

**Ohio Chemical Dependency Professionals Board
Executive Committee Meeting Minutes
January 22, 2016**

Members Present: B. Barclay, B. Boyer, A. Ferguson

The meeting convened at the State Library in Columbus, OH at 11:00am.

The committee reviewed and accepted the 10/23/15 minutes.

A. Ferguson presented the Executive Director's update and shared that the Board would be going through its audit shortly. She expects to hear from the Auditor's office in February with a timeline and the audit should be completed by July.

The committee reviewed a request from DAS regarding E2 Position Compensation. The committee determined there were no compression or labor market issues with their current E2 position (Executive Director position). A. Ferguson will compile and submit the committee's findings to DAS.

The committee discussed planning of a leadership meeting and strategic planning session for the Board. The Board's last strategic plan was completed in 2007. The committee determined it most practical to conduct the strategic plan session prior to the submission of its next biennial budget. A. Ferguson will reach out to LeanOhio to see if they are available between March-May for a one day session. The committee also determined that they'd like to meet with the Board's officers and committee chairs after the February Board meeting to strategize on committee minutes, agendas and work plans. They also want to meet again after the strategic plan is finalized to update work plan goals accordingly. A. Ferguson will reach out to the leadership team to request their presence at a meeting following the February board meeting.

The committee discussed the following 2015 work plan items:

- **Board Member Appointments:** The governor's office has appointed three of the four seats that will be open for appointment in December. The remaining seat is the public member seat. A. Ferguson will touch base with the governor's office to see if nominations are needed.
- **Officer Elections:** Officer elections will need to occur at the February Board Meeting. The Chair and the Vice-Chair positions are eligible to run for a second term. The Treasurer position will be open as the current Treasurer has served two terms. Wendy Haynes-Britton has agreed to run for the Treasurer's seat.
- **Customer Survey:** The committee reviewed a draft customer survey. The committee asked A. Ferguson to add a question about the Board's LMS and then email for final review.
- **2016 Five Year Rule Reviews:** A. Ferguson shared that the four rules up for review in 2016 have already been reviewed as part of other rule revisions for 2015 and will be packaged with the 2015 rules for processing.

- **Annual Bylaws Review:** The committee reviewed the Board's bylaws and made a few minor revisions to the document. The committee will present these to the Board at the February meeting for approval.

The meeting adjourned at 12:30 pm.