

Finance Committee Meeting

Meeting date: Tuesday, June 14, 2022

Meeting time: 12:32pm – 1:53pm

Meeting location: 2 Oak Street, Norwalk OR Zoom

<https://us02web.zoom.us/j/84122142387?from=addon>

Meeting ID: 841 2214 2387, Passcode: 433188

Recorder: Cari Williamson

Committee Members Present:

X	Ben Chaffee, Jr., Vice Chair, Committee Chair 12:36		Sandy Hovest - excused
X	Mitch Cawrse	X	Carol Anderson
	Tom Sharpnack - Excused	X	John Soisson
X	Nora Knople		

Board Staff Present:

X	Kristen Cardone, Executive Director		Ashley Morrow, Community Engagement & Resource Manager - excused
X	Cari Williamson, Office & Fiscal Manager		

Unfinished business/updates:

- Ms. Cardone shared she had a lengthy conversation with Willard Fire Chief Reiderman and Willard Police Chief Chaffins. There are continued issues with Praxis, according to City of Willard. After the initial letter sent by the City of Willard, the Ohio Department of Mental Health & Addiction Services (OhioMHAS) recommended Praxis change their policy around not letting individuals get their belongings right away if they leave Against Medical Advise (AMA), as previously patients had to wait 24 hours to retrieve their belongings. Instead of following the recommendation of having additional staff and allowing staff access to the safe, Praxis is apparently now refusing to let people bring belongings in with them. So, when patients leave AMA, they are still stranded in Willard without a phone, shelter, food, etc. Willard PD has been paying cab fares to send individuals back to home communities and most recent cab fare was \$500. The Board has not heard back from OhioMHAS regarding the letter we sent a month ago. Ms. Cardone recommends partnering with City of Willard to send monthly updates on situation until it is resolved.
 - The goal of a joint letter is to keep the issues in front of OhioMHAS and not allow this to slip off their radar. The letter is to advocate for individuals who are not able to advocate for themselves. Ms. Cardone will share the letters with the Board for

approval, however, it will need to be a short turnaround period, approximately two days to get the letter approved by Board members.

- Board members agreed to partnering with City of Willard. They also suggested sending the letter to Ohio Medicaid.
 - Ms. Nora Knople asked what the next steps would be the State would take. Ms. Cardone shared they could request documentation, client records, fine them, or could get to the point where they shut them down. Not sure how long this process would take.
 - Ms. Cardone shared feedback from Program Committee member, Ms. Amber Boldman. Ms. Boldman shared Praxis is using Suboxone as Medical Assisted Treatment (MAT) then referring clients to recovery housing. Most recovery houses do not allow residents who are taking Suboxone. Praxis should know this, yet it is unclear if they are telling the clients or offering them alternative MAT such as Vivitrol shot, which is allowed in recovery housing.
 - Ms. Cardone will have a conversation with the City Manager, Mr. Bryson Hammons, to ensure he has no issues with the joint letter.
- HEALing Communities Study
 - Ms. Cardone shared this study begins in Huron County on July 1, 2022. She will be serving as the lead for Huron County; unsure of the time commitment of this yet but there will be funding available through the grant to cover the cost of her time.
 - This study is to help reduce the number of opioid deaths. Our county was accepted approximately three and a half years ago. The study team is made up of three people who are not from Huron county, so they bring with them new ideas and perspectives.
 - Second Vice Chair/Nominating Committee (Motion)
 - Ms. Cardone shared June is Ms. Chieda's last month as chair; Mr. Chaffee will be moving up to chair, with Ms. Landoll moving up to first vice chair. There will be an open seat for second vice chair. Ms. Silvia Hernandez volunteered to serve as a nominating committee to fill this vacancy. Board members will be getting an email from her soon.
 - Brown Consulting Audit
 - Ms. Cardone shared annually we are required to audit all treatment providers and any other agencies that utilize Federal funds. All agencies did well, there were no major issues. Oriana House had no issues, Firelands had a billing discrepancy that was rectified, and Family Life had a couple minor issues that will be reviewed in a meeting later in the month with them.
 - Prevention Coalition update
 - Ms. Cardone stated she shared an update with Program Committee last night involving the Prevention Coalition. Mr. Chaffee is already aware because he was on the emails. Board staff is highly involved in Prevention Coalition, Ms. Morrow is the Chair and Ms. Cardone is the Chair of a Committee. The committees were selected based on data identifying those areas as high need.
 - There are five subcommittees Youth Advocacy Committee, Youth Resiliency & Suicide Prevention Committee, Substance Use Committee, and LGBTQ+ Committee. These committees have been in place approximately two years.
 - Youth Advocacy focuses on advocating for the youth and having youth at the table to hear from them.
 - Substance Use focuses on substance use mostly involving alcohol, marijuana, and tobacco.

