

Finance Committee Meeting

Meeting date: Tuesday, November 15, 2022

Meeting time: 12:30pm – 1:26pm

Meeting location: 2 Oak Street, Norwalk

Recorder: Cari Williamson

Committee Members Present:

	Ben Chaffee, Jr., Board Chair - excused	X	Sandy Hovest
	Mitch Cawrse, Committee Chair - excused	X	Carol Anderson
X	Tom Sharpnack	X	John Soisson
X	Nora Knople		

Board Staff Present:

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Community Engagement & Resource Manager
X	Cari Williamson, Office & Fiscal Manager		

Unfinished business/updates:

- Summary of Program Committee
 - November Meeting
 - Monthly presentations: Let's Get Real
 - Location: Huron County Community Library, 33 Pleasant Street, Wakeman
 - Executive Session
 - Motion to go into Executive Session under Ohio Revised Code 121.22(G)(1) & (G)(3).
 - Ms. Cardone shared the Board's legal representative, Mr. Randy Strickler, called last week requesting to add an executive session to November's Board Meeting to discuss the above listed Ohio Revised Codes. He requested to have it at the beginning of the meeting, stating it would only last about five minutes.
 - ORC 121.22(G)(1) states "To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session pursuant to division (G)(1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in division (G)(1) of this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting."

- ORC 121.22(G)(3) states “Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action”
- Ms. Cardone shared she called the Board President, Mr. Ben Chaffee, immediately after the phone call to inform him. Ms. Cardone shared she does not know what this is about and has shared all the information she has with the Board.
- Ms. Cardone shared that if Board members had any specific questions, they may contact Mr. Strickler or they can email those questions to her and she can forward to Mr. Strickler.
- Onboarding Committee Policy and Flow Chart (Attachment I, Motion)
 - Motion: To approve and adopt the updated Orientation of Board Members Policy as shown in Attachment I.
 - The Board members will receive an updated Board Member manual at the next Board meeting which will align with the new policy. The Onboarding process is detailed in a flow chart which is color coded; the tabs of the updated manual align with the color coding on the flow chart and the updated manual index. Board members can discard the old manual but if the binder is still in good condition, please return it to the Board office.
 - Ms. Carol Anderson shared it looks like they did a great job. Committee members were in support of the updated Orientation of Board Members policy.
- State Opioid Response 3.0 (SOR) funding update and discussion (Motion)
 - Family Life Counseling \$29,783 (Recovery Navigator, transportation, MAT)
 - Firelands Counseling \$29,783 (Recovery Navigator, transportation)
 - Oriana House \$71,345.12 (Recovery Navigator, transportation, benefits, jail treatment)
 - Let’s Get Real \$109,383.20 (Recovery Navigator, Warm Handoff, Recovery Ride, jail assessments, on call, mileage)
 - Ms. Cardone shared Family Life Counseling, Firelands Counseling and Oriana House have equal amounts of funding for Recovery Navigator and transportation costs. Oriana House’s funding amount is higher because it includes funding them to provide treatment services in the Huron County Jail. Let’s Get Real’s amount is higher because they have the Recovery Ride and costs that go with it, on call rates for after hours services, and they provide jail assessments. These numbers are only 70% of the total amount the Board is receiving from SOR 3.0, the additional funding will come in January or February.
 - Committee members did not have any questions or concerns.

Discussion Items:

- Levy and Sustainability Discussion
 - Committee formation
 - Ms. Cardone shared the levy for the Board is up in 2024. The Board will need to form a levy committee in January. They will meet monthly until the levy is over. This committee will also need its own Treasurer, as the Board cannot use any levy funds for campaigning for the levy. Currently, the plan is to have the levy put on the ballot in March 2024, then if it does not pass there will still be the option for November 2024 ballot.
 - Mr. Tom Sharpnack volunteered to be on this committee, but not as treasurer.
 - There will be a document shared in January meetings explaining what will happen if we request each of the following: renewal, renewal with increase, replacement, and if it does not pass. This information will assist the Board in determining what they would like to do.

- Sustainability
 - Ms. Cardone shared some agencies that the Board currently funds are funded only by levy dollars. There will need to be conversations with these agencies about the sustainability of their services if the levy does not pass, such as applying for grants of their own or looking for funding from other sources.
 - In January, Ms. Cari Williamson will present to the Board about levy reserves, where the Board is currently at and what the future looks like.
- Let's Get Real COSSAP funding (Motion)
 - Authorize Executive Director to enter into a Federal Fiscal Year 2023 contract with Let's Get Real in the amount of \$14,300.00 utilizing COSSAP funding.
 - Ms. Cardone shared last year the Board was awarded COSSAP funding in partnership with organizations from Mansfield and Ashland. The funding used to help expand the Quick Response Team, including a vehicle that Let's Get Real leases. This year's contract funding is for the vehicle lease, insurance, gas, and time spent responding to QRT runs.
 - Committee members did not have any questions or concerns.
- Recovery Housing funding allocation, levy reserves (Motion)
 - Authorize Executive Director to enter into a State Fiscal Year 2023 contract addendum with Family Life Counseling & Psychiatric Services for recovery housing in an amount not to exceed \$106,824.00 utilizing levy reserve funding.
 - Ms. Cardone shared last year the bulk of recovery housing was funding through State Opioid Response (SOR), but the funding amount was cut significantly. The Board has received additional recovery housing funds from OhioMHAS, but the rest of the funding will need to come out of levy reserves. This is a service that is needed and to continue services the Board must fund it at 100%. In the future, there will be conversations with Family Life about recovery housing sustainability.
 - Committee members did not have any questions or concerns.
- Ms. Williamson shared the FY23 budget for levy funds was trimmed significantly and currently the Board is anticipated to utilize approximately \$50,000 from levy reserves for the year, prior to this motion. At the end of the year there is reconciliation done to use State and Federal Grants as much as possible instead of using levy funds.
- October 2022 Financial Report & Statement of Activities (Attachment II, motion)
 - Revenues: \$262,504.14
 - Expenditures: \$383,364.04
 - Cash Balance: \$2,681,031.53
 - Encumbrances: \$506,569.40
 - Ending Balance: \$2,174,462.13
 - Ms. Cardone reminded Board members the ending balance fluctuates often based on revenues, expenditures and encumbrances.
 - Ms. Cardone shared in January the Board will discuss how levy reserves are calculated. The Auditor, Mr. Roland Tkach, looks at a snapshot of what the amount of cash is in our account on December 31st. This is not a true calculation of our levy reserves and we will be working with him to help him better understand our levy reserve status.
 - Ms. Cardone shared some of the unusual October expenses were Nobil's for t-shirts for the recovery walk, John's painting painted the outside of the building, Cutting Time is new landscape company, joined Kiwanis and will be joining other similar organizations, J&C Appliance for the Women's House of Hope, Legends repaired outside woodwork before painters, WLKR using SOR funds for radio ads, and Ray of Hope Dinner for NAMI.
 - Committee members did not have any questions or concerns.
- Kristen Expenses (Attachment IV)

