



NOMINATING COMMITTEE MEETING

WEDNESDAY, MARCH 20, 2024

3:00 PM

2012 West 25th Street, Cleveland, Ohio 44113 / United Bank Bldg. / Ohio Room – 6th Floor

AGENDA

1. **Call to Order** – James T. Dixon, Committee Chair
2. **Public Comment on Agenda Items** – James T. Dixon
3. **Approval of Minutes:** April 26, 2023 – James T. Dixon
4. **Status of ADAMHS Board of Director Appointment Term Roster** (*Attached*) – Woo Jun, Chief Operating Officer
 - Reference: Recruitment of ADAMHS Board of Directors Policy
 - Review County and State Appointments and Reappointments
 - Breakdown of Current Board of Directors Composition
5. **Reappointment Recommendations for 2 County Appointments and 2 State Appointments** – Linda Lamp, Executive Assistant
 - Expiration Date of June 30, 2024
6. **Nomination Slate of Board Officers for FY2025-FY2026** – Linda Lamp
 - Recommended Slate Due to full Board at May General Meeting
 - Proposed Timeline for Letter of Intent & Nomination Process (*Attached*)
7. **New Business**
8. **Follow-up**
9. **Public Comment Period**
10. **Upcoming March and April Board Meetings:**
 - Finance & Oversight Committee Meeting: March 20, 2024
 - General Meeting: March 27, 2024
 - Faith-based Outreach Committee Meeting: April 3, 2024
 - Nominating Committee Meeting: April 10, 2024
 - Finance & Oversight Committee Meeting: April 10, 2024
 - General Meeting: April 17, 2024 at Northern Ohio Recovery Association (NORA), 1400 E 55th Street, Cleveland, Ohio 44103

Nominating Committee

James T. Dixon, Committee Chair

Reginald C. Blue, Ph.D., Committee Vice Chair

Erskine Cade, MBA ▪ J. Robert Fowler, Ph.D. ▪ Rev. Benjamin F. Gohlstin, Sr.

Katie Kern-Pilch, MA, ATR-BC, LPC-S ▪ Harvey A. Snider, Esq.

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

NOMINATING COMMITTEE MINUTES
APRIL 26, 2023

Committee Members Present: Harvey A. Snider, Esq., Committee Chair, J. Robert Fowler, Ph.D., Katie Kern-Pilch, MA, ATR-BC, LPC-S / **Absent:** Reginald C. Blue, Ph.D., Erskine Cade, MBA, Rev. Benjamin F. Gohlstin, Sr.

Board Staff Present: Scott Osiecki, Chief Executive Officer, Bill Hebble, Woo Jun, Linda Lamp, Jessica Saker

1. Call to Order

Harvey A. Snider, Esq., Nominating Committee Chair, called the meeting to order at 3:30 p.m.

2. Public Comment on Agenda Items

There was no public comment on agenda items.

3. Approval of Minutes

The minutes of the April 12, 2023 Nominating Committee meeting were approved as submitted.

4. Executive Session

Mr. Snider announced the need to enter into Executive Session for the purpose of discussing and considering the appointment of public officials.

Motion to enter into Executive Session. MOTION: K. Kern-Pilch / SECOND: Fowler / A roll call vote was taken. / AYES: R. Fowler, K. Kern-Pilch, H. Snider / NAYS: None / ABSTAIN: None / **Motion carried.**

Motion to exit the Executive Session and resume the business of the Nominating Committee Meeting. MOTION: R. Fowler / SECOND: K. Kern-Pilch / A roll call vote was taken. / AYES: R. Fowler, K. Kern-Pilch, H. Snider / NAYS: None / ABSTAIN: None / **Motion carried.**

5. Suggest Candidates for Appointment Consideration for Cuyahoga County and State Vacancies

Based upon the Nominating Committee member's interview process of prospective candidates for the Ohio Department of Mental Health and Addiction Services (OhioMHAS) appointment vacancy and the Cuyahoga County vacancies, the Nominating Committee members reached consensus to recommend to the full Board the following individuals to be considered for appointment by OhioMHAS and Cuyahoga County:

- Recommended Board Member Candidate for OhioMHAS Appointment:
 - Mr. Jim Dixon
Representing Mental Health
- Recommended Board Member Candidates for Cuyahoga County Appointment:
 - Ms. Sharisse Edwards
Representing Alcohol & Other Addictions
 - Mr. Kenneth Warren
Representing Alcohol & Other Addictions
 - Mr. Stuart Chase Van Wagenen
Representing Mental Health

Motion to request authorization from the full Board to submit the appointment recommendations listed above to the identified appointing authorities for consideration. MOTION: R. Fowler / SECOND: K. Kern-Pilch / AYES: R. Fowler, K. Kern-Pilch / NAYS: None / ABSTAIN: None / **Motion carried**

6. New Business

No new business was received.

