

# Program Committee Meeting

**Meeting date:** Monday, March 14, 2022

**Meeting time:** 5:03pm – 6:12pm

**Meeting location:** 2 Oak Street, Norwalk OR Zoom

**Recorder:** Cari Williamson

## Committee Members Present:

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

## Board Staff Present:

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

## Unfinished business/updates:

- Monthly presentation
  - Ms. Kristen Cardone shared there will be no presentations this month. Age Exchange was scheduled but there was a conflict with the date. They are rescheduled to present in July.
- Board member training and due date (Attachment I)
  - Ms. Cardone shared all Board member training is due by the end of this State Fiscal Year, June 30, 2022.
  - Ms. Cardone shared the only approved training is through Ohio Association of County Behavioral Health Authorities (OACBHA), the Ohio Ethics Commission, or Ohio Department of Mental Health and Addiction Services. Board members are required to have 3 hours of training annually.
  - Ms. Cardone will email Board members the training hours she has documented for each person.
- Strategic Plan
  - Ms. Cardone shared part 2 of the strategic plan is due Friday, March 18, 2022, and part 3 will be sent on the same date. Strategic plan meeting will be held at Norwalk First United Methodist Church, 60 W. Main Street on Tuesday, March 29, 2022, from 12:00pm-4:00pm.
  - There were no questions or concerns from committee members.
- Outreach and Engagement/sharing resources
  - Ms. Cardone shared Ms. Ashley Morrow has been doing outstanding job with outreach and engagement. Ms. Morrow has been spending multiple days each week in Willard and has been working closely with Ms. Silvia Hernandez at Starting Point.
  - Ms. Cardone requested Board members to reshare Board posts on Facebook, Instagram, and Twitter; we are not currently on TikTok.
  - Ms. Cardone shared the goal of resharing the posts is for MHAS to get our name out in the community, for people to learn who we are, and to share resources.
  - There were no questions or concerns from committee members.

- Services update
  - Ms. Cardone shared the Board received around one million dollars of State Opioid Response (SOR) funds in the past year. The State requires the Board to submit a Mid-Year Report, and Ms. Cardone shared some highlighted areas our contracted agencies submitted:
    - Firelands Counseling and Recovery Services (FCRS) reported some program successes have been gas cards allowing clients to do things independently and helping them stay connected to services. SOR funds paid for another client to get to Medication-Assisted Treatment (MAT) appointments and agency appointments. This funding has help eliminate transportation barriers and decrease no-show rate.
    - FCRS impact stories include a client who was seen on a Quick Response Team (QRT) follow-up. He struggled with getting transportation to his appointments, now because of SOR he can make most appointments. Multiple other clients have been able to overcome transportation barriers. Another client had been in prison for multiple years and while being reintroduced to the community SOR was able to assist in gas cards allowing client to get to probation, community service, AA meetings and both Mental Health and Substance Use treatment. Without SOR this client would not have been properly integrated back into the community.
    - Family Life Counseling & Psychiatric Services (FLC) reported some SOR program successes have been being able to successfully link clients to transportation services, MAT services, allowing one client to nearing successfully completing Family Dependency Treatment Court (FDTC). Another client was able to receive his driver's license withing six months of engaging in SOR services. SOR funding and programming enables FLC to provide housing/rental assistance and MAT service assistance to those residing at the House of Hope in Willard. This continues to encourage clients to remain in sober living while gaining a baseline of sobriety and support.
    - FLC SOR program challenges are having viable phone numbers of support individuals to assist with follow-up; intra-office communication; obtaining or accessing SOR funds can be a lengthy process; inconsistent client follow-through for appointments.
    - Oriana House reported SOR program successes include options for education, career training, and childcare. Additionally, transportation funds for Transit have been successful for clients living on the outskirts of the county to go to treatment in Norwalk without paying out of pocket.
    - Oriana House reported some program challenges are engagement of clients; attendance is spotty. Oriana House continues to try to identify barriers and help clients overcome them.
    - Oriana House reported impact stories as one client stared the process of becoming a Chemical Dependency Counselor Assistant (CDCA); another client received high school diploma (not GED) and started a welding certificate program while attending treatment consistently.
    - Let's Get Real (LGR) reported successes with FDTC, all four participants engaged consistently with peer support services and were reunited with their children. LGR was able to find an appropriate resource or placement with every person who called seeking assistance, including two persons who were required to register as Sexual Offenders with local authorities which can be a difficult goal. Many local public defenders and probation officers now take the initiative to make first contact with LGR, knowing they provide prompt and appropriate services and solutions.
    - LGR reported some challenges as continued meaningful engagement with participants after they complete FDTC. LGR has increased the times peer supporters are available, utilizing phone calls and Zoom meetings in efforts to overcome this challenge. Other