- Ms. Cardone shared that most of her expenses were for food for the committee meetings and the Stepping Up meeting.
- Committee members complimented the billboard signs, saying they see them all over the county and they look great.
- Committee members did not have any questions or concerns.

Attachment I

103.3 SECTION 3

Revised: November 18, 2019
November 22, 2022

ORIENTATION OF BOARD MEMBERS

The Board member orientation process shall be led by members of the Board, with staff assisting in compiling the new Board member manual and related administrative tasks. Each new Board member shall be assigned a mentor who shall make themselves available to answer questions and provide insight. The Board member orientation process is as follows:

1. Board Chair shall contact new member once their appointment is confirmed by the appointing authority.
2. Board Chair shall appoint a mentor for new member.
3. Executive Director shall send new member a letter of congratulations and schedule a time to meet to deliver the member's Board manual, introduce mentor, and begin onboarding process.
4. Board chair shall introduce new member to existing members of the Board at next Board meeting.
5. Mentor shall follow the Onboarding Flow Chart as detailed in this policy.

The following information shall be included in the Board manual and mentor will be review with new Board member:

Section A: Community Board

Board Member Roster (A-1)

1. List of Board Members and contact information
2. Board Member Bios

Board Committees and Structure (A-2)

1. Program Committee
2. Finance Committee
3. Governance Committee
4. Board Meeting ground rules

Roles and Responsibilities (A-3)

1. Board Member Job Description
2. OACBHA Roles and Responsibilities training
3. Removal from office

Governance Policies (A-4)

1. Board By-Laws/Board Governance Section 100

Board Information (A-5)

1. Calendar of Board and Committee Meetings
2. Board Meeting Minutes (most recent)
3. Annual Report
4. Newsletter

Services & Providers (A-6)

1. Huron County Resource List

Section B: Behavioral Health

Ohio's Behavioral Healthcare System (B-7)

1. Ohio's Alcohol, Drug Addiction, and Mental Health Boards
2. Auditor of State Behavioral Health Handbook

OACBHA-Ohio Association of County Behavioral Health Authorities (B-8)

1. Who is OACBHA
2. OACBHA Services

Section C: Laws & Legislation

Ohio Revised Code Chapter 340 (C-9)

1. Chapter 340 ORC

Ohio's Sunshine Laws & Public Meetings (C-10)

1. The Sunshine Laws and Public Meetings

Section D: Reference Materials

Robert's Rules of Order (D-11)

1. Introduction to Robert's Rules of Order

The Fundamental Roles & Responsibilities of a Board (D-12)

1. What are the fundamental roles and responsibilities of a board?

Ohio Ethics Laws (D-13)

1. Ohio Ethics Training

HIPAA (D-14)

1. HIPAA Training

Acronyms/Abbreviations (D-15)

1. Abbreviations list

Information Sharing (D-16)

1. Where to find information

Section E: Board Office

Staff (E-17)

1. Table of Organization
2. Employee Job Descriptions

Personnel Policies (E-18)

1. Board Personnel Policies and Procedures Section 200

Section F: Strategic Plan

Strategic Framework (F-19)

1. *Mission, Vision, Values*
2. *Strategic Plan*

Section G: Financials

Financials (F-20)

1. Monthly Financial Statements
2. Preparation of Fiscal Year Budget (July through June)
3. Board Levy Reserve
4. Fiscal Year Revenue Budget (most recent)
5. Fiscal Year Expense Budget (most recent)
6. Fiscal Year Revenue YTD (most recent)
7. Fiscal Year Expenses YTD (most recent)
8. Fiscal Policies
 - a. Board Fiscal Policies Section 400

Huron County MHAS Board Onboarding Process

Within 30 days of Board appointment

In person meeting with MHAS Executive Director, mentor, and new Board member

Review the following information:

- MHAS Board Handbook Sections
 - Purpose of Board & brief history (A-4)
 - Roles and responsibilities (Board vs. staff, fiscal role) (A-3, D-12)
 - Current contracted providers (A-6)
- Logistics
 - Board roster & bios (A-1)
 - Committees & structure (A-2)
 - Board meeting schedule (A-5)
 - Board by-laws (A-4)
 - Google login, Board email, Chromebook (if requested) (email)
 - Acronym list (D-15)
- Homework
 - Videos: Roberts Rules of Order (D-11), Sunshine Laws (C-10), Roles & Responsibilities (A-3)
 - Read history of the Board (B-7) & ORC Chapter 340 (C-9)
 - Review OACBHA slides (Board training) and OACBHA information (B-8)
 - Read Board by-laws (A-4)

Date:
Initials:

After 1st Board meeting but prior to 2nd Board meeting

In person meeting with mentor and new board member

Review the following information:

