

Program Committee Meeting

Meeting date: Monday, May 9, 2022

Meeting time: 5:00pm – 6:36pm

Meeting location: 2 Oak Street, Norwalk OR Zoom

<https://us02web.zoom.us/j/83908361857?from=addon>

Meeting ID: 839 0836 1857, Passcode: 560057

Recorder: Cari Williamson

Committee Members Present:

	Katie Chieda, Board Chair - excused	X	Lenora Minor
X	Amber Boldman, Committee Chair	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. Cardone shared Family Life Counseling & Psychiatric Services will be presenting at the Board meeting this month.
- Board member training and due date reminder
 - Ms. Cardone reminded committee members that Board training is due at the end of June. Ms. Williamson will send email to those who need training, a link for training courses, and how many hours needed. If you do not receive email, you have completed training requirements.
- Recovery House Note
 - Ms. Cardone shared the Board's legal representative, Mr. Randy Strickler, met with OHMHAS on Friday, May 6, 2022, regarding his concerns the Women's Recovery House note. Mr. Strickler attempted to amend OHMHAS's original note to eliminate cognovit language. Initially there was a compromise, but OHMHAS went back to the original contract. There will be records saved at both Huron County Prosecutor's Office and Board office. Once this note is signed by Ms. Chieda, Board Chair, it will be submitted then reimbursement of Women's Recovery House funds will follow.

Discussion Items:

- Age Exchange (Potential Motion, Attachment I)
 - Ms. Cardone requested a potential motion, allocating an additional \$2058.76 to Age Exchange Program. Age Exchange program has overspent and was overpaid their allocated amount. Attached is an email from Ms. Jodi Hunter, Services for Aging Accountant, explaining a formula on the AR Tracking Spreadsheet they use was bad. She explained they will gladly repay the overpayment amount but is requesting the Board to consider leaving the overpayment in place.

- Ms. Cardone shared the Board has done this with other agencies in the past, such as Let's Get Real with SOR funding and Miriam House with missed invoices.
 - Two options are Age Exchange repays the overage amount or the Board approves additional allocation of levy funds. They have already received their full funding allocations for the year.
 - Age Exchange would use their levy funds for the additional months remaining and the potential refund of the overpayment.
 - No Program Committee Members opposed to adding this motion to the Board Agenda.
- Women's House of Hope Monthly report (Attachment II)
 - Ms. Cardone shared the Women's House of Hope (WHOH) monthly report in Attachment II. WHOH is ran by Family Life Counseling (FLC). The report is due on the 15th of each month, there have been two monthly reports so far and both have been late. The reviewing the report, it was noted the report is not properly filled out including an incomplete sentence, some explanations left blank, requested documents not submitted, and no list of resident emails to gather surveys. Ms. Cardone stated she has been in contact with FLC staff multiple times to address missed deadlines and missing information.
 - Ms. Cardone shared Dr. Burggraf, the owner of FLC, is quarantined in London, England, he has been out of the office for approximately 4 weeks. Once he is back to work Ms. Cardone will schedule a meeting.
 - Ms. Boldman requested clarification on the roles of Project Director, Ms. Jessica Dickman, and House Manager, Ms. Misty Hendricks, such as who does the write ups and consequences. Ms. Cardone shared the House Manager does both.
 - Ms. Boldman shared she knows Ms. Hendricks; she is top-notch and knows what she is doing. But is concerned she may become overwhelmed, especially when both houses are full. Another concern is the monthly report is being done by the Ms. Dickman, who is not at the house full time.
 - Ms. Cardone shared recently a resident of WHOH came into the Board office, she requested a meeting to discuss issues.
 - Board members requested the issues.
 - No structure and daily schedule not being followed.
 - Visitors not permitted unless staff is there, female only. Male visitors are not permitted in the house due to women potentially having past trauma involving men.
 - Not allowed to go for walk, this may be because the woman was in her restricted period.
 - No copies of policies and procedures given to women upon arrival. Handbook was created by FLC on April 29, 2022.
 - Ms. Cardone shared SOR allocation is where the bulk of Women's Recovery House funds come from. She recommends approving a 3 month contract for WHOH to run through September, which is when the SOR funding period ends. At that time, WHOH will change to a federal fiscal year contract to align with SOR. This also allows FLC time to fix issues.
- Quarterly Reports (Email Attachment)
 - Ms. Cardone highlighted agencies who submitted their quarterly reports, which are due on the 15th of the specific month.
 - Age exchange things going well, they are fully back in person. This agency is easy to work with and Ms. Pam, who runs the program, enjoys what she does and it shows through her work.

