

BOARD OF DIRECTORS' MEETING

**Minutes of July 26, 2011 Meeting
(FINAL, as approved September 27, 2011)**

Board Members Present: Dawn R. Jones, Chairperson; Kevin K. Crum, Vice Chair; Dustin K. Blakeslee, D.O., Margaret Halter, Ph.D., Rose Juriga, Linda L. Marcum, Patrick A. McGown, Phillip J. Montgomery, David J. Peter, M.D., Susan Baker Ross, Jules F. Sauvageot, Robert C. Schwartz, Ph.D.

Board Members Absent: Reneé L. Greene, Bob Lanier (Excused), David E. Martin, Secretary, Christine Yuhasz (Excused)

ADM Board Staff Present: Gerald A. Craig, Executive Director; Joanne Arndt, Thomas Leffler, Mark Munetz, M.D., Mary Alice Sonnhalter, Jackie Steward, Nick Veauthier, Benjamin Wilson

Other Interested Parties Present: Judge Annalisa S. Williams, Akron Municipal Court; Penny S. Moore, CSS/Akron Municipal Court Mental Health Court; Tony Ingram, Akron Municipal Court Mental Health Court; Kathleen Parsons, Oriana House, Inc.; Ed Stanford, Interval Brotherhood Home; Carol Bowes, Summit County Public Health; Rev. Byron Arledge, Pastoral Counseling Service

I. Call to Order:

Board Governance Chair (hereafter referred to as "Chair") Dawn Jones called the meeting to order at 5:30 PM.

II. Attendance and Roll Call

A. Introduction and Swearing In of New Board Member

Ms. Jones introduced Judge Annalisa S. Williams, who administered the Oath of Office to new Board Member Dustin K. Blakeslee, D.O.

Judge Williams shared her appreciation and gratitude for the ADM Board and the Board of Directors for the work they are doing in the community.

Having knowledge of Board member excused absences, Ms. Jones noted the attendance.

III. Review and Approve Agenda

Ms. Jones instructed the Board to review the agenda for approval as submitted as well as to suggest items to be added to the agenda.

IV. Pre-approved Actions Agenda

A. Approval of Minutes

Chair Jones directed attention to the minutes of the June 28, 2011 Board Meeting.

After review, a MOTION was made by Phillip Montgomery, and SECONDED by Jules Sauvageot

To approve the Minutes of the June 28, 2011, Board Meeting as submitted.

VOTE: Yes – All

RESOLUTION: 07-11-01

B. Comments from the Public

Chair Jones called for comments from the public. There were no comments.

V. Specialty Docket Presentation

Chair Jones opened the floor to Judge Annalisa Williams. After introducing Mr. Tony Ingram, Chief of Municipal Court Probation and Ms. Penny Moore, Community Support Services, to the Board, Judge Williams, Mr. Ingram and Ms. Moore presented to the Board the services of the Mental Health Court.

Judge Williams briefly shared the history of the Mental Health Court as well as an overview of the Mental Health Court Program. Judge Williams informed the Board that the Mental Health Court is one (1) of five (5) courts in the country selected as a Mental Health Court Learning Center. Among the goals for each individual in the Mental Health Court stated by Judge Williams, were for the participants to develop a sense of self-worth, eliminate the stigma of mental illnesses, and show the participants that they are able to live a positive life.

Dr. Robert Schwartz asked if those selected to be a part of the Mental Health Court program are individuals with court involvement that are found to have a mental illness or if the individuals were diagnosed with a mental illness and are now faced with a problem that has landed them in court. Ms. Penny Moore answered that the Mental Health Court selects participants in both categories.

Ms. Moore shared with the Board that one of the Mental Health Court's most difficult challenges was working with participants with co-occurring disorders dependent on alcohol and other addictions to stabilize their mental illness. Mr. Tony Ingram stated that a large number of individuals in the program have co-occurring disorders.

Ms. Susan Baker Ross asked what percentage of the Mental Health Court's budget was dependent on Board funds. Ms. Moore answered that most of the treatment is Medicaid billable. She also shared that with the coming of the Medicaid caps, the program could max out its Medicaid funds quickly.

Mr. Jules Sauvageot inquired if the Mental Health Court involved families into the treatment of its program participants. Judge Williams stated that the court does involve families in the treatment process. She stated that family participation is important to the treatment process as the program is a voluntary program. Ms. Moore shared that the family is around during the process and helps the participant progress.

