

County of Summit Alcohol, Drug Abuse and Mental Health Services Board

**Board of Directors Regular Monthly Meeting**

**Via ZOOM Conference**

**Minutes of January 26, 2021**

**FINAL**

**Board Members Present:** John M. Williams, Chair; Elizabeth A. England, Vice Chair; Lucas Blower, Vivianne Duffrin, Daniel R. Flowers, Margaret J Halter, PhD, Roula Brady, James Merklin, Christine Myers, (all attending and participating via ZOOM video/audio conference)

**Board Members Excused:** Rev. Russell Ham, André Thornton, Jr., Irv Sugarman

**Board Members Absent: None**

**ADM Board Staff Present:** Jerry Craig, Executive Director, Doug Smith, Chief Clinical Officer, Aimee Wade, Interim Director; Susan Hale, Administrative Assistant of Operations; Carrie Marceric, Administrative Compliance Coordinator; Jen Peveich, Associate Director of Operations; Amy Woodland, Community Relations Manager; Dr. Aaron Ellington, Interim Associate Director of Clinical Services; Lucky Tisch, Communications & Community Outreach Coordinator; Meagan Smith, AmeriCorps VISTA Coordinator(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; Rochelle Jimenez, Coleman Professional Services

**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 Secretary, Dr. Todd Ivan, and all members being present except for Rev. Russell Ham, Irving Sugarman and André Thornton, Jr. who were excused.

**II. Approval of minutes December 8**

MOTION: Elizabeth England

Second: Lucas Blower

**That the ADM Board of Directors approve the minutes of the December 8, 2020 meeting of the Board of Directors with the correction of the verbiage.**

**VOTE: Roll Call by Dr. Todd Ivan, Secretary**

**RESOLUTION 01-21-01**

**III. Approval of minutes December 23, 2020**

MOTION: Dr. Peggy Halter

Second: Jim Merklin

**That the ADM Board of Directors approve the minutes of the December 23, 2020 meeting of the Board of Directors with the correction of the verbiage.**

**VOTE: Roll Call by Dr. Todd Ivan, Secretary**

**RESOLUTION 01-21-02**

**IV. Ownership Linkage & Accountability**

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**A. Chair Report – John Williams**

1. The ADM Support Committee met this past Friday.
  - A decision was made to move forward on the planning for an ADM Recovery Challenge in 2021. A date is being verified. The Race Committee will be making modifications so that everyone is safe.
  - He thanked IBH Recovery Center for agreeing to host the event again in 2021.
  - The ADM Support Committee also had its annual organizational meeting, with the previous officers agreeing to stay on in their respective roles for the next year.
  - The Committee voted two new members onto the Committee, Jim Merklin (replacing Peter Goheen as a Board member representative) and Aimee Wade, who was voted to replace Jerry, who resigned from the ADM Support Committee.
  - Invited Jim Merklin to report on any other noteworthy business from the ADM Support Committee. The Support Committed business included outside financial review, financial report, board recruitment Additionally, the Support Committee to set up a Nominating Committee. Just under way with 3 members including Jim.
2. This year, we will be seeking contributions towards a board sponsorship of the ADM Recovery Challenge. As we seek contributions from others, it helps when we can say we had 100% participation from our Board of Directors and Staff. Aimee will be making a similar "ask" from staff. A sponsorship form will be sent to you in February. Any amount is welcome, our goal is 100% participation from both staff and board members.
3. You should have a final Board Meeting schedule in your packet. Next month we will have presentation on Ends. Future Board education may be determined based on the outcome of the Board training later this week, and the wishes of the Board.
4. As a reminder, the Board has contracted with Bill Charney to provide Policy Governance Training. Please read the pre training material emailed earlier today be prepared to ask questions. This training is scheduled for this Friday from 2p.m. until 6p.m.
5. Thanked Jerry as this is his last BoD Meeting. Acclimating us to what ADM means. Thanked Jerry for his years of service.