7. Follow-up

No follow-up was received.

8. Public Comment Period

No public comment was received.

9. Upcoming April and May Board Meetings:

- General Meeting: April 26, 2023
- Community Relations & Advocacy Committee Meeting: May 3, 2023
- Planning & Oversight Committee Meeting: May 10, 2023
- Finance & Operations Committee Meeting: May 17, 2023
- General Meeting: May 24, 2023

There being no further business to discuss, the meeting adjourned at 3:43 p.m.

Submitted by: Linda Lamp, Executive Assistant

Approved by: Harvey A. Snider, Esq., Nominating Committee Chair

DRAFT

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES
BOARD OF CUYAHOGA COUNTY (ADAMHS BOARD)**

POLICY STATEMENT

SUBJECT: RECRUITMENT OF ADAMHS BOARD OF DIRECTORS POLICY

EFFECTIVE DATE: September 27, 2023

PURPOSE

To help enlist qualified and committed individuals who are demographically representative of the population of Cuyahoga County to serve as Directors on the ADAMHS Board for state and county appointments.

POLICY

It is the policy of the ADAMHS Board that candidates for Board of Directors should reflect demographically the community of Cuyahoga County and the ADAMHS Board Nominating Committee will be authorized to make recommendations for Director positions of the ADAMHS Board for state and county appointments.

This policy shall be utilized whenever a Director's vacancy occurs or upon the need for a new Director to replace a Director who is not in good standing as a result of the failure to attend meetings as prescribed in the Ohio Revised Code.

RESPONSIBILITIES

Upon the upcoming end of a Director's term, a Director's resignation, or upon the need to replace a Director:

It is the responsibility of the ADAMHS Board Chair:

For Reappointments:

- To request an incumbent Director's interest in serving a second term (in March of the year the Director's first term expires).
- To forward to the Appointing Authority (in April), as appropriate, the name of the Director who has agreed to serve a second term.

For Vacant Appointment Seats:

- To direct ADAMHS Board staff to notify, by email, the appropriate Appointing Authority of any appointment vacancy.
- To direct the Nominating Committee to recruit potential Directors for appointment seat vacancies.
- To forward the Nominating Committee's recommendations received to the full Board for its consideration.

It is the responsibility of the Nominating Committee:

- To conduct a Board composition breakdown to determine the qualities and qualifications of desired Directors, keeping in mind the following statutory requirements of Ohio Revised

Code section 340.02 for the respective state appointments.

- A clinician with experience in the delivery of mental health services;
 - At least one person who has received or is receiving mental health services;
 - At least one person who is a parent or other relative of a person who is receiving mental health services;
 - A clinician with experience in the delivery of addiction services;
 - At least one person who has received or is receiving addiction services;
 - At least one person who is a parent or other relative of a person who is receiving addiction services;
 - A single member who meets both qualifications may fulfill the requirements for a clinician with experience in the delivery of mental health services and a clinician with experience in the delivery of addictions services.
- To coordinate the placement of notices to apprise interested parties of the Board vacancy pursuant to Ohio Administrative Code section 5122:2-1-04. All Board members, contract and community-based agencies, as well as interested others may submit referrals. Interested individuals may also submit self-referrals.
 - To receive Director applications.
 - To review applications and agree upon the best candidate(s).
 - To forward recommendations to ADAMHS Board Chair.

It is the responsibility of the full Board of Directors:

- To provide the names of the recommended candidates to the appropriate appointing authority along with relevant information regarding their interest in either mental health programs/facilities or alcohol and other addiction programs/facilities.


As a personnel matter, the Board or Nominating Committee may deliberate in Executive Session over the recommendation of applicants to protect the privacy of applicants.

