

Program Committee Meeting

Meeting date: Monday, April 12, 2021

Meeting time: 5:09pm – 5:55pm

Meeting location:

<https://us02web.zoom.us/j/88544764872>

Meeting ID: 885 4476 4872, Passcode: 274609

Dial by phone (929) 205 6099, Meeting ID: 885 4476 4872, Passcode: 274609

Recorder: Ashley Morrow

Committee Members Present:

| | | | |
|---|----------------------------------|---|----------------------|
| X | Katie Chieda, Board Chair | | Lenora Minor-Excused |
| X | Julie Landoll, Second Vice Chair | | Mike White-Absent |
| X | Silvia Hernandez | X | Amber Boldman |
| X | Laura M. Wheeler | | |

Board Staff Present:

| | | | |
|---|-------------------------------------|---|---|
| X | Kristen Cardone, Executive Director | X | Ashley Morrow, Administrative Assistant |
|---|-------------------------------------|---|---|

Unfinished business/updates:

- Open Board Seat and First Chair
 - Ms. Cardone informed the committee members that Ms. Lisa Hivnor will unfortunately be leaving the Board due to personal reasons which leaves the First Chair position open. Ms. Cardone asked Ms. Julie Landoll if she was interested in moving up to First Chair since she is currently Second Chair. Ms. Landoll stated she will think about the chair position and will let Ms. Cardone know.
 - Ms. Cardone discussed the open Board seat with Mr. Terry Boose and shared that she would like to look for someone from either the Bellevue or New London area since the Board currently does not have representation from those parts of the county. Ms. Cardone also shared she thought about asking Mr. Mitch Cawrse from the Huron County Sheriff's Office if he would be interested in being on the Board due to being law enforcement and his involvement with youth in our local schools. Ms. Cardone stated she feels he would bring a lot of knowledge that would be beneficial to the Board. Ms. Cardone is not sure if there would be any interest but she will reach out to Sheriff Corbin for discussion and if he is in support of one of his officers being on the Board, Ms. Cardone will approach Mr. Cawrse. Ms. Cardone also asked committee members if they had any recommendations to please let her know.
- Youth Resiliency Capital Project Update (potential motion to Finance)
 - Ms. Cardone shared that she went through the Youth Resiliency Capital Project again due to the schools being concerned about unforeseen additional expenses that may exceed the initial budget for the project. Ms. Cardone stated that to ensure the school does not have additional costs she would like to increase the amount of funding being requested from the state. Ms. Cardone increased the amount of funding in the application to \$660,000.00 after receiving approval for

this change from Ms. Chieda. Ms. Cardone informed committee members that by asking for additional funds from the state, the Boards match will increase as well to a total of \$165,000.00, requiring an additional approval of \$40,000.00 in capital funding match from Levy Reserves. Ms. Cardone stated this additional funding may not be needed but it would be beneficial to request just in case of unexpected costs.

- Committee members were in support of the additional capital funding match. The topic will go to the Finance Committee for discussion and potential approval for a motion in the upcoming Board meeting.
- SOR Innovation funding application update
 - Ms. Cardone reminded the committee that the Board was awarded the funding requested through the Innovation funding application. Ms. Cardone stated that she is waiting for the funds to be approved through the state's fiscal system and once she receives the confirmation, she will send out a press release for the community.
- April Presentation – David Tatro, Family Health Services
 - Ms. Cardone shared that Mr. David Tatro from Family Health Services will be presenting.
- Regional update
 - Ms. Cardone shared an update of the current situation between the Mental Health and Recovery Services Board of Erie and Ottawa Counties and the Erie County Commissioners. Ms. Cardone shared that the Erie County Commissioners are pushing for the Board to split and are working to change the Ohio Revised Code which will alter and decrease the number of appointed seats on each newly formed Board and allows for the option of current Boards to have the number of appointed seats reduced, if deemed appropriate by the County Commissioners. The Erie County Commissioners are proposing Boards have 5 – 9 Board members and 80% of Board members be appointed by commissioners and 20% to be appointed by the state. Ms. Cardone is unsure what the outcome will be from this situation, but she wanted to make all Board members aware because it is a conversation that will continue on as more information is released.

