

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

Dr. Steven Oluic
Chairman of the Board

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Board Minutes

January 13, 2025

BOARD MEMBERS PRESENT: Reba Dykes, James Lee Holden, Kathy Johnson, Douglas Lundblad, Steven Oluic, Patricia Varanese

BOARD MEMBERS ABSENT: Alberta Chokshi, Carolee Lesyk, Michael Petruziello, Mary Ruth Shumway

STAFF PRESENT: Christine Lakomiak, Teresa Slater

GUESTS: Allison Wilson (Geauga Maple Leaf), Gail Roussey (Geauga League of Women Voters)

I. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Chairman Oluic called the meeting to order at 5:00 PM. Mr. Holden called the roll for attendance purposes, and the following Board members were present: Reba Dykes, James Lee Holden, Kathy Johnson, Douglas Lundblad, Steven Oluic, and Patricia Varanese. The Pledge of Allegiance was then recited.

II. REVIEW OF BOARD POLICIES

A. Fee Policy

The Fee Policy and Schedule were reviewed at last month's Programs & Policies meeting. They moved to recommend the Board adopt the suggested change: 150% of Federal Poverty Guidelines are used instead of the Title XX Schedule. Ms. Johnson moved to approve the Fee Policy as presented. Ms. Dykes seconded the motion. There was no discussion. **ROLL CALL VOTE: AYES-6; NAYS-0; ABSTENTIONS-0. MOTION APPROVED.** The Board's current Fee Schedule was effective July 1, 2024, and given to agencies in June.

B. Fiscal & Capital Charge of Committee

The committee met and reviewed a draft of the committee's charge. A few revisions were suggested, and the committee recommended approval of those changes. Mr. Holden moved to approve the Charge of Committee as presented. Ms. Johnson seconded the motion. There was no discussion. **ROLL CALL VOTE: AYES-6; NAYS-0; ABSTENTIONS-0. MOTION APPROVED.**

C. Leaves Section

ORC 124.38 was used as the guidance for sick and personal leave. Suggested changes are indicated in yellow or struck out. ORC 325.19 guidelines were used to establish paid vacation

leave for anyone hired after January 1, 2025. The military leave and disability leave sections were updated pursuant to ORC guidelines.

Discussion: Under ORC for PERS, the most vacation someone would be eligible for is five weeks. MHRS boards are allowed to provide additional benefits, but not less than what is mandated in the ORC. Director Lakomiak recommends following ORC guidelines for new hires. Current staff will be grandfathered into the old schedule. As county employees, staff are given a generous number of holidays, vacation days, sick time, and personal leave. Sick leave was already in line with ORC 124.38. The recommended decrease in vacation leave will align with ORC and Geauga County. Ms. Varanese moved to approve the Leaves section of the Personnel Policies with the suggested changes. Mr. Holden seconded the motion. **ROLL CALL VOTE: AYES-6; NAYS-0; ABSTENTIONS-0. MOTION APPROVED.**

D. Hours of Work Section

Items 5 & 6 were added to be consistent with the county policy and to clarify that there are times when staff works in the evening or on weekends, outside of regular public office hours of Monday-Friday, 8:30 AM to 4:30 PM. Ms. Varanese moved to approve the Hours of Work section as suggested. Ms. Johnson seconded the motion. Discussion: Staff enter their work hours and benefit time used on individual bi-weekly time sheets. With such a small office, lunch times and breaks are staggered. The goal is to have at least two staff members covering the office during regular public hours, factoring in meetings, sick time, and vacations. Additionally, many community events the staff participates in are outside regular business hours. **ROLL CALL VOTE: AYES-6; NAYS-0; ABSTENTIONS-0. MOTION APPROVED.**

E. Resignation/Termination of Employment Section

The current Grievance Procedures portion includes several levels in the process – supervisor, executive director, Planning & Policies, and Board. Director Lakomiak recommends revising the process and suggests removing all language from Item 3. Mr. Lundblad asked what happens if an employee gets reprimanded, disciplinary action is taken, or they are removed. He is aware of an incident where an employee was removed from one of the county departments, and the person was assigned counsel from the Prosecutor's Office. Director Lakomiak responded pursuant to Ohio Revised Code 340, the Executive Director has hiring/firing authority over staff. The Board has the authority to hire/fire the Executive Director.

Director Lakomiak will research ORC 340 and Geauga County's employee disciplinary action, termination, and legal representation policies. First, a draft for this section will be reviewed at the committee level.

F. Health Insurance Section

Currently, health insurance coverage is effective 90 days after employment. Director Lakomiak suggested that it be changed to 60 days, which will align with the county's policy. Mr. Holden moved to approve the proposed change. Dr. Oluic seconded the motion. **ROLL CALL VOTE: AYES-6; NAYS-0; ABSTENTIONS-0. MOTION APPROVED.**

G. Performance Reviews

Currently, under the Employment section, the Executive Director's performance review will be conducted by the Planning & Policies committee, which no longer exists. In the past, Planning & Policies initiated the performance review and compiled the results. Sometimes, the whole

Board participated in the review. With this change, the Executive Committee would initiate the review and report to the entire Board. The question is whether to change it to the Programs & Policies Committee or the Executive Committee. The consensus was to name the Executive Committee.

Additionally, in the past, staff performance appraisals were done at everyone's anniversary dates. Director Lakomiak is conducting the reviews in December to coincide with the calendar year budget, and any increase will be implemented at the same time. Mr. Holden moved to change Planning & Policies to the Executive Committee and that staff evaluations will be done yearly instead of on their anniversary date. Ms. Johnson seconded the motion. **ROLL CALL VOTE: AYES-6; NAYS-0; ABSTENTIONS-0. MOTION APPROVED.**

H. Communication With Limited English Proficient Persons Policy

This policy is no longer needed. Agencies are required to provide a translator if necessary. It is not the Board's responsibility. Mr. Holden moved to rescind this Policy. Ms. Varanese seconded the motion. **ROLL CALL VOTE: AYES-6; NAYS-0; ABSTENTIONS-0. MOTION APPROVED.**

III. ADJOURNMENT

Mr. Lundblad moved to adjourn the meeting. Mr. Holden seconded the motion. The meeting was then adjourned at 6:07 PM.

Respectfully submitted by:

Teresa Slater
Administrative/Office Manager

Steven Oluic
Chairman of the Board

James Lee Holden
Secretary of the Board