- Youth Resiliency & Suicide Prevention focuses on teaching youth to be resilient in hopes all other issues will decline.
- LGBTQ+ committee's mission is to reduce stigma, identify gaps, ensure services and support for the members of this community.
 - Trevor Project's 2021 National Survey on LGBTQ Youth Mental Health shed light on many challenges by capturing the experiences of nearly 35,000 LGBTQ youth ages 13-24 across the United States.
 - 42 % of LGBTQ youth seriously considered attempting suicide in the past year, including more than half of transgender and nonbinary youth.
 - 75% of LGBTQ youth reported that they had experienced discrimination based on their sexual orientation or gender identity at least once in their lifetime.
 - 72% of LGBTQ youth reported symptoms of generalized anxiety disorder in the past two weeks, including more than 3 in 4 transgender and nonbinary youth.
 - 62% of LGBTQ youth reported symptoms of major depressive disorder in the past two weeks, including more than 2 in 3 transgender and nonbinary youth.
 - Huron County did Oh yes survey in schools with 1456 youth surveyed, data was:
 - Male 735
 - Female 655
 - Transgender 19
 - Gender nonconforming 41
 - Heterosexual 149
 - Gay or Lesbian 10
 - Bisexual 15
 - Not sure 5.
 - Total LGBTQ+ youth in Huron County: 85
 - Using Trevor Project data:
 - 35 seriously considered attempting suicide in the past year.
 - 63 have experienced discrimination based on their sexual orientation or gender identify at least once in lifetime.
 - 61 symptoms of generalized anxiety disorder in past 2 weeks.
 - 52 symptoms of major depressive disorder in past 2 weeks.
 - This data does not include the full scope of the LGBTQ+ youth, only the ones that were questioned and who felt comfortable enough to answer honestly. The data drives the group and shows there is a need for services and supports specific to this population.
 - There has been some pushback from Coalition members regarding this committee. The LGBTQ+ committee decorated the display case at the Huron County Common Pleas Court in June and there has

been additional pushback regarding the materials in the case. The committee members approved a slideshow with data and ways to get resources, but there were some books and album covers that were also on display that were not approved which apparently were what was upsetting people. Since the books and album covers were not approved by the committee they were taken down which seems to have appeased those who were upset. This committee has never decorated the display case before, so this has been a learning experience.

- Board members compared this pushback to the same as Narcan and MAT, these are subjects that are sensitive matter, but they help save community members.
- FLC Plan of Correction
 - Ms. Cardone shared she had a meeting with Dr. Steven Burggraf to discuss issues with FLC. He took this very seriously and had a meeting with staff within two business days after the meeting with Ms. Cardone.
 - Proposed corrections included reports being sent to site director by the 10th of the month, to ensure they are sent to the Board by the 13th, acknowledge emails sent by Board staff, monthly meeting with Board staff, and a breakdown of House of Hope issues. Overall, this is a solid plan that addressed issues and it will be included in the contract for FY23.
 - Discussion was had regarding who will be monitoring this plan. Ms. Cardone shared she will ask at the meeting being held on June 15, 2022.
- Women's House of Hope Monthly report
 - Ms. Cardone shared this month's report was much better, it was fully completed. As of May 15, 2022 there were 5 people in the program.
 - Ms. Boldman brought up some concerns in the Program committee meeting, so Ms. Cardone will be working with Ms. Boldman to come up with a plan to address these concerns. Having structure has been a challenge along as Ms. Misty Hendricks, the house manager, frequently serves as a taxi and is not able to be onsite. Two main things that were not addressed were providing documentation showing the intake process is being followed and submitting residents email addresses. Having resident's email addresses allows the Board to hear directly from them and allow for follow-up. Ms. Cardone will address this with FLC.
- SFY 2023 RFI's (Motion, Email Attachment)
 - Ms. Cardone shared last month the Board released Request for Proposals for prevention services, peer recovery support services, outpatient mental health and substance use treatment for both youth and adults, school-based counseling and prevention services, women's recovery housing, and men's recovery house.
 - The agencies previously contracted for these services were the only ones who submitted proposals, which were Family Life Counseling & Psychiatric (FLC), Let's Get Real (LGR), and Family & Children First Council (FCFC). They were all completed fully and turned in on time.
 - FLC requested \$170,889.07 for Mental Health and Substance Use Disorder treatment, \$86,268.00 for Men's House of Hope (HOH), and \$70,085.00 for Women's HOH. The HOH's were broken down from the total amount because the bulk of their funding can be used through State Opioid Response (SOR) Grants and that fiscal year will be ran September 30-September 29.