Discussion Items:

- Recovery Housing Discussion
 - Ms. Cardone discussed the two properties Board members and staff toured as potential recovery house options. After discussing the pros and cons of each location, Ms. Cardone shared that at the time of the walkthrough she hadn't realized how close the Washington property was to League Street School and unfortunately, after inquiring with the city, the property is less than 1,000 ft from the school which causes concern due to the fact there can be increased penalties for clients who may relapse. Ms. Cardone shared another concern she has regarding the Washington Street property is the location is also Metro housing and she doesn't think it is beneficial to take away one type of needed housing to implement another. In addition to those concerns, Ms. Cardone shared that there were also significant renovations and remodeling that would need to take place for the Washington property that would increase the time and funds currently available for the project.
 - Ms. Cardone shared Mr. Barnes and Ms. Knople's feedback with committee members as they were two Board members who toured the property in person.
 - Ms. Cardone stated that due to her concerns (stated above) regarding the Washington Street property, her recommendation for the Board's recovery house project is the Adams Street property.
 - Ms. Amber Boldman agreed that the Washington property being so close to a school is a great concern. Ms. Boldman shared that she was unable to watch the videos taken of the property walkthroughs, however, from the description and feedback, the Adams property sounds like it would be the best fit for the project. Ms. Boldman did question whether the

Adams Street property being so close to Whitney Field would have the same concerns as Washington being that it may not be close to a physical school but it is school property.

Ms. Cardone stated she will look into if Whitney Field would cause an issue.

- Ms. Chieda stated there has been good discussion and agrees with Ms. Cardone on her recommendation.
- Ms. Boldman asked about if there is any idea of who will operate the recovery house.
 - Ms. Cardone stated that an RFP will be distributed to local providers and recovery housing operations in Huron County and surrounding counties. Ms. Cardone stated a main concern, as previously discussed by the Board, was making sure the Board contracts with an agency who has experience in operating recovery housing and ensuring clients receive the best possible care.
 - Ms. Cardone stated that there will need to be a resolution for capital funding authorizing two individuals (ED and Board Chair) to execute contract, mortgage, and note (motion) per OhioMHAS Capital Funding guidelines.
- Executive Session (motion)
 - There will be a motion for Executive Session to discuss if the Board would like to move forward with the purchase of the Adams Street property.
- FY22 Board meeting schedule (Attachment I)
 - Ms. Cardone reviewed the proposed Board meeting schedule with committee members. Ms. Cardone shared that December is highlighted to discuss possibly cancelling December meetings as the Board did last year. Ms. Cardone also shared that the month of March is highlighted because the Board's new strategic plan is due, and Ms. Cardone suggested March would be a good month to update the strategic plan before entering into contracts for the next fiscal year.
 - Committee members did not have any questions or concerns with the calendar.
 - Ms. Cardone stated the meeting schedule will move forward then for approval and she will discuss the strategic planning days and times with the Governance Committee.
- FY22 Proposals (Attachment II)
 - Ms. Cardone shared that the Board did not receive proposals from any new agencies this year, only current agencies returned RFP's. Ms. Cardone reviewed any major changes and updates from agencies RFPs with committee members. In addition, Ms. Cardone updated the contracted vs. actuals document for committee members to review. Ms. Cardone shared that she and Ms. Morrow have met with Mr. Mircea Handru and Ms. Tanya Hemmer, the Board's fiscal agents from Seneca, Sandusky, and Wyandot County Mental Health and Recovery Services Board, on how to minimize the amount used in reserves and how to ensure the state and federal dollars are spent appropriately. After creating and reviewing the contracted vs. actuals, Ms. Cardone recognized that the Board is allocating more funds annually than what is being utilized by agencies. Ms. Cardone shared that the goal is to use the state and federal funds each year and not have to send it back, and to free up funding that isn't being utilized for needed services. For this reason, Mr. Handru suggested basing funding each year from the previous year(s) utilization.
 - Ms. Wheeler asked if the pandemic was taken into account when evaluating utilization and Ms. Cardone stated that yes it was. From the document created, 2019 utilization was also included in this equation for that reason, adding that the goal is to identify a pattern of utilization while recognizing that FY21 utilization may have been impacted by the pandemic.
 - Ms. Cardone shared that the problem is that in the past funds have been allocated to agencies and if those funds were not being used, the money just sits there and cannot be used for other services or projects in the community that align with the Board's strategic plan. Ms. Cardone added, if providers use the money allocated to them and need more, they can always return and request additional funds.
 - Ms. Wheeler asked if providers do come back, will there be any money?
 - Ms. Cardone stated yes, that is the purpose for Levy Reserves.
 - Ms. Cardone stated that the plan is to do motions for funding for FY22 in May.

