

# Finance Committee Meeting

**Meeting date:** Tuesday, August 10, 2021

**Meeting time:** 12:35pm – 1:51pm

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

**Recorder:** Ashley Morrow

## Committee Members Present:

X	Ben Chaffee, Jr., Second Vice Chair, Committee Chair	X	Nora Knople
X	Mitch Cawrse		Open Seat
X	Tom Sharpnack		Open Seat
X	Sandy Hovest		

## Board Staff Present:

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Administrative Assistant
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## Unfinished business/updates:

- Summary of Program Committee
  - Ms. Cardone shared an overview of the Program Committee minutes. A copy of these minutes can be found on the Board's website.
    - Ms. Cardone shared that the Board recently received additional funding for QRT (Quick Response Team) through METRICH, a multi-county collaborative. This funding will help cover costs for QRT visits such as wages, resource bags and other supplies, in addition to the lease for a vehicle for visits.
      - Committee members discussed getting magnets for the side doors of the car or wrapping the vehicle to identify it as the QRT vehicle.
    - Ms. Cardone shared that workforce retention in our agencies has been a topic of discussion recently. Supply and demand are discussions at the state level as it doesn't appear many individuals are going into the field. The discussion for the Board however should be more focused on retention, keeping clinicians not just working in the field but staying at the same agency due to the negative impact on clients when clinicians leave, even if they remain in the county. Ms. Cardone has been gathering information from agencies on what issues they are experiencing and how the Board can help, however, she has not received much feedback.
      - Committee members discussed the following ideas to assist with clinician retention at agencies:
        - Pay the clinicians minimum wage up to a certain number of hours per week to do their notes.

- Adding additional incentives such as increase in wages if notes are done on time each quarter.
- Mr. Tom Sharpnack suggested Ms. Cardone reach out to the Ohio Wage and Hour Commission to determine the legalities regarding incentives and wage increases.
- It was suggested to have a third party organization do a review of the agencies every six months to identify what they are doing well and what areas they may need to improve on and help agencies create an action plan. Mr. Ben Chaffee, Jr. shared that EHOVE offers a service that may be able to help if the Board is interested and will reach out for more information and update Ms. Cardone.
- Adult Advocacy Services (motion)
  - Ms. Cardone shared that Catholic Charities Adult Advocacy has recently gone over their FY21 contracted amount due to the increase in services and a motion will be needed to pay the current invoice. A motion will be needed to: Authorize Executive Director to enter into a FY21 contract addendum with Catholic Charities for Adult Advocacy Services, in the amount of \$1,523.75.
    - Committee members were in support of this.
- Board Staff Position
  - Ms. Cardone shared a sample job description for the proposed Board staff position (Attachment II) as well as a document outlining the position funding with committee members (Attachment III).
  - Ms. Cardone stated that additional administrative support and having someone in the office full time is needed as the demand on Board staff grows. Ms. Cardone shared that as the needs of the community grow, she and Ms. Morrow need to be out in the community more, attending meetings, meeting with businesses and schools, etc. and also need to be able to focus on upcoming initiatives including Trauma Informed Communities, Recovery Friendly Workplaces, and the Community Needs Assessment.
  - Ms. Cardone shared that she met with the Board's fiscal agent from the Mental Health and Recovery Board of Seneca, Sandusky, and Wyandot Counties (SSW) and they stated the Board is in a position financially to fund an administrative position. Ms. Cardone stated that over the past year many areas where levy funds were previously utilized are now using state and federal dollars, freeing up levy funding. Ms. Cardone stated that the discussion centered around taking back many of the fiscal responsibilities from SSW and adding it to the administrative position. By doing this, the Board will be using funding that is currently already allocated, just bringing it back in-house. Ms. Cardone stated that SSW has done an amazing job overseeing MHAS financials and the Board has more knowledge and is in a better position because of their assistance. Ms. Cardone stated that if the Board is in agreement, the proposal would be to take back \$35,000.00 currently allocated for the fiscal responsibilities and utilize that towards the administrative position's wages and benefits, however, MHAS would continue to contract with SSW for consulting and assistance with reports for \$10,000.00 annually.
    - Mr. Chaffee, Jr. suggested adding experience with Google Suite in addition to the Microsoft Office to the Job Description.
    - Committee members thanked Ms. Cardone for her vision for the Board and appreciate her work in helping to expand the Board's capacity in order to meet the growing needs of the community.
    - The committee members were in full support of moving forward with the administrative position.
- Carpet issue