- Ms. Cardone’s recommendation to the Board is to approve \$128,466 (last year’s funding amount) for treatment, \$86,268 for Men’s HOH (same as last year), and \$70,085 for Women’s HOH.
 - Ms. Cardone also recommended the Board approve a 3 month contract for recovery housing at which time the recovery housing projects will transfer to a federal fiscal year contract as they are primarily funded by SOR funding which operates on the federal fiscal year.
 - LGR provides peer support services, they requested \$85,000. Ms. Cardone’s recommendation to the Board is to approve the \$85,000 (same amount as last year).
 - FCFC includes Prevention Coordinator and prevention services, they requested \$88,500. Ms. Cardone’s recommendation to the Board is to approve \$75,000 (same amount as last year).
 - Discussion was had on how agencies request for a specific dollar amount and how a specific dollar amount is approved. Ms. Cardone shared the majority of funding for treatment providers is based on a fee for services provided by the agency. The Board offers a sliding fee scale for clients who qualify and either have no insurance or high deductibles or copays. Typically, treatment providers overestimate funding, but the Board cannot fund a cushion. If the demand is there, then the agency can ask the Board for more funding.
- Problem Gambling Funds
 - Ms. Cardone shared every year the Board receives funding from OhioMHAS for problem gambling. Currently the funding goes to Family & Children First Council (FCFC) and Oriana House. The funds are currently being used as general prevention, there are no treatment providers who handle problem gambling, and it has never been a massive priority, though it has always been a concern. Screening for problem gambling by treatment providers come back negative, though not sure if it is accurately being documented. This is across the board, not just in Huron County.
 - Ms. Cardone and Prevention Coordinator, Mr. Devin Pollick, met with a representative from Behavior-Based Addiction and Wellness Network of Northwest Ohio.
 - Behavioral Based Network of Northwest Ohio: A Collaborative Support Strategy Zepf Center a behavioral health agency in Toledo, plans to expand its local problem gambling efforts to a regional network consisting of Wood, Hancock, Seneca, Sandusky, Wyandot, Williams, Defiance, Paulding, Fulton, Henry, Putnam, Ottawa, Erie, and Huron counties in SFY 2022. This initiative will further build on problem gambling prevention education, raise awareness across numerous platforms, expand professional development, provide support groups, and spread the reach of numerous treatment and recovery services throughout Northwest Ohio.
 - They will work with local clinicians to teach better ways to assess, provide clinicians and other professionals training, and work in tandem with clinicians to provide support during telehealth visits with clients. Additionally, they proposed to pay for billboards, work with the schools, and provide trainings to the community and community partners.
 - The fee for these services is 15% of problem gambling funds the Board currently receives from the State. This amount would be \$2,918.40. There would be an increase in FCFC’s contract by this amount. Both Ms. Cardone and Mr. Pollack thought this would be beneficial.

- Ms. Cardone spoke with the Program committee; they were in favor of a motion to increase FCFC contract amount by \$2,918.40 to allow for this service. The representative was open and willing to come speak and answer questions at a Board meeting.
 - Committee members were in favor of adding motion to Board meeting.
- State Opioid Response 2.0 Carryover (Motion)
 - Ms. Cardone shared the following SOR 2.0 Carryover amounts:
 - \$20,382 to Family Life Counseling & Psychiatric Services which will include mileage for recovery house staff, weekend staff at women's recovery house, on call per diem rate for recovery houses, and furnishing for Men's HOH expansion.
 - \$89,557 to Let's Get Real which will include Recovery Ride (vehicle purchase, mileage, insurance, staff to drive vehicle and part-time staff to schedule rides and peer support services in jail, an expansion part of the Board's Stepping Up initiative.
 - \$24,800.62 to Firelands Counseling & Recovery Services which will include transportation and MAT.
 - The remainder will be kept by the Board to be used for billboards, radio ads, and Mental Health First Aid trainings by the Board.
- Legends Change Orders (Attachment I, Motion)
 - Ms. Cardone requested a motion to authorize Executive Director to enter into a contract addendum with Legend's General Contractors in the amount of \$28,757.00 for a total contracted amount of \$175,237.00.
 - Attached are the two change orders Legends submitted, requesting payment for additional work done on the Women's HOH. First change order included the garage remodel. This was a big change making the garage level with the house instead of building a ramp in the garage, which was not feasible. Second change order included miscellaneous things such as painting the garage, crawl space had unexpected damage and excess trash, replaced sump pump, a lot of the floors needed repaired, and extended the fence to enclose bedroom windows. On the bottom it listed things that did not need to be done, therefore it was credited.
 - Total of the change orders are \$28,757. Capital funds will be used to reimburse these funds and the budget is well under projected amount. There is a meeting with OhioMHAS this week to work on the reimbursements.
- National Alliance on Mental Illness (NAMI) Northwest Critical Incident Stress Management (CISM) Contract FY22 \$5,000.00 (Motion)
 - Ms. Cardone requests a motion to authorize Executive Director to enter into a FY22 contract with NAMI Northwest for CISM services in the amount of \$5,000.00.
 - CISM can respond to any type of crisis in the community and offers debriefing after critical incidents, they are made up of a wide variety of community members. They will send people who understand the setting of the specific incident. Because of the large group it allows the option to receive and send help to other counties, if needed.
 - The Board approved funding for FY23, but there was no contract set up for FY22.

- NAMI already done trainings and responded to incidents in Huron county residents and finally sent an invoice for these services, so a FY22 contract is needed.

Discussion Items:

- Chair for Finance Committee (Motion)
 - Ms. Cardone shared Mr. Chaffee will be moving to Board chair as of July 1, 2022, so he will no longer be the Chair for Finance Committee. She will email the committee members to see if there are any volunteers and go from there.
- May 2022 Financial Report (Attachment II, motion)
 - Revenues: \$69.74
 - Expenditures: \$215,609.68
 - Cash Balance: \$3,090,676.14
 - Encumbrances: \$2,127,777.87
 - Ending Balance: \$962,898.27
- May 2022 List of Bills (Attachment III, motion)
 - Ms. Cardone shared Maple City Contracting is our maintenance contractor, on call 24 hours a day. One invoice was to cover repairs to the damage BCU made when installing the security system at the Women's HOH. The other invoice is from a hot water heater rusting out at Women's HOH and needing replaced. They will be replacing the hot water heater on the other side to prevent another emergency.
 - Norwalk Catholic Schools (NCS) funding was to contract with FLC to provide counseling and prevention services in the schools.
 - Kristen Expenses (Attachment IV)
 - Ms. Cardone shared this is the last month for large amounts of recovery house expenses. This month included household furnishings, nightstand, dishwasher, inexpensive fridge as backup refrigerator we do not want the residents losing all the food they get for that week, U-Haul rental to pick up furniture, bicycles. Additional expenses included food for different meetings and website for Trauma Informed Community initiative.
 - Mr. Mitch Cawrse suggested either putting a tracker on the bikes at the Women's HOH or at least purchasing bike locks.