It is the responsibility of the Appointing Authority:

- To fill the vacancy within sixty days following notice, pursuant to Ohio Revised Code section 340.02.

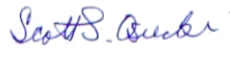
Supersedes and retires: Recruitment of Board Members, Effective September 23, 2020

Reference: Ohio Revised Code sections 340.02, 340.12 and Ohio Administrative Code section 5122:2-1-04

DocuSigned by:

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 J. Robert Fowler, Ph.D.
 ADAMHS Board Chair

September 27, 2023

Approval Date

DocuSigned by:

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 Scott S. Osiecki
 ADAMHS Board Chief Executive Officer

September of 2026

Review Date

ADAMHS BOARD OF CUYAHOGA COUNTY
Board of Directors' Appointment Term Roster – As of 3/06/24

ORIGINAL APPOINTMENT

SECOND TERM

		Appointment Date	Expiration Date		Expiration Date	Race
COUNTY APPOINTMENTS		First Term			Second Term	
Blue, Reginald C., Ph.D.	COUNTY	3/13/18	6/30/21 (MH)		6/30/25	African American
		<i>Filling vacant seat of Richard Romaniuk, Resigned 4/27/17</i>				
Boehm, Gregory X, MD	COUNTY	9/25/18	6/30/22 (MH)		6/30/26	Caucasian
		<i>Vacant seat – Ericka L. Thoms, 6/30/18</i>				
VACANCY	COUNTY	4/26/22	6/30/24 (MH)			
		<i>Filling unexpired term of Basheer Jones, Resigned 3/31/23</i>				
Cade, Erskine	COUNTY	7/01/19	6/30/23 (MH)		6/30/27	African American
		<i>Fulfilling unexpired seat of David Biegel, Ph.D., Resigned - 4/17/17</i>				
VACANCY	COUNTY	6/21/22	6/30/23 (AOD)			
		<i>Filling unexpired term of Daniel Kelly, Resigned 1/17/23</i>				
Gohlstin, Benjamin F., Sr.	COUNTY	9/25/18	6/30/20 (AOD)		6/30/24	African American
		<i>*Filling unexpired seat – Erskine Cade, ending 6/20</i>				
VACANCY	COUNTY	7/01/23	6/30/27 (AOD)			
		<i>Filling unexpired term of Rebekah L. Dorman, Ph.D., Resigned 3/06/24</i>				
Curry, Michelle R., MPA	COUNTY	7/01/23	6/30/27 (AOD)			African American
		<i>Filling vacant seat of Rev. Max M. Rodas, MA, ending 6/30/23 - Resigned 6/1/23</i>				
Snider, Harvey A., Esq.	COUNTY	3/13/18	6/30/21 (MH)		6/30/25	Caucasian
		<i>Filling vacant seat – Eileen Saffran, LISW-S, Resigned 11/11/16</i>				
Addison, Bishara W.	COUNTY	7/01/20	6/30/24 (AOD)			African American
		<i>Filling vacant seat of Megan Van Voorhis ending 06/30/20</i>				
*VACANCY	COUNTY	8/17/17	6/30/21 (MH)		6/30/25	
		<i>Filling unexpired term of Sharon Rosenbaum, MBA, Resigned 11/05/23</i>				
STATE APPOINTMENTS		First Term			Second Term	
Fowler, J. Robert, Ph.D.	OhioMHAS	7/01/17	6/30/21 (MH)		6/30/25	Caucasian
Dixon, James T.	OhioMHAS	7/01/23	6/30/27 (MH)			Caucasian
		<i>Filling vacant seat - Gwendolyn A. Howard, MSSA, LSW, Resigned 1/09/23</i>				
Killpack, Steve, MS	OhioMHAS	7/01/20	6/30/24 (AOD)			Caucasian
Kern-Pilch, Katie, MA, ATR-BC, LPC-S, HLM (BATA)	OhioMHAS	7/14/17	6/30/21 (AOD)		6/30/25	Caucasian
Sadigoh Galloway, MSW, LSW, LICDC-CS	OhioMHAS	7/05/22	6/30/26 (AOD)			African American
James-Stewart, Patricia M.Ed., LSW	OhioMHAS	10/28/19	6/30/23 (AOD)		6/30/27	African American
Bhardwaj, Ashwani	OhioMHAS	7/01/20	6/30/24 (MH)			Asian

KEY: MH – designates interest in Mental Health / AOD – designates interest in Alcohol & Other Addictions

Updated: 3/06/24

*Effective October 3, 2023, County appointments increased to two-thirds of the Board membership and will gain appointments through attrition of State appointees, if applicable. This appointment should be for an individual who has received or is receiving mental health services. See ORC 340.02.

