

**317 Board
Executive Committee
Minutes
July 28, 2025**

Executive Committee Members Present: Rhea Hopstetter Chair, JoAnna Carter, and Dr. Ron Luce

Executive Committee Members Absent: Heather Batin and Robert Orth

Board Members Present: Dumitru Sabaiduc and Tonya Bowden

Guests: Rose Frech, ISBH

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

The meeting was called to order at 5:01 p.m.

I. Approval of Agenda

Dr. Luce moved to approve the agenda; Ms. Carter seconded. The motion unanimously approved.

II. Approval of Minutes

Dr. Luce moved to approve the April 28, 2025 minutes; Ms. Carter seconded. Ms. Bowden noted that the minutes stated she seconded a motion, but she was not at the meeting. The correction is Dr. Davis second approval of the April 28, 2025 minutes The motion unanimously approved with the correction.

III. Contracts and Construction

1. Ms. Pfaff reported she had signed a no-cost extension to a contract with Kayla Sweeny for Smartsheet consultation services; the original contract was for \$20,000, and there is a balance of \$11,127.50. Ms. Pfaff reported that staff met with ISBH and HHC to discuss roles for the Dairy Lane project, and that a grant opportunity is expected in August or September.
2. Ms. Maxwell gave an update on capital projects: Carpet at the John W. Clem Recovery House has been replaced as was required for certification. At the Board office, expansion joints were added to the flooring to address a problem with floor tiles coming up because of differences in subflooring. Ms. Maxwell reported she is researching sound absorption and solar shades for the conference room windows which are breaking and need to be replaced. Ms. Maxwell said she is also getting a second quote for the 988 outside entry drainage problem.

IV. Old Business

There was no old business.

V. **New Business**

A. **Financials**

Ms. Conrath reviewed the SFY 2025 April, May, and June financial reports. Ms. Carter moved to recommend the April, May, and June financials to the full board; Dr. Luce seconded. The motion was unanimously approved.

B. **Executive Director Evaluation**

Ms. Pfaff distributed a handout of the 2025 Board Association salary study with a comparison group of Boards based upon budget size. Ms. Pfaff said she was bringing this methodology to the committee for approval before proceeding with using this group of Boards for staff salary comparison.

Ms. Hopstetter said there were no true guidelines of what the other boards were doing and the handout gave more clarification as this was a question last year when the executive director's salary was discussed. Mr. Sabaiduc asked when the last time that this was looked at and adjustments made. Ms. Pfaff said the Board Association does this every two years and the personnel manual says it will be used as the tool for salary adjustments.

Dr. Luce asked about the timeline for discussion. Ms. Pfaff said possibly an executive session at the October meeting. She also said there has been discussion that the executive director evaluation should be in the fall or spring. Dr. Luce said the discussion included having things in place before January and making the decision then instead of later in the year. The whole evaluation wouldn't be done this year and begin the new process next year.

C. **SFY 2026 State Budget**

Ms. Conrath reviewed the changes in the 2026 budget amendment:

Hocking County Women's Recovery House. Ms. Pfaff reported the Board has been working with ISBH to open a women's recovery house in Hocking County with capital and ARPA grant funding totaling \$655,100. The bid came in \$200,000 over budget. Ms. Pfaff said there is a request to the state for additional funding, but this is unlikely.

The board gave ISBH a grant in 2022 for \$220,000 to purchase or build a new peer house in Hocking County, but they were unable to find a place due to high real estate costs. She said the funding that was set aside for the peer house could be used to make up the funding shortfall for the recovery house; funding for a peer house could be revisited later when there is a viable plan. The \$655,100 from the state would have to be returned if not used. Ms. Frech joined the conversation and explained they would like to ensure that they have a sustaining operating plan for the house especially in light of possible Medicaid cuts.

Ms. Pfaff said there is \$250,000 set aside for operational funds, which is two years' worth of operating costs. Ms. Frech compared the Vinton County house's operating cost, which is projected at \$209,000. Dr. Luce questioned sitting on funding when there is a current need. Ms. Pfaff explained the peer house is still a priority and there has been discussion on several providers cost sharing with a new build.

VI. Other

1. Ms. Pfaff said there are two board member vacancies in Athens and one in Hocking. There is also one board member in Hocking that may be interested in resigning; three men and one woman are needed to reflect the Board's population per ORC 340.

VI. Adjournment

Dr. Luce moved to adjourn the meeting; Ms. Carter seconded. The motion was unanimously approved. The meeting adjourned at 6:00 p.m.

Submitted by:

Diane Pfaff
Executive Director