



SC ADM Board of Directors Governance Committee Meeting

Tuesday, July 8, 2025

SC ADM Board Trailblazer Conference Room

1867 W Market Street, Suite B2

Akron, OH 44313

www.admboard.org



SC ADM Board of Directors Governance Committee Meeting

Tuesday, July 8, 2025

I. Call to Order

II. Review and Approve Minutes from April 14, 2025 Meeting

III. Unfinished Business

- A. Review of Board Member Term Limits
- B. Recruitment Updates
- C. Virtual Meeting Access Update
- D. 2025 Govern for Impact Conference
- E. 2025 Board Education & Annual In-Service Training

IV. New Business

- A. Review of Policy 3.2 – Board Job Description
- B. Review of Policy 4.3 – Delegation to the Executive Director
- C. Board Performance

V. Comments from the Public

VI. Adjournment

Next Meeting Scheduled: October 14, 2025 at 4:00pm in the SC ADM Board Trailblazer Conference Room.



SC ADM Board of Directors Governance Committee Meeting

04/14/2025 | 04:01 PM - 05:04 PM - (GMT-05:00) Eastern Time (US & Canada)

SC ADM Board Office Trailblazer Conference Room

Attendees (4)

Margaret J. Halter; Crystal Burnett; Marc Lee Shannon; Charles Twigg

Committee Members Absent

Henry Johnson

ADM Board Staff Present

Aimee Wade, Executive Director; Jennifer Peveich, Associate Director of Operations; Nick Veauthier, Manager of Information Technology; Dominique Curley, Executive Administrative Assistant

Other Parties Present

None

Call to Order

With a quorum present, Chair Dr. Margaret Halter called the meeting to order at 4:01 p.m.

Review and Approve Minutes from January 14th, 2025 Meeting

MOTION: Marc Lee Shannon

SECOND: Charles Twigg

That the Summit County ADM Board of Director's Governance Committee approve the minutes of the January 14th, 2025, meeting of the Governance Committee as presented.

VOTE: Verbal Vote - Motion passed

Unfinished Business

A. Review of Board Member Term Limits

- Chair Halter reviewed the ADM Board Member Term Limits and noted that Charles Twigg will have completed his partial term in June of this year.
- It was discussed that we currently have two County Executive vacancies. One County vacancy that per statute requires a clinician with experience with addiction services.

B. Recruitment Updates

- Executive Director Wade reviewed ADM Board of Directors Applications on file. Two have been submitted to the County Executive Office.
- The SC ADM Board of Directors are seeking new Board of Director members with backgrounds in accounting, human resources and clinical experience in mental health.

C. Virtual Meeting Access Update

- After review of draft policy language and discussion amongst the Committee and staff, the topic was tabled until the July Governance Committee Meeting for further development.

D. 2025 Govern for Impact Conference

- There are two SC ADM Board of Directors Members and two ADM Staff attending the 2025 Governance for Impact Conference.

E. 2025 Board Education & Annual In-Service Training

- Director Cornyn from the Ohio Department of Mental Health & Addiction Services has confirmed attendance at the annual board training and retreat.
- The agenda will additionally include training on the levy and team building exercises.

New Business

A. Annual Review of Board Process and Board Management Connection Policies

1. Policy 3.3 Board Member's Code of Conduct

- The Committee reviewed Policy 3.3 and found no recommended changes.
- The Receipt of Ohio Ethics Law Statement and Conflict of Interest Annual Statement of Disclosure were reviewed and will be presented to the full board in April for completion as an annual requirement and due by the June 2025 BoD meeting.

2. Policy 3.5 Board Officer & Elections

- The committee reviewed Policy 3.5 and found no recommended changes.
- There was discussion amongst the Committee and agreement to recommend current BoD leadership for their second and final year of service in their positions, commencing July 1, 2025, to the full BoD for approval.

MOTION: Crystal Burnett

SECOND: Marc Lee Shannon

That the SC ADM Board of Directors' Governance Committee recommend the following slate of officers with terms commencing July 1, 2025 for their second year of service: Chrissy Myers - Board Chair; Dr. Margaret Halter - Vice Chair; James Merklin - Board Secretary.

VOTE: Verbal Vote - Motion Passed

3. Policy 3.6 Board Committee Principles

- The Committee reviewed Policy 3.6 and there were no suggestions or changes recommended.

4. Policy 3.8 Governance Investment

- The Committee reviewed Policy 3.5 and there were no suggestions or changes recommended.
- The BoD did have some discussion about the board management platform, cost increases and the need for further discussion on the BoD's policy threshold for bidding requirements for subscription services.
- After some discussion, the Committee agreed that the platform continued to work well for BoD management functions.
- After review of prior year expenditures, a motion was called to approve the 2026 Board of Directors Prerogatives Budget to be recommended to the full Board of Directors.

MOTION: Charles Twigg

SECOND: Crystal Burnett

That the SC ADM Board of Directors' Governance Committee move to recommend the 2026 Board of Directors Prerogatives Budget of \$60,000 to the full ADM Board of Directors.

VOTE: Verbal Vote - Motion Passed

Comments from the Public

None

Adjournment

MOTION: Crystal Burnett

SECOND: Marc Lee Shannon

That the SC ADM Board of Directors' Governance Committee move to adjourn this meeting of Monday, April 14th, 2025.

VOTE: Verbal Vote - Motion Passed

Next Meeting Scheduled: Tuesday, July 8, 2025, at 4:00 pm in the SC ADM Board Trailblazer Conference Room.

The Meeting was adjourned at 4:05 pm.

DRAFT