

**Board of Directors' Special Meeting  
Via ZOOM Conference  
Minutes of December 8, 2020  
FINAL**

**Board Members Present:** John M. Williams, Chair; Elizabeth A. England, Vice Chair; Lucas Blower, Vivianne Duffrin, Daniel R. Flowers, Margaret J Halter, PhD, Rev. Russell T. Ham, James Merklin, Christine Myers, Irving B. Sugerman, André Thornton, Jr. (all attending and participating via ZOOM video/audio conference)

**Board Members Excused:** Roula Braidy

**Board Members Absent:** Todd M. Ivan, M. D., Secretary

**ADM Board Staff Present:** Jerry Craig, Executive Director, Doug Smith, M. D., Aimee Wade; Darletta Logan; Susan Hale; Kathy Hagy; Carrie Marceric; Jen Peveich; Amy Woodland (all attending and participating via ZOOM video/audio conference)

**Other Parties Present:** Tracy Yaeger, Portage Path Behavioral Health; Chris West, Northcoast Behavioral Health; Dawn Glenny, Greenleaf Family Center; Tammy Jensen, Oriana House; Jacklyn Kautenberger, Community Health Addiction Services; Karen Talbot, Child Guidance and Family Solutions

**I. Call to Order**

With a quorum present, Board Chair John Williams called the meeting to order at 5:32p.m., thanking all those in attendance for being present for the virtual meeting.

Roll call was taken by Board Chair John Williams, and all members being present except for Todd M. Ivan, and Roula Braidy.

**II. Approval of minutes October 27 and November 13, 2020**

After review, MOTION by Rev. Russell T. Ham      Second: Irving Sugerman

**That the ADM Board of Directors approve the minutes of the October 27 and November 13, 2020 meetings of the Board of Directors with the correction of the date on the November Minutes to read November 13, 2020.**

**Vote: Roll Call by John Williams, Chair**

**RESOLUTION 12-20-01**

**III. Ownership Linkage & Accountability      A. Chair Report – John Williams**

- Mr. Williams announced that there will be Board Training the end of January 2021 with the topic being governance.

**Board of Directors' Special Meeting**  
**Via ZOOM Conference**  
**Minutes of December 8, 2020**  
**FINAL**

- He assured all those present that the Executive Director Search committee would take into consideration the input of providers, partners, stakeholders, and staff during their search process.
- In conclusion, he wished everyone a Season's Greeting for a safe and Happy New Year.

**B. Executive Director Report – Jerry Craig**

- Mr. Craig began his report with the introduction of the 2 newest staff members to the ADM Board, Susan Hale, and Amy Woodland. Susan and Amy each gave a brief description of themselves; with the addition of Susan and Amy, the ADM Board is operating with a full staff.

After this, Mr. Craig provided an update regarding the ADM Board's activities:

- **State Opiate Response Grant 2.0 Application-** After a significant coordination effort by our team here, the SOR 2.0 application was submitted to OhioMHAS on November 20<sup>th</sup>, with award announcements due to occur by the end of the first week of December. As of this date, funding awards have not been announced. The submission involved projects by 11 agencies, for a funding request totaling \$1.09M in year one, and \$1.24M in year two. Applications fill out the full continuum, from prevention to treatment, recovery supports and system training that target those with opiate and/or stimulant use disorders. The services are inclusive of education and harm reduction strategies that will target disproportionately impacted communities based on various data sources.
- **Ability to Pay-** Our team met with three of our organizations to discuss concerns about the impact of the Ability to Pay changes from a fixed fee to a percentage of income payment. We walked through our processes and agreed to provide exceptions (as has been our practice) in cases of financial hardship where payment would be an obstacle to treatment, and access to treatment would be detrimental to the individual or family. We have also agreed to consider exceptions for the Methadone program participants. Finally, we extended our deadline for participation by one month to January 1, 2021 at which time all agencies will have adopted the new Ability to Pay guidelines.
- **COVID Mitigation-** I was asked to provide an update on COVID mitigation strategies that we are utilizing. This is not an all-inclusive list, and captures most of our efforts. Our strategies are three-fold:
  1. **ADM Staff-** we have gone back to essential staffing on site, trying to limit on-site staff to six or below while still answering phones and supporting our remote workers. We continue to practice distancing, disinfectant cleaning, masking and handwashing as directed by SCPH. We are not entertaining outside visitors to onsite meetings, and all staff have work from home capabilities. I am the only staff person who is in the office

**Board of Directors' Special Meeting**  
**Via ZOOM Conference**  
**Minutes of December 8, 2020**  
**FINAL**

every workday. All others are either rotating in or working remotely, depending on our needs.