- Ms. Cardone shared that Board staff recently experienced an insect infestation that left the office building closed for two days. After discussing this issue, committee members agreed to move forward with replacing the remainder of the carpet in the office space.

**Discussion Items:**

- July 2021 Financial Report (Attachment III, motion)
  - Revenues: \$408,127.02
  - Expenditures: \$113,663.12
  - Cash Balance: \$3,727,771.98
  - Encumbrances: \$275,709.41
  - Ending Balance: \$3,452,062.57
    - There were no questions or concerns with the Financial Report.
- July 2021 List of Bills (Attachment IV, motion)
  - There were no questions or concerns with the List of Bills.

## **Attachment I**

### **Huron County Board of Mental Health and Addiction Services**

An Equal Employment Opportunity Employer

#### **Organization Description**

The Huron County MHAS Board is a public authority created by the Ohio Legislature to which citizen volunteers are appointed to collectively represent the Huron County community and to assume responsibility and authority for the management of the planning, implementing and monitoring of the publicly funded behavioral healthcare benefits. The Board's official relationship extends to the Executive Director only. The Executive Director is given the authority to employ and to set areas of responsibility and compensation for employees, subject to the approval of the Board.

The Huron County MHAS Board has a history of good stewardship of public dollars, of collaboration with community partners and of contracting with service providers for evidence-based and best practices to achieve its Mission.

#### **POSITION DESCRIPTION**

##### **Job Title: Office & Fiscal Manager**

- Reports to: Executive Director
- Civil Service Status: Unclassified (See, Sections 124.11(A)(18) and (30) of the Ohio Revised Code)

##### **Compensation and Hours**

Position is full-time. Some evenings and weekends required. Public Employees Retirement System is offered.

##### **Position Summary**

Provide executive support to include, but not to be limited to, the following:

- Assist the Executive Director in the preparation of Board Meeting materials, reports, minutes and correspondence;
- Assist the Executive Director in the development and review of requests for proposals, contracts or other documents as needed;
- Conduct the research, fact-checking and analysis necessary to prepare reports needed to conduct Board business and meet State of Ohio MHAS, other state departments, and other funding source requirements;
- Attend, participate in and report about local, regional and state meetings as needed;
- Attend, participate in seminars, classes and/or trainings relative to the position as requested;
- Organize office information so that it may be retrieved promptly and so that confidentiality is maintained for any client-identifying information;
- Manage Board office maintenance and upkeep;
- Ensure cost effectiveness in the office operation;
- Attend community engagement events;
- General administrative duties including, but not limited to, filing, copying, scanning, printing, answering the phone, and greeting visitors;
- Organize meetings, conference calls and conferences as needed; and
- Complete other duties as assigned by the Board's Executive Director.

Provide fiscal support to include, but not be limited to, the following:

