

Program Committee Meeting

Meeting date: Monday, September 13, 2021

Meeting time: 5:06pm – 6:06pm

Meeting location: 2 Oak Street, Norwalk

Recorder: Ashley Morrow

Committee Members Present:

	Katie Chieda, Board Chair-Absent	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:

- Basement
 - Ms. Cardone updated committee members that Legends had fixed the area of the basement where water was getting in.
- Board meeting location and dinner
 - The September Board meeting will be held at the Jennings Auditorium at Fisher Titus. Board staff will be providing dinner from Catering by Design for the Board beginning at 5pm. Due to having a relatively new Board, this dinner will give Board members an opportunity to get to know one another.
- Monthly presentation
 - Let's Get Real
 - EHOVE (potential motion)
 - EHOVE requested \$15,000 for their Drug Free Leaders program, which was discussed last month in committee meetings. EHOVE will be presenting to the Board this month to share information regarding what they will be using the funding for and to answer any questions.
- New Board member
 - Ms. Cardone shared that Mr. John Soisson, the former fire chief for the City of Norwalk, completed his Oath of Office on Friday, September 10th and will be attending his first Finance committee meeting September 14th.
- Recovery House update
 - Ms. Cardone shared that the Board closed on the Recovery House located at 15 Adams Street A&B last Thursday and received the keys on Friday. Ms. Cardone shared that at the end of the meeting there will be an opportunity for committee members to walk through the property.
 - Ms. Cardone stated that Board staff is currently working with the Department of Commerce on Ohio Prevailing Wage which is the last thing needed before the Board is able to submit a request for bids for general contractors. Mr. Randall Strickler will be helping Board staff with the

language for the bid document and the Department of Commerce will be providing the guidelines and wages.

- Culture of Quality

- Ms. Cardone shared that last Thursday and Friday Board staff went through the Board's Culture of Quality Certification process. Ms. Cardone stated that Culture of Quality is a voluntary certification process through OACBHA, the state Board Association, to improve the quality of the statutorily mandated functions of county Boards administering local alcohol, drug addiction and mental health services for Ohioans. The Culture of Quality is designed to promote community confidence and Boards' public support through increased accountability. The Culture of Quality brings consistency to the local Board system through self-regulation while preserving flexibility for Boards to be responsive to the needs of their respective constituencies.
- Ms. Cardone shared that after going through the certification process, Boards will be awarded either the full certification of 3 years or a 1 year certification which means the Board was not in compliance with enough standards to qualify for the full certification and needs to make required changes prior to going through the process again. The MHAS Board went through this process in 2017 and was awarded a 1 year certification. Ms. Cardone and Ms. Morrow met with OACBHA not long after they began employment with the Board and OACBHA was kind enough to give Board staff additional time to prepare for the certification process due to the fact that Ms. Cardone and Ms. Morrow were so new in their positions. In addition, the Board's scheduled certification has been rescheduled at least two times due to COVID.
- The standards reviewed for the certification include:
 - Public Affairs/education, community relations/policy/advocacy
 - Risk management and insurance
 - Board health and safety
 - Human Resources
 - Mission and program
 - Governance
 - Board finance and operation
 - Ethics
- Ms. Cardone shared that during the closing conference on Friday, Ms. Fonda Freeman, the state Board's designated surveyor, stated "the Board they met with over the past two days is not the same Board they met with in 2017". They were very impressed with all the progress that has been made and also impressed with how much the Board has been able to accomplish with only two staff. They pointed out that the Board is not only in compliance with all that is required of them by the Ohio Revised Code, but that the Board repeatedly goes above and beyond to meet the needs of the community as evidenced by the creation of Ms. Morrow's position and the Board's numerous initiatives and community engagement efforts.
- Ms. Cardone shared that the Board will receive the final results of the certification process in late October, but based on the few quality improvements discussed, Ms. Cardone feels confident the Board will receive the full certification. Ms. Cardone shared a few of the corrections and recommendations mentioned which include review policies every three years to align with COQ, consider installation of doorbell for staff security and to ensure site is secured, orientation checklist for new staff, education, and training for Board members in cultural and linguistic policies and practices, evaluation of Board through formal survey, formally approve county budget, and acknowledge county's annual audit.
 - Committee members agreed that a doorbell and extra security for the office is a good idea. Ms. Lenora Minor also suggested reaching out to the county Human Resources Department for suggestions on an orientation checklist for Board staff.

