

Program Committee Meeting

Meeting date: Monday, January 10, 2022

Meeting time: 5:07pm – 6:27pm

Meeting location: 2 Oak Street, Norwalk

Recorder: Ashley Morrow

Committee Members Present:

	Katie Chieda, Board Chair-Excused	X	Lenora Minor
	Amber Boldman, Committee Chair -Excused	X	Laura M. Wheeler
X	Julie Landoll	X	Silvia Hernandez

Board Staff Present:

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

Unfinished business/updates:

- Staff updates
 - Cari Williamson
 - Ms. Cardone introduced Ms. Cari Williamson to committee members. Ms. Williamson is the Board's new Office and Fiscal Manager.
 - MHFA certification
 - Ms. Cardone shared that Ms. Morrow recently completed a training to become certified as a Mental Health First Aid (MHFA) trainer and is now able to offer this service to the community. The Board currently contracts with Firelands Counseling & Recovery Services (FCRS) for this service; with the Board being able to provide this service, it will allow the Board to save money and will also allow increased access to this training as it does not have to be scheduled around a clinician's availability.
- Board meeting location for remainder of FY22
 - Ms. Cardone shared Board meetings will be held at Huron County Department of Job and Family Services (DJFS) for the remainder of FY22. Ms. Cardone shared that there have been discussions regarding allowing virtual meetings, however, this has not been approved at the state level yet. Ms. Cardone will provide any updates she receives from the Board.
- Monthly presentation
 - Ms. Cardone shared that at this month's Board meeting Oriana House will be presenting.
- Updates:
 - Duffel bags
 - Ms. Cardone shared that she had met with Ms. Mary Valentine from Huron County Children's Protective Services (CPS) a couple of months ago to discuss the duffel bag project. Ms. Cardone and Ms. Valentine reviewed the numbers and discussed the need for an outreach project. Ms. Valentine shared that CPS has funding available to purchase items for duffel bags, however, believes that it would be more beneficial if the Board

used the funding in some other way, such as an annual wellness day in which families could attend and have lunch, obtain resources, learn about self-care, healthy communication, participate in fun activities, etc. Ms. Valentine shared that she envisions this being a partnership of multiple local organizations and it could be hosted in a different location throughout the county each year.

- Landmark Recovery
 - Ms. Cardone shared that a new organization, Landmark Recovery, will be hosting a grand opening on 1/18/22. Landmark Recovery is located in Willard and will be a 48-bed inpatient facility that will serve adult men and women who suffer from substance use and co-occurring disorders with substance abuse being the primary diagnosis. Landmark Recovery will provide services such as detox, medication assisted treatment, residential, partial hospitalization with housing, and intensive outpatient services.
 - Ms. Cardone shared that she had learned about Landmark Recovery from a peer, however, she has not been contacted by anyone from Landmark to discuss their opening, services, etc. Ms. Cardone will provide updates and information she learns to the Board members.
- Recovery House updates
 - Ms. Cardone shared that the goal is to open the women's recovery house by 2/1/22, however, this is dependent upon renovations being completed and staff in place. Ms. Cardone shared that one side of the house will open first while they complete work on the second side. The second side of the house is taking a little bit longer due to renovations to make it ADA compliant, but the goal is to have the second half open by summer 2022.
 - Ms. Cardone discussed the press release and request for donations for items needed at the recovery house with committee members.
 - Ms. Lenora Minor suggested reaching out to the Bed Brigade regarding providing the beds for the recovery house.
 - Ribbon cutting
 - Ms. Cardone shared the Board is planning to host a ribbon cutting ceremony, open to the public, prior to women moving in. Ms. Cardone will inform the Board once this is scheduled.
 - Donations
 - Ms. Cardone shared that she released a press release last week seeking donations for the house. Many items are needed and Ms. Cardone asked if any committee members had contacts at Norwalk Furniture.
 - Ms. Lenora Minor said that she will reach out to a contact at Norwalk Furniture regarding a donation of furniture.
- RFPs and 120-day notices
 - Ms. Cardone shared that Requests For Proposals (RFPs) for FY23 will be sent out at the beginning of February. Next month the Board will also need to send out 120-day notices and the Board will have a motion to approve prior to them being sent.

Discussion Items:

- Annual Report (email attachment, motion)
 - Ms. Cardone shared that as required by law, each year the board must approve the annual report which is then submitted to OhioMHAS and the county commissioners. The Annual Report also is sent out to community partners. The Annual Report draft was sent to all Board members last week. Ms. Cardone asked for Board members to respond with any questions, concerns, or recommended changes by next week.