- Calendar Year Budgets (temporary and permanent) for the County Auditor's Office.
- Calendar Year Purchase Orders.
- Ohio MHAS Title XX Annual Report.
- Ohio MHAS GFMS Budget & Fiscal Entries.
- Huron Board Fiscal Budget in preparation for contract approval.
- All payments/ voucher processing/ GOSH processing.
- Receipts, including check deposits, to County Auditor.
- End Month Reports, including receipts, expenditures, audit trail, and actual budget.
- Community Mental Health and Addiction providers expenditures reports.
- OACBHA Fiscal reports.
- Ohio MHAS all deposits, changed to EFTs.
- All contract collections, including but not limited to electronic signatures, assurances, Ohio MHAS license, fiscal audit, and fiscal risk assessment, once the contract is completed by Huron Board.
- 120 Days' Notice to behavioral health providers.
- All other financial reports (no program reports), including ATP, CTP, and Crisis Flex.
- IDAT fiscal reporting.
- Calendar Year Federal Fiscal Report for providers.
- Work with the Mental Health and Recovery Services Board of Seneca, Sandusky, and Wyandot counties on the following: Ohio MHAS FIS 040 Budget, Ohio MHAS FIS 040 Actual, Sliding Fee Schedule (yearly), Providers Ohio MHAS Audit Checklist, Ohio MHAS Substance Abuse Entity Inventory, Ohio MHAS Annual Board Questionnaire.

### **Preferred Qualifications**

- Minimum of Associate's degree in an appropriate discipline or equivalent experience
- Proficiency with Microsoft Office, using a computer, office equipment, and web-based reporting
- Strong interpersonal skills
- Proven time management and organizational skills
- Bilingual (Spanish)

### **Work Environment**

The work environment is typical of a small office. Some travel is necessary.

### **Demands of Position**

The physical demands include driving, walking, light lifting, talking, hearing and sitting. Vision abilities include close and color vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Attachment II**  
**Office & Fiscal Manager Position**

**Salary range:** \$38,000.00 - \$52,000.00 based on experience

**Admin costs:**

- **Current total admin costs for wages/benefits:** \$194,456.04
  - \$109,399.00 from state and federal funding for FY22 (may increase with additional funding)
- **Breakdown of current admin costs for wages/benefits:**

Kristen:       \$90,200/year salary

\$1,307.90/year Medicare (1.45%)  
\$12,628.00/year OPERS (14%)  
\$7,637.76/year Health Insurance (family plan)  
\$20.04 Life Insurance  
**\$111,793.70**

Ashley: \$50,930.25/year salary  
\$738.49/year Medicare (1.45%)  
\$7,130.24/year OPERS (14%)  
\$23,843.32/year Health Insurance (family plan)  
\$20.04 Life Insurance  
**\$82,662.34**

- **Admin costs for wages/benefits (range) for new position:** \$67,734.36 to \$83,897.36
  - Currently paying SSW \$45,000.00 for fiscal duties. Will retain contract for \$10,000.00 beginning FY23 but will reallocate \$35,000.00 to use for this position.

New Position Minimum: \$38,000.00/year salary  
\$551.00/year Medicare (1.45%)  
\$5,320.00/year OPERS (14%)  
\$23,843.32/year Health Insurance (family plan)  
\$20.04 Life Insurance  
**\$67,734.36 (32,734.36)**

New Position Maximum: \$52,000.00/year salary  
\$754.00/year Medicare (1.45%)  
\$7,280.00/year OPERS (14%)  
\$23,843.32/year Health Insurance (family plan)  
\$20.04 Life Insurance  
**\$83,897.36 (48,897.36)**

- **Total admin costs for wages/benefits (range) with new position:** \$227,190.40 to \$243,353.40

