



Committee of the Whole Minutes

Meeting date: July 14, 2025

Meeting time: 5:01 p.m.- 6:03 p.m.

Meeting location: 185 Shady Ln Drive, Norwalk

1. Call to Order
2. June 2025 Financial reports (attached)
 - a. Mircea shared that Tanya Hemmer is working on an updated Financial Report the Board. There will be expense reports per agency that will be created along with some other updates.
 - i. There were no questions regarding the Financial Report.
3. June 2025 List of Bills (attached)
 - a. There were no questions regarding the List of Bills.
4. Fiscal Audit/ Review follow-up
 - a. Mircea will provide updates as he has them.
5. Credit Card follow-up
 - a. MHAS has received the Board credit card. The credit card is in the Board's name so that regardless of staff changes, there will be no issues with the card.
6. Ohio MHAS SAR review follow-up
 - a. Bylaws (attached)
 - i. Revised By-Laws were sent out and can be found in Attachment I. The By-Laws have been condensed so they are easier to read and understand.
 - ii. Mircea updated members on the difference between laws outlined in Ohio Revised Code and Roberts Rules of Orders. As By-Laws were updated, changes made reflected what is law, vs. areas that followed Roberts Rules of Order. Mircea added that Roberts Rules of Order are suggestions and the Board can decide what they choose to adopt moving forward as long as it does not contradict the law.
 1. Sections of the By-Laws Specifically Addressed:
 - a. Can the Chairperson vote?
 - i. It was decided that the Chairperson can vote, however they will be last on the roll call.
 - b. Officers
 - i. Article III Section 1: First and Second Vice Chair

* Motion needed

1. Motion will be added at the Board meeting to have Laura M. Wheeler voted in as Second Vice Chair.

c. Public Comments

i. Article VII Section 12: Public Comment

1. It will be up to the discretion of the Board Chair on allowing public comment and determining length of the comment at a public meeting.
2. Guest Introductions and Public Comment
 - a. The committee agreed to have only those who want comment at Board meetings to sign in.
 - b. Remove guest introduction
 - i. Change section three on Board agenda to form 'Guest Introductions and Public Comments' to 'Sign in for Public Comment'
 - ii. Public comments will be moved to bottom of agenda before adjournment.
 - c. Committee members agreed that public comments will be done prior to executive session.

d. Presentations

- i. Committee members agreed to pause agency presentations at Board meetings temporarily.
 1. Committee members suggested asking agencies to inform the Board when they have updates that they would like to share or new programs implement.

e. Virtual and Attendance Policy

- i. Committee members discussed virtual attendance and meeting attendance policy.
 1. The committee members had agreed to table the virtual attendance policy discussion for the time being at the May committee meeting. That decision remains.
 2. The committee members discussed challenges regarding the attendance policy that the Board currently has for Board members.
 - a. Mircea will review the current policy, however, he informed Board members that the Board should follow the law outlined in Ohio Revised Code for attendance over policies created by the Board.

- b. Proposed updated Policy and Procedure Manual – Section 400 to include updated Uniform

Guidance policies and procedures (sent to committee members in email)

- i. Language in the policy and procedure manual was re-organized, and the language updated.
- ii. Section 400 contains a large number of fiscal policies that are grouped together. With the updates, Mircea suggested breaking the section apart. In addition, the sections will need to be approved as a whole on the same date, rather than sections approved individually on different dates as recommended in the BAR.
- c. Fiscal Manger Processing Manuel
 - i. Per BAR request, the Board needs a processing manual for fiscal responsibilities. Mircea provided an outline of 10 sections that will be needed and suggested each section to be broken down, having one or two pages for every section in detail.

7. Ohio Department of Development

- a. Notice was received this week regarding an audit in August for the recovery houses in Huron County. The Office of Housing Support will visit the SOSW Board to review reports related to housing in Huron County.

8. Office HVAC unit discussion

- a. This discussion will be tabled while additional information is gathered.

9. Huron County Fair

- a. Ashley informed committee members that she will be sending out a Sign Up Genius for the MHAS fair booth in August.

10. Open discussion

- a. Committee members discussed the current Board policy regarding promotion of agencies the Board does not contract with. Mircea will review this policy and provide feedback to members on how to proceed with promotion of local agencies.
- b. Mircea provided an update on the discussions that took place at the levy meeting.
 - i. There were no concerns with the yard sign and palm cards approved.
- c. Committee members discussed challenges with having multiple emails to check and asked if specific Board emails were required. It was determined that specific Board emails are not required, and committee members were asked to provide Ashley with the email they would prefer to use when receiving Board communications.