- Relevant rules and laws
 - Sunshine law, transparency (C-10)
 - Ethics, conflict of interest (D-13)
 - Confidentiality, HIPAA (D-14)
- Meeting Operations
 - Roberts Rules of Order (D-11)
 - Contracts and budgetary actions (F-20)
 - Financial overview & fiscal year (F-20)
- Strategic Plan & Board Staff
 - Mission, vision, values, goals, targeted objectives (F-19)
 - MHAS staff & ED duties (E-17)
 - Information Sharing (D-16)
- Homework
 - Videos: HIPAA (D-14), Ohio Ethics Laws (D-13)
 - Review personnel policies (E-18)
 - Read fiscal policies (F-20)

Date:

Initials:

Mentor will contact new board member via phone or email at least once per month in between meetings

9 months after joining the Board

In-person meeting with mentor and new Board member

- Questions about any topic to date
- Pick a CE topic, assign a video segment, and discuss that topic
- Feedback on onboarding process

Date:
Initials:

5 months after joining the Board

In-person meeting with mentor and new Board member

- Questions about any topic to date
- Pick a CE topic, assign a video segment, and discuss that topic
- Feedback on onboarding process

Attachment II

HURON COUNTY BOARD OF MENTAL HEALTH & ADDICTION SERVICES STATEMENT OF ACTIVITIES FISCAL YEAR 2023

OCTOBER YTD	MONTH TO DATE	YEAR TO DATE	ANNUAL	\$OVER/UNDER	% OF BUDGET
INCOME	ACTIVITES	ACTIVITES	BUDGET	BUDGET	
REAL ESTATE TAX	\$0.00	\$238,062.20	\$540,000.00	(\$301,937.80)	44.09%
TANGIBLE PERSONAL TAX	\$0.00	\$0.00	\$80.00	(\$80.00)	0.00%
TAXES-ROLLBACK & HOMESTEAD	\$0.00	\$7,318.53	\$16,000.00	(\$8,681.47)	45.74%
MH SUBSIDY	\$180,525.25	\$466,738.00	\$874,832.00	(\$408,094.00)	53.35%
ADTR BLOCK GRANT	\$47,423.00	\$144,846.00	\$189,692.00	(\$44,846.00)	76.36%
RECOVERY HOUSING	\$0.00	\$22,950.00	\$45,900.00	(\$22,950.00)	50.00%
MH BLOCK GRANT	\$10,576.00	\$21,152.00	\$42,304.00	(\$21,152.00)	50.00%
AOD SUBSIDY	\$7,980.00	\$45,624.00	\$131,870.50	(\$86,246.50)	34.60%
TITLE XX	\$0.00	\$10,019.00	\$40,285.00	(\$30,266.00)	24.87%
STATE GRANTS	\$6,250.00	\$16,826.00	\$74,998.00	(\$58,172.00)	22.44%
FEDERAL GRANTS	\$6,982.36	\$0.00	\$156,526.71	(\$156,526.71)	0.00%
IDAT	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
OTHER RECEIPTS	\$2,767.53	\$9,225.15	\$5,000.00	\$4,225.15	184.50%
TOTAL INCOME	\$ 262,504.14	\$ 982,760.88	\$2,117,488.21	(\$1,134,727.33)	46.41%
EXPENSES					
ADMIN	\$31,355.49	\$131,693.36	\$416,381.80	(\$284,688.44)	31.63%
ADULT ADVOCACY	\$3,685.00	\$3,685.00	\$30,000.00	(\$26,315.00)	12.28%
BROWN CONSULTING	\$0.00	\$0.00	\$28,350.00	(\$28,350.00)	0.00%
BUILDING REPAIRS	\$5,250.00	\$5,250.00	\$15,000.00	(\$9,750.00)	35.00%
DARE/SRO CONTRACTS	\$0.00	\$9,000.00	\$12,000.00	(\$3,000.00)	75.00%
CARLA DAVIS	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
FAMILY & CHILDREN FIRST COUNCIL	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
FAMILY LIFE COUNSELING	\$6,600.94	\$15,954.30	\$128,466.00	(\$112,511.70)	12.42%
FAMILY LIFE COUNSELING-RECOVERY HOUSING	\$26,922.41	\$26,922.41	\$45,900.00	(\$18,977.59)	58.65%
FAMILY LIFE COUNSELING-RECOVERY HOUSING (LEVY)	\$348.37	\$348.37	\$0.00	\$348.37	#DIV/0!
FIRELANDS COUNSELING & RECOVERY	\$124,344.58	\$184,573.32	\$748,478.10	(\$563,904.78)	24.66%
GEISLER IT-GOSH	\$0.00	\$0.00	\$2,500.00	(\$2,500.00)	0.00%
GUARDIANSHIP LEGAL FEES	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)	0.00%
HURON COUNTY JUVENILE COURT	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	100.00%
HURON COUNTY SCHOOLS-AFTERPROM	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)	0.00%
HURON COUNTY SHERIFF-PSYCH JAIL MEDS	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
LET'S GET REAL	\$0.00	\$0.00	\$85,000.00	(\$85,000.00)	0.00%
MHFA ADMIN-A. MORROW INSTRUCTOR REIMBURSEMENT	\$0.00	\$600.00	\$0.00	\$600.00	#DIV/0!
MHR SB CLARKE, GREENE, MADISON-GOSH	\$2,625.00	\$5,250.00	\$10,000.00	(\$4,750.00)	52.50%
MHR SB SOSW	\$0.00	\$3,000.00	\$12,000.00	(\$9,000.00)	25.00%
MIRIAM HOUSE	\$6,389.34	\$12,258.72	\$45,000.00	(\$32,741.28)	27.24%
NAMI NW - CISM & CIT	\$0.00	\$37,220.00	\$38,000.00	(\$780.00)	97.95%
OACHBHA	\$0.00	\$7,000.00	\$7,000.00	\$0.00	100.00%
OHIO GUIDESTONE	\$228.15	\$228.15	\$19,998.00	(\$19,769.85)	1.14%
ORIANA HOUSE	\$3,504.11	\$42,092.62	\$165,918.00	(\$123,825.38)	25.37%
PREVENTION	\$60.00	\$2,771.58	\$34,202.00	(\$31,430.42)	8.10%
PROMO-Board Operating Expenses	\$1,643.32	\$7,375.98	\$35,000.00	(\$27,624.02)	21.07%
REACH OUR YOUTH	\$0.00	\$0.00	\$40,000.00	(\$40,000.00)	0.00%
SERVICES FOR AGING	\$0.00	\$0.00	\$20,516.00	(\$20,516.00)	0.00%
ORIGINAL CONTRACT TOTAL	\$242,956.71	\$525,223.81	\$1,986,709.90	(\$1,461,486.09)	26.44%
Additional Funding					
ADDITIONAL TREATMENT PROGRAM (ATP) & CARRYOVER	\$2,527.31	\$6,737.95	\$70,248.05	(\$63,510.10)	9.59%
COMMUNITY TRANSITION PROGRAM (CTP) CARRYOVER	\$0.00	\$0.00	\$42,693.91	(\$42,693.91)	0.00%
IDAT	\$867.53	\$867.53	\$0.00	\$867.53	#DIV/0!
MHBG COVID MITIGATION FUNDING CARRYOVER	\$0.00	\$1,343.39	\$7,026.38	(\$5,682.99)	19.12%
MRSS	\$47,746.04	\$82,621.63	\$114,598.00	(\$31,976.37)	72.10%
MULTI-SYSTEM ADULT	\$0.00	\$0.00	\$10,170.00	(\$10,170.00)	0.00%
PSYCH JAIL MEDS	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
SAPT AUD COVID MITIGATION FUNDING	\$0.00	\$0.00	\$7,611.84	(\$7,611.84)	0.00%
SAPT COVID AUD TX ADULT WITH AUD (CARRYOVER THROUGH 3/14/2023)	\$0.00	\$572.29	\$23,165.42	(\$22,593.13)	2.47%
ADDITIONAL FUNDING TOTAL	\$51,140.88	\$92,142.79	\$275,513.60	(\$183,370.81)	33.44%
SUBTOTAL	\$294,097.59	\$617,366.60	\$2,262,223.50	(\$1,644,856.90)	27.29%
FEDERAL FY22					
SOR 2.0 (9/30/21-9/29/22)	\$19,025.47	\$305,431.80	\$345,379.92	(\$39,948.12)	88.43%
SOR 2.0 CARRYOVER (9/30/21-9/29/22)	\$43,882.31	\$202,935.91	\$196,694.27	\$6,241.64	103.17%
COSSAP (OCTOBER 2021-OCTOBER 2022)	\$1,475.00	\$18,743.07	\$31,370.74	(\$12,627.67)	59.75%
DRUG FREE COMMUNITIES (10/1/22-9/30/23)	\$169.76	\$0.00	\$125,000.00	\$125,000.00	0.00%
FEDERAL FISCAL YEAR TOTAL	\$64,552.54	\$527,110.78	\$698,444.93	(\$171,334.15)	75.47%
TOTAL EXPENSES	\$358,650.13	\$1,052,334.59	\$2,685,154.83	(\$1,632,820.24)	39.19%
REPORTING PERIOD THRU	10/31/2022	% OF BUDGET / YTD (OVER/UNDER)		-60.81%	
RESERVES	\$2,174,462.13	YTD % OF ANNUAL BUDGET		-53.59%	

