

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

**BOARD MEETING MINUTES  
September 25, 2017**

**ADAMHS BOARD MEMBERS PRESENT:** Doug Cubberley, Stan Korducki, Leanne Eby, Jennifer Cumming, Sue Moore, Cary Wise, Erin Hachtel, Marc Jensen, Tom Kiger, Allan Baer, Corey Speweik, and Jessica Clements

**ABSENT:** Randy Rothenbuhler (E) and Patrick Wise (E)

**GUEST:** Kyle Clark, Ayern Williams, Laura Fullenkamp, Kathy Mull, Aimee Coe, Terra Davenport, Jeff Howell and Steve Benjamin

**BOARD STAFF:** Tom Clemons, Julie Launstein, Chris Streidl, and Britni Fackler

**1. CALL TO ORDER**

Doug Cubberley, Board Chair, called the Board Meeting to order at 6:00 p.m. Roll call was taken. A quorum was present.

**2. APPROVAL OF CONSENT AGENDA-**

Stan Korducki made a motion to approve the consent agenda and Jennifer Cumming seconded. Roll call was taken, consent agenda approved with the following notations:

Some questions were answered from the August 28, 2017 Board Meeting minutes. The Board will be able to have input and get involved with the prosecutor's coordinator position to see if it's successful or not. Two positions need to be clarified for the coordinator and Sheriffs.

We need to evaluate PR to see if the plan is working and increase penetration, this needs to be carried forward on future agendas.

**3. UNFINISHED BUSINESS-**

**Haskins Landing Lease Agreement-** This was discussed in all three committee meetings. Information was obtained from the County, landlord and was carefully reviewed. The landlord does not legally have to do anything but has talked with Tom Clemons and might do some upgrades in future. Marc Jensen noted this is sufficient.

**Martini Creative New Website-** Will make sure ADA regulations are up to date. The color scheme and layout were reviewed. Clemons hope is to have this up and running by the end of the year. A timeline was shared with Board staff. The design work needs to be complete by the end of October. The Board would like to see Wood County incorporated into the logo as well as what we are all about.

A member mentioned that the PR Committee needs to look to see if the PR Plan is working or not and figure out potential ways to do this.

**4. BOARD ACTION/RESOLUTIONS** (*Resolution #FY2018-6 and Resolutions #FY2018-8-11*)

**RESOLUTION #FY 2018-6- motion to un-table resolution**

Haskins Landing Building Lease

September 25, 2017

Whereas, the Wood County Alcohol, Drug Addiction and Mental Health Services Board wishes to continue renting our current office space at 745 Haskins Road, Suite H in Bowling Green Ohio, and

Whereas, the Finance Committee recommends the Board exercise the option to renew our two-year lease agreement (7-1-2017 to 6-30-2019) with Haskins Landing, LLC to enable the Board to sustain administrative functions necessary for the provision of services on behalf of Wood County residents, and

Whereas, this lease maintains the rental rate of \$3,000 per month for the first year and \$3,050 for the second year.

Therefore, be it resolved that the Wood County ADAMHS Board approves the attached two-year lease with Haskins Landing

<b>Board Members</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
Allen Baer	X			
Cary Wise	X			
Corey Speweik	X			
Erin Hachtel	X			
Jennifer Cumming	X			
Jessica Clements	X			
Leanne Eby	X			
Marc Jensen	X			
Patrick Wise			X	
Randy Rothenbuhler			X	
Stan Korducki	X			
Sue Moore	X			
Tom Kiger	X			
Doug Cubberley	X			

Tom Kiger motioned to un-table this resolution and Carry Wise seconded. This resolution is adopted by the majority of the Board. Resolution un-tabled.

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date

**RESOLUTION #FY 2018-6**

Haskins Landing Building Lease

September 25, 2017

Whereas, the Wood County Alcohol, Drug Addiction and Mental Health Services Board wishes to continue renting our current office space at 745 Haskins Road, Suite H in Bowling Green Ohio, and

Whereas, the Finance Committee recommends the Board exercise the option to renew our two-year lease agreement (7-1-2017 to 6-30-2019) with Haskins Landing, LLC to enable the Board to sustain administrative functions necessary for the provision of services on behalf of Wood County residents, and

Whereas, this lease maintains the rental rate of \$3,000 per month for the first year and \$3,050 for the second year.

Therefore, be it resolved that the Wood County ADAMHS Board approves the attached two year lease with Haskins Landing

<b>Board Members</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
Allen Baer	X			
Cary Wise	X			
Corey Speweik	X			
Erin Hachtel	X			
Jennifer Cumming	X			
Jessica Clements	X			
Leanne Eby	X			
Marc Jensen	X			
Patrick Wise			X	
Randy Rothenbuhler			X	
Stan Korducki	X			
Sue Moore	X			
Tom Kiger	X			
Doug Cubberley	X			

Doug Cubberley motioned to approve this resolution, Tom Kiger seconded. This resolution is adopted by the majority of the Board. Resolution passed.

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date

**RESOLUTION FY2018-9**

**FY 17 Year End Adjustment Resolution**

**September 25, 2017**

The Wood County Alcohol, Drug Addiction and Mental Health Services Finance Committee moves to approve the FY 2017 Board Budget year-end adjustments resolution.

The Finance Committee offers the resolution in the form of a motion.

