

Governance Committee Meeting

Meeting date: Monday, February 6, 2023

Meeting time: 5:06pm – 6:01pm

Meeting location: 2 Oak Street, Norwalk

Committee Members Present:

X	Katie Chieda	X	Ben Chaffee, Jr., Board Chair
X	Julie Landoll, First Vice Chair		

Board Staff Present:

X	Kristen Cardone, Executive Director		Ashley Morrow, Community Engagement and Resource Manager
X	Cari Williamson, Office and Fiscal Manager		

Discussion Items:

- Quarterly Reports (email attachment)
 - Ms. Cardone reviewed the Board’s contracted agencies FY23 Quarter 2 reports with the Governance Committee members.
 - Governance Committee members had no further questions or comments regarding the quarterly reports.
- Review Strategic Plan (email attachment)
 - Ms. Cardone shared that once OhioMHAS approves the Board’s goals from the Community Plan the Board will add them to the Strategic Plan.
 - The Board has achieved some of the original goals and some original goals will need to be adjusted due to plans changing.
 - Once the Community Plan goals are added to the Strategic Plan there will be plenty of objectives to keep the Board busy throughout the Strategic Plan period, which is State Fiscal Year 2023-2025.
 - A lot of focus is directed on outreach and significant progress has been made.
 - The Board staff are continuing to seek out local and state level funding sources.
 - Currently, the Board does not have the capacity to manage any more federal grants.
 - There is an opportunity for potential funding for intensive home-based services for youth. The concern is having an agency willing and able to provide these services.
 - Ohio National Guard will have an officer housed at the Board office to work closely with PROSPER (Prevention Coalition). The officer will not be an employee of the Board, so we will not be financially responsible for this individual. He will be funded through Ohio National Guard and OhioMHAS.
 - The Board will need to look at the expansion of Mental Health peer support.
 - Governance Committee members had no further questions or comments regarding the Strategic Plan review.

- Board self-evaluation
 - Mrs. Cardone shared that she sent an email with examples of Board self-evaluations for Governance Committee members to review. Ms. Cardone requested the Committee's feedback.
 - There should be an odd number linear scale, such as a five-point scale with five being the highest score and one being the lowest score.
 - Comments should not be required on all questions. Board members should be encouraged to leave comments if their answers are between a 3 and a 1 or if they are not satisfied.
 - The Hancock County ADAMHS Board Survey was not well received.
 - The Butler County Mental Health Board Evaluation was perceived to include too little information.
 - The Compass Survey was perceived to be too in-depth.
 - The Committee members requested to have a survey drafted that falls between the Butler County Evaluation and Compass Survey. The survey should not look time-consuming or overwhelming.
 - The results of this survey will be used to assess and guide future Board education.
 - Ms. Cardone shared that she will have a draft Board survey to present at the next Governance meeting.
 - Governance Committee members had no further questions or comments regarding the Board self-evaluation.
- Flex Time Policy (Attachment I)
 - Ms. Cardone shared that she spoke with the Board's Attorney Mr. Randy Strickler regarding the suggested changes to the flex-time policy and questions Board members had from the last Governance meeting.
 - Committee members requested confirmation regarding exempt vs. non-exempt for all staff positions including the section of the Ohio Revised Code that determines this.
 - Ms. Cardone shared that Mr. Strickler suggested deleting number 2 in attachment I as Committee members had voiced concerns regarding this section. Additionally, he explained 3d needs to stay in the policy.
 - While employees are working from a remote location, they are carrying out the same duties as in the office so compensatory should be accrued.
 - Governance committee members further discussed details of this policy then approved the policy to be added to the Board agenda for approval from the rest of the Board members.
 - Governance Committee members had no further questions or comments regarding the flex time policy.
- Staffing Discussion
 - Ms. Cardone shared the Board does not have a succession policy in place. Per the Ohio Revised Code, the Board is required to have an Executive Director. If something were to happen to the Executive Director, there needs to be someone able to step into the Executive Director's role, even if just as an interim position.
 - Other MHAS Boards have Assistant Directors that often step into the role of Interim Director in this situation while other types Boards have the Board President become the Interim Director.
 - Ms. Cardone will email Mr. Ben Chaffee the criteria to be a MHAS Executive Director.
 - Governance Committee members had no further questions or concerns about staffing discussion.