Attachment I



P.O. Box 699
 Norwalk, Ohio 44857
 P: 419-668-5343

CHANGE ORDER		21-025-000	
CONTACTOR		JOB LOCATION	
Legned General Contractors 37 Saint Marys St. Norwalk, Ohio 44857 Phone: 419-668-5343		MHAS Women's Shelter 17 Adams St. Norwalk, Ohio 44857 Superintendent: Bryan Roberts Phone: 419-577-2445 Project No. 21-025	
ITEM DESCRIPTION			
Scope of work to be completed: Garage Remodel.			
			\$ 19,900.00
			TOTAL: \$ 19,900.00
		Contract Total:	\$146,480.00
		Previous Change Orders:	
		Current Change Order:	\$ 19,900.00
		Total Contract Amount::	\$166,380.00
LEGENDS		ORDER ACKNOWLEDGEMENT	
Date: 5-18-22		Date:	
Signed By: <i>Bryan Roberts</i>		Signed By:	
Bryan Roberts, Vice President			

Approved: _____ Not Approved: _____



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CHANGE ORDER	21-025-001										
CONTACTOR	JOB LOCATION										
Legneds General Contractors 37 Saint Marys St. Norwalk, Ohio 44857 Phone: 419-668-5343	MHAS Women's Shelter 17 Adams St. Norwalk, Ohio 44857 Superintendant: Bryan Roberts Phone: 419-577-2445 Project No. 21-025										
ITEM DESCRIPTION											
Scope of work to be completed:											
Paint garage.	\$ 1,800.00										
Additional Crawl Work (Clean, electrical, sump).	\$ 2,066.00										
Floor Repairs (Pet waste, cracks, joists).	\$ 3,805.00										
Additional Plumbing work (leaks, shut offs, material).	\$ 1,430.00										
Additional electrical work. (sub panels, outlets, lights, ceiling fan).	\$ 5,720.00										
1 extra window.	\$ 1,416.00										
Misc. door adjustments/materials.	\$ 170.00										
Add fence with gate.	\$ 4,200.00										
Bathroom extras.	\$ 3,000.00										
Additional garage work (electrical, insulation).	\$ 1,325.00										
BW electric repairs.	\$ 660.00										
Deduct for epoxy floors.	\$ (6,210.00)										
Deduct for 3 doorways.	\$ (1,375.00)										
Deduct for hollow core doors.	\$ (1,150.00)										
Deduct for particle board subflooring.	\$ (8,000.00)										
TOTAL:	\$ 8,857.00										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Contract Total:</td> <td style="text-align: right;">\$146,480.00</td> </tr> <tr> <td>Previous Change Orders:</td> <td style="text-align: right;">\$ 19,900.00</td> </tr> <tr> <td>Current Change Order:</td> <td style="text-align: right;">\$ 8,857.00</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Total Contract Amount::</td> <td style="text-align: right;">\$175,237.00</td> </tr> </table>		Contract Total:	\$146,480.00	Previous Change Orders:	\$ 19,900.00	Current Change Order:	\$ 8,857.00			Total Contract Amount::	\$175,237.00
Contract Total:	\$146,480.00										
Previous Change Orders:	\$ 19,900.00										
Current Change Order:	\$ 8,857.00										
Total Contract Amount::	\$175,237.00										
LEGENDS	ORDER ACKNOWLEDGEMENT										
Date: 6-13-22	Date:										
Signed By: <i>Bryan Roberts</i>	Signed By:										
Bryan Roberts, Vice President											
Approved: _____	Not Approved: _____										

Attachment II

Calendar Year 2022 Receipts and Cash Journal

May 2022							
	Account Number	Description	Accumulated From Previous Report	Current Month's Report	Accumulated Year-to-Date	% of Anticipated Revenue	Anticipated CY Revenue
FEDERAL FUNDS							
Title 19	100.100.10165		0.00	0.00	0.00	#DIV/0!	0.00
Title XX	100.100.10165	Fed MH	15,206.00	0.00	15,206.00	37.7%	40,285.00
MH Block Grant	100.100.10126	Fed MH	30,802.58	0.00	30,802.58	72.8%	42,304.00
ADTR Block Grant	100.100.10122	Fed AOD	152,457.84	0.00	152,457.84	80.4%	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	486,370.86	0.00	486,370.86	310.7%	156,526.71
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	377,127.00	0.00	377,127.00	43.1%	874,832.00
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	25,688.00	0.00	25,688.00	19.5%	131,870.50
State Grants	100.100.10166	State MH & Aod	12,500.00	0.00	12,500.00	16.7%	74,998.00
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	324,545.22	0.00	324,545.22	60.1%	540,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	80.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	7,429.56	0.00	7,429.56	46.4%	16,000.00
Other Receipts	100.100.10170	Other Receipts	7,104.29	69.74	7,174.03	143.5%	5,000.00
IDAT	100.100.10168	IDAT	75.00		75.00	#DIV/0!	0.00
TOTAL RECEIPTS:			\$ 1,462,256.35	\$ 69.74	\$ 1,462,326.09	69.1%	2,117,488.21
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 3,306,216.08				
Plus: Receipts			69.74				
Equals: Total Balance			\$ 3,306,285.82				
Minus: Expenditures			215,609.68				
Equals: Ending Balance			\$ 3,090,676.14				
Minus: Encumbrances			2,127,777.87				
Equals:			\$ 962,898.27				

