

Program Committee Meeting

Meeting date: Monday, November 18, 2024

Meeting time: 5:02pm-6:02pm

Meeting location: 2 Oak Street, Norwalk

Recorder: Cari Williamson

Committee Members Present:

	Amber Striker, Committee Chair - Excused	X	Lenora Minor, Board Chair
X	Nora Knople, Committee Vice Chair	X	Laura M. Wheeler 5:21p
X	David Whitt		Katie Chieda - Excused
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
 - Location: Huron County DJFS, Norwalk
 - The Board meeting is scheduled for Tuesday, November 26, 2024 at 6:00pm at Huron County Department of Job and Family Services, 185 Shady Lane Dr, Norwalk, Ohio 44857.
 - At the beginning of the meeting there will be an acknowledgement and thank you to Commissioner Terry Boose for his continued support in the behavioral health field.
 - Kristen will be presenting at a commissioner's meeting at the beginning of December thanking both Commissioner Boose and Commissioner Skip Wilde on behalf of the MHAS Board for their continued support.
 - Presentations:
 - Family Life Counseling will be presenting at the Board meeting.
 - Open Board Seats
 - Amber Striker's last board meeting is scheduled for this month and Carol Anderson's last board meeting was in October; there will be two open board seats.
 - Kristen shared that she had a conversation with the Governance Committee about Dayna Goodsite as a possible replacement for Amber's seat because she has lived substance use experience. Dayna applied earlier this year when there were open seats. At the time, she was employed at Praxis and there were issues with their practices, so the Board had concerns regarding her application due to this. Praxis is no longer in business; they have since been bought out by Seacrest. Dayna now works for Seacrest, and they seem to be doing well and not having the same problems Praxis had. Given this change, Kristen reached out to talk with Dayna;

she is still interested in sitting on the board and reapplied. Kristen has sent her application to the commissioner's office and is waiting for their response.

- The Governance Committee discussed the other open seat. They suggested it be filled with someone who has ties to Bellevue and suggested both Bellevue Police Officer Ryan LaMothe and Jamie Gfell, who works at Bellevue City Schools as a Social Worker.
 - Kristen has reached out to both Ryan and Jamie. Ryan is thinking about it; however, he works 16-hour shifts which may make it challenging. Jamie has not responded.
- Jim Fulton was suggested by a committee member.
 - Kristen suggested focusing on Monroeville and Bellevue areas because they are where the board is lacking representation.
- Program Chair
 - Amber is currently the Program Committee Chair, so the Program Committee Chair position will need to be filled.
 - Erin Bohne volunteered to become the Program Committee Chair.
- Committee members had no further questions or concerns about the open board seats. They were in favor of adding a motion to the agenda to appoint Erin Bohne as the Program Committee Chair.
- SOS Application (Motion)
 - Kristen shared that two months ago the Board gave her the authorization to apply for up to \$750,000 for State Opioid and Stimulant Response (SOS) funding. There was a maximum of 14 pages to the application which limited the number of projects we could include in the application; the actual requested amount ended up being \$623,175.95 to align with the application requirements. The awarded amounts were released last week, and the board was awarded \$405,064.37. The board staff spent time reviewing what can be cut to adhere to the awarded amount. The original application included funding for the mobile crisis response team, recovery housing, peer support services, jail services, and media campaign.
 - Kristen's suggestion is to cut out the media campaign, mobile crisis response team, and a small cut to peer support services.
 - The mobile crisis response team will still be funded, just not through SOS funds. There are time consuming requirements for the grant that would take their team away from providing critical crisis services.
 - Kristen's suggestion is to fund the mobile crisis response team with levy funds. It will take approximately \$70,000 to make their FY25 contract whole and there are currently \$131,000 FY25 levy funds that have not been allocated.
 - Kristen has submitted the revised SOS application in the OhioMHAS Grants and Funding Management System. If it is approved before the board meeting it will be added to the agenda for a motion. If it is not approved before the board meeting, she will ask the Board Chair to request a special meeting as soon as the approval is received. Agencies have been providing services without reimbursement, on good faith.
 - Committee members had no further questions or concerns about the SOS Application. They were in favor of adding a motion to utilize levy funds for Connections Recovery Services, who provide mobile crisis services. Additionally, they were in favor of adding a motion to allocate SOS funding, if approval is received in time.