challenges presented with Warm Hand-Off hospital project are staffing issues and access to persons arriving at the hospitals. LGR is working with the Board to recruit more peer supporters to help with this challenge.

- LGR reported impact stories are one client successfully completed FDTC program and was reunited with her children; she became certified by OhioMHAS as a peer recovery supporter. Another client completed FDTC program and was reunited with her children; she is scheduled to participate in the peer recovery supporter training hosted by the Board being held at the end of March 2022.
- Ms. Cardone shared 339 individuals are anticipated to have been served during this Grant Performance Period from September 30, 2021 to March 29, 2022.
- There were no questions or concerns from committee members.
- After prom update
  - Ms. Cardone shared she reached out to the 8 main school districts who attend North Point meetings, informing them of after prom funding opportunity approved by the Board last month.
    - Four schools have requested funding: Willard City Schools, New London School District, Norwalk City Schools, and South Central School District.
    - Two schools will be going to Ghostly Manor, one to Kalahari, and another to Urban Air in Westlake. The Board will be giving resources to the schools to hand out at after-prom.
  - There were no questions or concerns from committee members.

#### **Discussion Items:**

- Policy updates (Attachment II, potential motion)
  - Ms. Cardone requested a Motion to repeal the Huron County Board of Mental Health and Addiction Services' policy 205.2 Medical Limited Expense Reimbursement Plan.
    - In October 2008, the Board passed policy stating Board will pay, on a reimbursement basis, a portion of the Board staff medical expenses. Ms. Cardone recommends the Board repeal this policy as she does not believe community levy funds should not be paying for these expenses. Board staff has county medical insurance, and the Board already pays a portion of the health insurance.
    - Discussion was had regarding how the Auditor's office would set aside money for this pot of funds, currently there are no funds in this pot because this is something the Board staff has not been doing; what the current deductible is for Board staff, which varies depending on the plan.
    - Ms. Laura Wheeler asked what the rationale was for this policy. Ms. Cardone explained the Board staff does not know as Board minutes were not saved from then per records retention policy.
    - Ms. Lenora Minor asked if there is any money owed to current Board staff. Ms. Cardone shared Board staff has never used these funds.
    - Ms. Minor shared Board staff should be paid per policy. Board staff will do calculations and will inform the Board prior to requesting any reimbursement under this policy.
  - No further questions or comments regarding policy updates.
- Mobile Response and Stabilization Services (Motion for Finance)
  - Ms. Cardone shared the Board was recently awarded \$128,840.00 for Fiscal Year 22 Mobile Response and Stabilization Services (MRSS) funds. She is requesting to enter into a FY22 contract addendum with Family Life Counseling and Psychiatric Services (FLC).
    - Family Life Counseling & Psychiatric Services currently operates an MRSS team in partnership with the Huron County Department of Job and Family Services (HCDJFS) as part of Ohio Resilience through Integrated Systems and Excellence program (OhioRISE).