- Agency Utilization and FY22 Funding discussion
 - SSW fiscal services
 - There is an increase of funding for Seneca, Sandusky, and Wyandot County Mental Health and Recovery Board (SSW) due to the additional fiscal work they are providing for the Board this year such as obtaining financial reports and audits from agencies, ensuring contracts are correct, and streamlining work between boards.
 - CIT
 - Ms. Cardone shared that there will be a request for funding for CIT training for law enforcement. Ms. Cardone stated that this training helps law enforcement understand how to navigate interactions with individuals with mental health concerns. It's a full 40 hour week training. NAMI of SSW is offering these trainings and will present a budget to Ms. Cardone to review. Ms. Cardone shared that a consistent concern with law enforcement when it comes to training is funding, time off, and pay, so hopefully if the Board can help offset some of the costs and concerns within a 5-10 year timeframe the goal is to have all officers in Huron County trained.
 - DARE funding
 - Ms. Cardone shared that Norwalk Police Department requested funding for their DARE program again this year. Ms. Cardone wants the Board to consider giving the same amount of funding to the Sheriff's Office as well since they also operate the DARE program in the rest of the county.
- Q&A
 - Ms. Hernandez shared a concern regarding future Green Circle Growers employees having a barrier to resources and services and asked if the Board can assist in any way.
 - Ms. Cardone agreed and is in support of coming up with ways to ensure resources and services are made available to individuals.
 - Ms. Wheeler shared that the expansion of telehealth services has been amazing, however asked if the Board can advocate for insurance agencies to reimburse for services.
 - Ms. Cardone added the Board tried to address some barriers related to telehealth services through the technology grant but also that the Board association (OACBHA), as well as OhioMHAS, is constantly advocating for telehealth to be covered and for more affordable and accessible treatment. Ms. Cardone shared also that the Huron County Commissioners are also working on expanding broadband access so that individuals can connect and receive telehealth services.

Attachment I

State Fiscal Year 2022

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

CALENDAR OF BOARD AND COMMITTEE MEETINGS

(Meetings convened in the MHAS Board Room unless otherwise arranged.)