**Attachment III**



**Calendar Year 2021 Receipts and Cash Journal**

<b>July 2021</b>							
	<b>Account Number</b>	<b>Description</b>	<b>Accumulated From Previous Report</b>	<b>Current Month's Report</b>	<b>Accumulated Year-to-Date</b>	<b>% of Anticipated Revenue</b>	<b>Anticipated CY Revenue</b>
<b>FEDERAL FUNDS</b>							
Title 19	100.100.10165		0.00	0.00	0.00	#DIV/0!	0.00
Title XX	100.100.10165	Fed MH	29,784.00	0.00	29,784.00	73.9%	40,285.00
MH Block Grant	100.100.10126	Fed MH	21,152.00	0.00	21,152.00	31.4%	67,304.00
ADTR Block Grant	100.100.10122	Fed AOD	94,848.00	0.00	94,848.00	50.0%	189,692.00
ODADAS Medicaid	100.100.10128	Fed AOD Medicaid	0.00	0.00	0.00	#DIV/0!	0.00
Federal Grants	100.100.10167	Federal Grants	327,307.91	179,831.21	507,139.12	324.0%	156,527.00
<b>STATE FUNDS</b>							
MH Subsidy	100.100.10121	State MH	471,297.00	0.00	471,297.00	51.8%	909,131.00
Recovery Housing	100.100.10123	State AOD	22,950.00	0.00	22,950.00	50.0%	45,900.00
AOD Subsidy	100.100.10127	State AOD	38,088.00	0.00	38,088.00	50.0%	76,176.00
State Grants	100.100.10166	State MH & Aod	0.00	0.00	0.00	0.0%	104,393.00
<b>LOCAL FUNDS</b>							
Real Estate Tax	100.100.10100	Huron Levy	321,081.44	228,175.81	549,257.25	104.6%	525,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	87.50	0.00	87.50	2.9%	3,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	8,033.93	0.00	8,033.93	44.6%	18,000.00
Other Receipts	100.100.10170	Other Receipts	5,242.41	120.00	5,362.41	7.1%	75,000.00
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	0.0%	10,000.00
<b>TOTAL RECEIPTS:</b>			<b>\$ 1,339,870.19</b>	<b>\$ 408,127.02</b>	<b>\$ 1,747,997.21</b>	<b>78.7%</b>	<b>2,220,408.00</b>
<b>CASH JOURNAL RECONCILIATION</b>							
Beginning Cash Balance:			<b>\$ 3,433,308.08</b>				
Plus: Receipts			<b>408,127.02</b>				
Equals: Total Balance			<b>\$ 3,841,435.10</b>				
Minus: Expenditures			<b>113,663.12</b>				
Equals: Ending Balance			<b>\$ 3,727,771.98</b>				
Minus: Encumbrances			<b>275,709.41</b>				
Equals:			<b>\$ 3,452,062.57</b>				

July 2021	EXPENDITURES					
LINE ITEM ACCOUNT	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	YEAR-TO-DATE PERCENTAGE	* OUTSTANDING ENCUMBRANCES	BUDGETED APPROPRIATION	UNENCUMBERED BALANCE
SALARIES 100.100.00125	10,038.40	75,288.00	44.7%	0.00	168,491.00	93,203.00
SUPPLIES 100.100.00175	3,384.29	6,591.06	43.4%	8,603.59	15,194.65	0.00
EQUIPMENT 100.100.00200	0.00	0.00	0.0%	0.00	2,000.00	2,000.00
CONTRACT REPAIRS 100.100.00275	87,616.24	1,618,736.61	83.1%	230,339.33	1,946,908.94	97,833.00
RESIDENTIAL PROGRAM 100.100.00280	0.00	0.00	#DIV/0!	0.00	0.00	0.00
TRAVEL 100.100.00300	116.92	1,727.58	27.2%	4,623.24	6,350.82	0.00
O.P.E.R.S. 100.100.00400	1,405.36	10,540.20	26.1%	0.00	40,438.00	29,897.80
WORKERS' COMP 100.100.00425	0.00	0.00	0.0%	0.00	3,202.00	3,202.00
UNEMPLOYMENT 100.100.00450	0.00	0.00	#DIV/0!	0.00	0.00	0.00
MEDICARE 100.100.00460	140.92	1,059.22	43.3%	0.00	2,444.00	1,384.78
OTHER EXPENSES 100.100.00475	8,417.59	18,156.75	36.1%	32,143.25	50,300.00	0.00
HOSPITALIZATION 100.100.00500	2,543.40	17,803.80	49.5%	0.00	36,000.00	18,196.20
<b>TOTAL:</b>	<b>113,663.12</b>	<b>1,749,903.22</b>	<b>77.0%</b>	<b>275,709.41</b>	<b>2,271,329.41</b>	<b>245,716.78</b>

