

MENTAL HEALTH AND RECOVERY BOARD OF WAYNE-HOLMES COUNTIES

BOARD MEETING

April 7, 2022

Present

Present: Armstrong, Brumfield, Finley, Glick, Graham, Ling, Messner, Miller, Moore, Ogden, Pyers, Smith, Troyer

Excused

Cary, Mykkanen

Absent

Hershberger

Staff

Edwards, Fetzer, Solsman, Wood, Zarlengo

Guests

Karen Berry, Diane DeRue, Bobbi Douglas, Esther Hawkins, Julie Kastner, Mark Woods

Call to Order and Acceptance of Agenda

The meeting was held via Zoom. The Chairperson, Bruce Armstrong called the meeting to order at 5:30 p.m.

Armstrong welcomed everyone and asked them to introduce themselves.

He asked for a motion to approve and accept the agenda for tonight's meeting. **Ogden made the motion seconded by Miller that the Agenda for the April 7, 2022 meeting be approved as presented.**

Motion passed unanimously.

Finalize Hiring of New Executive Director

Transition Committee Process: Troyer, Transition Committee Chair reported on what the committee has been doing the past couple of months. She also thanked the committee members for the hours they have put into this process.

- Prior to March ads were placed in multiple areas including the MHRB website, newspapers, Indeed and others.
- February 28th was the deadline for applicants to submit their resumes. The committee received resumes from 17 candidates. Thirteen of these seventeen applicants met the minimum requirements.
- The committee then met to review the thirteen resumes and narrow them down to five.
- These top 5 were interviewed on March 8th. After these initial interviews the pool was narrowed down to the top 2 candidates.
- The committee came to an agreement and last week offered the Executive Director position to Brenda Cronin who accepted the job.

- A contract was developed for the position.

Board members then asked a few questions about the candidate.

- Finley asked if her references were all checked out and were they favorable. Troyer replied that they were. Ogden asked if it is a requirement that the Board director live in Wayne County as this candidate is not a local person. Troyer answered that the candidate is planning to move to Wooster and is in the process of locating housing.
- Messner said if Wood feels comfortable with this decision then he respects her opinion. Graham and others concurred.

Glick added the committee held lengthy discussions about all the candidates. It came down to this particular candidate's knowledge and experience that made her stand out.

Brumfield asked if she was from the Erie-Ottawa Board that ended up splitting. Glick answered yes.

Troyer then offered the following resolution to approve the hiring of the new MHRB Executive Director.

RESOLUTION 04-01-22-S

Upon review of the Transition Committee's recommendation, that the Board hereby authorizes and directs the Board Chair to offer employment to Brenda Cronin as the Board's new Executive Director, on the terms and conditions as stated in the employment contract drafted by Board counsel and reviewed by the Board.

The Board further authorizes and directs the Board Chair to execute the employment contract with Brenda Cronin which, as stated therein, shall be subject to and conditional upon the successful completion of a criminal background check and drug screen.

A roll call vote was done.

Armstrong – Yes	Miller – Yes
Brumfield – Yes	Moore – Yes
Finley – Yes	Ogden – Yes
Glick – Yes	Pyers – Yes
Graham – Yes	Smith – Yes
Ling – Yes	Troyer – Yes
Messner - Yes	

Motion passed unanimously.

Revised Job Descriptions

Wood reported that Zarlengo will be retiring this month and Love is planning to retire in July. The job titles and descriptions for both of their positions have been revised. She explained that we have 2 resolutions to be considered regarding the revised job titles and descriptions. She then read the resolution for revised job description for the Office/Executive Assistant.

Ogden made the motion seconded by Glick that the following resolution be approved as presented.

RESOLUTION 04-02-22-S

That the Business Manager's job description be approved as distributed. That a salary range of \$45,000 to \$85,000 be approved for this position. No changes are to be made to the salary range without approval of the Board. The Board further directs that all offers of employment for this position shall be subject to and conditional upon the successful completion of a criminal background check and drug screen.

Motion passed unanimously.

Wood then realized that she read an original version of the proposed resolution instead of the revised version (above) which has an additional sentence added at the end re: background check and drug screen. Pyers then made the motion to amend the previous motion to include the last sentence in the above resolution, Glick seconded.

Motion passed unanimously.

Wood then read the following resolution for the Office/Executive Assistant position. Glick made the motion seconded by Messner that the following resolution be approved as presented.

RESOLUTION 04-03-22-S

That the Office/Executive Assistant’s job description be approved as distributed. That a salary range of \$25,000 to \$55,000 be approved for this position. No changes are to be made to the salary range without approval of the Board. The Board further directs that all offers of employment for this position shall be subject to and conditional upon the successful completion of a criminal background check and drug screen.

Motion passed unanimously.

Introduction of New Executive Director – Brenda Cronin

Cronin joined the meeting and told a little bit about her background. She was most recently the Executive Director of the Erie-Ottawa Mental Health and Recovery Board, but left that position last June. May 16th is her official start date here and she will overlap with Wood for approximately 6 weeks.

Miller welcomed her and said he looks forward to meeting and working with her. Brumfield agreed. Graham asked if she had experience working with Family and Children First Councils. She said she worked well with both county Family Council Coordinators when she was at Erie/Ottawa Counties Board.

Public Comment

None

Next Meeting

There being no further business the meeting adjourned at 6:10 p.m.

The Board will be notified when the next meeting is scheduled.

Submitted by,

Bruce Armstrong, Chairperson

Barb Mykkanen, Secretary