- Adult Advocacy Services (AAS) numbers are up. There is not a lot of interaction unless guardianship is needed to be approved
- Miriam house served 18 clients in the past quarter. The Board has been working with them on providing data for housing, especially focused on mental health and substance use disorders. They provide long-term data such as what and how the individuals have done once leaving Miriam House.
- Family & Children First Counsel (FCFC) has a new Prevention Coordinator, he oversees the Huron County Prevention Coalition. He comes with a lot of experience; he rebuilt the prevention structure in Erie County. He has been active in the community; he attended the Commissioner's meeting Ms. Cardone also attended. FCFC is working with the States new initiative OhioRISE, which is coming in July.
- FLC submitted their quarterly report late, it was received on April 19th. There are 8 openings in employment. 60 people on the wait list, with a wait time of approximately 3-4 weeks for assessments. FLC was recently awarded funding from the Board for Family Mobile Response Services working with OhioRISE and Aetna.
 - Board questions and comments:
 - Do clients have other options? Clients should be offered additional agencies with the attempt to get them seen as quickly as possible.
 - Why are reports late? They have been consistently late; this has been addressed but not getting better. A meeting will be scheduled with Dr. Burggraf when he returns to work from being quarantined in London.
 - Are the services being provided in a quality manner? All the services are being provided.
 - Are the reports late due to staffing issues and the workload of staff? Are all staff required to see clients? Dr. Burgraff does not carry a case load of clients, though Ms. Dickman does.
 - What services does the Board contract with FLC for? Both House of Hope recovery housings, clinical treatment services, and school counseling and prevention services.
- Firelands Counseling & Recovery Services (FCRS) has 2 employment openings in Huron County with one seeking a Spanish-speaking therapist. Number of hours for jail staff has been settled. Crisis services are up.
- Huron County Juvenile Court-Family Dependency Treatment Court report was submitted late, however, this is the first time it has happened. Number of clients up. This is a volunteer program so those numbers fluctuate. There was a graduation about a month ago and another one next week.
- Let's Get Real (LGR) numbers are good, servicing a lot of people, especially through the ALERT jail program involving local law enforcement agencies. Huron County Sheriff's Office (HCSO) are promoting this program during substance use incidents and have had about 5 people utilize this program in the past week. Over the past weekend there were 4-5 phone calls all in Willard dealing with Praxis. There was a meeting in the past month regarding response time for peer supporters. Ms. Cardone, Ms. Kim Eberle, and 3 individuals with HCSO discussed some issues including LGR being short staffed and peer supporters live outside of Huron County, leading to longer response times. Solutions were extending response time to up to two hours (instead of one hour) and new in county peer supporter was hired.
 - Ms. Boldman questioned a conflict, one of her residents at sober living house is now employed at LGR in Huron County. Ms. Cardone said she did not believe that was a conflict but will ask the Board's legal representative, Mr. Randy Strickler.