# Attachment IV Huron County Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500

From: 7/1/2021 to 7/31/2021

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
<b>100.100.00125 Salaries</b>						
PR2021070001-068	07/09/2021	Gross: 2021.07.09 Payroll			\$5,019.20	\$0.00
PR2021070002-046	07/23/2021	Gross: 2021.07.23 Payroll			\$5,019.20	\$0.00
<b>100.100.00125 Total:</b>					<b>\$10,038.40</b>	<b>\$0.00</b>
<b>100.100.00175 Supplies</b>						
EJ2021070002-023	07/08/2021	Open House Invite and envelop	CK0000408100-01	PO2021-00091 Insight Type & Graphics 21-0342 Inv 13972	\$59.50	\$0.00
EJ2021070002-025	07/08/2021	Promo items drawstring backpa	CK0000408100-01	PO2021-00091 Insight Type & Graphics 21-0340 Inv 13967	\$1,130.00	\$0.00
EJ2021070002-027	07/08/2021	TIC Wall Decal from 319272 - 2	CK0000408100-01	PO2021-00091 Insight Type & Graphics 21-0341 Inv 13953	\$92.46	\$0.00
EJ2021070002-029	07/08/2021	surge protector and dual acces	CK0000408098-01	PO2021-00091 CDW Government 21-0339 Inv F5372	\$809.96	\$0.00
EJ2021070002-167	07/08/2021	Copy Paper and Ziplock Bags f	CK0000408099-01	PO2021-00091 Amazon Capital Services 21-0338 16VC-N6	\$66.76	\$0.00
EJ2021070002-169	07/08/2021	Building Assets in Congregatio	CK0000408099-01	PO2021-00091 Amazon Capital Services 21-0337 1KNP-ML	\$37.36	\$0.00
EJ2021070002-187	07/08/2021	Office Chair, surge protector po	CK0000408106-01	PO2021-00091 Kristen Cardone 21-0351	\$376.58	\$0.00
EJ2021070002-195	07/08/2021	Office Chair from 319272 - 202	CK0000408107-01	PO2021-00091 Ashley Morrow 21-0350	\$89.99	\$0.00
EJ2021070016-031	07/14/2021	Building Assets book from 319	CK0000408275-01	PO2021-00091 Amazon Capital Services 21-0353 16MN-RF	\$37.05	\$0.00
EJ2021070016-033	07/14/2021	Door mat and file folders from 3	CK0000408275-01	PO2021-00091 Amazon Capital Services 21-0352 1JXG-YH	\$56.39	\$0.00
EJ2021070024-135	07/21/2021	8 Port Switch from 320111 - 20	CK0000408519-01	PO2021-00091 CDW Government 21-0367 Inv G2337	\$114.70	\$0.00
EJ2021070033-037	07/28/2021	Kreurig, coffee and markers fro	CK0000408720-01	PO2021-00091 Amazon Capital Services 21-0383 Inv 1F9H-	\$212.54	\$0.00
EJ2021070033-071	07/28/2021	Promo Rack Cards from 32050	CK0000408719-01	PO2021-00091 Insight Type & Graphics 21-0388 Inv 14017	\$249.00	\$0.00
EJ2021070033-077	07/28/2021	Shirts with logos from 320509 -	CK0000408718-01	PO2021-00091 MAAD Impressions LLC 21-0389 Inv 5647	\$52.00	\$0.00
<b>100.100.00175 Total:</b>					<b>\$3,384.29</b>	<b>\$0.00</b>
<b>100.100.00275 Contract Repairs</b>						
EJ2021070014-002	07/08/2021	Void Pmt for Inv 21-0334 Ln Cri	CK0000407965-01	PO2021-00093 NAMI of SSW (Seneca, Sand 21-0334	\$0.00	\$18,325.38
EJ2021070002-005	07/08/2021	GOSH 062921 from 319272 - 2	CK0000408103-01	PO2021-00093 Firelands Counseling & Recov 21-0344 GOSH 06	\$7,435.70	\$0.00
EJ2021070002-021	07/08/2021	MH Inpatient Inv 1917 from 319	CK0000408104-01	PO2021-00093 Firelands Counseling & Recov 21-0345 Inv 1917	\$12,074.42	\$0.00
EJ2021070002-091	07/08/2021	Adams Street Appraisal from 3	CK0000408102-01	PO2021-00093 Winslow Appraisal Inc 21-0349 Inv 21060	\$500.00	\$0.00
EJ2021070002-101	07/08/2021	Psychotropic Jail Meds from 31	CK0000408101-01	PO2021-00093 Huron County Sheriff 21-0348	\$5,643.00	\$0.00
EJ2021070002-129	07/08/2021	052821-062821 Electric Servic	CK0000408105-01	PO2021-00093 Ohio Edison 21-0346 110 141 4	\$170.92	\$0.00
EJ2021070002-179	07/08/2021	GOSH 062921 from 319272 - 2	CK0000205360-01	PO2021-00093 Family Life Counseling and Ps 21-0343 GOSH 06	\$1,889.50	\$0.00
EJ2021070002-183	07/08/2021	June 21 Cell Phone & Zoom R	CK0000408106-01	PO2021-00093 Kristen Cardone 21-0351	\$74.99	\$0.00
EJ2021070002-193	07/08/2021	June 21 Cell Phone Reimburse	CK0000408107-01	PO2021-00093 Ashley Morrow 21-0350	\$60.00	\$0.00
EJ2021070016-015	07/14/2021	LGBT Training from 319560 - 2	CK0000408278-01	PO2021-00093 Firelands Counseling & Recov 21-0354 Inv 1934	\$1,850.00	\$0.00
EJ2021070016-035	07/14/2021	SOR May 21 Services from 31	CK0000205371-01	PO2021-00093 Lets Get Real Inc 21-0359	\$6,760.85	\$0.00
EJ2021070016-037	07/14/2021	OPN May 21 Services from 31	CK0000205371-01	PO2021-00093 Lets Get Real Inc 21-0357	\$247.25	\$0.00
EJ2021070016-039	07/14/2021	QRT May 21 Services from 319	CK0000205371-01	PO2021-00093 Lets Get Real Inc 21-0358	\$600.00	\$0.00
EJ2021070016-047	07/14/2021	052421-062321 Water Service	CK0000205373-01	PO2021-00093 City of Norwalk 21-0363 Acct E041	\$29.70	\$0.00
EJ2021070016-113	07/14/2021	SOR Inv 1936 from 319560 - 2	CK0000408280-01	PO2021-00093 Firelands Counseling & Recov 21-0355 Inv 1936	\$6,542.11	\$0.00
EJ2021070016-147	07/14/2021	062421-072421 Copier Lease	CK0000408281-01	PO2021-00093 US Bank Equipment Finance 21-0362 Inv 44703	\$265.68	\$0.00