May 2022	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	14,216.10	75,668.53	44.0%	0.00	172,000.00	96,331.47
SUPPLIES 100.100.00175	5,337.60	15,053.79	59.9%	10,062.21	25,116.00	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	189,619.22	1,576,591.98	43.3%	2,067,325.76	3,643,917.74	0.00
RESIDENTIAL PROGRAM 100.100.00280	0.00	0.00	#DIV/0!	0.00	0.00	0.00
TRAVEL 100.100.00300	72.06	911.92	18.0%	4,154.83	5,066.75	0.00
O.P.E.R.S. 100.100.00400	1,990.24	10,123.12	39.2%	0.00	25,800.00	15,676.88
WORKERS' COMP 100.100.00425	0.00	119.69	5.6%	0.00	2,150.00	2,030.31
UNEMPLOYMENT 100.100.00450	0.00	0.00	#DIV/0!	0.00	0.00	0.00
MEDICARE 100.100.00460	301.64	1,065.50	42.6%	0.00	2,500.00	1,434.50
OTHER EXPENSES 100.100.00475	386.37	3,790.92	7.6%	46,235.07	50,025.99	0.00
HOSPITALIZATION 100.100.00500	3,686.45	16,146.15	31.1%	0.00	52,000.00	35,853.85
TOTAL:	215,609.68	1,699,471.60	42.7%	2,127,777.87	3,980,576.48	153,327.01

