

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

**AUGUST FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES**

August 16, 2023

**COMMITTEE MEMBERS PRESENT:** Matthew Battiato, Dan Lambert, Dr. Carol Mowen, and Karen Baron

**COMMITTEE MEMBERS ABSENT:** Corey Speweik and Hallie Nagel

**BOARD MEMBERS PRESENT:** Frank McLaughlin

**ADAMHS BOARD STAFF PRESENT:** Amanda Kern and Kathryn Shackleton

**GUEST:** Julie Carle, Melanie Vandyne, Stacy Lawson, Cortney Schaffer

**CALL TO ORDER:** Matt called the meeting to order at 4:00 PM. Kathryn called the roll, and a quorum was present. Matt then had committee members introduce themselves to Dr. Mowen.

**APPROVAL OF MINUTES:** Matt asked if there were any comments or corrections for the May Finance & Administration Committee meeting minutes. Dan motioned to approve the minutes, and Karen seconded. All present in favor. May meeting minutes approved.

**NEW BUSINESS:**

**April, May, and June Schedule of Bills:** Julie is not here today. Matt asked if there was anything Amanda wanted to address. Amanda stated that there isn't anything abnormal on this, but there is some travel on here for training and OACBHA meetings. More postage due to marketing efforts, and also Perry Corp costs. Dan asked what was in the travel bills. Amanda answered Aimee went to the National Conference, which included flight/airfare, lodging/food, and mileage. Dan motioned to recommend approval of these to the Board, and Karen seconded. All present in favor.

**April, May, and June Financial Reports:** Matt asked if there was anything Amanda wanted to comment on or bring to their attention. Amanda stated that we do not have final bills from agencies to close out the end of FY23, so they appear underspent. We do have a 45-day submission window in contracts, so we should be getting all billing soon. Dan motioned to recommend approval of these to the Board, and Karen seconded. All present in favor.

**Haskins Landing Lease:** Kathryn explained why we are approving a 9-month lease. Dan asked why the Board Chair's signature was missing from this. We will add this to the 9-month agreement. Frank asked if we would be able to do anything by next July. Amanda states we have been looking for opportunities, but it may be worth discussing building. Our plan is to work with the realtor to see if any new items are coming up to lease out. We hope to have community space to host providers and training and have space for activities within our own walls. This kind of space is limited in Wood County. Frank has talked to Andy Newlove and was told there isn't anything in the area, so he is trying to keep an open mind about this. Dan motioned to recommend approval of these to the Board, and Karen seconded. All present in favor.

Guardianship Board: Amanda informed us that we are working on a collaborative project with ourselves and Hancock and Ottawa Counties. We have been approached by the probate court to develop a guardianship board that serves the three counties. Judge Woessner will be at full board to talk about this. We are asking for a resolution to support this project. Estimating our cost will be \$32,000. We have \$8,000 allocated for this, and we are assessing if there are other line items. Matt states that, in his experience, guardians are attorneys. These would be professionals, so would that include financial? Amanda answered no, it would be guardian of self, and a financial need would be met through a payeeship. Frank had some questions about office space. Amanda answered that Hancock County will house this. There would be board oversight; we would recommend someone for this, and it does not need to be a board member.

Job Description: Amanda has an updated job description for Manager of Marketing and Communication, for Kaylee, which includes bringing marketing in-house. This has to be approved through the board, to create this job, remove the old, and approve Kaylee in the role. There was discussion on the FLSA Exemption of the position. Discussion was had regarding current exempt and non-exempt positions and why this one would be. There was also a discussion regarding which employees are eligible for comp time, and Kathryn explained the difference for exempt and non-exempt employees, excluding Amanda. We will check with the attorney on the requirements for an FLSA Exempt-Administrative position. Matt asked about the pay increase, and Amanda stated this was already approved on the Admin Budget for the fiscal year, so her raise is in effect.

Old Business

Matt: thanked Amanda for sending out the summer report. Asked about the vending machines. Amanda gave a brief overview as Aimee is presenting to the board. Matt asked if we were ready for pushback after the 13abc spot. Amanda stated yes. Frank mentioned that Amanda spoke at the Kiwanis, and the question was issue 1, and her response was excellent.

Other

Dan: read an article in the Times, regarding settlement money for opioid families. Amanda states OneOhio, there are 2 pockets of money. One is county-based, and the commissioners are waiting to see what the RFP process is statewide; we were talking about advocacy efforts to help be the people who help guide the use of these funds.

Public Comments

Melanie: moving along in hiring staff. Beyond the COVID crisis, geared up for school to start and filling school-based positions.

**ADJOURNMENT:** Dan motioned to adjourn. Meeting adjourned at 4:45 PM.

Approved by:  1-10-2024  
Matthew Battisto, Treasurer, ADAMHS Board of Wood County      Date

Submitted by: Kathryn Shackleton, Executive Assistant