- Recovery Walk
 - Ms. Cardone shared that the Recovery Walk is scheduled for September 25th and as of Friday the Board had over 55 participants registered, not including our partner agencies. Ms. Cardone reminded committee members that the Recovery Walk is intended to be an annual event. This year it will be held in Norwalk, however, the goal is to move the event to different areas through the county each year.
 - Committee members asked about what would be done if there is possible bad weather. It was suggested to reach out to Park and Rec to see if the walk can be moved indoors in case of rain. Board staff will contact Park and Rec for more information.
- Trauma Informed Communities (TIC)
 - The Board's TIC initiative will be rolled out on September 24th. The initial meeting will include community stakeholders and will cover what TIC is, the impact trauma has on our county, and a draft action plan of next steps.
- Miriam House
 - Ms. Cardone stated that Miriam House shared recently that they have experienced a COVID outbreak in the home. In response to this, they have moved some residents to a local hotel for quarantine to protect the other, non-positive residents in the home. Discussions with them included additional PPE, rapid tests, cost of motel, potential need for additional cameras/security to allow staff to work remotely if needed, additional food expenses due to residents being unable to cook/access common areas, and hazard pay for staff.
 - Ms. Cardone shared that Miriam House will be invoicing their current contract for these expenses, however, they may end up needing additional funding later in the year to account for the COVID related expenses they have incurred. If/when the time comes, Ms. Cardone will let committee members know so the Board can approve additional funding.
 - Ms. Minor shared that there may be possible available funds through the Department of Job and Family Services/Family and Children First Council for housing and food. Ms. Cardone will have Ms. Vickie Smith with Catholic Charities reach out to Ms. Minor for more information.
 - Ms. Amber Boldman shared how the Road to Hope (local recovery house organization) handled positive COVID tests in their recovery home. Ms. Cardone stated that she would share that information with Miriam House and connect them with Ms. Boldman for further information if needed.
- Two interviews
 - Ms. Cardone shared with committee members that she recently interviewed two individuals for the Office/Fiscal position. Two more interviews are scheduled for this week.

Discussion Items:

- ATP (motion)
 - Ms. Cardone shared that the Board was awarded carryover funds for the Addiction Treatment Program. ATP funds may be used for a variety of things to assist an individual with their recovery, including license reinstatement fees, utilities, clothing for interviews, etc. These funds are utilized by clients of the Huron County Family Dependency Treatment Court and allocations are determined by discussing with the court where the majority of the participants are seeking treatment services. As shown by the numbers below, the majority of participants are electing to receive services from Family Life Counseling (FLC) and therefore, it is recommended the majority of the funding be allocated to FLC. Additionally, a small portion of the funding is permitted to be allocated to the court for administrative duties.
 - \$1,190.00 to Huron County Juvenile Court

- \$55,000.00 to Family Life Counseling
 - \$14,636.24 to Firelands Counseling
- CTP (motion)
 - Ms. Cardone shared that the Community Transition Program provides funding for individuals who have been recently released from prison and are returning to Huron County. CTP funds may be used for a variety of things including housing, utilities, license reinstatement fees, job training, etc. Firelands Counseling serves individuals with mental health or dual diagnosis and Oriana House serves individuals with substance use disorders. All referrals for individuals eligible for CTP funds are received from the state of Ohio.
 - Dr. Mike White asked if the CTP funds are available to any individual regardless of offense. Ms. Cardone is unsure and will reach out to the state for an answer to ensure the funds are being utilized as much as possible.
 - \$43,942.96 total funds for the year
 - \$21,971.48 to both Firelands and Oriana House
- Miriam House (motion)
 - Ms. Cardone shared that Miriam House reached out regarding a missed payment. Because the previous FY has ended, the Board has to approve for the payment to be processed.
 - April 2020 (\$2,375.09)
- Multi-system adult funding (motion)
 - Ms. Cardone shared that the state recently released multi-system adult funding to be utilized to support the recovery of individuals who have had four or more psychiatric hospitalizations in the past year (any combination of state hospital and/or private hospital) and touch one of the following five systems in addition to behavioral health: Developmental Disabilities (DD), criminal justice, aging (over 65), veteran or homeless. Because of the requirement of the four or more psychiatric hospitalizations, it is recommended this funding be allocated to Firelands Counseling as the work with the county's severe and persistently mentally ill clients. This funding is also pretty open and may be use for housing, utilities and other basic needs to support an individual's recovery.
 - Firelands \$5,084.73
- Brown Consulting (motion)
 - Ms. Cardone shared that annually the Board approves funding for Brown Consulting as they are the organization that performs audits on the Board's contracted treatment provider organizations. In the past, the Board authorized Brown Consulting to complete a Situation Assessment on the county's peer recovery organization as that organization was receiving a large sum of funding and the Board wanted to ensure it was being managed appropriately. Ms. Cardone recommend completing a Situation Assessment on the county's current peer recovery organization, Let's Get Real, this year as well since they are receiving a rather large sum of funding, in addition to receiving federal funds.
 - \$13,487.00 approved
 - Contract amount \$16,200.00
 - Situation Assessment (Email Attachment) \$12,150.00
 - Ms. Cardone reviewed the email attachment and discussed project goals outlined in the assessment with committee members. Ms. Cardone wanted to discuss this with Board members as a possible assessment tool for Let's Get Real due to the large amount of funding that they receive in order. The goal of the assessment is to keep an eye on services conducted, for the Board to have an understanding of what is going on every couple of years, and for the Board to know how the money is being spent.
 - Committee members asked why the assessment was more expensive and Ms. Cardone shared that it is a more thorough assessment due to the type of organization and services performed.

- Committee members were in support of the Situation Assessment, however, asked for Ms. Cardone to inquire if the assessment can cover multiple years.
 - There will be a motion added to the agenda.
- Q&A