

**GEAUGA COUNTY BOARD OF MENTAL HEALTH  
AND RECOVERY SERVICES**

**November 14, 2023  
Planning and Policies Committee  
1:00 – 2:00 P.M.**

Present: Christine Lakomiak, Teresa Slater, Alberta Chokshi, Kathy Johnson, Ann Bagley

**I. Call to Order and Pledge of Allegiance**

The meeting was called to order at 1:04 PM. The Pledge of Allegiance was then recited.

**II. Approval of Minutes**

Ms. Johnson moved to approve the Minutes. Ms. Bagley seconded the motion. Voice Vote: All Ayes.

**III. Charge of Committee**

Ms. Chokshi would like the committee and staff to review the charge to see if it needs to be updated. She then gave a brief history of what has been done in the past regarding evaluations of the Executive Director as outlined in the duties of the committee. She suggested that the committee review the evaluation tool used for the Executive Director and update it if necessary pursuant to the Charge of Committee. The Personnel Policies state that the annual evaluation is to be done by this committee and then submitted to the Board for approval.

Ms. Lakomiak reported that she has completed her probationary period and an evaluation of that time period was done by Chairman Oluic. At the next Board meeting, Ms. Chokshi will report that the probationary period evaluation has been completed and that the annual evaluation will be done in March. The Personnel Policies state that the annual evaluation of the Executive Director is to be completed by Planning and Policies and then approved by the Board. The committee discussed having the full Board participate in Director Lakomiak's first annual evaluation. The responses can be compiled, given to the Board Chair, who would then report to the full Board.

Under duties, it was suggested that the language be changed to read that developing administrative and programmatic goals will be done in conjunction with the Executive Director.

The recent roles and responsibilities training highlighted that the Board hires the Director and the Director hires staff, including compensation. Any salary adjustment recommendations for the Executive Director are to be submitted to the full Board by Planning and Policies in conjunction with Finance.

#### **IV. Policy Manual Review Process**

The committee discussed having staff review the policies, bring any suggested changes or updates to Planning and Policies, and then send any recommendations to the Board for review and discussion. The culture of quality certification criteria and process is being updated for boards by the Board Association. This will prompt a review of and potential updates to the Board's policies. Receiving this certification is a good way to let the community know that the Board is abiding by everything it is required to do pursuant to the Ohio Revised Code and legislation.

#### **V. Succession Policy**

The current Succession Plan for the Executive Director mentions the associate director in several places, but there is no longer an associate director. Succession planning can be geared to address what should be done in case of an emergency and also address what process will be used when the executive director is leaving. The policy will be reviewed and updated by Planning and Policies. Ms. Chokshi said the policy should address a short or long term absence, such as in the event of an emergency situation or if the director retires or resigns.

#### **VI. Mileage Reimbursement**

Director Lakomiak distributed an overview of mileage reimbursement for Board members as stated in Ohio Revised Code Section 340.02. She will send this letter, a new vendor form, along with an expense form to Board members. She would like reimbursement forms to be submitted on a quarterly basis for administrative ease.

#### **VII. Adjournment**

The meeting was adjourned at 1:58 PM.