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

1. **Staff Anniversaries** – Aimee Wade-10 years and Lucky Tisch – 5 years
2. **State Opiate Response Grant 2.0** – Summit County's application was funded. Funding was just over \$1M, which was \$10K less than the request. We also received a SOR 1.0 extension in the amount of \$71,392 to continue programs funded under the former program. We have notified our providers and hope to have our grant information loaded into the state grants management system by the end of this month so we can get final approval to start these programs. We have had several meetings with OhioMHAS to learn how to apply the reductions and to clarify allowable expenditures.
3. We have sent out an RFP for pilot programs by agencies that align with the priorities outlined in our budget that was shared with the BoD. A copy of the RFP document is in your packet. Our plans are to fund programs and services that address a gap in our services, with an eye towards ongoing funding for programs and services that prove to be effective.
4. **COVID Mitigation**- Since last month, we have continued to have our on-site staffing reduced

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to no more than 6 staff on site and have continued all other mitigation strategies as directed by SC Public Health. New activities include:

- We recently notified prevention providers of our intent to extend funding for the balance of the contract year to maintain prevention services that have been compromised due to school closures or no access to schools. A copy of the memo that has gone out to providers is in your packet.
- We continue to support our agencies and residential providers working with our vulnerable populations with PPE we are receiving from OhioMHAS.
- Our most significant initiative currently is advocating for, messaging about, and informing our agencies about the availability of vaccines for staff and clients. Dr. Smith has been spearheading this effort with Amy Woodland.

**5. R.A.C.E. Initiative-** Thursday of this week, I will be introducing Aimee Wade to John Petures, Rick Kellar from the two Foundations with whom we are partnering and discussing the plans to move forward on this initiative. Plans are to discuss presenting and implementing the recommendations that came out of the stakeholders' report. We also wanted to provide assurances that the ADM Board would remain an integral part of this initiative both financially and staff-wise.

**6. Transition Activities-** Aimee Wade has named Dr. Aaron Ellington as the Interim Associate Director of Clinical Services to assist in moving forward the projects that need to be managed. At this time, we are making all necessary arrangements to complete transition responsibilities, and I have lined up some of my respected colleagues to support Aimee during her leadership tenure.

Jerry thanked the Provider network, the BoD and the ADM Board staff for their dedication and hard work during his tenure as Executive Director of the ADM Board.

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

- Dr. Smith updated the Board on the vaccine distribution and any issues associated with it. He also gave a report on meth lab and medical marijuana issues in the state and county. Amy Woodland provided a summary of activities designed to keep agencies informed on vaccinations, including messaging to allay vaccination fears.

**V. Comments from Public and Announcements**

- Amy Woodland from the ADM Board noted that they are collecting data for how many appearances our team members have made in getting the message out to our providers and group homes.

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**VI. Consent Agenda**

A. ADM Funding Awards Report

B. New Contracts & Authorization to Sign

Mr. Craig provided a listing of the Funding Awards for November and December 2020.

MOTION: Jim Merklin

SECOND: Dr. Todd Ivan

**That the ADM Board of Directors approve the funding awards for November and December 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 Dr. Todd Ivan, Secretary) RESOLUTION: 01-21-03**

**VII. Old Business - None**

**VIII. New Business**

**A. January Executive Limitations & Board Self-Monitoring Reports**

1. Internal Inspection – Policy 2.3 Compensation & Benefits

MOTION: Dr. Peggy Halter

SECOND: Dan Flowers

**That the ADM Board of Directors find the Executive Director in compliance with Policy 2.3 Compensation & Benefits.**

**VOTE: Yes – ALL (individual roll call taken by Dr. Todd Ivan, Secretary) RESOLUTION: 01-21-04**

2. Policy 3.0 Governance Commitment

3. Policy 3.4 Governance Plan & Agenda Preparation

**B. Committee Reports**

1. Assurance Committee – Dr. Todd M. Ivan

- Dr. Ivan reviewed prior meeting minutes from the last meeting.

2. Board Development Committee – Dan Flowers

- No report. He reminded everyone that Friday is training.

3. Personnel Committee - André Thornton, Jr

- No Report

4. Executive Director Search Committee – James Merklin

- Reported on the last 2 meetings of the Committee and the resulting outcomes for an Executive Search Committee Firm and the appointment of an Interim Director.

**C. Meeting Assessment – No Discussion**

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**IX. Adjournment**

MOTION: Elizabeth England

SECOND: Margaret Halter, Ph.D.

The meeting was adjourned at 6:20p.m.

**X. Next Meeting Scheduled:** ADM BoD Training, Friday, January 29, 2021 2p.m.- 6p.m. ZOOM Conference

Regular Monthly BoD Meeting, Tuesday, February 23, 2021 5:30p.m. ZOOM  
Conference

Minutes as Approved  
2/23/2021 Via ZOOM

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Todd M. Ivan, Secretary