

Program Committee Meeting

Meeting date: Monday, November 14, 2022

Meeting time: 5:07pm – 6:00pm

Meeting location: 2 Oak Street, Norwalk

Recorder: Cari Williamson

Committee Members Present:

| | | | |
|---|---|---|------------------|
| | Katie Chieda - excused | X | Lenora Minor |
| X | Amber Boldman, Committee Chair | X | Laura M. Wheeler |
| | Julie Landoll, First Vice Chair - excused | X | Silvia Hernandez |
| X | Erin Bohne | | |

Board Staff Present:

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

Unfinished business/updates:

- November Meeting
 - Monthly presentations: Let's Get Real
 - Location: Huron County Community Library, 33 Pleasant Street, Wakeman
 - Special meeting on December 5, 2022 at 4pm.
 - Ms. Cardone reminded the Board members this meeting is to allocate State Opioid Response (SOR) Innovation funding. The only agency that has asked any questions about the funding is Fisher -Titus. Although the sheriff's office shard they will be requested some funding.
 - Executive Session (Motion)
 - Motion to go into Executive Session under Ohio Revised Code (ORC) 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 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. Lenora Minor asked if Mr. Strickler has ever asked the Board to go into executive session before and will Ms. Cardone be in the executive session?
 - Ms. Cardone shared he has not requested this before. The Board has requested him to be at an executive session but not him requesting it. She is not sure if she will be in the executive session, it is not mandated that she be in it.
- Ms. Cardone shared the Board’s Community Plan for OhioMHAS is due in January. Ms. Ashley Morrow and herself have been working together to complete this plan. She will have it to Board members by early January to review.
 - There was a survey sent out to the community that has helped identify goals in a lot of different areas.
- Ms. Cardone shared Board staff is planning a winter wellness event. The original plan was to have a weekend event in February. The Board staff and Ms. Nora Knople met to begin planning this event and what came out of the plan was to contact Huron County Chamber of Commerce office. Ms. Morrow met with Ms. Kelly Lippus, the Executive Director of the Huron County Chamber of Commerce office. They came up with a plan for a winter wellness month. The Chamber will select specific business throughout Norwalk to participate in this event. Community members will visit the businesses, get a punch on a card, and once so many punches have been made the person would be entered into a drawing. There will still be a specific day for the end of the event to announce winners and offer wellness opportunities for individuals. This is a pilot in Norwalk and if it is well received then next year it will move throughout Huron County.

Discussion Items:

- Meeting time discussion
 - Move to 4pm since that was the preferred time for Special Meeting?
 - Board members decided to leave the Program Committee Meeting beginning time at 5:00pm.
- 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.
 - 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.
 - Ms. Minor asked what are the concerns about the levy?
 - Ms. Cardone responded that without an increase the Board cannot provide funding for any new services. The past couple of years the Board has spent down levy reserves, which puts the Board in line with the levy reserves policy that was newly adopted a few years ago. If the Board would like to continue funding current services as well as additional services to meet the needs of the community, there would need to be an increase. Her concern is the Board not being able to fund any new services and being unable to meet the needs of the community.
 - Ms. Cardone shared Mental Health Board levies throughout the state have been passing.
- 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.
 - Ms. Cardone shared the Onboarding Committee has done a lot of work to update the Onboarding process including changes to the Board Member manual.
 - 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.
 - 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.
 - Ms. Cardone shared the original plan was to use SOR 3.0 for recovery housing, but the funding amount was cut significantly. The Board has received additional funds from OhioMHAS for recovery housing, but the rest of the funding will need to come out of levy reserves. There will be a motion on the agenda to approve this funding to ensure recovery housing services can continue. In January, the levy reserve amount will be recalculated giving the Board a more accurate picture of where we are and where we need to be.
 - Committee members did not have any questions or concerns.

- Praxis discussion
 - Ms. Cardone shared she received a letter from OhioMHAS regarding the concerns shared with them related to Praxis. After completing their investigation, OhioMHAS determined the concerns were unsubstantiated. Ms. Cardone shared that Willard City leadership recently met with the new Executive Director at Praxis during which concerns were addressed. Additionally, Ms. Cardone was recently contacted by Mr. Christopher Gerome, the new Clinical Director for Praxis. Mr. Gerome previously was employed by Firelands Counseling and Ms. Cardone worked with him for a few years prior to his transition. Mr. Gerome requested a meeting and Ms. Cardone has contacted Mr. Strickler to identify dates, as he will be attending the meeting with her.
 - Ms. Cardone shared last month the Finance Committee suggested sending a letter to Ohio Medicaid detailing concerns regarding reported incidents that have occurred at Praxis. Ms. Cardone stated she is not opposed to sending the letter but wanted the Board members feedback first prior to doing so.
 - Ms. Cardone shared we have not recently received any reports regarding concerns or issues occurring at Praxis. Her recommendation is to wait on sending a letter; if community members or patients continue to contact the Board with issues, then intervention can quickly happen with a direct call to OhioMHAS and letters to Ohio Attorney General and Ohio Medicaid.
 - Board members agreed to put this on hold, giving the new management time to remedy any issues. The ultimate goal was to improve the services provided for individuals in their care.
 - Ms. Cardone will provide the Board with any feedback she receives.

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