

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

**EXECUTIVE COMMITTEE MEETING MINUTES**

**February 26, 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 4:30 p.m. Kathryn called the roll, and a quorum was present.

**APPROVAL OF MINUTES:** Judy motioned to approve the January Executive Committee meeting minutes, and Leslie seconded. All present in favor, minutes were approved.

**NEW BUSINESS:**

**Levy Renewal:** Frank states that in the Board packet, staff are recommending renewal of the levy for 10 years. Judy agrees and doesn't feel we are in a position to ask for more. Matt asked if it generates the same as now. Amanda answered that she thinks it stays the same. With all the turmoil over levies, we don't feel a replacement would pass. We are not increasing taxes, so it would not cost residents more. Matt states that by keeping it a renewal we keep in place a 12% rollback, so the State pays this, so we are saving property owners money. Amanda asked if this was only for rural farmers. Matt states no, the state passed a law that they would save this 12%. Judy mentions the struggle with BG schools levy, and we should take a page from their book on strategy. Frank thinks it is important to acknowledge the need for this, but that we are seeking grants for funding sources. Frank states the resolution on the Board agenda is a recommendation from this committee.

**Staff Salaries:** Amanda states this is a follow-up from some questions the last time we talked about it. She would like to recommend a 4% increase, which we have followed consistently along with the county. She had a handout regarding salary information. The last salary adjustments were in 2016, when Policy 3 was approved. Matt asked where the policy came from, and Amanda states they are separate policies. Matt asked which takes precedence, and Amanda states these are all active. Amanda states the ranges are on the back of the policy, some of the positions don't exist but ranges have stayed the same. Amanda pulled boards that have a similar budget, because the burden of work is higher based on these funds. Boards do not have comparable positions to either Kathryn or Britni, and there are not consistent descriptions for the different positions. Another thing we added was the admin rate, we had advice to keep this under 10%. This goes down every time we bring in additional funds. A 4% increase is about \$22,000 increase in the budget. The Commissioners were brought a suggestion to increase OPERS contribution to 18%, they are looking at what the cost and impact would be. Matt is confused by this as OPERS is a state legislated rate. This is just to warn or prepare them for this possibility. Frank's opinion for a salary increase is that if money has been allocated, that it is the Executive Director's decision to make. Matt states that our current policy states raises must be approved by the Board. Amanda states that we can work it out in policies and bylaws who has the authority. Kathryn printed the side-by-side comparison of county raises and our raises. Further discussion was had regarding the ranges and the last adjustment for salary ranges. Amanda would like to have the 4% approved and move salary ranges. Part of the policies will address when salary ranges are reviewed and adjusted. Further, she will have a policy

that they cannot exceed salary ranges and will receive lump sums. Matt asked where lump sum would be, and Amanda stated that it would be in the policy. Matt further suggests that raises are earned throughout the year and suggests this lump sum also be given throughout the year (quarterly). Frank wanted to mention that we may want to look at a contract for the Executive Director. Including Executive Director in raises feels appropriate to Frank. Amanda is using a template, but she does want to build in severance as she is an at-will employee. Matt thinks this is interesting as everyone is, and Amanda states half are, but not all of them. Matt states he is going to need to be convinced that the Executive Director needs a contract as he feels 340 offers some of these protections. Judy reminds everyone that Larry had a contract. This will require further discussion.

Chess Health: We have been struggling with this contract. The CEO came in and offered a 6-month no cost extension. This will come up in conversation at the full Board meeting.

Adjourn: Meeting adjourned at 5:01 pm.

Approved by: Frank [Signature] 4/29/24 \_\_\_\_\_  
Board Chairperson Date

*Submitted by Kathryn Shackleton, Executive Assistant*