- OhioGuidestone still shows no clients served. Though they did finally hire someone for Huron County. They are in the process of being trained and OhioGuidestone believes they will be a great fit.
- Oriana house has 2 employment openings. HCSO is seeking someone to be in the jail 8 hours a week doing substance use counseling, next week Oriana House is meeting with HCSO to discuss this opportunity. They are very responsive, answer within 24 hours and very easy to work with. Their data is good. NOBARS did not have a lot of clients this quarter. There is a decent retention rate. This is a great program, and the Judge is a huge supporter of the program.
- Reach Our Youth (ROY) has a lot of great programs. There are 81 people on the wait list. They are receiving approximately 4 applications per week. Children who are on the wait list for one-on-one activities are involved in group activities that are held at least once a quarter. They are looking for mentors though there is a struggle because the staff is at capacity with how many applications they can process for mentors and then train.
- SFY 2023 Board Meeting Schedule (Motion, Attachment III)
 - Ms. Cardone shared the Board needs to select a month for Board retreat, which involves going to each individual agency. There are concerns about HIPPA laws, if there would be anything to see besides an office, and agencies being open late. Retreat will be put on hold until Ms. Cardone talks with the agencies.
 - Ms. Cardone shared the idea of moving the Board meeting around the county once a quarter, with hopes to have members of these communities join the meeting. Committee members were in agreement. Suggested schedule is August in Willard, November in Wakeman, February in New London, and June in Monroeville.
 - Ms. Cardone shared reminder that in March 2023 there will be a dinner for Behavioral Health Appreciation for all our contracted agencies. This will allow Board members to interact with each agency and get to know them better. After the meeting will be a short Board meeting.
 - Ms. Cardone requested feedback on where Board meetings for FY23 in Norwalk should be located, at the Board office or Department of Job and Family Services (DJFS). Members all agreed to continue to use DJFS, Ms. Lenora Minor gave permission.
- SFY 2023 RFI's (Motion, Email Attachment)
 - Ms. Cardone shared recommendations for Request for Information (RFI), which were due on March 15, 2022 by 4:00pm in both electronic and physical forms.
 - Main RFI in question was Oriana House, NOBARS. Board members reviewed the questions sent and responses. The blue ones were the initial questions and red ones were the push back. When asked about funding through the Court, Oriana House said the court would have to answer that, but because we fund Oriana House, we have been communicating with them regarding the program. According to responses, there has been no additional funding sought out. The most important question is does NOBARS provide any clinical services or Behavioral Health services, and they responded that they do not provide either service. While this is a great program, it does not fall under our umbrella to continue to fund. The recommendation will be to fund for half a year, an additional six months of funding, allowing NOBARS 6-7 months to seek additional funding. This will be the last year funding this program, unfortunately the Board cannot fund everything. Committee members agreed with recommendation.
 - Ms. Cardone shared last week she met with one of the Huron County Commissioners, Mr. Terry Boose. He asked about NOBARS and was very understanding about the situation.
 - Ms. Cardone shared one of the Board struggles is we cannot fund anything new because there are no extra Levy funds. Discussion about sustainability needs to happen with our

agencies that are being funded out of the Board's Levy Funds with the goal of eventually getting the agencies to a place where they would not rely on our funds as much. One way we will be freeing up some Levy funds is with State Opioid Response (SOR) funds. These funds can be used for Recovery Housing, which is being partially funding by Levy funds.

- Ms. Cardone shared three RFI's were late. Family & Children First Council submitted both hard copy and electronic copy on March 15, 2022. FLC's electronic copy was received on March 15, 2022, after 4:00pm and hard copy on March 16, 2022. Let's Get Real's hard copy was submitted on time and electric copy on March 22, 2022.
 - Ms. Cardone's shared the recommendation from the Board's legal representative, Mr. Strickler, is to reject all three late submissions and in a separate motion approve RFPs for those services. The Board will need to post a public Request for Proposal for the following services: women's recovery housing, men's recovery housing, peer support, prevention including overseeing Huron County Prevention Coalition, behavioral health treatment services including mental health and substance use disorder treatment for youth and adults, intensive outpatient treatment, and school-based counseling services. There will be a three-week deadline. The currently contracted agencies can reapply.
 - In the past the Board has rejected proposals when received late. This needs to be consistent. These are needed services that are necessary for the community, however, proposals are being rejected because they were not received on time.
- Ms. Laura Wheeler shared she may have to attend June's Board meeting via Zoom. Ms. Minor shared she may have to attend May Board meeting via Zoom. Ms. Cardone shared June will be the last month to allow for hybrid meetings
- SFY 2023 OhioMHAS Agreements (Motion)
 - Motion: To authorize the Executive Director to enter into SFY 2023 Agreements with OhioMHAS which are necessary to accept SFY 2023 allocations.
 - With OhioMHAS for utilization of Title XX funds for designated MH treatment services for populations qualifying for use of those funds.
 - With OhioMHAS to comply with the Agreements and Assurances for Awards and Sub-Awards of Federal Grants/Funds including, but not limited to, the Community Mental Health Block Grant and Substance Abuse Prevention/Treatment (SAPT) Block Grant.
 - With Provider Agencies awarded Federal Funds, for their assurance to the Board of compliance with Agreements and Assurances – SFY 2023 for Federal Awards/Sub-Awards.
 - Ms. Cardone reviewed the FY 2023 OhioMHAS Agreements motion with the committee, informing committee members that the Board has to approve this motion in order for us to receive our annual funding from the state.
- Ms. Cardone shared an update on SOR carryover funds. The Board will be receiving approximately \$208,000 in SOR carryover funds. SOR funding amount was cut and now they are making up for it in carryover funds. These funds will allow for weekend staff at recovery house, increase in per diem rate for on call, care for "Recovery Ride", mileage reimbursement for LGR, staff for Recovery Ride, peer supporter in jail, on call per diem for LGR (warm handoff, ALERT), jail clinician, stigma reduction/outreach campaign such as billboards and radio ads, and furnishings for Men's House of Hope.
- There were no additional comments or concerns from Program Committee members.