**Expense Audit Trail Report**  
**From: 7/1/2021 to 7/31/2021**

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2021070016-221	07/14/2021	GOSH 070621 from 319560 - 2	CK0000205385-01 PO2021-00093 Family Life Counseling and Ps	21-0356 GOSH 07	\$3,086.56	\$0.00
EJ2021070016-265	07/14/2021	Chair massage for Open Hous	CK0000408279-01 PO2021-00093 4 The Love of Reiki & Massag	21-0361	\$240.00	\$0.00
EJ2021070016-275	07/14/2021	Crisis Infrastructure Services-C	CK0000408277-01 PO2021-00093 NAMI of SSW (Seneca, Sand	21-0364	\$18,000.00	\$0.00
EJ2021070024-001	07/21/2021	LGBT Training from 320111 - 2	CK0000408527-01 PO2021-00093 Firelands Counseling & Recov	21-0375 Inv 1944	\$1,050.00	\$0.00
EJ2021070024-003	07/21/2021	GRF 421 Add'l Assessments fr	CK0000205479-01 PO2021-00093 Oriana House Inc	21-0382 Inv AR162	\$7,650.00	\$0.00
EJ2021070024-005	07/21/2021	Gambling TX GOSH 071221 fr	CK0000205479-01 PO2021-00093 Oriana House Inc	21-0381 GOSH 07	\$1,432.54	\$0.00
EJ2021070024-017	07/21/2021	Lawncare Services from 320111	CK0000408529-01 PO2021-00093 Neil Hansberger	21-0380	\$90.00	\$0.00
EJ2021070024-021	07/21/2021	GRF 421 Add'l Inv 1943 from 3	CK0000408524-01 PO2021-00093 Firelands Counseling & Recov	21-0374 Inv 1943	\$111.11	\$0.00
EJ2021070024-023	07/21/2021	June 21 Recovery Housing Ser	CK0000205481-01 PO2021-00093 Catholic Charities Diocese of	21-0366	\$5,082.00	\$0.00
EJ2021070024-025	07/21/2021	May 21 Recovery Housing Ser	CK0000205481-01 PO2021-00093 Catholic Charities Diocese of	21-0365	\$2,996.10	\$0.00
EJ2021070024-069	07/21/2021	Recovery Walk Shelter Rental f	CK0000408526-01 PO2021-00093 City of Norwalk	21-0368	\$35.00	\$0.00
EJ2021070024-081	07/21/2021	Trash Service from 320111 - 2	CK0000408521-01 PO2021-00093 Cyclone Services Inc	21-0369	\$110.00	\$0.00
EJ2021070024-087	07/21/2021	ATP Inv 1939 from 320111 - 20	CK0000408525-01 PO2021-00093 Firelands Counseling & Recov	21-0371 Inv 1939	\$687.35	\$0.00
EJ2021070024-101	07/21/2021	SOR 2.0 Services from 320111	CK0000408523-01 PO2021-00093 Firelands Counseling & Recov	21-0376 Inv 1945	\$3,232.36	\$0.00
EJ2021070024-105	07/21/2021	Aug 21 Cloud Services from 32	CK0000408531-01 PO2021-00093 Mitel	21-0378 Inv 36977	\$196.07	\$0.00
EJ2021070024-115	07/21/2021	Forensic Monitoring Inv 1940 fr	CK0000408530-01 PO2021-00093 Firelands Counseling & Recov	21-0372 Inv 1940	\$5,539.00	\$0.00
EJ2021070024-131	07/21/2021	GOSH 071221 from 320111 - 2	CK0000205485-01 PO2021-00093 Family Life Counseling and Ps	21-0370 GOSH 07	\$1,304.12	\$0.00
EJ2021070024-139	07/21/2021	LEVY June 21 Shared Funding	CK0000408528-01 PO2021-00093 Huron County Board of DD	21-0377	\$616.80	\$0.00
