



SC ADM Board of Directors Governance Committee Meeting - Hybrid

Tuesday, October 14, 2025, at 4:00pm

SC ADM Board Trailblazer Conference Room

1867 W Market Street, Suite B2

Akron, OH 44313

https://us06web.zoom.us/webinar/register/WN_8hct_yrRR62F6yvvZvq0TA

Please Note: The public can attend virtually, but in-person attendance is required for public comment. Meeting registration is required for those who wish to attend virtually. To register, please click the above Zoom webinar link.



SC ADM Board of Directors Governance Committee Meeting - Hybrid

Tuesday, October 14, 2025, at 4:00pm

I. Call to Order

II. Review and Approve Minutes from July 8, 2025 Meeting

III. Unfinished Business

- A. Review of Board Member Term Limits
- B. Recruitment Updates
- C. Review Board Member Attendance
- D. Update on Hybrid Meetings

IV. New Business

- A. Review of Policy 3.4 Focusing on Public Comment
- B. Review of Policy 3.6 and 3.7 Focusing on Committee Roles and Responsibilities
- C. Review of Policy 4.0 Board Management Connection
- D. Review of Policy 4.2 Accountability of the Executive Director
- E. Review of Policy 4.4 Monitoring Executive Director Performance
- F. 2026 Committee Meeting Schedule

V. Comments from the Public

VI. Adjournment



SC ADM Board of Directors Governance Committee Meeting

07/08/2025 | 04:00 PM - 05:01 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; Henry Johnson

Committee Members Absent

None

ADM Board Staff Present

Aimee Wade, Executive Director; 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 4:00 p.m.

Review and Approve Minutes from April 14th, 2025 Meeting

MOTION: Marc Lee Shannon

SECOND: Henry Johnson

That the Summit County ADM Board of Director's Governance Committee approve the minutes of the April 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.

- Executive Director Wade advised the committee that we currently have one County vacancy that per statute requires a clinician with experience with addiction services.

B. Recruitment Updates

- Executive Director Wade distributed a potential ADM Board of Directors Shadow Application. There was approximately seven individuals interviewed for our shadow program that will start in September.
- Director Wade will reach out to the potential shadows that we have not heard from and set a deadline for response.

C. Virtual Meeting Access Update

- After review of draft policy language and discussion amongst the Committee and staff, the committee agreed to take the virtual access policy to the full board for committee meetings only.
- The Committee will continue to explore hybrid options for full BoD meetings.

a. Vote on policy change recommendation

MOTION: Margaret J Halter, PhD

SECOND: Crystal Burnett

That the SC ADM Board of Directors' Governance Committee move to recommend the revised Policy 3.4 Board Work Plan and Agenda Preparation to the full ADM Board of Directors to accommodate for hybrid meeting options for Committee meetings only.

VOTE: Verbal Vote - Motion Passed

D. 2025 Govern for Impact Conference

- Two SC ADM Board of Directors Members and two ADM Staff attended the 2025 Governance for Impact Conference. Executive Director Wade and Ms. Curley both gave key takeaways from the conference. Executive Director Wade emphasized that the conference offered networking opportunities, education, and additional resources for more effective and efficient monitoring, engagement, training, and governance. The focus shifted this year more on the principles of the Policy Governance model and best practices. Next years conference is June 11th, 2026 - June 13th, 2026.

E. 2025 Board Education & Annual In-Service Training

- Executive Director Wade provided the committee with draft agendas for the annual board education and in-service training. Director Cornyn from the Ohio Department of Mental Health & Addiction Services attendance is confirmed for this event.

- There was dialogue amongst the committee and ADM Board staff and members Johnson and Shannon agreed to help plan out portions of the agenda.

New Business

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

1. Policy Review of Policy 3.2 Board Job Description

- The Committee reviewed Policy 3.2 and found no recommended changes.
- There is still one outstanding Receipt of Ohio Ethics Law Statement and Conflict of Interest Annual Statement of Disclosure that has not been submitted. The committee recommended that Chair Myers follow up with the BoD member.

2. Policy 4.3 Delegation to the Executive Director

- The committee reviewed Policy 4.3 and found no recommended changes.

B. Board Performance

- There was dialogue amongst the committee and ADM Board staff. The committee recommended that Chair Myers follow up with the BoD members that are approaching non-compliance for BoD meeting attendance.

Comments from the Public

- At the request of the BoD Chair, the Committee considered purchase of a governance training platform, which provides self-guided training opportunities.

The committee agreed to recommend the purchase of the web-based platform at a cost of \$1500.

a. Vote on recommendation

MOTION: Margaret J Halter, PhD

SECOND: Crystal Burnett

That the SC ADM Board of Directors' Governance Committee move to recommend that the full BoD approve the purchase for 1-year access to the web-based governance training platform offered by Governance Coach.

VOTE: Verbal Vote - Motion Passed

Adjournment

MOTION: Crystal Burnett

SECOND: Henry Johnson

That the SC ADM Board of Directors' Governance Committee move to adjourn this meeting of July,8th, 2025.

VOTE: Verbal Vote - Motion Passed

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

The Meeting was adjourned at 5:01 pm.

DRAFT