2. **Provider Support-** We have and continue to support telemedicine and video therapy. We have provided three quarterly payments to agencies to assist with cash flow, and are monitoring financial health, and both seeking and disseminating information from and for them on resources and ongoing operational and financial strategies to minimize harm to capacity and service provision. We offered Hazard Pay to essential workers in high-risk for exposure positions. We have also received and passed along shipments of masks, gloves, gowns and procured thermometers. We continue to market availability of mental health and addiction services to the field. We have also coordinated PPE distribution to Adult Care Facilities with NAMI at both the state and local level.
3. **Community Support-** We have worked with state government to stand up several COVID Warmlines to accept calls, targeting specific sectors of the Community. These are located at Minority Behavioral Health Group and Portage Path Behavioral Health as part of their crisis line. We have provided targeted messaging about support resources for those suffering from depression, anxiety, or alcohol and/or substance use. These community outreach efforts have been via radio, social media, pizza shops, bus placards and food distribution at the Food Bank to name a few. Jerry Craig thanked Dan Flowers and the Food Bank for allowing us to provide informational leaflets to those receiving food assistance. We continue to look at opportunities to reach youth through our agency prevention programs and provide support to families. Our agencies have done a wonderful job of supporting schools. We have had several outreaches from members of county council and mayors to seek resources for constituents affected by COVID.

We report all COVID-related expenditures to the County so that if funds are available and the expenditure is eligible, they may consider reimbursement with CARES Act funds awarded to the County. We have spent more than \$700,000 in COVID-related supports, not including quarterly payments to agencies.

- **R.A.C.E. Initiative-** The “Racism Addressed through Community Engagement” initiative launched in November. There was a stakeholder leadership group that met over two days to learn about facilitating the process, and the larger stakeholder group met over two days to complete the first phase of the work, which was to identify key priority areas and strategies. The priority areas include criminal justice, Education, Employment, Health & Housing. It will be necessary for ongoing work to occur to make sure that the concerns of participants who are skeptical of the process are taken into consideration. This work would ideally be

**Board of Directors' Special Meeting**  
**Via ZOOM Conference**  
**Minutes of December 8, 2020**  
**FINAL**

done in person to promote relationship building and trust. Using an unfamiliar and “clunky” virtual platform made this much more challenging.

- **ADM Budget-** Our 2021 ADM Board Budget was presented to County Council on November 2<sup>nd</sup> and received its first reading on Monday. There was some discussion about levy revenues, but there were no concerns expressed by Council that would prevent budget approval.
- **Opiate & Addictions Task Force Strategic Planning-** The ADM Board received a grant through SCPH to develop a strategic plan for the OATF to engage Tina Ughrin from Smile Minded Smartworks, LLC to facilitate this process. The final draft will be presented to the OATF at its quarterly meeting on December 16<sup>th</sup>. If the BoD is interested in a presentation on this, please let me know.
- **Transition Activities-** I have resigned as President of the Board Association and vacated my seat on Executive Leadership Council of the Board Association, effective 12/31/2020. This will allow me to better focus efforts on transition activities. My last act as president of the Association in January will be to bestow the President’s Award to the Ohio Association of County Health Commissioners in gratitude for their heroic pandemic related work. Each Board will receive certificates to present to health departments in their respective counties. My leadership team is meeting regularly to identify projects, assignments and initiatives that will need to be guided through the transition in leadership. Our goal is to ensure that we have a plan to carry out these Board activities with minimal disruption as the BoD embarks upon a leadership search. We are also doing some housekeeping with e-mail distribution lists, updating media contacts, etc.

**C. Chief Clinical Officer Report – Dr. Doug Smith**

- Dr. Smith presented the results of the National Survey Drug Use and Health. This survey was conducted in 2019. It revealed that opioid use declined but the death rate from drug use rose. It was revealed that out of the population that was surveyed, the users of illicit substances are as follows: 2 out of 5 persons have illicit use of marijuana and 3 out of 4 persons are using alcohol.
- Dr. Smith also revealed the results of a test regarding the use of marijuana while driving. In this test, the users of marijuana while driving were as impaired as someone who has a blood alcohol level of .05%.
- Dr. Smith also updated everyone on the COVID vaccine. He stated that this vaccine is based on messenger RNA (mRNA) and it is unlike the flu vaccines. 75,000 persons have been tested using this new method of mRNA vaccinations. This is all new knowledge. There still is a gap of knowledge regarding long term side effects. The COVID vaccine will require 2 injections to work successfully. It appears that between 2 – 15% of people vaccinated have some side effects such as fatigue and headache. These side effects seem to last about 12-48 hours. There is currently a method of distribution

**Board of Directors' Special Meeting  
Via ZOOM Conference  
Minutes of December 8, 2020  
FINAL**

being looked at to see who should receive this first round of vaccinations. The vaccine will be distributed in phases. It is possible that you could only need 1 series of vaccinations unlike the flu vaccine that is a yearly occurrence. Dr. Smith also stated that some of the rationale being used to determine who receives the vaccinations being – if you are a COVID survivor you would not need to be immediately vaccinated as you have some immunity from being a survivor already.

