

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

**February 14, 2024  
Planning and Policies Committee  
3:00–4:00 P.M.**

**Present:** Christine Lakomiak, Teresa Slater, Alberta Chokshi, Jimmy Lee Holden, Kathy Johnson

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

Ms. Chokshi called the meeting to order at 3:00 PM. The Pledge of Allegiance was then recited.

**II. Approval of Minutes from November 14, 2023**

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

**III. Charge of Committee**

The below changes were discussed:

Under Responsibilities:

1. Add language “in conjunction with the Committee Chair”.
2. Remove the word “developing”.
3. Change Board to Executive Director.
4. No change.
5. Remove.

Under Duties:

- A. Remove.
- B. No change.
- C. No change.
- D. No change.
- E. Add “including administrative and programmatic goals in conjunction with the Executive Director”.
- F. No change.
- G. This will be combined with E.

The committee voted to approve the above changes.

**IV. Succession Policy**

Several different succession plan policies were reviewed. It was decided that changes/updates will be made to the current policy.

Under Policy:

- Associate Director will be changed to Finance Manager.

Under Procedures:

- Associate Director will be changed to Finance Manager in Paragraphs 1 and 2.

- No change to Paragraph 3.
- Additions/changes to Paragraph 4 will be made as suggested, along with removing the following: Assume the work responsibilities...could no longer perform his/her duties.

## **V. Evaluation Form**

Ms. Chokshi reported that Director Lakomiak's first year anniversary evaluation should be completed in March. She asked that completed evaluations be sent to her by March 5<sup>th</sup>. She will then compile the responses for review at the next meeting on March 12<sup>th</sup> at 3:00 PM. The evaluation will be done by the committee and the responses shared with the Board. Director Lakomiak will forward the completed six-month probationary evaluation to the committee for reference.

## **VI. Other**

### **Policy Review:**

Director Lakomiak stated that staff will be reviewing Board policies during the culture of quality process. The Auditor of State's Behavioral Health Handbook has also been updated. Some policies and procedures may need to be changed in order to align ORC 340. The Handbook is an excellent guide of what boards are charged with and are supposed to be doing.

### **Annual Report:**

The Board is required to publish an annual report. Director Lakomiak has a draft of what she would like to highlight. There is no specific time frame when this needs to be done. The information is reported on a fiscal year basis, so this report will be for SFY2023. The charge talks about the committee helping with public relations efforts. She asked if the committee would like to help compile the report or would they prefer to have staff draft the report and submit it to the committee for review. She has several articles, grants, events, etc. she would like to include. The report will focus on the time frame when Director Lakomiak has been here. Ms. Chokshi suggested the draft report could be reviewed at the March meeting. The report has to be given to the County and OhioMHAS and will be available on the Board's website. The committee discussed how to make this information more available to the public, either by print or electronically. Once it is completed, the committee can decide who they would like the report distributed to.

## **VII. Adjournment**

The meeting was adjourned at 3:55 PM.