Discussion Items:

- Levy
 - Kristen shared that recently Ben Chaffee Jr. spoke with Roland Tkach, Huron County Auditor, about the amounts of the new property taxes. The amounts are higher than originally anticipated, which means that the board potentially requests an increase of .25mill instead of .5mill for the levy and receive approximately the same amount of revenue.
 - Kristen shared her thoughts on keeping the levy amount the same. The change in increased amount will only be \$8-\$8.50 per \$100,000 house value but the number of added services with the additional funding would be substantial. Additionally, people may just look at it being an increase and not the millage amount. The original amount requested was to sustain current services, increase the mobile crisis team hours, and add mental health peer support. The added amount will allow the Board to potentially give the schools a lump sum of money for prevention services/support and to pay the copay of students who are utilizing school-based services, in addition to other needed services.
 - There was discussion around the benefits of having the levy on the spring ballot instead of the fall ballot. In the past, the cities of Norwalk and Willard alone were enough to pass the levy.
 - Committee members had no further questions or concerns about the levy. They were in support of keeping the requested amount at .5mill.
- Audits
 - Kristen shared that Brown Consulting performs audits of the contracted agencies for the board. The board is only requesting audits for the agencies on the years they do not have an audit through their accrediting body, to try to reduce the administrative burden and duplicative actions. This year, Brown Consulting completed audits for Oriana House and Let's Get Real. Ms. Cardone reviewed the audit reports with the committee.
 - Oriana House
 - They continuously have a great audit.
 - There have been great efforts into customizing and maintaining their Electronic Health Records System. Their team cohesiveness and close coordination amongst staff is commended.
 - Areas of improvement are case management activities and client referrals. These are not findings, just suggestions of ways to improve operations.
 - Let's Get Real
 - Overall, the audit was very positive. It was reported that the staff were dedicated, compassionate, welcoming and passionate individuals.
 - They have implemented a communication sheet to document communications that occur between Let's Get Real and hospitals and other agencies.
- Policies
 - Kristen shared that the board's policies and procedures have been updated by staff, reviewed by Huron County Human Resources Deputy Director, Lara Hozalski, and approved by Huron County Assistant Prosecutor, Randal Strickler. There were many changes made to align with updates to Ohio Revised Code section 340, which governs ADAMHS Boards, to align with the day-to-day procedures of the board office, and to make things more efficient. The board must review the policies and procedures at least every three years.
 - Kristen reviewed the Huron County MHAS Board Policy Changes document shown in Attachment I.
 - Kristen shared there will be one motion to approve and adopt all the policy changes.

- Committee members did not have any further questions or concerns regarding policies. They were in favor of adding the motion to the agenda.

Attachment I

Huron County MHAS Board Policy Changes

***Table of contents for all sections will need updated once receive final revisions from Prosecutor.**

CHAPTER 1

BOARD BY-LAWS/BOARD GOVERNANCE

100 Statutory History of the Board

Added information about recent changes allowing Board size to be altered and date resolution passed by Commissioners, electing to keep Board size at 14 members.

101 Powers and Duties

Changed effective date for 340.03 to October 3, 2023. Updated entire section to align with ORC 340.03. Included most up to date language from ORC and changed order of items to align with ORC. Added in additional sections to cover all areas of ORC 340.03.

103 Board Membership

Updated Section list as it did not align with policies. Changed language in 103.1, 103.2, 103.6, 103.7, 103.8 to align with ORC.

104 Meetings of the Board

Changed language in 104.2 to align with ORC. Changed language in 104.4 to align with current Board procedures. Changed language in 104.10 for safety reasons.

