

Governance Committee Meeting

Meeting date: Monday, August 2, 2021

Meeting time: 5:02pm – 6:05pm

Meeting location: 2 Oak Street, Norwalk

Committee Members Present:

	Katie Chieda, Board Chair - excused	X	Ben Chaffee, Jr., First Vice Chair
X	Julie Landoll, Second Vice Chair	X	Mike White

Board Staff Present:

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Administrative Assistant
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Discussion Items:

- Quarterly Reports (Email Attachment)
 - Ms. Cardone shared the following overview of the agency's Quarterly Reports:
 - Catholic Charities Adult Advocacy Services went over on their contracted amount due to the increase in demand for services. Ms. Cardone stated that there will need to be discussions in upcoming committee meetings regarding adding additional funding to their contract for these expenses.
 - Catholic Charities Miriam House is still full and things are going well. Miriam House is consistently full which the new women's recovery house can help with the women currently on the wait list.
 - Family and Children First Council (FCFC) is very overwhelmed due to the significant increase in need for services. As a result, Ms. Cardone will take over a portion of the prevention responsibilities and will be reaching out to the school districts individually to discuss their prevention needs. Ms. Cardone stated it makes sense for her to have these conversations with the schools because prevention is connected closely with behavioral health. Ms. Cardone also shared that FCFC has current openings for a Wraparound Coordinator and Prevention Specialist.
 - Family Life Counseling (FLC) currently does not have a wait list for services and they also have a couple openings for staff. FLC just had an open house for their new Children's Behavioral Health Center located on Woodlawn Avenue in Norwalk. Ms. Cardone shared that their numbers are going up but they seem to be able to keep up with the demand.
 - Firelands Counseling & Recovery Services' numbers have not increased significantly. Firelands stated that for wait times for services, from the time an individual calls in it is typically two days for a substance use assessment and about a week for a mental health assessment. Firelands stated that wait times for psychiatry appointments are scheduled based on severity of need.
 - Huron County Juvenile Court's Family Dependency Treatment Court is doing well with a total of five clients and they continue to do a great job.
 - Let's Get Real (LGR) is growing fast and doing a lot of great things. Their numbers have increased significantly over the past year. LGR currently is operating ALERT, the Warm Hand Off project at Mercy Hospital and Fisher-Titus as well as providing peer support to Norwalk Municipal Court, Family Dependency Treatment Court, the Huron County Jail, and direct peer services. More peer supporters are needed.

- Drug Free Clubs of America (Norwalk Economic Development Corporation (NEDC)) had 81 students from Norwalk Catholic participate in the program. The overall program was a challenge due to COVID. NEDC now has a new Executive Director, Sarah Ross.
 - Ohio Guidestone is struggling with finding childcare centers that are willing to work with them to offer early childhood mental health services. They will be presenting at this month's board meeting.
 - Oriana House LLC is seeing an increase in numbers served and their wait list is currently seven days. They have provided some great success stories and the Board has not received any complaints from the community and the court system pleased with their services as well.
 - Reach Our Youth (ROY) is doing well and growing as shared at the last MHAS Board meeting. ROY is in need of ideas on recruiting and there has been continued discussion on how the Board can help.
- Community Plan Update (Email Attachment)
 - Ms. Cardone shared the Community Plan with committee members. The Community Plan submitted this year is the same document from the previous year, just with recent updates.
- Shirts
 - Committee members were in support of getting shirts for Board members so they can represent the Board at community events. Ms. Cardone will gather sample shirts and costs and present them to the Board.
- Administrative Assistant Position
 - Ms. Cardone reviewed a document that outlines all of the administrative responsibilities related to the operations of the Board. Ms. Cardone asked for the committees' thoughts on opening up the Administrative Assistant position (previously put on hold due to COVID) to allow Ms. Morrow to fully transition to Community Engagement and Outreach and for Ms. Cardone to fully focus on her responsibilities as Executive Director.
 - It was asked if this position would be full-time and Ms. Cardone replied that it would be. Ms. Cardone said that there are more items to add to the list of responsibilities, the document created was simply a summary.
 - Mr. Ben Chaffee, Jr. asked if the Board could afford the sustainability of an additional position. He recognizes the need, however, with both current staff recently receiving raises, he questioned if another position in the budget.
 - Ms. Cardone shared that the new position would be paid out of levy funds. Currently the majority of current staff's wages are paid out of state and federal funds with the goal of pulling all wages from those funding streams in the future.
 - Ms. Cardone will pull information regarding the Board's current budget and the estimated cost for a new position for Board members to review and discuss. Ms. Cardone added that a discussion around levy reserves will need to happen soon because the Board will be over their identified amount of funds allowed in reserves, as cited in the Board's Reserve Policy. The Board will need to identify how to spend the overage in order to be in compliance with its policy.
 - Committee members did strongly recommend, if the decision would be to move forward with filling the Administrative position, to seek an individual who is bilingual in Spanish.
 - No other discussion at this time.
- New Board Members
 - Ms. Cardone shared that two new Board members will be joining the Board this month, potentially a third in September, and mentors will be needed for all of these individuals.
 - Dr. Mike White, Ms. Julie Landoll, and Mr. Ben Chaffee, Jr. all agreed to mentor one of the incoming Board members.
 - Ms. Landoll will make a mentoring checklist for Board members as a guide when mentoring.
 - Ms. Cardone will also send out the new Board Member Live Binder to all Board members.