



## Richland County Mental Health & Recovery Services Board Special Meeting Minutes July 29, 2025

**Board Members Present:** Bret Snavelly, Jeff O'Brien, Susan Lehr, Mike Donahue, Dave Krenrick, Lonnie McGhee, Carla James, Jen Lemon, Sylia Jordan, Crystal Shaffer

**Excused:** Scott Arnold and Deanna Hamilton

**Unexcused:**

**Staff present:** Executive Director: Sherry Branham-Fonner

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### CALL TO ORDER:

O'Brien called the meeting to order at 5:32 P.M.

Pledge of Allegiance

Board member roll call was recorded, and a quorum was established.

#### 1. Presentation by Executive Director

- ▯ . Presented who she has selected for the Brinkerhoff Award for 2025. This will be presented at the annual meeting dinner.
- ▯ . Reviewed various marketing materials that will be used for the Levy. They will be available at the county fair, parades, and other events. Items included: Levy Fact Sheet, Levy Statistics Sheet, Postcard, Payroll Stuffers, QR Code, Website, Social Media and Billboards.
- ▯ . Joe Trolan submitted a public records request. Executive Director identified she has reached out to Prosecutor Middis for direction and staff will work to fulfill the request.
- ▯ . Board member, Jordan Wurthman submitted a resignation letter resigning from the Board of Directors effective immediately.

#### 2. \* Executive Session

Motion made to move into Executive Session to review the Performance Evaluation and compensation of Executive Director. Motion by Mike Donahue. Motion Seconded by Dave Krenrick. All board members voted to move into Executive Session with Roll Call vote.

Executive Session began at 5:45 p.m. Executive Director was excused from Executive Session.

Motion made to end Executive Session by Mike Donahue, seconded by Carla James and approved by all Board members. Session ended at 6:10 ppm.

Motion made by Mike Donahue and seconded by Carla James to approve the following:

"The Personnel Committee, led in accordance with Board By-Laws, by Vice Chair Susan Lehr, has conducted a Performance Evaluation of the Executive Director. This evaluation was conducted under current contract terms.

Upon review, the Personnel Committee identified this year's COLA increase, as recommended by the US Department of Labor, at 2.5%. This increases the hourly wage of the Executive Director to \$61.4269 or \$127,767.99 a year. The Personnel Committee, knowing of no financial concerns that would warrant the deferment or elimination of this cost-of-living increase recommends it to the full board. Upon full board approval an adjustment to the current base salary of 2.5% shall be applied to the compensation for the Executive Director Sherry Branham-Fonner".

Roll Call vote for approval of the motion. All board members voted to approve except one abstention by Lonnie McGhee.

It is noted that the compensation is based on Sherry Branham-Fonner Contract that is in effect from November 21, 2023 to November 21, 2028.

**New Business:**

As noted above, Board members were informed that Joe Trolan had made a public records request regarding mental health board records. As part of the discussion a motion made by Lonnie McGhee and seconded by Dave Krenrick to have the Richland County prosecutor's office be the party that receives the fulfilled requests from the Board and submits the requested information to Mr. Trolan. All board members voted in favor of this motion.

A motion was made by Lonnie McGhee and seconded by Jeff O'Brien to approve the following: The Board will establish a policy that anyone requesting public records through FOIA request or otherwise, be charged for all the documents received from the board as allowed by any current law for public entities or an established Richland County policy. Lonnie McGhee, Bret Snavely, and Jeff O'Brien voted in Favor. The remaining five members opposed the motion. Susan Lehr abstained until such time she is able to review board and county policies regarding public record release.

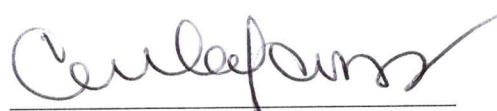
The board discussed the public records policy. Recommendations were to have the Board's policy reflect details regarding public records request. Executive Director, Sherry Branham-Fonner, was tasked to bring the policy to a future board meeting. The Board continued its discussion around recouping expenses for staff time and expenses incurred as related to fulfilling public records request. Branham-Fonner agreed to review the existing county policy and future discussions will occur with the Board of Directors regarding the Board's policy.

Meeting adjourned at 7:13 pm.

Susan M. Lehr, Vice Chairperson July 29, 2025  
Richland County Mental Health and Recovery Services Board of Directors

**ATTESTED BY:**

  
Jeff O'Brien, Chair

  
Carla James, Secretary

\*Denotes vote taken.