Calendar Year 2022 Receipts and Cash Journal

October 2022							
	Account Number	Description	Accumulated From Previous Report	Current Month's Report	Accumulated Year-to-Date	% of Anticipated Revenue	Anticipated CY Revenue
FEDERAL FUNDS							
Title XX	100.100.10165	Fed MH	39,802.00	0.00	39,802.00	98.8%	40,285.00
MH Block Grant	100.100.10126	Fed MH	41,378.58	10,576.00	51,954.58	122.8%	42,304.00
ADTR Block Grant	100.100.10122	Fed AOD	249,880.84	47,423.00	297,303.84	156.7%	189,692.00
Federal Grants	100.100.10167	Federal Grants	817,197.83	6,982.36	824,180.19	526.5%	156,526.71
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	663,339.75	180,525.25	843,865.00	96.5%	874,832.00
Recovery Housing	100.100.10123	State AOD	45,900.00	0.00	45,900.00	100.0%	45,900.00
AOD Subsidy	100.100.10127	State AOD	63,332.00	7,980.00	71,312.00	54.1%	131,870.50
State Grants	100.100.10166	State MH & Aod	24,726.00	6,250.00	30,976.00	41.3%	74,998.00
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	562,607.42	0.00	562,607.42	104.2%	540,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	80.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	14,748.09	0.00	14,748.09	92.2%	16,000.00
Other Receipts	100.100.10170	Other Receipts	14,816.65	2,767.53	17,584.18	351.7%	5,000.00
IDAT	100.100.10168	IDAT	4,591.04	0.00	4,591.04	#DIV/0!	0.00
TOTAL RECEIPTS:			\$ 2,542,320.20	\$ 262,504.14	\$ 2,804,824.34	132.5%	2,117,488.21
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 2,801,891.43				
Plus: Receipts			262,504.14				
Equals: Total Balance			\$ 3,064,395.57				
Minus: Expenditures			383,364.04				
Equals: Ending Balance			\$ 2,681,031.53				
Minus: Encumbrances			506,569.40				
Equals:			\$ 2,174,462.13				

October 2022	EXPENDITURES					
LINE ITEM ACCOUNT	BUDGETED APPROPRIATION	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	YEAR-TO-DATE PERCENTAGE	* OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE
SALARIES 100.100.00125	172,000.00	16,464.64	171,762.31	99.9%	0.00	237.69
SUPPLIES 100.100.00175	25,116.00	1,911.20	23,237.02	92.5%	1,878.98	0.00
EQUIPMENT 100.100.00200	2,000.00		0.00	0.0%	0.00	2,000.00
CONTRACT REPAIRS 100.100.00275	3,643,917.74	351,872.28	3,148,045.19	86.4%	495,872.55	0.00
RESIDENTIAL PROGRAM 100.100.00280	0.00		0.00	#DIV/0!	0.00	0.00
TRAVEL 100.100.00300	5,066.75	752.99	4,757.63	93.9%	309.12	0.00
O.P.E.R.S. 100.100.00400	25,800.00	2,708.92	23,261.42	90.2%	0.00	2,538.58
WORKERS' COMP 100.100.00425	2,150.00		119.69	5.6%	0.00	2,030.31
UNEMPLOYMENT 100.100.00450	0.00		0.00	#DIV/0!	0.00	0.00