<b>Board Members</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
Allen Baer	X			
Cary Wise	X			
Corey Speweik	X			
Erin Hachtel	X			
Jennifer Cumming	X			
Jessica Clements	X			
Leanne Eby	X			
Marc Jensen	X			
Patrick Wise			X	
Randy Rothenbuhler			X	
Stan Korducki	X			
Sue Moore	X			
Tom Kiger	X			
Doug Cubberley	X			

Finance and Administration moves to approve this resolution, Marc Jensen seconded. This resolution is adopted by the majority of the Board. Resolution passed.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

**RESOLUTION #FY2018-10**

**Approval of Position Description for the Board Staff Position of Director of Community Programs  
September 25, 2017**

Whereas the Board approved the revised table of organization to include the position Director of Community Programs, and

Whereas the Board needs a position description for the Director of Community Programs and the Executive Director is requesting approval of the attached position description, and

Whereas, the position will replace the Associate Director position and is a full time, unclassified position that will report to the Executive Director, and

Therefore, be it resolved that the Board approves the new position description of the Board staff position of Director of Community Programs, which is attached to this resolution.

<b>Board Members</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
Allen Baer	X			
Cary Wise	X			
Corey Speweik	X			
Erin Hachtel	X			
Jennifer Cumming	X			
Jessica Clements	X			
Leanne Eby	X			
Marc Jensen	X			
Patrick Wise			X	
Randy Rothenbuhler			X	
Stan Korducki	X			
Sue Moore	X			
Tom Kiger	X			
Doug Cubberley	X			

This resolution is adopted by the majority of the Board. Marc Jensen motioned and Erin Hachtel seconded. Resolution passed.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

**RESOLUTION FY 2018-11**  
**Table of Organizational Chart**  
**September 25, 2017**

Whereas; The Wood County Alcohol, Drug Addiction and Mental Health Services Board Finance and Administration Committee has reviewed the Boards revised Table of Organizational Chart,

Therefore; be it resolved that the Wood County Alcohol, Drug Addiction and Mental Health Services Board approves effective September 25, 2017 the proposed revision to the Board's table of organization chart for Board staff.

<b>Board Members</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
Allen Baer	X			
Cary Wise	X			
Corey Speweik	X			
Erin Hachtel	X			
Jennifer Cumming	X			
Jessica Clements	X			
Leanne Eby	X			
Marc Jensen	X			
Patrick Wise			X	
Randy Rothenbuhler			X	
Stan Korducki	X			
Sue Moore	X			
Tom Kiger	X			
Doug Cubberley	X			

Tom Kiger motioned to approve this resolution and Leanne Eby seconded. This resolution is adopted by the majority of the Board. Resolution passed.

\_\_\_\_\_  
 Board Chair

\_\_\_\_\_  
 Date

**LEARN (Law Enforcement Addiction Response Network) Program Memorandum of Agreement Resolution # FY 2018-8):** There were some concerns on if we are capturing the position and program accurately. A question on where the money is coming from was asked. Finance Director Launstein noted from the Pharmaceuticals line. We are allowed by the Departments direction to withdrawal money to repurpose for substance abuse needs. Dobson should be given questions ahead of time (such as what are the populations served and who will this serve)? How many positions will this serve and are consistent? This resolution will be postponed while we investigate prior to the Board meeting. Board staff will work with Dobson. He should be present for this meeting. Erin Hachtel made a motion to postpone, and Marc Jensen seconded. Resolution postponed until October 10<sup>th</sup> at 5:30 p.m. It was also recommended to see where we seek legal counsel if we need a backup. There is a misspelling error that needs to be fixed as well.

Clemons will get clarification on process of committees making motions.

5. **NEW BUSINESS-** None

6. **OTHER-**

7. **PUBLIC COMMENTS-**

**Zepf** – Aimee Coe reported Project Dawn Training is Tuesday, October 10<sup>th</sup> at 1:30 p.m. No RSVP's are required.

**NAMI-Terra Davenport** reported the Annual Chili Cookoff walk and health fair is set for October 14<sup>th</sup> from 10 a.m.-1 p.m. at Woodlands Park in Perrysburg.

**Laura Fullenkamp**- Meeting this Wednesday to start SIM training.

**Cocoon**- Kathy Mull reported their annual Fundraiser is October 19<sup>th</sup> at Nazareth Hall. This year they will have dueling Pianos. The money raised is for programs and services. Tickets are \$30 and can be purchased on Facebook and by contacting Kathy. The ticket gets you in door, heavy Hors d'oeuvre and raffle entry (do not have to be present to win). Michelle Clossick had to resign since she was in a car accident back in April and has suffered from a Traumatic brain injury longer than anyone anticipated. Friday was her last day.

**Jeff Howell**– We will miss Michelle greatly. Thanks Kathy for your leadership. Training specific for DBT coming up.

**Kyle Clark**- Kevin Hines will be presenting at Otsego October 2<sup>nd</sup> and Northwood on October 4<sup>th</sup> at 7 p.m

**Steve Benjamin** -Harbor is having a symposium on Thursday, November 2, 2017 at Hilton Garden Inn.

8. **ADJOURNMENT**

Tom Kiger made a motion to adjourn meeting, Leanne Eby seconded. There being no further business, the meeting was adjourned at 7:30 p.m. Next Meeting is October 23, 2018

*Submitted by: Britni Fackler, Board Secretary*

*Approved by:*

*Doug Cubberley, Board Chair, WCADAMHS Board*

*Date*