- South Central Local Schools Proposal (Attachment I, potential motion)
 - Ms. Cardone shared that the Board recently received a proposal from South Central Local Schools for prevention services and improving staff culture. Total funding request for both parts of the proposal is \$1,509.00. The full proposal can be seen in attachments.
 - Questions from the committee meeting included:
 - Where are the boxes coming from?
 - Is the \$825.00 line item correct?
 - Ms. Cardone recorded the questions and stated that a representative from South Central Schools will be coming in the present at the next Board meeting to answer all questions.
- Schedule Strategic Plan (motion)
 - Ms. Cardone shared that during the summer, committees discussed scheduling the Board's strategic planning sessions for March or April. Ms. Cardone stated that she will create and send a survey to all Board members in early February to gather information that will help to reduce the amount of time needed to meet in person. Ms. Cardone suggested scheduling two half day sessions and then canceling the second if it is not needed. Committee members discussed days/time that work best.
- Levy Reserves and funding discussion (presentation, motions)
 - Ms. Cardone shared a PowerPoint presentation with committee members related to the Board's responsibilities and funding availability. A copy of this presentation can be found in Attachment II.
 - Levy Reserves (motion)
 - Ms. Cardone reviewed the Board's Levy Reserve balance with committee members. Ms. Cardone reminded committee members that the Board's cash balance does not accurately reflect availability of funds due to the fact that they include funds allocated but not yet spent for the fiscal year. The importance of the Levy Reserve balance and policy is to ensure that behavioral health services in the county continue regardless of a possible disruption in funds received from the state and federal government.
 - Ms. Cardone stated that she recently shared the Levy Reserve balance with Commissioner Boose and explained the balance and the importance of sustaining where the Board is currently so that he could better understand the Board's management of funds. Ms. Cardone plans to have ongoing conversations around this with key stakeholders as needed.
 - Ms. Cardone shared that the following motion will move to the Finance Committee for further discussion and approval to be added to the Board agenda.
 - To approve a minimum reserve fund balance of \$1,131,536.76 and a maximum reserve fund balance \$2,263,073.52
 - FY21 040 (motion)
 - Ms. Cardone reviewed the Board's 040 Actual Report with Committee members. Ms. Cardone asked if there were any questions as this report will need to be approved in a motion at the next Board meeting. Committee members did not have any questions or concerns regarding the report.

Attachment I

The South Central Local Schools appreciates your board's consideration of the following grant proposals for the *remaining* 2021-22 school year. Based on the November 2021 meeting presentation by Monroeville Local Schools, our school leadership team brainstormed a similar concept; addressing staff culture is important, for their relationship and energy drives student success. The South Central Local School District staff also identifies that student well-being and coping with various environmental "stressors" is paramount in ensuring students receive the quality education each of them deserves; school counselors and newly-hired school social worker identified and are presenting a grant on helping students cope with various mental stresses during the school day and at home.

Therefore, we offer the following *two grants* for your consideration:

1. Staff Culture grant (1335.00) *and*
2. Coping Boxes grant (\$174.00)

Purpose → Since March 2019, South Central Local Schools staff, both certified and classified, have been devoted and stout champions for our children during the COVID-19 pandemic. Staff members provided remote learning opportunities, prepared and delivered meals on a daily, then weekly, basis and added extra steps to ensure proper sanitization of classrooms, materials, buses and facilities. With the return to full on-campus learning in January 2020, the staff remains diligent in sanitization processes, monitoring student health and well-being, rapid testing for COVID-19, contact tracing, etc. These "new tasks" that were thrown to the school employees were nothing short of challenging and a new philosophy for staff. However, our team did, and continues to do, a phenomenal job at reaching and teaching each of our students every day in a safe environment. It does not go unnoticed, however, that the staff, although most won't "show it," are exhausted from the added duties. Therefore, we solicit your support in providing financial assistance for monthly "treats" to the faculty and staff--teachers, administrative assistants, cooks, custodians, educational aides, bus drivers, and administrators. School employees typically work with intrinsic satisfaction, but occasionally it is a welcomed thing to have extrinsic rewards. They will benefit from the mental health "notice" by the administration.

