

**317 Board
Executive Committee
Minutes
October 27, 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

Guests: Nate Thomson, APP and Rose Frech, ISBH

Staff Present: Amanda Conrath, Svea Maxwell, Beth Mohammed, and Diane Pfaff, and Tisha Springer, Board COMCorps Volunteer

The meeting was called to order at 5:00 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 July 28, 2025 minutes; Ms. Carter seconded. The motion unanimously approved.

III. Contracts and Construction

Ms. Maxwell reported the 988 renovation has been completed. She also said Serenity Village needs a grinder pump replacement, and the fire damaged renovation at Serenity Village is complete.

Ms. Pfaff reported she signed a contract for a one-year retainer with Clemons and Nelson Associates who have done the Board's policy manuals. The retainer fee is \$250 per month which is less expensive than contracting with them without a retainer. Ms. Pfaff said she will consult with them on personnel issues and policies updates.

IV. Old Business

Executive Director Evaluation Process

Ms. Hopstetter requested a motion to go into executive session. Dr. Luce moved to go into executive session for the purpose of discussing the Executive Director's compensation. Ms. Carter seconded. A roll call vote was taken with the following results: Ms. Hopstetter, Yes, Dr. Luce, Yes, Ms. Carter, Yes. Executive Session began at 5:05 and ended at 5:20. Ms. Hopstetter called the meeting to order with no action taken.

V. New Business

A. Financials

Ms. Conrath reviewed the SFY 2026 July, August, and September financial reports. Ms. Carter moved to recommend the July, August, and September financials to the full board; Dr. Luce seconded. The motion was unanimously approved.

B. Audit

Ms. Conrath reported that the 2024 state audit is complete and she explained the three comments and two findings in the audit. Steps are being taken to address the issues.

C. Procurement Policy

Ms. Pfaff discussed the draft policy that is in alignment with federal regulations but will be applied to all funds. The draft policy contains options for exemptions if the source is non-federal. Executive committee members expressed support for proceeding with this approach.

D. Clem House Request

Ms. Pfaff shared a letter from the Clem House with requests for a 99-year lease, property upgrades they would like to make, and possible financial support for the upgrades from the Board. Ms. Pfaff recommends deferring this discussion to the January meeting as the November meeting agenda is full. She also suggested representatives from the Clem House come to the meeting and share their strategic plan for discussion. After further discussion, the executive committee agreed with Ms. Pfaff's recommendations.

E. Hocking and Vinton Mental Health Peer Houses

Ms. Pfaff discussed the partnership between ISBH and APP regarding the Hocking and Vinton Counties peer houses, Home Away from Home and New Beginnings. She said ISBH has done a great job with managing those houses for ten years, however ISBH has decided they are no longer able to dedicate the leadership that is needed for these programs. Ms. Frech and Mr. Thomson explained their partnership plans. Mr. Thomson is requesting one-time additional funding of \$165,000 for pre-planning and engagement with the programs prior to transition. Ms. Pfaff said the funding would come from unallocated levy funds.

VI. Other

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.

Ms. Pfaff said currently there are no limitations on time the agencies use for their updates at the board meeting. She suggested limiting updates to two minutes and featuring one agency with a more in-depth update on programming. Dr. Luce said the agencies could submit a written a paragraph with updates. Mr. Sabaiduc said some updates have too much information and a written update with bullet points would be better.

VII. Adjournment

Ms. Hopstetter adjourned the meeting at 6:00 p.m.

Submitted by:

Diane Pfaff
Executive Director