MRSS teams are able to respond to children, youth, and young adults who are experiencing behavioral health crises in the communities. MRSS teams help to better stabilize and build the capacity of families of children, youth, and young adults with behavioral health and multi-system needs who are enrolled in Ohio Medicaid. At this time, HCDJFS is the only organization able to refer individuals for MRSS services. Crisis can be determined by anyone including schools, LEO, courts, parents, self-reporting, or any other person who believes someone is in crisis.

- Ms. Cardone shared the MRSS funds received by the Board are to be used for FLC to expand what they are currently doing to include referrals from all sources, not just HCDJFS. The MRSS program is a requires service under the state's initiative Ohio Resilience through Integrated Systems and Excellence program (OhioRISE). The funds will be utilized for things such as crisis phone, training, and technology. Currently there is one person handling MRSS, this funding will allow for the team to be expanded to include 3 individuals and 24/7 on call services.
  - FLC will work with youth and families to handle the crisis, but the individuals will still need to have prescreening done by FCRS.
- No further questions or comments regarding MRSS.
- COSSAP funding for Let's Get Real (Attachment III, Motion for Finance)
  - Ms. Cardone requested authorization to enter into a FY22 contract addendum with Let's Get Real, Inc. in the amount of \$1,250, utilizing Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) funding.
    - The Board partnered with METRICH Enforcement Unit for the expansion of the Huron County Quick Response Team (QRT). Through this partnership, the Board was able to implement Cordata, a data collection and tracking tool, to help improve the functionality of our QRT team.
    - The MHAS Board, as the organization who oversees the Huron County QRT team, was recently included in a grant through METRICH for funding to support the expansion of our QRT team.
    - Currently QRT is paid through LEVY funds, COSSAP funding will reduce the strain on LEVY funds by:
      - Funding additional personnel for QRT.
      - Previously the Board has only paid agency providers for QRT visits, COSSAP allows funding to pay for Law Enforcement Officers (LEO) time and their time for training or meetings they attend.
      - Paying a portion of Ms. Morrow's salary for gathering report data for QRT, creating resource bags, etc.
      - Currently, Let's Get Real (LGR) QRT personnel use their own vehicles for follow-up visits. COSSAP allows funds to be used by LGR to lease a vehicle for QRT to utilize for the visits and if the mileage allows transportation to and from meetings or treatment centers.
      - Funding for the time agencies spend responding to QRT calls.
    - There is already a Memorandum of Understanding (MOU) in place for the QRT team, however, a motion is needed to allocate \$1,250.00 to LGR for the lease of a vehicle for QRT.
  - No further questions or comments regarding COSSAP funding.
- Annual reviews

- Ms. Cardone shared in the past the Board has conducted annual reviews for Board staff in their hired month. She is now proposing the annual reviews be done once a year, all at the same time, in May or June. This allows for fewer executive sessions and if there is an increase in salary it can begin in the new State Fiscal Year.
- No further questions or comments regarding annual reviews.
- Discussion
  - Ms. Minor asked where we are at regarding a peer supporter in the jail.
    - Ms. Cardone shared she needs to follow up with Major Summers. Based on discussions in the last Stepping Up meeting, it was her understanding the jail was considering having one of their staff members complete the behavioral health screenings up on intake which may reduce the need for a full time peer supporter.
    - Ms. Minor shared HCDJFS has two people ready to work as Adult Wraparound facilitators at the jail, one for men and one for women. They are both long-term employees with HCDJFS. They would be available for wraparound services 20 hours per week. HCDJFS has employees who are willing to help in any way needed.
      - Ms. Minor shared adult wraparound allows support team to talk with peer supporter and work with the individual's family before being released from jail or prison. Ensuring the individual has their needs met and guidance upon release.
    - Ms. Cardone shared she will schedule a meeting with Ms. Minor, Major Summers, and Chief Deputy Ditz to discuss these details and hopefully move forward.
  - Ms. Wheeler asked what, if any, training do Judges receive on how and when to order marital counseling in a domestic violence situation.
    - Ms. Cardone stated she would reach out to Ms. Linda Border at the Huron County Victim Assistance office to attempt to get this answered and get resources.
  - No further discussions.