EJ2021070024-163	07/21/2021	Clinical Exception Inv 1942 fro	CK0000408522-01 PO2021-00093 Firelands Counseling & Recov	21-0373 Inv 1942	\$1,716.28	\$0.00
EJ2021070033-055	07/28/2021	071621-081321 Phone & Intern	CK0000408723-01 PO2021-00093 Time Warner Cable Northeast	21-0392 Inv 31486	\$187.96	\$0.00
EJ2021070033-101	07/28/2021	061521-071521 Gas Service fr	CK0000408725-01 PO2021-00093 Columbia Gas of Ohio	21-0384 Acct 2070	\$38.77	\$0.00
EJ2021070033-179	07/28/2021	Lawncare Services from 32050	CK0000408724-01 PO2021-00093 Neil Hansberger	21-0390	\$30.00	\$0.00
EJ2021070033-181	07/28/2021	ATP Inv 1075 from 320509 - 20	CK0000205527-01 PO2021-00093 Family Life Counseling and Ps	21-0385 Inv 1075	\$1,902.58	\$0.00
EJ2021070033-183	07/28/2021	SOR 2.0 Inv 1074 from 320509	CK0000205527-01 PO2021-00093 Family Life Counseling and Ps	21-0386 Inv 1074	\$6,444.00	\$0.00
EJ2021070033-211	07/28/2021	071421-081321 MIP Program f	CK0000408722-01 PO2021-00093 FTG of Greater Ohio LLC	21-0387 Inv 29715	\$218.90	\$0.00
<b>100.100.00275 Total:</b>					<b>\$105,941.62</b>	<b>\$18,325.38</b>
<b>100.100.00300 Travel</b>						
EJ2021070002-185	07/08/2021	June 21 Mileage Reimburseme	CK0000408106-01 PO2021-00090 Kristen Cardone	21-0351	\$68.32	\$0.00
EJ2021070002-199	07/08/2021	June 21 Mileage Reimburseme	CK0000408107-01 PO2021-00090 Ashley Morrow	21-0350	\$48.60	\$0.00
<b>100.100.00300 Total:</b>					<b>\$116.92</b>	<b>\$0.00</b>
<b>100.100.00400 OPERS</b>						
EJ2021070013-227	07/21/2021	Matching for OPERS 2129-08 (	CK0000020149-38 O.P.E.R.S.	Inv_134951	\$702.68	\$0.00
EJ2021070013-327	07/21/2021	Matching for OPERS 2129-08 (	CK0000020149-54 O.P.E.R.S.	Inv_135876	\$702.68	\$0.00
<b>100.100.00400 Total:</b>					<b>\$1,405.36</b>	<b>\$0.00</b>
<b>100.100.00460 Medicare</b>						
EJ2021070015-011	07/12/2021	Matching for Medicare (Matchi	CK0000020150-56 Civista Bank-Payroll Taxes	Inv_136418	\$70.46	\$0.00
EJ2021070031-003	07/26/2021	Matching for Medicare (Matchi	CK0000020153-42 Civista Bank-Payroll Taxes	Inv_137422	\$70.46	\$0.00
<b>100.100.00460 Total:</b>					<b>\$140.92</b>	<b>\$0.00</b>
<b>100.100.00475 Other Expenses</b>						
EJ2021070002-189	07/08/2021	Paypal Live Binder subscription	CK0000408106-01 PO2021-00092 Kristen Cardone	21-0351	\$99.50	\$0.00
EJ2021070002-197	07/08/2021	Meeting exp-water, event spon	CK0000408107-01 PO2021-00092 Ashley Morrow	21-0350	\$125.09	\$0.00
EJ2021070016-041	07/14/2021	FY22 Membership Dues from 3	CK0000408276-01 PO2021-00092 OACBHA Foundation	21-0380/MD2022 0	\$7,903.00	\$0.00