Huron County Expense Audit Trail Report

Accounts: 100,100,00125 to 100,100,00500

From: 5/1/2022 to 5/31/2022

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount	
100,100,00175 Supplies							
EJ2022050003-241	05/04/2022	LEVY Office Bulletin Board Pap	CK0000416072-01	PO2022-00276 Amazon Capital Services	22-0300 Inv 1416-	\$46.59	\$0.00
EJ2022050009-055	05/11/2022	LEVY Ofc Outdoor Light from 3	CK0000416196-01	PO2022-00276 Amazon Capital Services	22-0308 Inv 1CQ3-	\$31.99	\$0.00
EJ2022050017-073	05/18/2022	LEVY Office and WRH Supplie	CK0000416581-01	PO2022-00276 Kristen Cardone	22-0340 Supplies	\$4,929.91	\$0.00
EJ2022050017-329	05/18/2022	LEVY Ofc projector and screen	CK0000416571-01	PO2022-00276 Amazon Capital Services	22-0322 Inv 1KNT-	\$289.98	\$0.00
EJ2022050024-029	05/25/2022	LEVY Ofc Copy Paper from 33	CK0000416749-01	PO2022-00276 Amazon Capital Services	22-0341 Inv 1MJ9-	\$39.13	\$0.00
100,100,00175 Total:					\$5,337.60	\$0.00	
100,100,00275 Contract Repairs							
EJ2022050003-065	05/04/2022	100-00275 Contract Repairs fro	CK0000416073-01	PO2022-00277 US Bank Equipment Finance	22-0307 Inv 500-0	\$6,252.55	\$0.00
EJ2022050003-173	05/04/2022	Lawncare Services from 33614	CK0000416075-01	PO2022-00277 Neil Hansberger	22-0302 Inv 101	\$90.00	\$0.00
EJ2022050003-229	05/04/2022	Office Electric Service 032522-	CK0000416076-01	PO2022-00277 Ohio Edison	22-0303 INV: 9034	\$159.02	\$0.00
EJ2022050003-231	05/04/2022	WRH-A Electric Services 0326	CK0000416076-01	PO2022-00277 Ohio Edison	22-0304 INV: 9047	\$130.95	\$0.00
EJ2022050003-233	05/04/2022	WRH-B Electric Services 0326	CK0000416076-01	PO2022-00277 Ohio Edison	22-0305 INV: 9047	\$125.59	\$0.00
EJ2022050003-239	05/04/2022	QRT Rigel Brochures from 336	CK0000207973-01	PO2022-00277 Oriana House Inc	22-0306 Brochures	\$246.67	\$0.00
EJ2022050003-243	05/04/2022	WRH repair from BCU damage	CK0000416074-01	PO2022-00277 Maple City Contracting	22-0301 Inv INV00	\$120.00	\$0.00
EJ2022050009-065	05/11/2022	LEVY LGR Copier service 042	CK0000207986-01	PO2022-00277 ComDoc Inc	22-0312 Inv IN497	\$13.45	\$0.00
EJ2022050009-067	05/11/2022	GRF 421 MH GOSH 050322 fr	CK0000416202-01	PO2022-00277 Firelands Counseling & Recov	22-0316 GOSH	\$17,699.32	\$0.00
EJ2022050009-073	05/11/2022	LEVY Ofc water/sewer services	CK0000207988-01	PO2022-00277 City of Norwalk	22-0309 Acct E041	\$15.00	\$0.00
EJ2022050009-075	05/11/2022	SOR 2.0 WRH-A water/sewer s	CK0000207988-01	PO2022-00277 City of Norwalk	22-0310 Acct D274	\$102.30	\$0.00
EJ2022050009-077	05/11/2022	SOR 2.0 WRH-B water/sewer 0	CK0000207988-01	PO2022-00277 City of Norwalk	22-0311 Acct D274	\$12.00	\$0.00
EJ2022050009-125	05/11/2022	SAPT TX GOSH 050322 from	CK0000416200-01	PO2022-00277 Firelands Counseling & Recov	22-0316 GOSH	\$416.40	\$0.00
EJ2022050009-141	05/11/2022	GGRF 421 MH GOSH 050322	CK0000207995-01	PO2022-00277 Family Life Counseling and Ps	22-0313 GOSH	\$4,360.03	\$0.00
EJ2022050009-143	05/11/2022	ATP GT Cab Services March 2	CK0000207995-01	PO2022-00277 Family Life Counseling and Ps	22-0315 Inv 1279	\$325.25	\$0.00
EJ2022050009-145	05/11/2022	SOR 2.0 GT Cab Services Mar	CK0000207995-01	PO2022-00277 Family Life Counseling and Ps	22-0314 Inv 1280	\$3,018.21	\$0.00
EJ2022050009-147	05/11/2022	SAPT TX GOSH 050322 from	CK0000207995-01	PO2022-00277 Family Life Counseling and Ps	22-0313 GOSH	\$4,502.92	\$0.00
EJ2022050009-159	05/11/2022	SOR Innovation Tech Grant fro	CK0000416197-01	PO2022-00277 Firelands Counseling & Recov	22-0318 Inv 2392	\$21,080.41	\$0.00
EJ2022050009-181	05/11/2022	LEVY Cell phone reimburseme	CK0000416203-01	PO2022-00277 Ashley Morrow	22-0321 Cell Phon	\$60.00	\$0.00
EJ2022050009-205	05/11/2022	QRT March 22 from 336412 - 2	CK0000416201-01	PO2022-00277 Firelands Counseling & Recov	22-0317 Inv 2384	\$225.00	\$0.00
EJ2022050009-207	05/11/2022	SOR Innovation Tech Grant fro	CK0000416199-01	PO2022-00277 Norwalk City School District	22-0319 Inv 215	\$3,905.35	\$0.00
EJ2022050009-209	05/11/2022	QRT Dec 2021 from 336412 - 2	CK0000416198-01	PO2022-00277 Firelands Counseling & Recov	22-0317 Inv 2384	\$300.00	\$0.00
EJ2022050017-001	05/18/2022	SOR 2.0 Transportation, Salari	CK0000416578-01	PO2022-00277 Firelands Counseling & Recov	22-0331 Inv 2406	\$18,669.58	\$0.00
EJ2022050017-023	05/18/2022	CTP from 336743 - 2022,05,18	CK0000416579-01	PO2022-00277 Firelands Counseling & Recov	22-0329 Inv 2404	\$100.00	\$0.00
EJ2022050017-075	05/18/2022	100-00275 Contract Repairs fro	CK0000416581-01	PO2022-00277 Kristen Cardone	22-0340 Contract	\$820.58	\$0.00
EJ2022050017-081	05/18/2022	SAPT TX GOSH 051022 from	CK0000208080-01	PO2022-00277 Oriana House Inc	22-0336 GOSH	\$4,075.44	\$0.00
EJ2022050017-083	05/18/2022	SOR 2.0 Recovery Nav April 2	CK0000208080-01	PO2022-00277 Oriana House Inc	22-0337 Inv AR169	\$762.93	\$0.00
EJ2022050017-089	05/18/2022	SOR 2.0 WRH-B Gas services	CK0000416580-01	PO2022-00277 Columbia Gas of Ohio	22-0325 Acct 2070	\$70.95	\$0.00
EJ2022050017-091	05/18/2022	SOR 2.0 WRH-A Gas services	CK0000416580-01	PO2022-00277 Columbia Gas of Ohio	22-0324 Acct 2070	\$68.80	\$0.00
EJ2022050017-093	05/18/2022	SOR 2.0 WHO, Recovery Navi	CK0000208081-01	PO2022-00277 Lets Get Real Inc	22-0333 April 2022	\$4,385.00	\$0.00