Attachment I

Good Morning Carrie,

I am sending this email in regards to the over payment of \$2,058.76. I first want to send my apologies. I was completely unaware of this mistake until Kristen brought it to my attention. After researching how this may have happened, I found that the formula I use on my AR Tracking Spreadsheet had a bad formula from the transfer to a new workbook, for the new year. Once I fixed the formula, the corrected amount showed the over payment. I would be glad to repay the overpayment back, but I would first like to ask you to go to the board with a few facts and hopefully consideration about the Age Exchange Program. The Age Exchange Program is a mentor program for children in the community. These children do not always have the best home life, so we bring them in to give them snacks after school, and to get help with homework, by our retired teacher volunteers. Miss Pam also has fun activities for the children, as well. We transport by picking the children up from school and transporting them home after the Age Exchange Program is done for the night. I am the Accountant at Services for Aging, and first hand I see the expenses that occur for this program to happen. We do have a grant through MHAS, as well as a donation from United Fund that helps with the cost of the program, however, it never covers the whole cost of the program. There are two months remaining to bill for, but the funding is already depleted due to the error in the formula. Therefore, I would like the board to consider leaving this overpayment in place? If you will consider, I can certainly forward proof of the need for more financial assistance for this program. I completely understand this may not be feasible, but hope you will consider helping. Thank you in advance. I hope you have a great weekend. 😊

Thank you,

Jodi L. Hunter, Accountant

Services for Aging, Inc.

130 Shady Lane Drive

Norwalk, Ohio 44857

Attachment II

Women’s House of Hope Monthly Report * Submitted 4/29

Due by the 15th of each month

- Number of unique residents served: 0
- Resident relapses and how handled: 0
- Successful recovery housing graduates to independent living: 0
- Resident employment status:
 - 2 are employed
- Have you made adjustments to the project, and if so, what adjustments have been made and why?
 - No
- How are you linking residents with local community and treatment services as needed?
 - Residents are evaluated for needs upon intake and recommended for assessment at their agency of choice.
 - For residents linked with treatment services, please provide the following information:
 - Number of residents engaged in services at Firelands: 0
 - Number of residents engaged in services at Oriana House: 1
 - Number of residents engaged in services at Family Life: 2
- How are you evaluating the success of your program? Are you evaluating outcomes? Please describe your program outcomes.
 - Residents meet with Project Director 1x/week and with House Manager daily to review successes, stressors, struggles, etc.
- Describe a typical day at the Women’s House of Hope including scheduled activities and days/times for these activities. What prosocial activities are the women engaging in? How are they spending their days?
 - The woman are required to be up at
- Please describe successes/challenges/trends

House of Hope Statistics 3/16/22 to 04/15/22		
Total Inquiries	Number	Explanation
Huron County Inquiries	2	
Out of County Inquiries	2	Lorain Co.; Sandusky Co.
Accepted by HOH	2	1
Not Accepted by HOH and Why	0	
Did Not Qualify/Did Not Pursue and Why	0	
Accepted by HOH, Applicant Declined and Why	2	1. Applicant was called while in detox to complete phone screening and reported she was no longer interested, threw the phone, etc. 2. HoH attempted contact; applicant did not respond to engagement attempts.
Participant Left HOH	2	1. Resident reported she “didn’t like the rules” after being caught sneaking out a bedroom window. Left against staff advisement. 2. Resident made the decision to go live in an apartment with resident

		mentioned above and her boyfriend. Left against staff advice.
Current Participants and county breakdown	3	Lorain Co; Huron Co.
Participants engaged in recovery support meetings	3	

- Provide the following documentation to show the intake process is being followed appropriately for each applicant and to ensure intake process is taking no more than 48 hours from the time application is received:
 - Emails or documentation showing date and time application received
 - Phone log showing date and time staff contacted applicant for phone screen
 - If not permitted to move in, provide details as to why
 - If permitted to move in, date and time of move in

- Submit list of email addresses for all residents currently residing in the home. Beginning in May, the Board will be sending a monthly survey to residents to gather their feedback regarding the house to help us assess any improvements that need to be made.