**Expense Audit Trail Report**  
**From: 7/1/2021 to 7/31/2021**

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2021070024-015	07/21/2021	2021 Membership Dues from 3	CK0000408520-01 PO2021-00092 NAMI Ohio	21-0379	\$200.00	\$0.00
EJ2021070033-159	07/28/2021	Glass Award from 320509 - 20	CK0000408721-01 PO2021-00092 Nobils Sports & Trophies	21-0391-33728	\$90.00	\$0.00
<b>100.100.00475 Total:</b>					<b>\$8,417.59</b>	<b>\$0.00</b>
<b>100.100.00500 Hospitalization</b>						
EJ2021070005-035	07/08/2021	Deduction: Hartford Life Insura	CK0000408243-30 The Hartford	Inv_135867	\$3.34	\$0.00
EJ2021070030-033	07/23/2021	Health Insurance-July from 319	CK0000408687-01 Huron County Treasurer	July 2021	\$2,540.06	\$0.00
<b>100.100.00500 Total:</b>					<b>\$2,543.40</b>	<b>\$0.00</b>
<b>Mental Health Totals:</b>					<b>\$131,988.50</b>	<b>\$18,325.38</b>
<b>Fund: 100 Total:</b>					<b>\$131,988.50</b>	<b>\$18,325.38</b>
<b>Grand Total:</b>					<b>\$131,988.50</b>	<b>\$18,325.38</b>