

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF WOOD COUNTY**

**EXECUTIVE COMMITTEE MEETING MINUTES**

**May 18, 2017**

**COMMITTEE MEMBERS PRESENT:**

Stan Korducki,  
Leanne Eby

Tom Kiger  
Doug Cubberley

**ABSENT:** None

**GUESTS PRESENT:** Kathy Mull and Courtney Schaffer

**ADAMHS BOARD STAFF PRESENT:** Tom Clemons, Julie Launstein, and Cheryl Critton

Chairperson Kiger called the meeting to order at 4:01.

**1. Old Business:**

**Website Proposal Discussion (ADA Accessibility, Development, Hosting, Maintenance and Management)**

- The Martini Creative proposal is the only contract being considered. The company is local and has successfully created websites for several Wood County agencies. The total cost of development is \$6,750 with a non-refundable deposit of \$2,500. There may be additional monthly costs if Martini Creative is responsible for maintenance and hosting. This is yet to be determined. To accommodate these potential extra costs, the Executive Committee suggested a total budget amount of \$10,000. The contract with Martini Creative will be in a consistent format as other Board contracts.
- It was reported Britni contacted WC Net and she was told they do not develop websites. Board staff will discuss ADA accessibility for the website with the Prosecutor's office and Martini Creative.
- Since the contract will not exceed \$25,000 and it's in the budget, a Board Resolution is not necessary.

**Budget Cycle Calendar Discussion for Board Handbook**

- Director Launstein provided a calendar of tasks contained to the Board's Budget Cycle. The Executive Committee recommended this document be part of the Board Handbook and updated as necessary.

**2. New Business:**

**Budget and Contract Approval Planning**

- It was reported the Finance Committee didn't do a full review of the Provider Budgets at the May 17<sup>th</sup> meeting. Due to Behavioral Health Re-Design many of the budgets are still not finalized. The Harbor proposal still needs significant work. The Harbor Finance Director has contacted the Board and will be meeting next week to discuss their proposal. There are still issues with the Zepf and Renewed Mind proposals as well.
- The Board has already discussed funding monthly for the first quarter because of BG Re-Design so Providers still have time to work-out the issues. The Committee discussed the need for an interim budget but Director Clemons stated that would be a last resort and likely unnecessary.

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- The final versions of the Provider proposals should be to Board staff by June 2<sup>nd</sup> for a final review. This would allow the Committee to meet jointly the week of the 12<sup>th</sup> and have the final contracts ready for the June Board meeting. This time-frame can be finalized at the May Board meeting.
- Chairperson Kiger requested an e-mail be sent to the CFO of Harbor giving them a June 2<sup>nd</sup> deadline to submit their proposal. The Executive Committee should be copied on this e-mail.

#### **Development of Ad-Hoc Committee for PR**

- The Executive Committee discussed the need for an Ad-Hoc Committee of the Board to assist the Public Relations (PR) Committee. Director Clemons stated Board members can attend the PR meetings and Board input is always welcome. To keep Board members updated on PR activities, NAMI did a full presentation last month on the status of current PR projects. Facebook and other social media are being utilized to promote the many programs and services that are being provided in Wood County.
- Doug Cubberley suggested this issue be moved to Old Business. There doesn't seem to be a need for an Ad-Hoc Committee at this time but he will encourage Board members to get involved if interested. The next PR meeting is June 6<sup>th</sup> at 10:30 a.m.

#### **Board Meeting Preparation Items**

- The proposed agenda and resolutions were discussed. The website proposal resolution will be deleted from the packet.
- The Board Association requested Boards to pass a resolution urging State Government to prioritize the needs of Ohioans impacted by opiate addiction and increase investment in prevention, treatment and recovery support. It was noted this resolution should be from the Program and Outcomes Committee.
- The Finance Committee made a motion to move the Board Budget to the Executive Committee for consideration of the salary increases, additional funds for expected retirement payments and the equipment line-item for new table and chairs. The Finance Committee recommended the funds be allocated but would not be appropriated until after further discussion. These three items could be marked with an \* on the Budget to note these items are allocated but not appropriated.
- Board staff is addressing these issues and will have more information prepared for the Joint Committee meeting in June.

#### **Other**

- None at this time.

#### **Public Comments**

- Courtney Schaffer and Kathy Mull addressed the Committee regarding cuts in United Way funding to the Cocoon. They set up a meeting for next week to meet with Board staff to discuss the additional funding they will be including in their proposal.

#### **Executive Session: Executive Director Review**

At 5:16 p.m. Stan Korducki made a motion to go into Executive Session to discuss the Board Executive Director's review; Doug Cubberley seconded the motion. Motion passed.

#### **Adjourn**

The Executive Session concluded at 6:45 p.m. Meeting was adjourned.

*Submitted by: Cheryl Critton, Data Coordinator*

*Approved by:*

*T. J. Kiger* *5-22-17*  
*Tom Kiger, Board Chair, ADAMHS Board of Wood County* *Date*