Activities & Costs → The leadership team has identified the following activities (125 employees):

January "Thank you for the **SPECIAL** treat you give our students every day"

Hot Cocoa & Cookies bar

\$100.00

February "Our **HEARTS** are overflowing that you are part of team"

Chocolate fountain

\$120.00

March "We are so **LUCKY** to have you on our staff"

Green treats (mint cookies, green tea/punch, M&M's, etc.)

\$825.00

April "We appreciate you a "HOLE" bunch"

Donut holes

\$150.00

May "There's "MUFFIN" like our great staff"

Muffins

\$140.00

Total cost → **\$1335.00**

COPING BOXES GRANT

Submitted by → Ashley Fishbaugh (elementary counselor) and Tori Johnston (social worker)

Purpose/Outline → Regulation Station Outline

- Incorporating into grades 3-6 Sources of Strength Curriculum
- 201 students impacted
- Space for students to use regulation strategies to calm down or de-escalate within the classroom. It teaches students coping strategies that they can use within and outside of the classroom. With use, it will help students regulate themselves. Students will then be able to use the thinking part of their brain (prefrontal cortex) to get back to learning.
- Asking one teacher in each grade (3-6) to host Regulation Station in their classroom and reinforce concepts.
- Hoping to expand to all teacher's classrooms (3-6)
- We are asking for 6 premade boxes at \$29 a box for a total of \$174.00.

Description → South Central Middle School and Elementary are pleased to present this proposal for your review. It would be our pleasure to partner with MHAS in an effort to educate our staff and students on the importance of healthy coping skills and de-escalation strategies. Our plan is to incorporate coping skills boxes as a part of the Sources of Strength curriculum that South Central is being trained on for next school year through MHAS. We will call the coping skills boxes the Regulation Station in correlation with Sources of Strength. We will initiate a trial run by asking for a volunteer classroom from each grade level 3-6 to host a Regulation Station to promote staff buy-in and reinforce concepts. We will provide training over how to utilize the boxes efficiently and allow staff to select the particular items that they would like to include in their box to best serve their students.

We have selected these particular grades so that we can monitor progress across a diverse age group. Our ultimate goal is to see this strategy for de-escalation be successful and to implement this into all 3-6 grade classrooms in the future. South Central has seen an increase in anxiety this school year which has impacted student's ability to focus and be successful in the classroom. It would be to the benefit of not only our students but our staff to have a resource that students will be able to access for de-escalation.

By using the Regulation Station students will have to use the thinking part of their brain (prefrontal cortex) to de-escalate and get back to learning. We believe this strategy will empower students to identify their own emotions and promote self-regulation. The number of students impacted by Regulation Station at this time will be 201 students. We have selected a pre-made box that encompasses all of the items we would like our staff and students to have access to. We are requesting 6 of these boxes for a total cost of \$174.00. This would provide us with enough resources to allow our trial classrooms to create their own individual coping skills boxes.

To determine successful outcomes we will be utilizing a pre/post test with the classroom teachers that are hosting our regulation stations. Data will be reviewed and shared with stakeholders.

We appreciate the Huron County Board of Mental Health and Addiction Services for taking an interest in helping our students develop their coping skills and emotional knowledge through the Sources of Strength program. We look forward to hearing back from you and hope that we can continue to work together in the future to promote the safety and well-being of our students and staff.

Attachment II



Huron County Board of Mental Health and Addiction Services

1

**Ohio Revised Code 340.032
Establishment of community-based
continuum of care**

Subject to rules adopted by the director of mental health and addiction services after consultation with relevant constituencies as required by division (A)(10) of section 5119.21 of the Revised Code, each board of alcohol, drug addiction, and mental health services shall do all of the following:



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ORC 340.032

(A) Establish, to the extent resources are available, a community-based continuum of care that includes all of the following as essential elements:

- (1) Prevention and wellness management services;
- (2) At least both of the following outreach and engagement activities:
 - (a) Locating persons in need of addiction services and persons in need of mental health services to inform them of available addiction services, mental health services, and recovery supports;
 - (b) Helping persons who receive addiction services and persons who receive mental health services obtain services necessary to meet basic human needs for food, clothing, shelter, medical care, personal safety, and income.



3

ORC 340.032

- (3) Assessment services;
- (4) Care coordination;
- (5) Residential services;
- (6) At least the following outpatient services:
 - (a) Nonintensive;
 - (b) Intensive, such as partial hospitalization and assertive community treatment;
 - (c) Withdrawal management;
 - (d) Emergency and crisis.



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ORC 340.032

(7) Where appropriate, at least the following inpatient services:

- (a) Psychiatric care;
- (b) Medically managed alcohol or drug treatment.