ADAMHS BOARD OF CUYAHOGA COUNTY

Board of Directors Composition

(As of March 2024)

African Americans	7
Asians	1
Caucasians	6
Hispanics	0
<u>Total</u>	<u>14 Board members</u>

Females = 5 Males = 9

FYI: As of 3/06/24, the ADAMHS Board has 4 vacant Cuyahoga County seats.

Requirements per ORC §340.02; at least one member shall fill each of the following categories:

- a) **A clinician with experience in the delivery of mental health services**
– Reginald C. Blue, Ph.D.
- b) **At least one person who has received or is receiving mental health services**
–
- c) **At least one person who is a parent or other relative of a person has received or is receiving mental health services**
– Harvey A. Snider, Esq., & J. Robert Fowler, Ph.D.
- d) **A clinician with experience in the delivery of addiction services**
– Gregory X. Boehm, M.D.
- e) **At least one person who has received or is receiving addiction services**
– Sadigoh Galloway, MSW, LSW, LICDC-CS
- f) **At least one person who is a parent or other relative of a person has received or is receiving addiction services**
– Rev. Benjamin F. Gohlstin, Sr., Ashwani Bhardwaj and Bishara W. Addison

**RECORD OF ADAMHS BOARD OFFICER TERMS
FY2015 to FY2026**

Officer Designation	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2020 (As of 11/13/19)	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Chairperson	Eugenia Cash	Eugenia Cash	Eugenia Kirkland	Eugenia Kirkland	Rev. Ben Gohlstin, Sr.	Rev. Ben Gohlstin, Sr.	Rev. Ben Gohlstin, Sr.	Rev. Ben Gohlstin, Sr.	Rev. Ben Gohlstin, Sr.	Robert Fowler	Robert Fowler		
Vice Chair	David Biegel	Robert Fowler	Robert Fowler	Robert Fowler	Eugenia Kirkland	Eugenia Kirkland (Resigned 10/31/19)	Robert Fowler	Robert Fowler	Robert Fowler	Patricia James-Stewart	Patricia James-Stewart		
Second Vice Chair	Pythias Jones	Ben Gohlstin	Pythias Jones	Pythias Jones	Robert Fowler	Robert Fowler	Katie Kern-Pilch	Katie Kern-Pilch	Katie Kern-Pilch	Katie Kern-Pilch	* Katie Kern-Pilch		
General Meeting minutes referenced	6/25/14	6/24/15	6/29/16 - Bylaws amendment: Officers elected for 2-year terms	FYI: No Election of Officers necessary (2 nd fiscal year of 2-year term)	Officers Elected as of 7/01/18 for a 2-year term	FYI: No Election of Officers necessary (2 nd fiscal year of 2-year term)	Board Officers' 2 nd year of term ends on 6/30/20	Officers Elected as of 7/01/20 for a 2-year term	FYI: No Election of Officers necessary (2 nd fiscal year of 2-year term)	Officers Elected as of 7/01/22 for a 2-year term	FYI: No Election of Officers necessary (2 nd fiscal year of 2-year term)	Officers Elected as of 7/01/24 for a 2-year term	FYI: No Election of Officers necessary (2 nd fiscal year of 2-year term)

*Katie Kern-Pilch, MA, ATR-BC, LPC-S, has completed 2 terms as Second Vice Chair (FY2021-FY2022 and FY2023-FY2024).