MEDICARE	2,500.00	371.46	2,421.11	96.8%	0.00	78.89
100.100.00460						
OTHER EXPENSES	50,025.99	5,596.10	41,517.24	83.0%	8,508.75	0.00
100.100.00475						
HOSPITALIZATION	52,000.00	3,686.45	36,492.85	70.2%	0.00	15,507.15
100.100.00500						
TOTAL:	3,980,576.48	383,364.04	3,451,614.46	86.7%	506,569.40	22,392.62

Attachment III

Huron County Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500

From: 10/1/2022 to 10/31/2022

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount	
100.100.00175 Supplies							
EJ2022100003-221	10/05/2022	LEVY Plexiglass, Paper Towels	CK0000420370-01	PO2022-00276 Amazon Capital Services	22-0701 Inv 1YWR	\$85.86	\$0.00
EJ2022100016-103	10/13/2022	LEVY PROMO T-shirts for Rec	CK0000420507-01	PO2022-00276 Nobils Sports & Trophies	22-0726 Inv 35358	\$1,578.00	\$0.00
EJ2022100016-111	10/13/2022	LEVY PROMO White boards &	CK0000420517-01	PO2022-00276 Kristen Cardone	22-0735 Sept 22 E	\$27.08	\$0.00
EJ2022100016-119	10/13/2022	LEVY Business Cards from 34	CK0000420506-01	PO2022-00276 Insight Type & Graphics	22-0725 Inv 14827	\$50.50	\$0.00
EJ2022100031-215	10/26/2022	DFC Easel pads, Easel, Post-it	CK0000420933-01	PO2022-00276 Amazon Capital Services	22-0765 Inv 16NP-	\$169.76	\$0.00
100.100.00175 Total:						\$1,911.20	\$0.00
100.100.00275 Contract Repairs							
EJ2022100003-191	10/05/2022	SOR 2.0 WRH B Electric Servic	CK0000420381-01	PO2022-00277 Ohio Edison	22-0713 Acct 1101	\$269.54	\$0.00
EJ2022100003-193	10/05/2022	Ofc Electric Services 082722-0	CK0000420381-01	PO2022-00277 Ohio Edison	22-0712 Acct 1101	\$180.76	\$0.00
EJ2022100003-195	10/05/2022	LEVY Building Repairs Outside	CK0000420380-01	PO2022-00277 Johns Painting LLC	22-0711 Painting	\$4,250.00	\$0.00
EJ2022100003-197	10/05/2022	GRF 421 MH GOSH 092722 fr	CK0000420372-01	PO2022-00277 Firelands Counseling & Recov	22-0710 FY23 MH	\$9,991.17	\$0.00
EJ2022100003-199	10/05/2022	GRF421 AOD GOSH 092722 fr	CK0000420376-01	PO2022-00277 Firelands Counseling & Recov	22-0710 FY23 SU	\$111.11	\$0.00
EJ2022100003-201	10/05/2022	LEVY FY22 GOSH 092722 fro	CK0000420379-01	PO2022-00277 Firelands Counseling & Recov	22-0710 FY22 MH	\$1,863.39	\$0.00
EJ2022100003-203	10/05/2022	CRISIS INFRA Inpatient Servic	CK0000420374-01	PO2022-00277 Firelands Counseling & Recov	22-0709 Inv 2654	\$42,799.18	\$0.00
EJ2022100003-205	10/05/2022	GRF 421 MH WRAP EMS from	CK0000420371-01	PO2022-00277 Firelands Counseling & Recov	22-0708 Inv 2653	\$14,858.61	\$0.00
EJ2022100003-207	10/05/2022	GRF 421 MH WRAP Group Ho	CK0000420378-01	PO2022-00277 Firelands Counseling & Recov	22-0707 Inv 2652	\$9,149.60	\$0.00
EJ2022100003-209	10/05/2022	LEVY FY22 Clinical Exceptions	CK0000420377-01	PO2022-00277 Firelands Counseling & Recov	22-0706 Inv 2643	\$107.28	\$0.00
EJ2022100003-211	10/05/2022	LEVY FY22 MH Inpatient from	CK0000420375-01	PO2022-00277 Firelands Counseling & Recov	22-0705 Inv 2642	\$18,935.12	\$0.00
EJ2022100003-213	10/05/2022	Crisis Infra After-hours crisis se	CK0000420373-01	PO2022-00277 Firelands Counseling & Recov	22-0704 Inv 2638	\$2,285.59	\$0.00
EJ2022100003-215	10/05/2022	GRF 421 MH GOSH 092722 fr	CK0000209332-01	PO2022-00277 Family Life Counseling and Ps	22-0703 FY23 MH	\$2,305.43	\$0.00
EJ2022100003-217	10/05/2022	LEVY FY22 MH GOSH 092722	CK0000209332-01	PO2022-00277 Family Life Counseling and Ps	22-0703 FY22 MH	\$2,597.95	\$0.00
EJ2022100003-219	10/05/2022	GRF 421 MH AAS July 2022 S	CK0000209333-01	PO2022-00277 Catholic Charities Diocese of	22-0702 AAS July	\$3,685.00	\$0.00
EJ2022100016-095	10/13/2022	LEVY Sept 22 Cell Phone Stipe	CK0000420513-01	PO2022-00277 Devin Pollick	22-0734 Expenses	\$60.00	\$0.00
EJ2022100016-099	10/13/2022	SAPT TX GOSH 100422 from	CK0000209404-01	PO2022-00277 Oriana House Inc	22-0728 Inv SUD	\$3,504.11	\$0.00
EJ2022100016-101	10/13/2022	ECMH Consultation from 3453	CK0000420509-01	PO2022-00277 OhioGuidestone	22-0727 Inv 14039	\$228.15	\$0.00
EJ2022100016-113	10/13/2022	SOR 2.0 CO GoDaddy.com for	CK0000420517-01	PO2022-00277 Kristen Cardone	22-0735 Sept 22 E	\$591.98	\$0.00
EJ2022100016-115	10/13/2022	LEVY PROMO White boards &	CK0000420517-01	PO2022-00277 Kristen Cardone	22-0735 Sept 22 E	\$122.87	\$0.00
EJ2022100016-121	10/13/2022	LEVY Steering Committee Me	CK0000420508-01	PO2022-00277 Huron County Public Health	22-0724 2023-202	\$5,500.00	\$0.00
EJ2022100016-123	10/13/2022	ATP Family Dependency Court	CK0000420512-01	PO2022-00277 Huron County Juvenile Court	22-0723 FDC Admi	\$1,257.00	\$0.00
EJ2022100016-125	10/13/2022	5TZ0 Comm Invest Family Dep	CK0000420512-01	PO2022-00277 Huron County Juvenile Court	22-0722 FDC	\$30,000.00	\$0.00
EJ2022100016-127	10/13/2022	COSSAP QRT Sept 2022 from	CK0000420510-01	PO2022-00277 Firelands Counseling & Recov	22-0721 Inv 2667	\$375.00	\$0.00
EJ2022100016-129	10/13/2022	SAPT TX SUD GOSH 100422 f	CK0000209405-01	PO2022-00277 Family Life Counseling and Ps	22-0720 FY23 SU	\$613.86	\$0.00
EJ2022100016-131	10/13/2022	GRF 421 MH GOSH 100422 fr	CK0000209405-01	PO2022-00277 Family Life Counseling and Ps	22-0720 FY23 MH	\$1,569.26	\$0.00
EJ2022100016-133	10/13/2022	LEVY FY22 GOSH 100422 fro	CK0000209405-01	PO2022-00277 Family Life Counseling and Ps	22-0720 FY22 GO	\$835.42	\$0.00
EJ2022100016-135	10/13/2022	Ofc lawn maintenance Sept 20	CK0000420511-01	PO2022-00277 Cutting Time LLC	22-0718 Inv 2049	\$280.00	\$0.00
EJ2022100016-137	10/13/2022	Ofc LGR copier service 092222	CK0000209406-01	PO2022-00277 ComDoc Inc	22-0719 Inv IN525	\$13.45	\$0.00
EJ2022100016-139	10/13/2022	SOR 2.0 WRH B water & sewe	CK0000209407-01	PO2022-00277 City of Norwalk	22-0717 Acct D274	\$108.60	\$0.00