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ORC 340.032

(8) At least all of the following recovery supports:

- (a) Peer support;
- (b) A wide range of housing and support services, including recovery housing;
- (c) Employment, vocational, and educational opportunities;
- (d) Assistance with social, personal, and living skills;
- (e) Multiple paths to recovery such as twelve-step approaches and parent advocacy connection;
- (f) Support, assistance, consultation, and education for families, friends, and persons receiving addiction services, mental health services, and recovery supports.



ORC 340.032

(9) In accordance with section 340.033 of the Revised Code, an array of addiction services and recovery supports for all levels of opioid and co-occurring drug addiction;

(10) Any additional elements the department of mental health and addiction services, pursuant to section 5119.21 of the Revised Code, determines are necessary to establish the community-based continuum of care.

(B) Ensure that the rights of persons receiving any elements of the community-based continuum of care are protected;

(C) Ensure that persons receiving any elements of the community-based continuum of care are able to utilize grievance procedures applicable to the elements.



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The Board's Role

The Board's role is to ensure residents have access to the full continuum of care.

NOT the Board's Role: directly fund the entire continuum of care or fund all behavioral health related services/supports in the county. Given the lengthy list of requirements, we cannot fiscally support all services that relate to mental health and substance use. There are many times providing and paying for those services falls onto other systems (education, physical health, employers, etc.).

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Prevention Providers

Prevention Coalition
Family & Children First Council of Huron County

Family & Children First Council of Huron County

OhioGuidestone
WHERE NEW PATHS BEGIN

REACH OUR YOUTH
A youth-to-youth mentoring program

Enrichment Centers for Huron County
"Helping To Enrich Lives"

DARE OHIO

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Prevention/Outreach Needs

- Increased and expanded prevention services and programming which will lead to increased staff
- Staff to do Prevention work in schools
- Increased education, trainings, information dissemination
- Funding for Board initiatives (Recovery Friendly Workplaces, TIC, Self-Care training, Stepping Up, QRT, etc.)

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Treatment Providers



Family Life Counseling
and psychiatric services



FIRELANDS
Regional Medical Center



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Treatment Needs

- Intensive home-based treatment services
- Mobile Crisis
- Number of contracted providers in other Board areas

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Recovery Support Providers



House of Hope



Sober Living Residence
Willard, Ohio



Catholic Charities
DIOCESE OF TOLEDO





Recovery Support Needs

- More peers
- Mental Health peers
- NAMI alternative
- Mental health support groups
- Mental health housing

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FY21 Budget

*Handout.

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Levy Reserves

Calculated as of 11/30/2021

Cash Balance: \$3,527,777.20, minus

Levy funds overcommitted (expected to receive minus spent/committed): \$843,089.25

State and federal additional revenues that are committed: \$1,198,852.82

Levy reserved balance as of 11/30/2021: \$1,485,835.13 (THIS AMOUNT WILL CHANGE AS THE LEVY CONTRACTS WILL NOT BE SPENT IN FULL.)

Average monthly expenditure: \$188,589.46

2018: \$123,295.10

2019: \$132,418.83

2020: \$197,292.14

2021 (11 months): \$301,351.78

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Levy Reserves

No LESS than 6 months = $\$188,589.46 * 6 = \$1,131,536.76$

No MORE than 12 months = $\$188,589.46 * 12 = \$2,263,073.52$

IMPORTANT FINDINGS:

- Expenditures in 2021 are significantly higher than the previous 3 years. (Recovery house, Youth Resiliency project, SOR). Revenues increased by \$1,055,741.63 in FY21 (SOR).
- The current levy reserve balance is within the Board policy. It is recommended (by Mircea) that the Board does not overcommit more than \$400,000 in FY2023 (expecting some levy carryover from the current fiscal year). Overcommitting by \$400,000 will leave the Board with approximately \$1,500,000.00 in levy reserves based on projections.
- It is my recommendation the Board strive to not overcommit by more than \$200,000 in FY2023.

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Levy Reserves – What does this mean?

- Continuously overallocate just for general services that we contract for annually.
- Will need to continue to base funding on utilization for all organizations.
- Goal is to get to a place where we are not over allocating for general services.
- Unable to fund any additional services without receiving grants.
- Need to focus solely on funding services that truly fall under our umbrella.
- Needs that will utilize levy reserves for FY23 outside of general services:
women's recovery house operations, MRSS, IHBT, repairs to office building and women's recovery house