Expense Audit Trail Report
From: 5/1/2022 to 5/31/2022

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2022050017-095	05/18/2022	SAPT TX Peer Support from 3	CK0000208081-01 PO2022-00277 Lets Get Real Inc	22-0332 April 2022	\$6,695.00	\$0.00
EJ2022050017-097	05/18/2022	QRT from 336743 - 2022.05.1	CK0000208081-01 PO2022-00277 Lets Get Real Inc	22-0334 April 2022	\$600.00	\$0.00
EJ2022050017-113	05/18/2022	GRF 421 Mh Independent Peer	CK0000416572-01 PO2022-00277 Brown Consulting LTD	22-0323 Inv 4683	\$8,100.00	\$0.00
EJ2022050017-129	05/18/2022	SOR 2.0 WRH Cable/internet s	CK0000416576-01 PO2022-00277 Spectrum	22-0338 Acct 8361	\$126.42	\$0.00
EJ2022050017-151	05/18/2022	GRF 421 MH QPR from 33674	CK0000416573-01 PO2022-00277 Firelands Counseling & Recov	22-0328 Inv 2405	\$79.22	\$0.00
EJ2022050017-209	05/18/2022	LEVY Ofc phone service 06102	CK0000416577-01 PO2022-00277 Mitel	22-0335 Inv 39862	\$204.13	\$0.00
EJ2022050017-213	05/18/2022	Office trash services May 2022	CK0000416574-01 PO2022-00277 Cyclone Services Inc	22-0326 Inv 96565	\$110.00	\$0.00
EJ2022050017-229	05/18/2022	GRF 421 MH GOSH 051022 fr	CK0000208090-01 PO2022-00277 Family Life Counseling and Ps	22-0327 GOSH	\$932.22	\$0.00
EJ2022050017-327	05/18/2022	GRF 421 Add'l Crisis Flex Fund	CK0000416575-01 PO2022-00277 Firelands Counseling & Recov	22-0330 Inv 2403	\$3,500.00	\$0.00
EJ2022050024-019	05/25/2022	5TZ0 Add'l MH Inpatient from 3	CK0000416754-01 PO2022-00277 Firelands Counseling & Recov	22-0347 Inv 2409	\$2,991.00	\$0.00
EJ2022050024-021	05/25/2022	SAPT TX GOSH 051722 from	CK0000208163-01 PO2022-00277 Oriana House Inc	22-0354 GOSH 5/1	\$149.88	\$0.00
EJ2022050024-039	05/25/2022	Both Comm Invest MH Inpatien	CK0000416760-01 PO2022-00277 Insight Type & Graphics	22-0349 Inv 14522	\$95.00	\$0.00
EJ2022050024-041	05/25/2022	Both Comm Invest MH Inpatien	CK0000416760-01 PO2022-00277 Insight Type & Graphics	22-0350 Inv 14530	\$260.00	\$0.00
EJ2022050024-051	05/25/2022	LEVY Ofc Gas Services 04142	CK0000416758-01 PO2022-00277 Columbia Gas of Ohio	22-0342 Acct 2070	\$48.84	\$0.00
EJ2022050024-053	05/25/2022	SAPT TX GOSH 051722 from	CK0000416753-01 PO2022-00277 Firelands Counseling & Recov	22-0346 GOSH 5/1	\$586.05	\$0.00
EJ2022050024-059	05/25/2022	LEVY WRH Hot water heater a	CK0000416757-01 PO2022-00277 Maple City Contracting	22-0351 Inv INV00	\$1,042.13	\$0.00
EJ2022050024-069	05/25/2022	SAPT TX GOSH 051722 from	CK0000416752-01 PO2022-00277 Firelands Counseling & Recov	22-0347 Inv 2409	\$451.91	\$0.00
EJ2022050024-071	05/25/2022	GRF 421 MH GOSH 051722 fr	CK0000416750-01 PO2022-00277 Firelands Counseling & Recov	22-0346 GOSH 5/1	\$31,397.22	\$0.00
EJ2022050024-073	05/25/2022	LEVY Phone Services 051422-	CK0000416751-01 PO2022-00277 FTG of Greater Ohio LLC	22-0348 Inv 31641	\$199.00	\$0.00
EJ2022050024-093	05/25/2022	GRF 421 MH LGBTQ from 337	CK0000208166-01 PO2022-00277 Family Life Counseling and Ps	22-0345 Inv 1293	\$21.80	\$0.00
EJ2022050024-095	05/25/2022	LEVY Adventure Therapy Mar-	CK0000208166-01 PO2022-00277 Family Life Counseling and Ps	22-0344 Inv 1289	\$130.80	\$0.00
EJ2022050024-097	05/25/2022	GRF 421 MH GOSH 051722 fr	CK0000208166-01 PO2022-00277 Family Life Counseling and Ps	22-0343 GOSH 05/	\$714.23	\$0.00
EJ2022050024-099	05/25/2022	SAPT TX GOSH 051722 from	CK0000208166-01 PO2022-00277 Family Life Counseling and Ps	22-0343 GOSH 05/	\$156.32	\$0.00
EJ2022050024-141	05/25/2022	LEVY Miriam House Mar 22 Se	CK0000208171-01 PO2022-00277 Catholic Charities Diocese of	22-0352 Miriam Ho	\$5,744.48	\$0.00
EJ2022050024-145	05/25/2022	LEVY Copier Services 050822-	CK0000416755-01 PO2022-00277 US Bank Equipment Finance	22-0355 Inv 47237	\$343.71	\$0.00
EJ2022050024-163	05/25/2022	Both Comm Invest MH Inpatien	CK0000416756-01 PO2022-00277 Firelands Counseling & Recov	22-0347 Inv 2409	\$14,126.16	\$0.00
EJ2022050024-165	05/25/2022	LEVY Services between NCS	CK0000416759-01 PO2022-00277 Norwalk Catholic Schools	22-0353 Inv 26299	\$18,700.00	\$0.00
100.100.00275 Total:					\$189,619.22	\$0.00
100.100.00300 Travel						
EJ2022050009-183	05/11/2022	LEVY Travel Expenses April 22	CK0000416203-01 PO2022-00278 Ashley Morrow	22-0320 Mileage	\$22.11	\$0.00
EJ2022050017-069	05/18/2022	LEVY Travel Expenses April 22	CK0000416581-01 PO2022-00278 Kristen Cardone	22-0339 Travel	\$49.95	\$0.00
100.100.00300 Total:					\$72.06	\$0.00
100.100.00400 OPERS						
EJ2022050008-059	05/18/2022	Matching for OPERS 2129-08 (CK0000020205-09 O.P.E.R.S.	Inv_154162	\$995.12	\$0.00
EJ2022050008-249	05/18/2022	Matching for OPERS 2129-08 (CK0000020205-36 O.P.E.R.S.	Inv_153346	\$995.12	\$0.00
100.100.00400 Total:					\$1,990.24	\$0.00
100.100.00460 Medicare						
EJ2022050001-065	05/02/2022	Matching for Medicare (Matchi	CK0000020203-09 Civista Bank-Payroll Taxes	Inv_154165	\$103.06	\$0.00
EJ2022050013-005	05/16/2022	Matching for Medicare (Matchi	CK0000020206-57 Civista Bank-Payroll Taxes	Inv_154901	\$99.29	\$0.00
EJ2022050036-013	05/31/2022	Matching for Medicare (Matchi	CK0000020208-49 Civista Bank-Payroll Taxes	Inv_155985	\$99.29	\$0.00
100.100.00460 Total:					\$301.64	\$0.00
100.100.00475 Other Expenses						