Expense Audit Trail Report
From: 10/1/2022 to 10/31/2022

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2022100016-141	10/13/2022	SOR 2.0 WRH A water & sewe	CK0000209407-01 PO2022-00277 City of Norwalk	22-0716 Acct D274	\$146.40	\$0.00
EJ2022100016-143	10/13/2022	Ofc water & sewer 082322-092	CK0000209407-01 PO2022-00277 City of Norwalk	22-0715 Acct E041	\$15.00	\$0.00
EJ2022100025-155	10/19/2022	LEVY Admin Sept 22 Zoom &	CK0000420726-01 PO2022-00277 Ashley Morrow	22-0764 Sept 22 C	\$74.99	\$0.00
EJ2022100025-157	10/19/2022	LEVY Annual Membership Due	CK0000420715-01 PO2022-00277 The Kiwanis Club of Norwalk	22-0755 Members	\$160.00	\$0.00
EJ2022100025-159	10/19/2022	LEVY WHOH-B Internet servic	CK0000420724-01 PO2022-00277 Spectrum	22-0762 #: 836110	\$76.43	\$0.00
EJ2022100025-161	10/19/2022	LEVY WHOH-A Internet servic	CK0000420724-01 PO2022-00277 Spectrum	22-0761 #: 836110	\$76.43	\$0.00
EJ2022100025-163	10/19/2022	SOR 2.0 Recovery Navigator S	CK0000209473-01 PO2022-00277 Oriana House Inc	22-0760 Inv AR169	\$6,437.11	\$0.00
EJ2022100025-165	10/19/2022	LEVY Ofc phone service 11012	CK0000420723-01 PO2022-00277 Mitel	22-0759 Inv 41359	\$206.33	\$0.00
EJ2022100025-167	10/19/2022	GRF 421 MH 2QFY23 GOSH	CK0000420721-01 PO2022-00277 MHRD of Clark Green & Madi	22-0758 Inv 2491	\$2,625.00	\$0.00
EJ2022100025-169	10/19/2022	COSSAP Personnel & Auto fro	CK0000209474-01 PO2022-00277 Lets Get Real Inc	22-0757 Sept 2022	\$1,100.00	\$0.00
EJ2022100025-171	10/19/2022	SOR 2.0 Services & Transporta	CK0000209474-01 PO2022-00277 Lets Get Real Inc	22-0756 Sept 2022	\$32,599.00	\$0.00
EJ2022100025-173	10/19/2022	LEVY Miriam House August 20	CK0000209475-01 PO2022-00277 Catholic Charities Diocese of	22-0736 August 20	\$6,389.34	\$0.00
EJ2022100025-175	10/19/2022	SOR 2.0 WHOH-A Gas service	CK0000420725-01 PO2022-00277 Columbia Gas of Ohio	22-0737 #: 207031	\$83.77	\$0.00
EJ2022100025-177	10/19/2022	SOR 2.0 WHOH-B Gas service	CK0000420725-01 PO2022-00277 Columbia Gas of Ohio	22-0738 #: 207031	\$41.04	\$0.00
EJ2022100025-179	10/19/2022	LEVY Ofc trash services Oct 2	CK0000420708-01 PO2022-00277 Cyclone Services Inc	22-0739 Inv 10334	\$133.00	\$0.00
EJ2022100025-181	10/19/2022	LEVY WHOH Oven Repair Ser	CK0000420712-01 PO2022-00277 J & C Appliance	22-0754 Repair	\$195.51	\$0.00
EJ2022100025-183	10/19/2022	QPR FY23 from 345806 - 2022	CK0000420709-01 PO2022-00277 Firelands Counseling & Recov	22-0753 Inv 2676	\$1,345.61	\$0.00
EJ2022100025-185	10/19/2022	IDAT Aug 22 from 345806 - 20	CK0000420716-01 PO2022-00277 Firelands Counseling & Recov	22-0752 Inv 2620	\$835.55	\$0.00
EJ2022100025-187	10/19/2022	IDAT Credit & July 22 from 34	CK0000420722-01 PO2022-00277 Firelands Counseling & Recov	22-0751 Inv 2567	\$31.98	\$0.00
EJ2022100025-189	10/19/2022	Crisis Flex Funds FY23 from 3	CK0000420718-01 PO2022-00277 Firelands Counseling & Recov	22-0750 Inv 2672	\$4,375.00	\$0.00
EJ2022100025-191	10/19/2022	ATP Huron County Juv Court fr	CK0000420713-01 PO2022-00277 Firelands Counseling & Recov	22-0749 Inv 2668	\$310.85	\$0.00
EJ2022100025-193	10/19/2022	GRF 421 MH Clinical Exceptio	CK0000420714-01 PO2022-00277 Firelands Counseling & Recov	22-0748 Inv 2675	\$2,592.77	\$0.00
EJ2022100025-195	10/19/2022	GRF 421 AOD Clinical Excepti	CK0000420719-01 PO2022-00277 Firelands Counseling & Recov	22-0748 Inv 2675	\$130.94	\$0.00
