

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

**AD HOC SEARCH COMMITTEE MEETING MINUTES**

November 18, 2022

**ADAMHS BOARD MEMBERS PRESENT:** Matthew Battiato, Dan Lambert, Jason Morris, and Frank McLaughlin

**ABSENT:** Corey Speweik, Leslie Miller

**ADAMHS BOARD STAFF PRESENT:** Aimee Coe, Britni Fackler, Julie Launstein, Laura Fullenkamp, Kaylee Smith

**GUESTS:**

**CALL TO ORDER:** Matthew Battiato called the meeting to order at 10:01 a.m. The roll was called, and a quorum was present.

**APPROVAL OF MINUTES:** Matt asked if anyone had any comments or questions. Dan motioned to approve, and Jason seconded. All in favor, motion passed.

**NEW BUSINESS:**

**Information from OACBHA:** Matt sent the entire committee responses from Liz regarding the compensation of demographic research that they did, board size, population, etc. The committee agreed that they are on target with 105-135K for the Executive Director position based on the information that Liz had sent. Matt will send the updated salary survey to Britni to share with the staff. Dan said that these surveys don't take into account historical data, important to remember that salaries could move with inflation. Julie shared that there was no new data from OACBHA, they just reworked the one that was previously wrong. Frank said one other thing for a point of comparison is what the county is doing and paying. Every year around Christmas they put out the next year's salary levels and shows where comparable jobs are.

**Expectations Survey:** Send a survey to board members, board staff, providers, and maybe commissioners with a few questions so that there is input from the community. Discussion regarding questions and how to send/receive them. Matt believes the committee should ask what are traits/characteristics that individuals think should be looked for. Dan asked if it was qualitative and that there would be many different responses. Jason suggested leaving room for comments. Dan suggested having a spectrum of 1 – 5 in importance per characteristic. Committee will have to weigh the responses. Matt commented that we don't want it to be so overwhelming that people feel compelled not to do it. Dan thinks 5 – 10 questions, but Matt feels it should be less. Jason wishes to ask how important it is for someone to be local. Matt was thinking of asking something like what do you think would be the most important issue that would be facing the new director or that the new director should address. Dan said in order for the survey to inform interview questions, the committee should want it back before the interviews. Frank shared that he believed the board has been lacking an Executive Director that does outreach, keeping and making connections with our partners, public and contractors. Matt suggested asking providers do you feel that the ADAMHS board has reached out to the community previously. In developed questions, Dan might frame it "the executive director may be a strong public speaker – always sometimes or never." Laura shared that she likes how the questions seem to be coming along. Britni asked if the survey will be completed first and the committee affirmed this, she also stated that all candidates must be asked the exact same questions. Responses may elicit other questions, but the initial questions must be identical. Julie shared that the connection with the community and elected officials are key. Frank commented that he likes to see an Executive Director that is active in what's going on in Columbus. OACBHA has a legislative day we should take part in. Dan asked who is going to collect and sort the data from the survey and Matt added how the committee will get it back. After a discussion surrounding anonymity, Matt said;

personally he doesn't think it needs to be anonymous – if individuals are willing to give professional feedback. Laura shared that SurveyMonkey is a free-to-use tool, comes with anonymity, and could be developed by the board. Qualtrics is another option. Dan feels it's easy for the committee to choose questions, the Chair receives responses, Board Staff creates surveys and develops data. The committee is comfortable with that. Questions should be received sooner than later to be sent out due to the holidays. Interviews are not planned to be done until Jan. 1, 2023. Matt would prefer to get it out there and have a deadline for individuals to respond to the survey. Julie suggested using the ADAMHS emails all committee members have because emails go directly into records retention. Matt has made a point of creating a folder on his laptop for every email he sends and receives. Deciding what interview questions is an executive session, but ADAMHS email would have public record requests. Laura is the point person to send out the survey and receive responses.

**Interview Questions:** Table the conversation until the committee receives feedback. Matt will need another clarification from Arlen to go into an executive session for interview questions. Frank would rather discuss interview questions in an open session, it's not fair if someone who is applying overhears, perhaps we should ask for forgiveness, not permission. Frank said we've got a good reason to make sure no one has an unfair advantage.

**Location of Interviews:** Council on Aging because they are open in the evening. Frank spoke with Denise who said she would provide the code so they could come in and lock up. The committee is comfortable with that.

#### **OTHER:**

**Applications:** Committee saw applications that were received. Liz will send them every Friday and they will be shared immediately. Matt commented that while the committee is looking at them keep in mind who they would like to interview, he believes that there will be a lot of candidates by December 15. Frank feels there were already good candidates. Jason asked when the cutoff is, Matt shared Dec. 15 as it was 4-5 weeks. The committee is able to take 3-4 weeks, hopefully three, to decide how they will move forward. Dan said to keep in mind that we could interview and not have anybody and then repost it. Dan feels its prudent that when they are ready to interview that they go through every single applicant.

**Tobacco Usage:** Matt received an email from Britni that stated the need to ask during the interview whether the person smokes, vapes or uses nicotine. Matt asked why and she said because the county discourages hiring individuals who do use these things. Upon talking, technically, they could hire this person, but that they would be required to go to an EAP program – per Pam Boyer at the courthouse. Matt shared that he was concerned that they have someone come in, ask if they use, they say yes and leave. It makes him feel better that they could technically hire. They have to attend the program but do not technically have to stop. Matt asked Brit for the response if someone asks why are you asking and the response will be “the county requires us and you will be asked to go to EAP.” The county asks regarding the health insurance plan premiums. Aimee shared that we have hired people before and were told that smokers are not a protected class. Dan asked if there was anyone currently on board staff and present members said no. Pam Boyer is adamant that you have to do this. Britni said that it is in the summary plan description after Jason asked if we could tell them EAP. Dan asked if we have to ask about drug testing or felonies. County offices do not drug test. Matt shared that Lake does it for every drug test. Britni shared that it varies from county to county. Matt asked if we could ask if you use any illicit drugs, Britni responded that that could make sense. Committee to discuss if they want to propose drug testing to the board. Julie commented that we would need a policy and run it through the prosecutor's office. Matt asked Britni if Aimee felt one of the staff were impaired, that we would need to be drug tested. Workman's compensation has to submit to a drug test. Brit said that suspicion is different than pre-employment.

**Arlen's Follow-up to Executive Session:** Matt shared Arlen's response to executive session. If there is no discussion than it need not be an open meeting. The discussions to hire can go into Executive Session. Interviews can be executive session and discussion regarding the person are as well. Dan stated, “if we are talking about someone who is not on staff or on the committee we will be in executive session.”

**Next Meeting:** Matt asked if they would like to meet prior to sending the survey, Dan feels that they have made decisions today. The next thing they need to get together for: survey results, interview questions and applicants. Discuss who meets personal criteria and feedback. If the deadline is the 15<sup>th</sup> it does not mean that they will receive

them by the 16<sup>th</sup>. Matt can tell Liz that she needs to send any other by the 20<sup>th</sup>. Next meeting is Wednesday, the 21st at 10 a.m. Block 2 hours.

**PUBLIC COMMENTS**

**ADJOURN:** The meeting adjourned at 10:55 a.m.

Approved by:   
Matthew Battiato, Search Chairperson

1-23-2023  
Date

*Submitted by Kaylee Smith, Coordinator of Strategic Initiatives*