## Attachment I

[Behavioral Health Services Contract Training](#) – Christina Shaynak-Diaz

*\*To be used by Board Staff and Board Members only; further dissemination is not permitted.*

[Ethical Issues Related to Budgeting and Allocation of Scarce Resources](#) – Michael Gillette

[Emergency Hospitalization and Pink Slipping](#) – Christina Shaynak-Diaz

*\*To be used by Board Staff and Board Members only; further dissemination is not permitted.*

[Ohio's Ethics Laws](#) – Liz Henrich

[HIPAA Administrative and Disclosure Requirements](#) – Christina Shaynak-Diaz

*\*To be used by Board Staff and Board Members only; further dissemination is not permitted.*

[Information Sharing for Ohio's Behavioral Health and Criminal Justice Systems](#) – Christina Shaynak-Diaz

[Roberts Rules of Order](#) – Christina Shaynak-Diaz

[Roles, Rights, and Responsibilities for Ohio's ADAMH Boards](#) – Cheri Walter

[Standard Authorization Form](#) – Christina Shaynak-Diaz

[Ohio's Sunshine Laws](#) – Liz Henrich

If it asks for a login, our login information is below.

ID: HUROB

Password: streetoak2

[Ohio Ethics Law E-Course](https://ethics.ohio.gov/education/elearning/index.html): <https://ethics.ohio.gov/education/elearning/index.html>

## Attachment II

### 205.2 SECTION 2

#### MEDICAL LIMITED EXPENSE REIMBURSEMENT PLAN

##### 1. DESCRIPTION OF COVERAGE

As adopted at the October 28, 2008 full Board Meeting in Motion # 7, the Board's Limited Expense Reimbursement Plan shall be the exclusive plan offered to full-time employees and to employees hired to work 20 hours or more per week (i.e., 40 or more hours per 2 week pay period), unless an exception is made by Board action (as occurred at the June 17, 2003 Board Meeting in Motion #16 regarding a specific employee). No Medical Expense Reimbursement Plan benefits shall be made available to a board employee hired to work fewer than 20 hours per week.

The Limited Expense Reimbursement Plan made available to full-time Board employees is to be based on gross wages that have been earned by such employees.

The following benefits shall be reimbursable under the Medical Limited Expense Reimbursement Plan:

- A. Premiums of a primary or supplementary health care insurance policy or policies. The selection and maintenance of such policy or policies, including providing for the timely payment of premiums thereof, shall be the sole responsibility of the employee. The Board shall assume no liability for benefits provided by such policy.
- B. Premiums for whole and term life insurance. The selection and maintenance of such policies including providing for the timely payment of premiums thereof shall be the sole responsibility of the employee. The Board shall assume no liability for benefits provided by such policy.
- C. Reimbursement of co-insurance costs on health care insurance coverage maintained by or for the employee.
- D. Reimbursement for the purchase of prescription drugs.
- E. Medical expenses including but not limited to surgical procedures, hospital room and board, anesthesia services, physician's charges, diagnostic and laboratory services, office visits, etc.
- F. Dental services and procedures.
- G. Eye examinations and prescription eye wear.
- H. Chiropractic care.
- I. Outpatient mental health, alcohol or drug abuse treatment services.
- J. Psychiatric hospitalization.
- K. Residential care for addiction treatment.
- L. Durable medical equipment and medical supplies.

To be eligible for reimbursement under the Board's Plan, the expenses must be incurred by the employee, the employee's spouse, or dependent(s); must not be reimbursed or reimbursable from any other insurance policy or policies and must first be paid by the employee.