EJ2022100025-197	10/19/2022	GRF 421 MH Out of State Crisi	CK0000420710-01 PO2022-00277 Firelands Counseling & Recov	22-0747 Inv 2674	\$600.20	\$0.00
EJ2022100025-199	10/19/2022	GRF 421 MH Out of County M	CK0000420717-01 PO2022-00277 Firelands Counseling & Recov	22-0746 Inv 2673	\$365.34	\$0.00
EJ2022100025-201	10/19/2022	GRF 421 MH GOSH 101122 fr	CK0000420711-01 PO2022-00277 Firelands Counseling & Recov	22-0745 MH GOS	\$27,752.03	\$0.00
EJ2022100025-203	10/19/2022	GRF 421 AOD GOSH 101122 f	CK0000420720-01 PO2022-00277 Firelands Counseling & Recov	22-0745 SUD GOS	\$129.25	\$0.00
EJ2022100025-205	10/19/2022	GRF 421 MH GOSH 101122 fr	CK0000209476-01 PO2022-00277 Family Life Counseling and Ps	22-0744 MH GOS	\$730.63	\$0.00
EJ2022100025-207	10/19/2022	SAPT TX GOSH 101122 from	CK0000209476-01 PO2022-00277 Family Life Counseling and Ps	22-0744 SUD GOS	\$204.62	\$0.00
EJ2022100025-209	10/19/2022	Recovery Housing MHOH July	CK0000209476-01 PO2022-00277 Family Life Counseling and Ps	22-0740 July 2022	\$6,659.54	\$0.00
EJ2022100025-211	10/19/2022	Recovery Housing MHOH Aug	CK0000209476-01 PO2022-00277 Family Life Counseling and Ps	22-0741 August 20	\$7,176.48	\$0.00
EJ2022100025-213	10/19/2022	Recovery Housing WHOH July	CK0000209476-01 PO2022-00277 Family Life Counseling and Ps	22-0742 July 2022	\$7,035.52	\$0.00
EJ2022100025-215	10/19/2022	Recovery Housing WHOH Aug	CK0000209476-01 PO2022-00277 Family Life Counseling and Ps	22-0743 August 20	\$6,050.87	\$0.00
EJ2022100031-187	10/26/2022	LEVY Ofc Internet Services 10	CK0000420935-01 PO2022-00277 Spectrum	22-0777 Inv 01577	\$217.96	\$0.00
EJ2022100031-189	10/26/2022	LEVY Outside building repairs f	CK0000420936-01 PO2022-00277 Legends LLC	22-0775 Inv 2022-	\$1,000.00	\$0.00
EJ2022100031-191	10/26/2022	Crisis Infra After-hours crisis se	CK0000420938-01 PO2022-00277 Firelands Counseling & Recov	22-0774 Inv 2691	\$7,389.22	\$0.00
EJ2022100031-193	10/26/2022	SOR 2.0 CO Transportation, W	CK0000420940-01 PO2022-00277 Firelands Counseling & Recov	22-0773 Inv 2688	\$918.17	\$0.00
EJ2022100031-195	10/26/2022	SOR 2.0 Transportation, Wage	CK0000420939-01 PO2022-00277 Firelands Counseling & Recov	22-0773 Inv 2688	\$3,018.21	\$0.00
EJ2022100031-197	10/26/2022	Forensic Monitoring Q1FY23 fr	CK0000420937-01 PO2022-00277 Firelands Counseling & Recov	22-0772 Inv 2687	\$468.96	\$0.00
EJ2022100031-199	10/26/2022	MRSS Mileage, Radio, Wages	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0771 Inv 1404	\$42,551.91	\$0.00
EJ2022100031-201	10/26/2022	ATP GT Cab Services from 34	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0770 Inv 1403	\$959.46	\$0.00
EJ2022100031-203	10/26/2022	SOR 2.0 CO Transportation, W	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0769 Inv 1402	\$10,430.12	\$0.00
EJ2022100031-205	10/26/2022	SOR 2.0 HOH Expenses from	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0769 Inv 1402	\$3,366.80	\$0.00
EJ2022100031-207	10/26/2022	MRSS Non-Medicaid billing fro	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0768 Inv 1401	\$5,194.13	\$0.00
EJ2022100031-209	10/26/2022	SAPT TX GOSH 101822 from	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0767 SUD GOS	\$179.56	\$0.00
EJ2022100031-211	10/26/2022	GRF 421 MH GOSH 101822 fr	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0767 MH GOS	\$997.58	\$0.00

