

**317 Board  
Executive Committee  
Minutes  
January 27, 2025**

Members Present: Heather Batin, Chair, Tonya Bowden, Dr. Tom Davis, and Rhea Hopstetter

Members Absent: Jacqueline Stobbs

Guests: None

Staff Present: Amanda Conrath, Svea Maxwell, Beth Mohammed, and Diane Pfaff

The meeting was called to order at 5:02 p.m.

**I. Approval of Agenda**

Dr. Davis moved to approve the agenda; Ms. Bowden seconded. The motion unanimously approved.

**II. Approval of Minutes**

Ms. Hopstetter moved to approve the October 28, 2024 minutes; Ms. Bowden seconded. The motion unanimously approved.

**III. Old Business**

There was no old business.

**IV. New Business**

**A. Financials**

Ms. Conrath reviewed the SFY 2025 October, November, and December financial reports. Dr. Davis moved to recommend the October, November, and December financials to the full board; Ms. Hopstetter seconded. The motion was unanimously approved.

**B. Insurance**

Ms. Pfaff updated the members on the activities regarding insurance coverage. Staff have been working with Mathews Insurance to review the Board's current coverage. As a result of this work, the board now has updated property values. It was also recommended that, due to an ongoing claim, the Board wait until the claim is closed before seeking a new insurance provider. Ms. Pfaff said Mathews Insurance is also still working to facilitate CORSA insurance. Ms. Pfaff also presented information on flood insurance with quote comparisons from the private market and the National Flood Insurance Program. After discussion, the members decided to table action for the time being given the cost and lack of historic risk, and to continue with setting aside funding in the construction fund to address any damages that may result from flooding.

**A. Executive Director Evaluation**

Ms. Batin said the executive director's evaluation will be sent to the members in February and the process will be completed in April.

**B. Full Board Agenda Items**

The committee discussed the items on the board meeting agenda.

**V. Other**

**A.** Ms. Pfaff said the staff evaluations were completed in December. She also reported that in order to align with the OACBHA salary survey two staff members will receive a salary increase.

**B.** Ms. Pfaff provided an overview of the strategic planning and Special Projects fund which are on the agenda for the full board meeting.

**C.** Ms. Pfaff discussed the proposed work requirement for Medicaid which included accommodations for substance use disorder but not for mental health disorders. She reported she had submitted comments to the Department of Medicaid because of the negative impact these changes will have on behavioral health services. She asked if the members would like for her to get their approval before advocating on policy issues. The members said their approval is not needed.

**D.** Ms. Maxwell discussed the flooring upgrades that are needed at the Clem House based upon their last certification. The Clem House is working on quotes and the Board plans to discuss cost-sharing of these renovations.

**VI. Adjournment**

Having no other business to come before the committee Ms. Batin adjourned the meeting at 5:49 p.m.

Submitted by:

Diane Pfaff  
Executive Director