

Onboarding Committee Meeting

Meeting date: Wednesday, August 10, 2022

Meeting time: 12:07pm – 1:37pm

Meeting location: 2 Oak Street, Norwalk, OH 44857

Committee Members Present:

X	Sandy Hovest	X	Erin Bohne
X	Silvia Hernandez	X	Nora Knople

Board Staff Present:

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

Discussion Items:

- Opening
 - The onboarding committee will be composed of Ms. Hovest, Ms. Knople, Ms. Hernandez, and Ms. Bohne. Other Board members are welcome to attend meetings or add additional input.
 - MHAS Board is very active and Board members should have a better understanding of what is going on. There are varying levels of understanding between Board members due to each person coming from different backgrounds. This committee is to ensure all members have a firm understanding of what the Board does through education. When new members are added to the Board, this committee will help facilitate the onboarding process.
- Purpose of the Committee
 - To examine the current onboarding process, and to revise it as needed to better meet the needs of Board members and Huron County MHAS.
 - Goals of this committee include:
 - Ensure Board members have a good understanding of how Boards are run and are comfortable with their roles and responsibilities.
 - Upon joining the Board, Board members should immediately complete the training on Ohio's Sunshine Laws & Public Meetings, Robert's Rules of Order, and The Fundamental Roles & Responsibilities of a Board.
 - Executive Director or Board staff will meet with each new Board member to share high level information including meeting schedule, manual, Mission, Vision and Values, staff information, and roster.
 - Mentor has an initial meeting with mentee, then follow up with the mentee along the way answering any questions and ensuring they have a good grasp of what is going on.
 - Perhaps creating an abridged version of the manual.
 - Ensure Board members have a good understanding of exactly what the MHAS Board does and who the agencies are that we have contracts with.
 - Review previous MHAS Board minutes.
 - Review the current initiatives of MHAS Board.
 - Review agencies the MHAS Board contract with.
 - Review financials.

- In committee meetings, give an overview of the agency and exactly what MHAS funds during the month of the agency's presentations. Or, have a quarterly meeting to discuss the next three month's agency's that will be presenting.
- Encourage Board member interaction.
 - Board members are welcome to attend initiative meetings, trainings, and events the Board staff put on for the community. This gives more opportunity to get to know what the Board is doing along with getting to know each other.
 - Potential icebreaker 15 minutes before the Board meetings.
- Project Schedule
 - August: Establish the general content of a revised onboarding process.
 - September: Determine details and timelines for updated process.
 - October: Finalize new onboarding/board member educational process.
 - November: Finalize all details and present new program to the MHAS Board.
- Review of current onboarding process
- Identification of strengths of the current process, and gaps that warrant changes.
- Outline basic components of a new program.
- Next meeting dates, first Tuesday of the month:
 - September 6, 2022, 4pm-5:30pm.
 - October 4, 2022, 4pm-5:30pm.
 - November 1, 2022, 4pm-5:30pm.