105 Committees

Changed language in 105.1 and 105.3 to align with current Board procedures.

CHAPTER 2

PERSONNEL POLICIES AND PROCEDURES

200 Introduction

Added punctuation, revised language which was pulled from County's PPM in section 200.1. Revised Board authority to align with ORC and OACBHA Roles and Responsibilities training in section 200.2.

201 Recruitment and Selection

Updated language in 201.1 to align with County's PPM and updated language on pre-employment drug testing to include exception for prescribed medications. Updated language in 201.2 to align with County's PPM. Added section 201.3 to align with County's PPM.

202 General Conditions of Employment

Updated language in 202.5 to align with current procedures. Updated language in 202.7 to align with Ohio Ethics Law. Updated language in 202.10 to align with current procedures (2b, 4i), to align with language in other sections of PPM (3b), and to align with County's PPM (3c, 6). Updated language in 202.11 to align with current procedures/needs and added training requirements for staff per Culture of Quality. Updated language in 202.12 to align with ORC.

203 Office Hours

Updated language in 203.1 in response to recent eclipse which was not emergency but required closure. Removed antiquated language from 203.3 that does not align with current procedures.

205 Benefits

Changed language to align with County's PPM in section 205.1.

206 Leave

Section 206.1, 206.4, 206.5, 206.6 changed to align with County PPM.

207 Holidays and Vacations

Updated section 207.1, 207.2 to align with County PPM; included questions in 207.2 for Prosecutor requesting clarity on what to do with a few sections.

208 Expenses

Updated language in section 208.1 to align with the US General Services Administration per diem rates, added reference to another section of policies for receipts to ensure both sections align, updated staff title, and updated language to align with current procedures and laws. Updated section 208.2 to merge the County's credit card policy and the Board's internal procedures regarding credit card management and to include language regarding sales tax.

209 Ethics

Updated language in 209.1 to require annual mandatory ethics training for all staff. Updated language in 209.2 to align with County's PPM. Removed 209.3 as this is covered in new language in 209.2. Updated title of 209.5 and language in 209.5 to align with County's PPM and to include addition of recovery friendly workplace language.

216 Promotion, Demotion, Termination, Resignation

Updated language in 216.1 to align with ORC.

218 Acknowledgement of Receipt of Employment Policy Manual

Updated language in 218.1 to align with County's PPM.

220 Whistleblower Protection

Updated language in 220.1 to align with County's PPM.

CHAPTER 3 CONTINUOUS QUALITY IMPROVEMENT

300 Quality Assurance and Improvement Program

Removed language referencing ROSC throughout chapter as this is no longer utilized. Section 3: updated language to reflect new date for behavioral health handbook and updated language from handbook, updated ORC sections and language to align with current law, updated language to align with current procedures. Removed appendix items as ROSC no longer utilized and 300.3 cannot be found in Board's records.

CHAPTER 4 BOARD ADMINISTRATIVE & FISCAL OPERATIONS

400 Business Affiliations with County Offices and Board Business Rules

Section 400.1 updated by Huron County Prosecutor. Changed language in 400.2 to align with current procedures. Updated correct section of ORC in 400.3 and updated language to align with ORC 340.03(b). Changed title of staff in 400.4 to align with Board staff title and updated name of Committee. Changed language in 400.6 to align with current procedures. Section 400.8 shall remain the same for now, however, I will be seeking guidance from OhioMHAS (per Randy's suggestion) as the two sections of the OAC mentioned have both been rescinded. Changed language of 400.11 to align with current procedures.

401 Receipts, Deposits, Disbursements

Changed language in 401.1 to remove 'client repayment of HAP funds' as we do not have HAP funds and updated language to align with current procedures. Language changes in 401.2 to correct staff titles and to align with current procedures.