Mr. Patrick McGown inquired as to how the Mental Health Court handles the sharing of information. Ms. Moore shared that they sit down with the participants and their family to have them sign release of information forms during the initial meeting.

Ms. Rose Juriga asked how the court deals with participants having difficulty in the program and how many chances do they receive while in the program. Judge Williams stated that the program is an intense two-year program and that difficulties arise during the term of the program. Judge Williams shared that the court has graduated sanctions. These sanctions include but are not limited to community service, mandatory counseling, house arrest and other structured programs. Judge Williams stated that the decision that a participant be released from the program is a last resort. Mr. Ingram added that even as an individual is being terminated from the program they are given opportunity to be re-instated.

Chair Jones inquired as to how the court handles substance abuse and if there was an integrated treatment. Judge Williams stated that previously, in working with Community Support Services, the Mental Health Court was able to stabilize mental illnesses and needed help with participants abusing alcohol and other drugs. She shared that the Mental Health Court now has a Chemical Dependency Counselor on staff to provide ongoing treatment.

Chair Jones asked if everyone involved in the program goes through Community Support Services. Ms. Moore stated that the majority of the participants do go through Community Support Services; however, there are some who work with Portage Path Behavioral Health. Ms. Moore also shared that the Mental Health Court encourages maintaining relationships its participants have with physicians from which they have been receiving services.

Ms. Ross inquired as to which areas of service were of the greatest need. The areas of greatest need which were shared were the need for housing, the addition of a court liaison as well as residential beds for rehabilitation services.

There being no further questions from the Board, Judge Williams thanked the Board for their time and for all the support the Board has been providing.

VI. Ownership Linkage & Accountability

A. Chair Report

Chair Jones brought to the attention of the Board the *Akron Beacon Journal* article by Stephanie Warsmith concerning the apartment project that would house the homeless, disabled and veterans.

B. Committee Reports

i. Ad Hoc Policy Governance®

See minutes.

ii. Ad Hoc Executive Director Contract

In the absence of Ms. Christine Yuhasz, Ms. Susan Baker Ross reported to the Board the minutes from the May 27, 2011 meeting. Ms. Baker Ross stated that the committee would make recommendations to the Board in Executive Session.

iii. Audit

Mr. Phillip Montgomery shared that the Audit Committee invited Red Flag Reporting to present its services. Mr. Montgomery stated that Mr. Tom Leffler presented information for direct inspection for the monitoring report of Policy 2.5.

Mr. Montgomery stated that the committee would present to the Board a recommendation following discussions at the next Audit Committee meeting.

Chair Jones shared with the Board that the committee was developing a process by which the Board can determine what it is they are to be looking at in regard to the monitoring reports and compliance.

C. Direct Inspection

Chair Jones stated that the Board had been doing its part in monitoring the Executive Director for compliance and was now going to be monitoring itself for compliance. She encouraged the Board members to read through and review the policies in which the Board would be reviewing

for Board compliance prior to attending the Board meeting. Chair Jones mentioned that the Board would need to answer two questions should the Board find itself to be not in compliance: What has to be done for the Board to come into compliance with the policy? Does the policy have to be modified for the Board to come into compliance?

i. Policy 3.3, Board Member's Code of Conduct

Chair Jones mentioned that the only change to the policy was the addition of Item 2.f. *"Board Members will comply with Revised Code Chapter 102."*

After reviewing the addition,

A MOTION was made by Kevin Crum, and SECONDED by Phillip Montgomery

To approve the ADDITION of Item 2.f to Policy 3.3 as submitted.

VOTE: Yes – All

RESOLUTION: 07-11-02

Upon further review of Policy 3.3, discussion ensued concerning changing the language of Item 2.e. Following the discussion, the Board concluded that Policy 3.3 would be returned to the Ad Hoc Policy Governance® Committee.

ii. Policy 3.8, Cost of Governance

The Board stated that the costs incurred by the Audit Committee for 2011 would be included in the governance budget to be submitted by June 1, 2012.

iii. Policy 3.12, Expense Reimbursement

No discussion.

iv. Policy 3.10, Member Indemnification

No discussion.

v. Policy 3.9, Vacancy, Recruitment and Selection of the Executive Director

Upon review and discussion of Policy 3.9, the Board concluded that Policy 3.9 would be returned to the Ad Hoc Policy Governance® Committee. Chair Jones requested that each board member submit information and suggestions for Policy 3.9 to her by 5:00 PM on August 3, 2011.

vi. Policy 4.6, Executive Director Compensation & Benefits

Upon review and discussion of Policy 4.6, the Board concluded that Policy 4.6 would be returned to the Ad Hoc Policy Governance® Committee. Chair Jones requested that each board member submit information and suggestions for Policy 4.6 to her by 5:00 PM on August 3, 2011.