Attachment III

State Fiscal Year 2023

Huron County Board of Mental Health and Addiction Services (MHAS)

CALENDAR OF BOARD AND COMMITTEE MEETINGS

(Board Meetings convened in the Huron County DJFS Conference Room unless otherwise arranged.
Committee meetings convened in the MHAS Board Room unless otherwise arranged.)

- **JULY 2022 (*Independence Day – 4th*)**
 - Monday, July 11 - 5:00 P.M. - Program Committee
 - Tuesday, July 12 - 12:30 P.M. - Finance Committee
 - Tuesday, July 19 - 6:00 P.M. - Board Meeting

- **AUGUST 2022**
 - Monday, August 1 - 5:00 P.M. – Governance Committee
 - Monday, August 8 - 5:00 P.M. - Program Committee
 - Tuesday, August 9 - 12:30 P.M. - Finance Committee
 - Tuesday, August 16 - 6:00 P.M. - Board Meeting (Willard)

- **SEPTEMBER 2022 (*Labor Day – 5th*)**
 - Monday, September 12 - 5:00 P.M. - Program Committee
 - Tuesday, September 13 - 12:30 P.M. - Finance Committee
 - Tuesday, September 20 - 6:00 P.M. - Board Meeting

- **OCTOBER 2022 (*Columbus Day – 10th*)**
 - Monday, October 17 - 5:00 P.M. - Program Committee
 - Tuesday, October 18 - 12:30 P.M. - Finance Committee
 - Tuesday, October 25 - 6:00 P.M. - Board Meeting

- **NOVEMBER 2022 (*Veterans Day – 11th; Thanksgiving – 24th*)**
 - Monday, November 7 - 5:00 P.M. – Governance Committee
 - Monday, November 14 - 5:00 P.M. - Program Committee
 - Tuesday, November 15 - 12:30 P.M. - Finance Committee
 - Tuesday, November 22 - 6:00 P.M. - Board Meeting (Wakeman)

- **JANUARY 2023** (*New Year's Day – 1st; MLK, Jr. Day – 16th*)
 - Monday, January 9 - 5:00 P.M. - Program Committee
 - Tuesday, January 10 - 12:30 P.M. - Finance Committee
 - Tuesday, January 17 - 6:00 P.M. - Board Meeting

- **FEBRUARY 2023** (*President's Day – 20th*)
 - Monday, February 6 - 5:00 P.M. – Governance Committee
 - Monday, February 13 - 5:00 P.M. - Program Committee
 - Tuesday, February 14 - 12:30 P.M. - Finance Committee
 - Tuesday, February 21 - 6:00 P.M. - Board Meeting (New London)

- **MARCH 2023**
 - Monday, March 13 - 5:00 P.M. - Program Committee
 - Tuesday, March 14 - 12:30 P.M. - Finance Committee
 - Tuesday, March 21 - 5:30 P.M. – Provider Appreciation Dinner
7:00 P.M. - Board Meeting

- **APRIL 2023**
 - Monday, April 10 - 5:00 P.M. - Program Committee
 - Tuesday, April 11 - 12:30 P.M. – Finance Committee
 - Tuesday, April 18 - 6:00 P.M. - Board Meeting

- **MAY 2023** (*Memorial Day – 29th*)
 - Monday, May 1 - 5:00 P.M. – Governance Committee
 - Monday, May 8 - 5:00 P.M. - Program Committee
 - Tuesday, May 9 - 12:30 P.M. - Finance Committee
 - Tuesday, May 16 - 6:00 P.M. - Board Meeting

- **JUNE 2023** (*Juneteenth – 19th*)
 - Monday, June 12 - 5:00 P.M. - Program Committee
 - Tuesday, June 13 - 12:30 P.M. - Finance Committee
 - Tuesday, June 20 - 6:00 P.M. - Board Meeting (Monroeville)