discuss, the meeting adjourned at 3:26 p.m.

Submitted by: Linda Lamp, Executive Assistant

Approved by: Rev. Benjamin F. Gohlstin, Sr., ADAMHS Board Chairperson