VII. Assurance of Successful CEO Performance

A. Receipt of Monitoring Reports; vote on compliance

i. Policy 2.5, Financial Conditions and Activities

Mr. Jerry Craig read comments received in regard to the monitoring report. Mr. Crum shared with the board that details reflecting the variances in the report should be present. Mr. Crum stated that the presence of these details would enable the Board to better find that the ADM Board was in compliance. Mr. Crum also stated that he received clarification pertaining to the variances as a result of a conversation with Mr. Craig.

Discussion ensued concerning whether or not the absence of the details reflecting variances would result in Policy 2.5 being found not in compliance. Mr. Crum stated that in order to find the Monitoring Report for Policy 2.5 in compliance, he needed more information as to how variances were being handled. Dr. Robert Schwartz shared that incomplete information makes it difficult to ensure compliance.

Mr. Craig stated that the Board should first determine if the interpretation is reasonable, and then whether or not the data supported the interpretation. If the interpretation and the data are not problematic, then the Board may wish to consider whether there was a concern that was not adequately addressed in this policy, based on the comment from Mr. Crum. Mr. Craig also shared that the Board could change the policy to ensure that the information needed to find the monitoring report in compliance is provided.

After further discussion,

A MOTION was made by Susan Baker Ross, and SECONDED by Patrick McGown

That Policy 2.5: Financial Conditions and Activities, be found in compliance with the Monitoring Report presented by Jerry Craig.

VOTE: Yes – 11, Abstained – 1 (Kevin Crum)

RESOLUTION: 07-11-03

ii. Policy 2.6, Asset Protection

Mr. Craig read comments received in regard to the monitoring report. Dr. Schwartz stated that there was not enough information provided for the monitoring report to be found in compliance. Dr. Schwartz shared that the information provided made it difficult to interpret. Mr. Craig said he would provide background information to the Board relating to the survey referenced in the monitoring report.

There being no further discussion,

A MOTION was made by Phillip Montgomery, and SECONDED by Susan Baker Ross

That Policy 2.6: Asset Protection, be found in compliance with the Monitoring Report presented by Jerry Craig.

VOTE: Yes – All

RESOLUTION: 07-11-04

iii. Policy 2.8, Conflict of Interest

There being no discussion,

A MOTION was made by Rose Juriga, and SECONDED by Linda Marcum

That Policy 2.8: Conflict of Interest, be found in compliance with the Monitoring Report presented by Jerry Craig.

VOTE: Yes – All

RESOLUTION: 07-11-05

B. New Operational Concerns

There were no operational concerns.

VIII. Board Self-Assessment Against Board Means

See Item VI. C.

IX. Announcements

Mr. Patrick McGown reminded the Board of the August 30, 2011 training with Mr. Eric Craymer. Mr. McGown shared the agenda of the training with the Board. Chair Jones stated that all board members were required to be in attendance.

Mr. McGown shared that a DVD by The Carvers about Policy Governance® was available for board member viewing.

X. Executive Session

A. To review appointment and compensation of a public employee

Role Call Vote

Dustin Blakeslee – Yes	Kevin Crum – Yes	Margaret Halter – Yes	Dawn Jones – Yes
Rose Juriga – Yes	Linda Marcum – Yes	Patrick McGown – Yes	Phillip Montgomery – Yes
David Peter – Yes	Susan Baker Ross – Yes	Jules Sauvageot – Yes	Robert Schwartz - Yes

The regular meeting was adjourned to executive session at 7:46 PM.

The Board returned to open session at 8:54 PM.

A MOTION was made by Dawn Jones, and SECONDED by Susan Baker Ross

That if the Board of Directors and the Executive Director are in agreement with the contract terms as proposed in Executive Session on July 26, 2011 by August, the contract will be ratified.

VOTE: Yes – All

RESOLUTION: 07-11-06

XI. Adjournment

There being no further business to come before the Board, Chair Jones adjourned the meeting at 9:00 PM.

**XI. Next meeting scheduled: Tuesday, September 27, 2011 – 5:30 PM
Akron Metropolitan Housing Authority Multi-Purpose Room
100 West Cedar Street – 1st Floor
Akron, Ohio 44307**

**Minutes
as approved at
September 27, 2011
Board Meeting**

s/ David E. Martin

David E. Martin, Secretary