**IV. Comments from Public and Announcements** • There were none.

**V. Consent Agenda**

A. ADM Funding Awards Report

B. New Contracts & Authorization to Sign

Mr. Craig provided a listing of the Funding Awards for October 2020. There were no questions or comments regarding these awards.

MOTION: James Merklin

SECOND: Dan Flowers

**That the ADM Board of Directors approve the funding awards for October 2020, having funds available and certified by the Fiscal Officer as required by ORC 5705.41(D) the Board authorizes the Executive Director to sign the contracts presented in the attached list on behalf of the ADM Board, in accordance with the requirements contained within ORC 340.**

**Vote: Yes – ALL (individual roll call taken by John Williams ) RESOLUTION: 12-20-02**

**VII. Old Business**

- There was no old business to discuss

**VIII. New Business**

**A. December Executive Limitations and Board Self-Monitoring Reports**

1. Internal Inspection – Policy 2.0 Global and Management Constraint

a. Discussion on monitoring comments

MOTION: André Thornton, Jr.

SECOND: Elizabeth England

**That the ADM Board of Directors find the Executive Director in compliance with Policy 2.0 Global Management Constraint.**

**Vote: Yes – ALL (individual roll call taken by John Williams) RESOLUTION: 12-20-03**

2. Internal Inspection – Policy 2.1 Treatment of Constituents

**Board of Directors' Special Meeting  
Via ZOOM Conference  
Minutes of December 8, 2020  
FINAL**

a. Discussion on monitoring comments

MOTION: Margaret Halter, PhD.

SECOND: Dan Flowers

**That the ADM Board of Directors find the Executive Director in compliance with Policy 2.1 Treatment of Constituents.**

**VOTE: Yes – ALL (individual roll call taken by John Williams)      RESOLUTION: 12-20-04**

3. Internal Inspection – Policy 2.5 Financial Condition & Activities

a. Discussion on monitoring comments

MOTION: James Merklin

SECOND: André Thornton, Jr.

**That the ADM Board of Directors find the Executive Director in compliance with Policy 2.5 Financial Condition & Activities.**

**VOTE: Yes – ALL (individual roll call taken by John Williams)      RESOLUTION: 12-20-05**

4. The 2021 Monitoring Report Schedule

a. Discussion on 2021 Monitoring Report Schedule

MOTION: Dan Flowers

SECOND: Elizabeth England

**That the ADM Board of Directors move to accept the 2021 Monitoring Schedule as presented. VOTE:**

**Yes – ALL (individual roll call taken by John Williams)      RESOLUTION: 12-20-06**

**B. Committee Reports**

**1. Assurance Committee – Dr. Ivan**

- Dr. Ivan was not present – no report

**2. Board Development Committee – Dan Flowers**

- Still seeking information regarding recruitments for the vacant position on the Board that was held by Peter Goheen. A conversation with one of the candidates to gather more information will be held soon.
- Bill Charney will be conducting training for the ADM Board on January 29, 2021 from 2 – 6p.m. regarding the policy governance model.

**3. Personnel Committee – André Thornton, Jr**

- Report from this committee will be presented in Executive Session

**4. Executive Director Search Committee – James Merklin**

- Report from this committee will be presented in Executive Session

**IX. Executive Session**

A. To Discuss the Appointment of a Public Employee

MOTION: Vivianne Duffrin

SECOND: Rev. Russell Ham

**Board of Directors' Special Meeting  
Via ZOOM Conference  
Minutes of December 8, 2020  
FINAL**

**VOTE: ALL – Yes (individual roll call vote taken by John Williams) RESOLUTION: 12-20-07** • All non-included parties were excused to the waiting room and Executive Session began at 6:20p.m.

- Committee returned to regular session at 6:48p.m.
- Jim Merklin reported 2 motions to the Board for a vote.

MOTION: James Merklin

SECOND: André Thornton, Jr.

**That any person appointed as the Interim Executive Director may apply and be eligible for the ADM Board Executive Director position.**

**VOTE: ALL – Yes (individual roll call vote taken by John Williams) RESOLUTION : 12-20-08**

MOTION: James Merklin

SECOND: Margaret Halter, PhD

**That the ADM Board of Directors hire a search firm to aid in filling the Executive Director vacancy and that they be granted a budget of \$50,000 regarding this expense.**

**VOTE: ALL – Yes (individual roll call vote taken by John Williams) RESOLUTION: 12-20-09**

**X. Adjournment**

MOTION: Margaret Halter, PhD SECOND: Elizabeth England The meeting was adjourned at 6:50p.m.

**XI. Next Meeting Scheduled: Tuesday, January 26, 2021 5:30p.m.  
Zoom Conference**