**Expense Audit Trail Report
From: 5/1/2022 to 5/31/2022**

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2022050009-179	05/11/2022	LEVY Newspaper & Yearly Fac	CK0000416203-01 PO2022-00279 Ashley Morrow	22-0321 Office	\$119.00	\$0.00
EJ2022050017-071	05/18/2022	LEVY Office, Board Operating,	CK0000416581-01 PO2022-00279 Kristen Cardone	22-0340 Other Exp	\$267.37	\$0.00
100.100.00475 Total:					\$386.37	\$0.00
100.100.00500 Hospitalization						
EJ2022050004-013	05/04/2022	Deduction: Hartford Life Insura	CK0000416091-26 The Hartford	Inv_153334	\$5.01	\$0.00
EJ2022050033-051	05/27/2022	May 2022 Health Insurance fro	CK0000416904-01 Huron County Treasurer	May 2022	\$3,681.44	\$0.00
100.100.00500 Total:					\$3,686.45	\$0.00
Mental Health Totals:					\$201,393.58	\$0.00
Fund: 100 Total:					\$201,393.58	\$0.00
Grand Total:					\$201,393.58	\$0.00

Attachment IV

EXPENSE REIMBURSEMENT FORM

Use this form to report expenses incurred by me in the performance of my official duties. Attach receipts for **ONLY** these expenses.

DATE	PURPOSE	AMOUNT	FUNDING SOURCE
4/30/22	Monthly cell phone reimbursement	60.00	Monthly cell phone reimbursement
4/15/22	Zoom monthly charge	14.99	
4/11/22	Daves Food Mart/Sunoco – food for Program Committee	25.98	
4/12/22	Daves Food Mart/Sunoco – food for Finance Committee	16.99	
4/12/22	Ace Hardware: washing machine hose for women’s recovery house	9.99	
4/29/22	USPS: stamps for office	116.00	
4/29/22	Daves Food Mart/Sunoco: water for Stepping Up Committee meeting	5.99	
4/29/22	Family Dollar: plates for Stepping Up Committee meeting and for office	9.75	
4/29/22	Daves Food Mart/Sunoco: food for Stepping Up Committee meeting	74.49	
5/2/22	Wix.com domain name for Trauma Informed Community website	57.60	Board operated services
5/2/22	Wix.com website plan for 3 years for TIC website	648.00	Board operated services
4/18/22	Walmart: supplies for recovery house	23.35	Recovery house
4/4/22	Big Lots: nightstands and dresser for recovery house	389.97	Recovery house
4/5/22	Smetzer Kitchen and Appliance: dishwasher and refrigerator for women’s recovery house	1406.99	Recovery house
4/5/22	Walmart: supplies for women’s recovery house	290.30	Recovery house
4/8/22	Walmart: supplies for women’s recovery house	690.20	Recovery house

4/10/22	Uhaul: rental to pick up and drop off furniture for women's recovery house	47.92	Recovery house
4/11/22	Ace: supplies for recovery house	85.53	Recovery house
4/15/22	Big Lots: supplies for recovery house	27.99	Recovery house
4/15/22	Big Lots: outdoor furniture for recovery house	105.60	Recovery house
4/18/22	Millers: donuts for FLC school team for HC BH Appreciation week	18.41	
4/18/22	Walgreens: canvas prints to use for outreach events with website and crisis hotline	39.99	
4/18/22	Marcos: pizza for FLC school team for HC BH Appreciation week	67.84	
4/18/22	Best Buy: TV to use for courthouse display case May – October and community events	199.99	
4/21/22	Walmart: 4 bicycles for recovery house	992.00	Recovery house
5/4/22	Walmart: 4 bicycles for recovery house	592.00	Recovery house

Total Reimbursement: \$6,017.86