

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

EXECUTIVE COMMITTEE MEETING MINUTES

April 29, 2024

EXECUTIVE COMMITTEE MEMBERS:

Frank McLaughlin	Judy Ennis
Leslie Miller	Matthew Battiato

ADAMHS BOARD STAFF PRESENT: Amanda Kern and Kathryn Shackleton

Frank McLaughlin called the meeting to order at 4:01 p.m.

APPROVAL OF MINUTES: Judy motioned to approve the February minutes, and Leslie seconded. All were in favor. The minutes were approved.

NEW BUSINESS:

Executive Director Annual Evaluation: It has been a year and a month since Amanda started, so it is time to do an annual evaluation. Amanda wanted to get this on the books, so she is in compliance too. Frank is not a fan of anonymous comments and concerns about performance. Judy asked if they should ask Britni if there is an evaluation to use. Matt suggested the one they used for the 6-month eval. Judy agrees with this. Matt had compiled this eval and reviewed it with Amanda prior to use. Amanda found it helpful but is interested in team feedback as well. Matt thinks it might also be important to get the rest of the Boards feedback. Frank states we can use the same form. We will get this out to the Board and the team and have it ready for the next executive committee meeting. Matt asked if we would summarize the comments. Matt suggests the Exec Comm give the final rating and comment on the eval. We will try to get it together and just have 2 exec committees, the 13th to review, and the 20th, they will finish the evaluation. Kathryn asked if they still just wanted an hour for the committee. Judy suggests just having this and no other agenda topics. An extra half hour is possible on the agenda for the 20th.

Staff Salary Ranges: Follow-up from a prior meeting conversation on this. There was an outstanding item, where Matt thought there was an additional increase. This was for Deanna only. This was not the one Matt was recalling, but we were unable to find any other related raises. Amanda wants to get approval for adjusting ranges and then redlining salaries and bonuses throughout the year on a quarterly basis. This protects the Board as well. Amanda would also write in if employees are on probation, they would not get the COLA until they are out of probation. Matt suggests once the policy is written out, the Exec committee could review and recommend a resolution, to adjust ranges and policy. Frank states there was something in the admin budget, and Amanda states only if we ask for the extra position, but she will write it into a grant to provide funding for the extra position. Amanda stated that for policies, we wanted them through Linda before the board. So, this one might come through this twice. Frank asked about Chess Health. We hope to have this amendment for them next week. Matt wondered if all providers were accredited. Amanda answers NAMI and Cocoon are the only ones who aren't. We talked to OhMHAS, and another shelter in the state is accredited and certified. Matt asked about Chess being OhMHAS certified. We are not sure, but we are working on first circle providers, and then will extend to second circle providers. We will bring this to the committee, and they will recommend it to the board.

COQ Update: The goal for the end of the fiscal year would be a detailed report on where we are with this process. Further outlining goals for the summer and what to expect moving forward. There are 155 items in this, and when she started, there were about 65. There are now 45, and 5 are strategic plans. There are 3 surveys for consumers providers, and asking about our performance as a Board. Also, the Board's functionality, the members, and how it's doing. We are using evaluations from other Boards and tailoring them for us, primarily ROSC decisions. Frank states that if all Boards are being measured, there might be some that don't do well. Amanda states her mentor is providing training and bringing it back into conversation. Frank will mention this when he mentions the ED Report. Laura went to COQ training. The biggest barrier is confidentiality; most boards use HIPAA. The other is financial controls. We are working with Lucas County on these. Bylaws also feed into COQ. We have drafted bylaws and drafted agenda. There are a few key points that either need to be in the bylaw or in a policy. There are a lot of changes in the bylaws; Amanda used the OACBHA attorney to discuss some of these. Judy asked when the board would see them; Frank said now if she wanted. They only went to Erica and Frank within the last week. We don't know the next steps with this. We might have meetings over the summer and then bring them out in August for full board. Matt asked if the PPM is nailed down. Amanda states there are a few things still outstanding. She is going to work through a few with county HR. We will only have one manual and a handbook. Frank will mention it to Erica tonight (Bylaws).

Levy: Amanda gave them the timeline; she will be giving this out to the full board. Frank will be recommending 1 board member to be on the committee; the rest of the committee will be community and agency members. We are mirroring this from the old campaign timeline. We are dissolving subcommittees and just function out of a single committee. Hoping this will kick off in June, but the real start will be fair season. Also working on presentations and who to target. Matt asked if the timeline was set in stone. Also asked if there was a budget. We are presenting this today to the board. Judy suggests our website be updated to include the report or Amanda's conferences. Matt suggested a billboard for advertising. The next step is for a board member to join the committee. Frank suggests Randy Gardner. This will be a topic at today's board meeting.

OTHER:

Adjourn: Meeting adjourned at 4:55 pm.

Approved by: Paul M. J. [Signature] 5/13/2024 _____
Board Chairperson Date

Submitted by Kathryn Shackleton, Executive Assistant