

WOOD COUNTY ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD

EXECUTIVE COMMITTEE MEETING MINUTES

December 18, 2018

ADAMHS BOARD MEMBERS PRESENT:

Doug Cubberley	Stan Korducki
Leanne Eby	

ABSENT: Marc Jensen (E)

OTHER BOARD MEMBERS PRESENT: None

GUESTS PRESENT: John Fortner

ADAMHS BOARD STAFF PRESENT: Tom Clemons, Britni Fackler

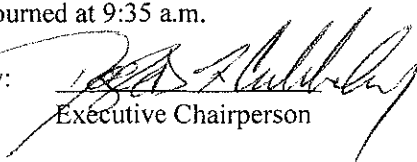
Discuss Replacement of Executive Director: The Executive Director job description and Policy 16 "Succession planning" documents were distributed. Tom Clemons mentioned that at least one internal employee and possibly two will apply for this position. The committee reviewed the Executive Director job description. Clemons reported that OACBHA (Ohio Association of County Behavioral Health Authorities) has an Executive Director handbook that might be helpful for the Board to have. The committee recommended making some minor changes to the job description such as updating the skills. On the second page "equipment" needs to be remove but leave "computer". The salary range is accurate and up to date. Clemons reported the last salary survey was completed a year ago and Clemons will get this to the Executive Committee.

The Executive Director Search Committee will be the Executive Committee and solicit a few other Board members to assist. This group would conduct the first round of interviews and identify 2-3 serious candidates. Then a second interview will be conducted including providers and Board staff (but not the internal candidate). This will be more of an all-day process. Doug Cubberley should approach Stan Edwards, Sue Moore, and Erin Hatchel to see if they would have interest in being on the Ad-hoc committee. Basically, Cubberley will appoint an Ad-hoc and Doug Cubberley will chair this process.

Clemons asked other Boards if anyone would be interested and no one had anyone interested. Cheri Walters from OACBHA sent Cubberley information of services they offer, and he provided this to the Board members present. We ask applicants to compete an employment form (county form), resume and cover letter by the correct date. If not filled out completely or on time candidates will be disqualified. In the past we have posted to Monster, local newspapers, and other online websites. OACBHA will help post the job description and opening this time. OACBHA will receive all the resumes. We need to have the job posted by mid-January. Clemons does not recommend a long-term Interim Director, but an Interim Director will be necessary, perhaps for several months. Cubberley will ask Cheri Walters if they can post the job description before the first of the year. Job description needs to be finalized. We need to treat internal candidates the same way as an external process. We are doing this entire process to make sure the internal applicant is a very outstanding candidate and make this a fair process. The internal candidates need to know this is the process. It was decided to have the Special December Board Meeting to communicate the process to the entire Board. If there is no quorum we can still meet. We will go into Executive Session first thing on Thursday.

Meeting adjourned at 9:35 a.m.

Approved by:


Executive Chairperson

Date

1/29/19

Submitted by Britni Fackler, Secretary