- **JULY 2021 (*Independence Day – 4th*)**

Monday, July 12 - 5:00 P.M. - Program Committee

Tuesday, July 13 - 12:30 P.M. - Finance Committee

Tuesday, July 20 - 6:00 P.M. - Board Meeting

- **AUGUST 2021**

Monday, August 2 - 5:00 P.M. – Governance Committee

Monday, August 9 - 5:00 P.M. - Program Committee

Tuesday, August 10 - 12:30 P.M. - Finance Committee

Tuesday, August 17 - 6:00 P.M. - Board Meeting

- **SEPTEMBER 2021 (*Labor Day – 6th*)**

Monday, September 13 - 5:00 P.M. - Program Committee

Tuesday, September 14 - 12:30 P.M. - Finance Committee

Tuesday, September 21 - 6:00 P.M. - Board Meeting

- **OCTOBER 2021 (*Columbus Day – 11th*)**

Monday, October 18 - 5:00 P.M. - Program Committee

Tuesday, October 19 - 12:30 P.M. - Finance Committee

Tuesday, October 26 - 6:00 P.M. - Board Meeting

- **NOVEMBER 2021 (*Veterans Day – 11th; Thanksgiving – 25th*)**

Monday, November 1 - 5:00 P.M. – Governance Committee

Monday, November 8 - 5:00 P.M. - Program Committee

Tuesday, November 9 - 12:30 P.M. - Finance Committee

Tuesday, November 16 - 6:00 P.M. - Board Meeting

- **DECEMBER 2021 (*Christmas – 25th*)**

Monday, December 13 - 5:00 P.M. - Program Committee

Tuesday, December 14 - 12:30 P.M. - Finance Committee

Tuesday, December 21 - 6:00 P.M. - Board Meeting

- **JANUARY 2022 (*New Year's Day – 1st; MLK, Jr. Birthday – 17th*)**

Monday, January 10 - 5:00 P.M. - Program Committee

Tuesday, January 11 - 12:30 P.M. - Finance Committee

Tuesday, January 18 - 6:00 P.M. - Board Meeting

- **FEBRUARY 2022 (*President's Day – 21st*)**

Monday, February 7 - 5:00 P.M. – Governance Committee

Monday, February 14 - 5:00 P.M. - Program Committee

Tuesday, February 15 - 12:30 P.M. - Finance Committee

Tuesday, February 22 - 6:00 P.M. - Board Meeting

- **MARCH 2022 – PROPOSED MONTH FOR STRATEGIC PLANNING**

Monday, March 14 - 5:00 P.M. - Program Committee

Tuesday, March 15 - 12:30 P.M. - Finance Committee

Tuesday, March 22 - 6:00 P.M. - Board Meeting

- **APRIL 2022 (*Easter – 17th*)**

Monday, April 11 - 5:00 P.M. - Program Committee

Tuesday, April 12 - 12:30 P.M. – Finance Committee

Tuesday, April 19 - 6:00 P.M. - Board Meeting

- **MAY 2022 (*Memorial Day – 30th*)**

Monday, May 2 - 5:00 P.M. – Governance Committee

Monday, May 9 - 5:00 P.M. - Program Committee

Tuesday, May 10 - 12:30 P.M. - Finance Committee

Tuesday, May 17 - 6:00 P.M. - Board Meeting

- **JUNE 2022**

Monday, June 13 - 5:00 P.M. - Program Committee

Tuesday, June 14 - 12:30 P.M. - Finance Committee

Tuesday, June 21 - 6:00 P.M. - Board Meeting

Attachment II

| Agency | FY19 Contract | FY19 Actual | % | FY20 Contract | FY20 Actual | % | FY21 Contract | FY21 Actual | % | FY22 Request | FY22 Recommended |
|---------------------|----------------|--------------|--------|----------------|----------------|--------|----------------|--------------|---------|----------------|------------------|
| AAS | \$25,000.00 | \$3,850.00 | 15.40% | 25,000.00 | 17,740.25 | 70.1 | \$25,000.00 | \$14,396.25 | 57.59% | \$40,000.00 | \$30,000.00 |
| FCFC | \$12,000.00 | \$4,222.00 | 35 | \$85,000.00 | \$46,661.00 | 54.9 | \$85,000.00 | \$43,954.88 | 51.71% | \$75,000.00 | \$55,000.00 |
| Firelands | \$1,141,528.71 | \$673,508.02 | 59 | \$1,261,508.67 | \$819,852.10 | 65 | \$1,235,514.58 | \$339,261.43 | 27.46% | \$949,150.00 | \$748,478.10 |
| FLC | \$250,694.00 | \$50,628.73 | 20.2 | \$119,681.80 | \$115,351.94 | 96.4 | \$306,524.38 | \$163,313.23 | 53.28% | \$176,386.60 | \$214,734.00 |
| NEDC DFCA | \$65,420.00 | \$34,069.61 | 52 | \$101,750.00 | \$69,639.11 | 72 | \$86,706.00 | \$5,896.00 | 6.80% | \$86,706.00 | \$70,000.00 |
| HCJC | \$71,167.00 | \$71,167.00 | 100 | \$32,026.00 | \$32,026.00 | 100 | \$30,646.43 | \$30,646.43 | 100.00% | \$30,000.00 | \$30,000.00 |
| House of Hope | \$50,000.00 | \$37,592.64 | 75.2 | \$71,617.00 | \$34,935.90 | 48.8 | \$104,097.00 | \$20,441.88 | 19.64% | \$86,268.00 | included above |
| Let's Get Real | | | | \$35,708.00 | \$28,348.94 | 79.4 | \$207,421.96 | \$51,415.00 | 24.79% | \$134,120.00 | \$85,000.00 |
| Miriam House | \$45,000.00 | \$23,035.91 | 51.2 | \$70,000.00 | \$42,624.91 | 60.9 | \$45,000.00 | \$30,851.36 | 68.56% | \$50,000.00 | \$45,000.00 |
| NAMI | | | | \$3,120.00 | \$1,261.00 | 40.4 | \$9,360.00 | \$3,185.00 | 34.03% | | \$5,000.00 |
| Norwalk Police Dept | | | | \$3,000.00 | \$3,000.00 | 100 | \$3,000.00 | \$3,000.00 | 100.00% | \$3,000.00 | \$3,000.00 |
| OhioGuidestone | | | | | | | \$19,998.00 | \$0.00 | 0.00% | \$19,998.00 | \$19,998.00 |
| Oriana House | | | | \$339,128.00 | \$255,155.81 | 75.2 | \$376,005.69 | \$245,355.65 | 65.25% | \$301,041.00 | \$294,672.00 |
| Reach Our Youth | | | | \$40,000.00 | \$39,319.24 | 98.3 | \$40,000.00 | \$16,667.14 | 41.67% | \$40,000.00 | \$40,000.00 |
| Services for Aging | \$20,516.00 | \$17,824.56 | 86.9 | \$20,516.00 | \$5,271.00 | 25.7 | \$20,516.00 | \$12,235.08 | 59.64% | \$20,516.00 | \$20,516.00 |
| | \$1,681,325.71 | \$915,898.47 | 54.47% | \$2,208,055.47 | \$1,511,187.20 | 68.44% | \$2,594,790.04 | \$980,619.33 | | \$2,012,185.60 | \$1,631,398.10 |