404 Board Office Supplies, Furniture, and Equipment

Language updated in 404.1 to remove crisis hotline and add 988. Changed language in 404.2 as the Board no longer pays additional fees for long-distance telephone calls or facsimile transmissions; also updated staff title. Changed word in 404.4 because if someone has to Google what it means, it probably shouldn't be used in policies.

405 Correspondences

Updated language in 405.1 to align with current procedures. Updated language in 405.2 to align with current procedures.

409 Records Management, Retention, and Disposition

Changed language in 409.4 to remove the option of using a flash drive for public records; per the recent technology safety training attended by all staff, use of flash drives is not recommended due to risk of virus transmission. Updated language in 409.5 to align with ORC.

410 Uniform Guidance

Added section to include policies from OACBHA which they recommend all Boards adopt.

CHAPTER 5 CONTRACT AUTHORITY

500 Purpose of Board Contract Policies

Updated sections of ORC to align with current law throughout the document. Added 'recovery' to support in all areas throughout the document.

501 Board Authority to Contract

501.1 removed outdated/incorrect language and replaced with updated language from ORC.

502 Contracting Process

Replaced outdated/incorrect language with updated language from ORC. 502.1 removed duplicate language. 502.1 changed 'will' to 'may' regarding RFP policy to align with recent legal ruling in Lucas County case. 502.2 removed abstinence goal language in Program section to align with current best practices. Updated language in Proposed Prevention Program section to align with OhioMHAS most recent prevention rule.

503 Board Implementation of Contracts

Updated to reflect current behavioral health handbook language.

504 Contract Terms

Updates made throughout section 504 to align with current behavioral health handbook and ORC. Updated language in 504.8, including removal of language that was deemed redundant per Lara (HR). Updated 504.9 to align with law. Updated 504.10 to align with the current Behavioral Health Handbook. Revised section 504.11 per input from Huron County prosecutor. Updated language in 504.12 to align with current procedures which are consistent with other Boards. 504.13 Updated language to align with ORC.

CHAPTER 6 BOARD HEALTH, SAFETY AND REASONABLE ACCOMODATIONS

600 Board Health and Safety Policy

Updated language to reflect current process/procedure as the Board no longer utilizes space in a County owned building and therefore does not have access to the County Maintenance Supervisor. Updated language in 600.1 Off Hour Response Plan to include notifying Board Chair. Added overdose as a Reportable Incident in 600.2. Updated language in 600.3 to reflect that the Board's office is handicap and wheelchair accessible. Revised language in 600.4 to remove visitors as being required to comply with Tobacco Use Policy. This change was made

due to the fact that the Board's office is shared with Let's Get Real and many of the individuals seeking services from LGR use tobacco products.

CHAPTER 7

CONFIDENTIALITY AND CLIENT RIGHTS

702 Client Rights and Grievances - HIPAA

Removed reference to section of OAC - no longer exists and we are unsure what it was referencing.

704 Client's Rights to Access

Removed section 704.2 as this information is already covered in 703.2.

706 Client's Right to Request Amendment

Updated Board's address in 706.4.

708 Facility Security

Removed 'CFO' from 708.2 as this position does not exist. Updated language to reflect that the Board no longer utilizes space in a County owned building. Removed language in 708.3 that allows for the installation of certain software applications without Executive Director approval. Updated section 708.6 to include secure email as approved format for sending PHI. In 'Limit Release' section of 708.6, added language that requires Executive Director to approve any release of PHI. Updated 'Electronic Mail' section of 708.6 to state that all emails sent by Board staff should include language regarding confidentiality (language was sent to Board staff by Randy). Also included language in 'Electronic Mail' section to require installation, and use, of encrypted email software for sending PHI.

709 Confidentiality/HIPAA Training

Updated language in 709.1 to require annual HIPAA training and to remove HIPAA pre and post test; this document was created by Board staff many years ago and Board staff should be completing an up to date training created by professionals.

700 Appendixes

Removed 709.1 as Board staff will be completing professional confidentiality training moving forward.