Proposed Timeline for Nomination of FY2025-FY2026 Board Officers

Tasks	Implementation Date	Action Steps
1. Convene Nominating Committee Meeting	<u>Wed., March 20, 2024 at 3:00 PM</u> and <u>Wed., April 10, 2024 at 3:00 PM</u> (prior to F&O Committee Meeting)	Discuss/develop process to deliberate & recommend a slate of Board Officers for FY2025-FY2026
Consider issuing <i>Form of Intent</i> to all Board members asking for interest in serving as a Board Officer for 2-year term	Send letters by e-mail by April 1, 2024	“Tentative” cut-off date for responses: <u>Friday, April 26, 2024</u>
2. Nominating Committee Report at March General Meeting	<u>Wed., March 27, 2024 at 4:00 PM</u>	Nominating Committee Chair to explain letter of intent process to full Board especially for the benefit of newer Board members. Reiterate deadline for form of intent replies.
3. Convene Nominating Committee Meeting in May	<u>Wed., May 15, 2024 at 3:00 PM</u> (prior to F&O Com. Mtg.)	Review form of intent responses and determine recommended Slate of Officers.
4. Announce Recommended Slate of Board Officers to full Board	General Meeting: <u>Wed., May 22, 2024</u>	Nominating Com. Chair shares committee’s recommended Slate of Officers for FY2025-FY2026 FYI: Per Bylaws, nominations “from the floor” are permitted only at the May General Meeting.
5. (Optional: For nominations received “from the floor”, potential applicants must complete form of intent and submit by deadline.)	Deadline for submission of Form of Intent = <u>Tues., May 28, 2024</u>	If nominee from the floor submits information by the deadline, the Nominating Committee will produce a paper ballot for the General Meeting vote.
6. Election of Officers (2-year term) FY2025-FY2026	General Meeting on <u>Wed., June 26, 2024.</u>	Full Board to vote on Board Officers for FY2025-FY2026.



TO: ADAMHS Board of Directors
FROM: James T. Dixon, Nominating Committee Chair
DATE: April 1, 2024
RE: **Prospective Candidates for FY2025-FY2026 Board Officers**

Per ADAMHS Board's Bylaws, the Nominating Committee has the responsibility to recommend and nominate candidates for election of officers to be submitted to the Board of Directors at the May General Meeting.

Consequently, we wish to canvas all ADAMHS Board members to determine their interest in serving as a Board Officer for a two-year term. All Board members are encouraged to consider this leadership opportunity.

The duties and qualifications of Board Officers are specified in our Bylaws, Article VII, Section 6 and are listed below:

- **Chair:** The Chair shall preside at all regular meetings and special meetings of the Board, call special meetings as may be required, appoint subcommittees and chairs, and represent the Board in all matters. The Chair shall execute legal instruments when authorized by the Board. The Chair shall be an ex-officio member of committees and subcommittees. The Chair reserves the right to vote at general and committee meetings.
- **Vice Chair:** The Vice Chair shall assume the duties of the Chair and act in the Chair's stead in the Chair's absence and assume any other duties as may be required by the Board.
- **Second Vice Chair:** The Second Vice Chair shall perform such other duties as the Chair or the Board of Directors prescribes. The Second Vice Chair shall perform the duties of the Chair in the absence of the Chair and the Vice Chair.

NOTE: Membership of the Executive Committee shall be composed of the Chair, the Vice Chair, the Second Vice Chair, the Chairs of the standing committees and the immediate past Chair, if this individual is still a member of the Board.

In Article VII: Organization, Section 4: Terms of Officers – specifies that Board Officers shall serve for a term of two years, but not more than two consecutive terms.

INSTRUCTIONS:

For anyone interested in being considered a candidate for Board Officer, please answer the questions on the attached form.

The Nominating Committee welcomes substantial responses to each question; however, responses should be no longer than one page in length. Please send your completed form to Executive Assistant, Linda Lamp, by the close of business on **Friday, April 26, 2024** via email.

To learn more about the election process, please refer to the ADAMHS Board of Cuyahoga County Bylaws posted on our Web site, www.adamhsc.org

Thank you for your consideration of this opportunity.

James T. Dixon

James T. Dixon
Nominating Committee Chair

Attachment

JTD:ll

Copy to: Scott S. Osiecki, Chief Executive Officer

DRAFT

Name _____

Date: _____

1) Please indicate your interest in serving as an ADAMHS Board Officer by marking the options shown below in preference order (for example, 1st, 2nd, 3rd)

_____ Chairperson

_____ Vice Chair

_____ Second Vice Chair

Open to serve as needed/recommended by the Nominating Committee.

2) What leadership skills will you bring to the position?

3) Explain how you are able to commit to the extensive time frame required to serve in this specific position?

DRAFT