##### 2. PROCEDURES FOR REIMBURSEMENT/PLAN ADMINISTRATION

The Executive Director, in conjunction with the Board's Assistant Director, shall be responsible for the administration of the plan and as such shall oversee that:

- A. Only eligible employees can access this fund;
- B. Invoices presented by eligible employees are for items listed in 205.2 Section 2 of the Board's Personnel Policies under *Description of Coverage*;
- C. Invoices for medical services and equipment are accompanied by an *Explanation of Benefits* statement from an insurance company or health care plan or are accompanied by a billing statement from a health care provider that accounts for all insurance benefits having been processed;
- D. An invoice submitted to the Board's Fiscal Agent, the Office of the County Auditor, shall adhere to the

- requirements of that Office, which include evidence that a covered employee submitting a request to use this fund provide evidence that the item or service has been paid by that employee before reimbursement may occur;
- E. Information sent to the County Auditor shall be amended so that confidentiality in compliance with HIPAA is adhered to on behalf of the covered employee and his/her family; and that
  - F. The maintenance of necessary records pertaining to use of this fund occurs so that it may be audited, so that the Board of Directors may be provided information pertaining to its financial obligation to covered employees and so that each covered employee may know the dollars available for his/her use.

### 3. LIMITS OF COVERAGE

The plan shall be funded annually by the Board in an amount equal to fifteen percent (15%) of the first \$14,000.00 of employee's gross base wages plus three percent (3%) of the gross base wages amount over \$14,000.00. These benefits shall be made available to a full-time or part-time employee working over 20 hours a week on a pro-rated basis, based on gross wages that have been earned by that employee, as stipulated in Motion # 7 of the October 28, 2008 Board Meeting.

A schedule setting forth the exact dollar limits for each employee shall be prepared annually. Employees may borrow up to 30% of their current fiscal year's *Limited Expense Reimbursement Fund* from next year's allocation to pay providers for current covered services, so long as the amount does not exceed their biweekly net pay. Any amount drawn down would then be deducted from next fiscal year's allocation (adopted June 24, 1997). If an employee leaves during a fiscal year in which funds from a subsequent year have been advanced, the amount borrowed would be retained from the employee's final pay check.

The Plan Year shall run from July 1 to June 30. For covered employees hired after the beginning of the Plan Year, the amount of benefits shall be prorated to the end of the Plan Year.

Any balance remaining in an employee's account at the end of the Plan Year shall be carried forward and added to the employee's subsequent year's account.

Any balance remaining in an employee's account at termination and/or retirement shall revert to the Board.

### 4. LIMITATION OF LIABILITY

The County Auditor, as the Board's Fiscal Agent, has determined that reimbursements made under this plan are not exempt from local, state, and federal income tax.

The Board assumes no liability or responsibility for the determination or selection of any insurance policy or carrier or durable equipment or medical supplies.

The Board makes no promise, explicit or implicit, that the amounts contributed by the Board under this plan will be sufficient to pay the costs of health insurance or any other coverage.



### Attachment III

METRICH/Huron County COSSAP Budget Proposal			
Item	Quantity	Dollar Amount	Total
<b>Personnel</b>			
Additional Personnel (PT Officer to join QRT)	12 Months	\$833.33	\$10,000.00
<b>Personnel Total:</b>			
			<b>\$10,000.00</b>
<b>Equipment:</b>			
Vehicle Lease (New Officer)			\$5,000
QRT Supplies/Needs (Resource Packets)			
Papers/Printing/Brochures/Cards			\$4,250
Bags/Stickers			\$600
Postage/Envelopes			\$150
<b>Equipment Total:</b>			
			<b>\$10,000</b>
<b>Other Costs</b>			
Quick Response Team Funding			
Follow up Calls/ Data Entry/ Assembling Resource packets			\$4,400
Field Work (\$75/agency that goes out, 2 agencies dispatched)	2/week	\$150.00	\$15,600
<b>Other Cost Total:</b>			
			<b>\$20,000</b>
<b>Total Budget- Huron County:</b>			
			<b>\$40,000.00</b>