

Program Committee Meeting

Meeting date: Monday, August 9, 2021

Meeting time: 5:00pm – 6:33pm

Meeting location: 2 Oak Street, Norwalk

Recorder: Ashley Morrow

Committee Members Present:

X	Katie Chieda, Board Chair	X	Lenora Minor
X	Amber Boldman, Committee Chair	X	Mike White
X	Julie Landoll	X	Silvia Hernandez
X	Laura M. Wheeler		

Board Staff Present:

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

- Ms. Cardone stated that Ohio Guidestone will be presenting this month at the Board meeting.
- 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, resource bags, and other supplies.
- Ms. Cardone shared that the Board just received notice that they were not chosen to be the recipient of the Major League Baseball Grant (MLB) grant they recently applied for. Ms. Cardone stated the Ms. Morrow will continue looking for other sources of funding.
- Ms. Cardone shared a follow up from the July Board Meeting:
 - Drug Free Clubs of America (DFCA)
 - Ms. Cardone shared that the Board rescinded one contract with Norwalk Economic Development Corporation (NEDC) for DFCA, however, there was another contract that the Board has with NEDC for Drug Free Workplace funding that was unable to be rescinded due to already being fully executed and funds fully expended.
 - Schools
 - Ms. Cardone reached out to all schools in Huron County and has begun meeting with them this week, starting with Norwalk Catholic and Bellevue schools. Ms. Cardone stated that the biggest issue Bellevue faces currently is meeting basic needs such as shelter, food, etc. and based on a recent survey to local schools, this seems to be common throughout the county.
 - Both schools expressed appreciation for the opportunity to request funds from the Board for prevention and are excited to work with the Board to implement needed resources. At this time, neither school is certain of what they want to do with the funding, however, training staff in Mental Health First Aid and implementing training on the impact of trauma were two topics of discussion. Ms. Cardone will continue to work with schools to identify how to best utilize the funds.
- Recovery House update

- Ms. Cardone shared that the Recovery House Application was approved by Lori Criss and now she is waiting for approval from the state's Controlling Board.
- Workforce retention
 - 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.
 - Ms. Katie Chieda suggested possibly assisting with some type of school re-payment plan to help offset education costs for local clinicians.
 - Ms. Lenora Minor suggested possibly helping agencies increase wages and Ms. Cardone stated that some agencies have shared that they have recently readjusted some of the wages to address this issue.
 - Ms. Cardone stated if funding for retention is made available, she has considered applying requirements such as: quarterly anonymous employee satisfaction surveys and what the agency is doing to address dissatisfaction, retention reporting (number of clinicians that left, why they left, what is being done to address why they left, number of clinicians hired, etc.)
 - Ms. Laura Wheeler suggested funding software to dictate to help clinicians with their productivity notes that can make documentation easier.
 - Ms. Lenora Minor asked about EAP's for clinicians to ensure that they also are able to receive counseling if needed due to the increased workload and staff shortages they are experiencing.
 - Ms. Cardone stated that she will continue having these conversations with agencies and working to identify solutions that will work for behavioral health staff.
- Waitlists
 - Oriana House, LLC stated their wait list is currently one week and they have three staff openings.
 - Family Life Counseling stated their wait list is currently one week and have three staff openings.
 - Firelands Counseling and Recovery Services state they offer same day/next day appointments for substance use disorder, one week for mental health appointments and psychiatry is prioritized by need. They also have three staff openings.
 - Committee members questioned the accuracy of the wait lists provided and discussed possible options to decrease wait lists such as same day Diagnostic Assessments. Ms. Cardone will continue to have discussions regarding wait lists and possible solutions with community partners.

Discussion Items:

- Tablets/Chromebooks
 - Ms. Cardone shared that the Tablets/Chromebooks for Board members have arrived and that total cost for 8 tablets is \$2,400.00.
- Smartboard
 - Ms. Cardone stated that the Board is currently waiting on computer and camera for the smartboard. Total cost for cart and smartboard \$4,676.71.
- 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.
- Ethics Signatures
 - All Board members need to sign their Ethics Signature pages for this year.
- OACBHA First Responder Mini-Grant/First Responder Week of Appreciation Plan (Attachment I)
 - Ms. Cardone shared that OACBHA has distributed \$1,500.00 for their annual First Responder Week of Appreciation, however, with the increase in number of first responders to include clinicians, children's services workers, and hospital staff, the Board will need to add an additional \$3,000.00 for the outreach.
 - Committee members discussed possible options for items of appreciation which included water bottles or coffee mugs with granola or protein bars, hosting a food truck and band for first responders and their families, and partnering with coffeeshops in each town to provide drinks to first responders in that area on a specific day. Further discussions will be had to finalize the appreciation outreach in September and to determine the amount of additional funding needed to support whatever is decided.
- Board Staff Position (potential motion)
 - 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.
 - The committee members agreed it makes sense to bring the majority of the financial responsibilities back internally and were in full support of opening up 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.
- Q&A
 - There were no questions, concerns, or feedback.

Attachment I

OACBHA Week of Appreciation Mini-Grant Agreement 2021

THIS AGREEMENT was made this {Insert day} day of {Insert month} 2021, by and between the {Insert Board Name} Board (hereinafter referred to as "Board") and the Ohio Association of County Behavioral Health Authorities (hereinafter referred to as "OACBHA") with offices at 175 South Third Street, Suite 900, Columbus, Ohio 43215.

WHEREAS, OACBHA, with funding from the Ohio Department of Mental Health and Addiction Services, is offering funding in the form of mini-grants to local Boards to support and show appreciation to those who work directly with individuals struggling to overcome substance abuse disorders, particularly first responders and anyone who may experience burnout or secondary trauma as a result of their work with individuals with addiction. The local Board shall use the funds at their discretion to fund educational and/or promotional products and events, though as these are state dollars, they may not be used to purchase refreshments. The 2021 Week of Appreciation will take place from September 20, 2021 to September 26, 2021.

NOW, THEREFORE, for and in consideration of the mutual promises and benefits to accrue to both parties, it is agreed as follows:

1. OACBHA will provide the Board with \$1,500.00 per county in funding from the Ohio Department of Mental Health and Addiction Services to support and recognize local first responders and those who work directly with individuals struggling to overcome addiction.
2. The Board will provide the following to OACBHA:
 - a. A preliminary plan for expending the funds to be submitted within four weeks of signing the agreement. For multi-county boards, this plan must include how the \$1,500 will be spent in each county. The funds must be encumbered by September 28, 2021.
 - b. A final report with a detailed list of items, advertisements, and/or resources that were purchased and/or distributed utilizing the funds to be submitted no later than October 31, 2021.

This Agreement shall remain in full force and effect until October 31, 2021 or upon completion of the deliverables identified in this agreement, if that occurs first. This Agreement may be terminated by either party hereto upon written notice given at least (30) days prior to the date of termination set forth in such notice. In the event of termination, the Board will be reimbursed for any documented costs incurred up to the point of termination, not to exceed the total amount of the contract. This Agreement shall only be amended on such terms as are mutually agreed to by OACBHA and the Board.

This Agreement contains the entire understanding of the parties and supersedes any prior understanding, written or oral.

Attachment II
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 III
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