Expense Audit Trail Report
From: 10/1/2022 to 10/31/2022

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2022100031-213	10/26/2022	Ofc Gas Services 091422-1013	CK0000420934-01 PO2022-00277 Columbia Gas of Ohio	22-0766 # 207031	\$44.24	\$0.00
100.100.00275 Total:					\$351,872.28	\$0.00
100.100.00300 Travel						
EJ2022100003-189	10/05/2022	LEVY FY22 Board Member Mil	CK0000420382-01 PO2022-00278 Thomas Sharpnack	22-0714 Mileage	\$203.58	\$0.00
EJ2022100016-097	10/13/2022	Travel expenses Sept 22 from	CK0000420513-01 PO2022-00278 Devin Pollick	22-0730 Sept 22 M	\$61.25	\$0.00
EJ2022100016-117	10/13/2022	Travel expenses Sept 22 from	CK0000420517-01 PO2022-00278 Kristen Cardone	22-0732 Sept 22 M	\$90.43	\$0.00
EJ2022100016-145	10/13/2022	Board member travel for FY22 f	CK0000420515-01 PO2022-00278 Katie Chieda	22-0733 FY22 Mile	\$171.17	\$0.00
EJ2022100016-147	10/13/2022	Travel expenses Sept 22 from	CK0000420514-01 PO2022-00278 Carolyn Williamson	22-0731 Sept 22 M	\$47.06	\$0.00
EJ2022100025-151	10/19/2022	LEVY Admin Sept 22 Travel Ex	CK0000420726-01 PO2022-00278 Ashley Morrow	22-0763 Sept 2022	\$179.50	\$0.00
100.100.00300 Total:					\$752.99	\$0.00
100.100.00400 OPERS						
EJ2022100009-189	10/19/2022	Matching for OPERS 2129-08 (CK0000020233-33 O,P,E,R,S.	Inv_162743	\$1,354.46	\$0.00
EJ2022100009-225	10/19/2022	Matching for OPERS 2129-08 (CK0000020233-34 O,P,E,R,S.	Inv_163674	\$1,354.46	\$0.00
100.100.00400 Total:					\$2,708.92	\$0.00
100.100.00460 Medicare						
EJ2022100001-153	10/03/2022	Matching for Medicare (Matchi	CK0000020231-39 Civista Bank-Payroll Taxes	Inv_163676	\$140.28	\$0.00
EJ2022100022-079	10/17/2022	Matching for Medicare (Matchi	CK0000020234-41 Civista Bank-Payroll Taxes	Inv_164483	\$122.56	\$0.00
EJ2022100041-121	10/31/2022	Matching for Medicare (Matchi	CK0000020236-40 Civista Bank-Payroll Taxes	Inv_165380	\$108.62	\$0.00
100.100.00460 Total:					\$371.46	\$0.00
100.100.00475 Other Expenses						
EJ2022100016-093	10/13/2022	SOR 2.0 CO Radio Ads for Rec	CK0000420516-01 PO2022-00279 WEOL-WKFM-WLKRFM-AM	22-0729 Ref 41011	\$480.00	\$0.00
EJ2022100016-105	10/13/2022	SOR 2.0 CO Bags for outreach	CK0000420517-01 PO2022-00279 Kristen Cardone	22-0735 Sept 22 E	\$4,417.04	\$0.00
EJ2022100016-107	10/13/2022	LEVY PROMO Baskets for gift	CK0000420517-01 PO2022-00279 Kristen Cardone	22-0735 Sept 22 E	\$38.24	\$0.00
EJ2022100016-109	10/13/2022	LEVY Food for committee meet	CK0000420517-01 PO2022-00279 Kristen Cardone	22-0735 Sept 22 E	\$193.95	\$0.00
EJ2022100025-153	10/19/2022	LEVY Admin Sept 22 Sandusk	CK0000420726-01 PO2022-00279 Ashley Morrow	22-0764 Sept 22 O	\$166.87	\$0.00
EJ2022100031-185	10/26/2022	LEVY Ray of Hope Awards Din	CK0000420941-01 PO2022-00279 NAMI Northwest	22-0776	\$300.00	\$0.00
100.100.00475 Total:					\$5,596.10	\$0.00
100.100.00500 Hospitalization						
EJ2022100004-003	10/05/2022	October Life Insurance Credit-	CK0000420397-01 The Hartford	September	\$0.00	\$1.67
EJ2022100004-023	10/05/2022	Deduction: Hartford Life Insura	CK0000420397-19 The Hartford	Inv_162736	\$6.68	\$0.00
EJ2022100039-009	10/28/2022	Health Insurance from 344692	CK0000421074-01 Huron County Treasurer	October	\$3,681.44	\$0.00
100.100.00500 Total:					\$3,688.12	\$1.67
Mental Health Totals:					\$366,901.07	\$1.67
Fund: 100 Total:					\$366,901.07	\$1.67
Grand Total:					\$366,901.07	\$1.67

Attachment IV

EXPENSE REIMBURSEMENT FORM

Use this form to report expenses incurred by me in the performance of my official duties. Attach receipts for **ONLY** these expenses.

DATE	PURPOSE	AMOUNT	FUNDING SOURCE
10/18	Marcos Pizza: food for Finance Committee	20.98	Board administration
10/17	Marcos Pizza: food for Program Committee	13.99	Board administration
10/21	Marcos Pizza: food for Stepping Up Committee	73.26	Board operated services
10/31	Wix.com: website invoice for domain name	47.70	Board administration
10/17	Sunoco: chips for committee meetings	6.78	Board administration
10/15	Zoom: monthly Zoom fee for office	14.99	Board administration
10/31	Monthly cell phone reimbursement	60.00	Board administration

Total Reimbursement \$237.70