- Mr. Chaffee inquired about whether Ms. Cardone has applied for a business card on behalf of the Board.
 - Ms. Cardone shared the Board was still waiting on the Huron County Auditor's approval of the policy.
 - Mr. Chaffee will reach out to Mr. Roland Tkach, the Huron County Auditor, to get an update.
 - Governance Committee members had no further questions or comments regarding the business credit card.
- Mr. Chaffee requested detailed directions to the February Board meeting in New London be sent to the Board members.
 - Board staff will ensure detailed directions are sent to Board members.
- Governance Committee members had no further questions or concerns regarding this evening's meeting.

203.2 SECTION 2

SCHEDULING

Flexible scheduling will be permitted, with the prior approval of the Executive Director, providing it does not adversely affect the business of the Board of Mental Health and Addiction Services.

Proposed with Randy's Revisions:

203.2 Scheduling and Flexible Work Arrangements

Policy

1. The Board is committed to ensuring that all employees have flexibility in their work arrangements to the maximum extent possible, within the context of their job duties and the operations of their department/unit. This includes, and is not limited to, remote work arrangements, alternative scheduling, and other adjustments to the work environment.
2. The Executive Director is responsible for determining the appropriateness of alternate schedules and work locations and must consider the impact on the effectiveness of Board operations. Flexible work arrangements are to be considered on a case-by-case basis and each request is considered upon its own merits with the personal reason of the employee and the needs of the agency. It is not required that flexible work arrangements be uniformly available to all positions at the Board. The decision is at the sole discretion of the Executive Director and is not subject to the grievance procedure, will not create a precedent and will not establish past practice.
3. Additionally, the Executive Director may authorize or require employees to work a flexible schedule in a work week to meet a specific need (e.g., working a short day on Monday to accommodate a job requirement on Tuesday). Flexing time for work schedule adjustments should be within the same pay period for exempt staff.
4. In general, Board employees will not work more than forty (40) hours in a single workweek. When overtime work cannot be avoided, employees will be compensated in the form of compensatory time at a rate of one and one-hour for each hour of overtime. Moreover, any and all overtime will be approved in advance by the Executive Director. (See, section 204.2)

Process:

1. Employees with a need for flexible work arrangements shall make the request to the Executive Director, not less than five (5) days prior to the date requested, via email. The Executive Director will review the request and will approve or disapprove the request and forward their response to the employee within twenty-four (24) hours, if possible.
- ~~2. Reasons that could demand home based work arrangements include, but are not limited to:~~
 - ~~a. Parenting~~
 - ~~b. Bad weather~~
 - ~~c. Emergencies~~
 - ~~d. Medical reasons~~
 - ~~e. Work life balance~~
 - ~~f. Overlong commute~~
3. Employees working from home or alternative remote locations must comply with the following requirements:
 - a. Employees must be available by either telephone or teleconferencing during normal work hours.

- b. Required meetings must be attended either by telephone or teleconferencing including staff meetings.
 - c. All personnel policies continue to apply while working remotely as do Ohio Ethics Laws, public records requirement, and HIPAA requirements.
 - d. No compensatory time will be accrued while teleworking.
 - e. Employees should be prepared to carry out the same duties, assignments, and other work obligations as they do when working at Board office, when working from home, or alternative remote location.
4. Abuse of the privilege of flexible work arrangements shall result in its cancellation by the Executive Director, notification to report immediately to the Board office, and shall result in disciplinary action.

Original Proposed:

203.2 Scheduling and Flexible Work Arrangements

Policy

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4. In general, Board employees will not work more than forty (40) hours in a single workweek. When overtime work cannot be avoided, employees will be compensated in the form of compensatory time at a rate of one and one-hour for each hour of overtime. Moreover, any and all overtime will be approved in advance by the Executive Director.

Process:

1. Employees with a need for flexible work arrangements shall make the request to the Executive Director, prior to the date requested, via email. The Executive Director will review the request and will approve or disapprove the request and forward their response to the employee.
2. Reasons that could demand home-based work arrangements include, but are not limited to:
 - a. Parenting
 - b. Bad weather
 - c. Emergencies
 - d. Medical reasons
 - e. Work-life balance
 - f. Overlong commute

3. Employees working from home or alternative remote locations must comply with the following requirements:
 - a. Employees must be available by either telephone or teleconferencing during normal work hours.
 - b. Required meetings must be attended either by telephone or teleconferencing including staff meetings.
 - c. All personnel policies continue to apply while working remotely as do Ohio Ethics Laws, public records requirement, and HIPAA requirements.
 - ~~d. No compensatory time will be accrued while teleworking.~~
 - e. Employees should be prepared to carry out the same duties, assignments, and other work obligations as they do when working at Board office/**primary working location.**
4. Abuse of the privilege of flexible work arrangements may result in its cancellation by the Executive Director, notification to report immediately to the Board office, and may result in disciplinary action.