

Program Committee Meeting

Meeting date: Monday, June 13, 2022

Meeting time: 5:04pm – 6:23pm

Meeting location: 2 Oak Street, Norwalk OR Zoom

<https://us02web.zoom.us/j/85333669955?from=addon>

Meeting ID: 853 3366 9955, Passcode: 353512

Recorder: Cari Williamson

Committee Members Present:

X	Katie Chieda, Board Chair 6:11	X	Lenora Minor
X	Amber Boldman, Committee Chair 5:57		Laura M. Wheeler - Excused
	Julie Landoll - Excused	X	Silvia Hernandez
X	Erin Bohne		

Board Staff Present:

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

Unfinished business/updates:

- Monthly presentation
 - Ms. Cardone shared Firelands Counseling & Recovery Services Vocational Rehabilitation Program will be presenting at the Board meeting on June 21, 2022.
- Praxis Updates
 - Ms. Cardone shared there are continued issues with Praxis according to the City of Willard. After the initial notification, Ohio Mental Health & Addiction Services (OhioMHAS) recommended Praxis change their policy around not letting individuals get their belongings right away if they leave Against Medical Advice (AMA), as previously patients had to wait 24 hours. 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.
 - Last week Ms. Cardone spoke in depth with Willard Police and Fire Chief's regarding these issues. Their number of calls are up more than 140 over this time last year, mostly due to Praxis. This leaves them understaffed and not enough manpower to continue to transport patients back to their hometown or another treatment facility. Let's Get Real is going to be working on transporting the people to another treatment center.
 - Conversation was had around why people were leaving AMA so often. Unfortunately, everything that has been said has been rumored or second-hand information and the Board does not have actual information on this.

- Ms. Amber Boldman shared Road to Hope (the Recovery House she manages) has had referrals from Praxis but the clients are utilizing Suboxone as Medically Assisted Treatment (MAT) and Recovery Housing does not allow residents to be on Suboxone. She was concerned that Praxis was putting clients on Suboxone, then giving them false hope that they would be able to enter Recovery Housing, instead of giving other options outside of Suboxone.
 - Ms. Silvia Hernandez questioned what the next steps OhioMHAS could take. Ms. Cardone shared they could change wording in the letter to Praxis to “require” instead of “recommend”, they could go through records, or long-term could be shutting them down.
 - Concern was discussed about Praxis hurting people and creating trauma, which ruins the whole treatment system. Members also stated the Board has already taken a direct and firm but friendly approach, which has not worked. We need to continue to advocate for the clients until this is resolved.
 - All Program Members agreed to work with City of Willard to send a monthly letter with updates on Praxis to OhioMHAS until resolution has been achieved.
 - Ms. Cardone will work with City of Willard, draft letter, get Board approval, then send to OhioMHAS.
- 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.
 - They are looking at Opioid overdose deaths.
 - Their team has already been in our county attending meetings to get to know the county.
- 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. Last time we formed a nominating committee, which was Ms. Lisa Hivnor, in which she contacted each Board member to gather their recommendations on who should be nominated for the open seat. Is anyone interested in serving as the nominating committee?
 - Ms. Hernandez responded she will volunteer to be the nominating committee.
- Brown Consulting Audit
 - Ms. Cardone shared all agencies did well. There were a couple of recommendations for Family Life Counseling & Psychiatric (FLC) only and she has a meeting with them later this month to review the issues and develop a plan of action to address.
 - All treatment providers are certified through Commission on Accreditation of Rehabilitation Facilities (CARF), every three years. This is an in-depth audit, so the agencies are typically in line with our audit.
 - There was one billing issue with FCRS, that was fixed.
 - There was nothing major or concerning.
- FLC Plan of Correction (Attachment I)
 - 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 15th; 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.
- Prevention Coalition

- Ms. Cardone shared the Prevention Coalition has a new Coordinator, Devin Pollick. Board members and staff are actively involved with the Prevention Coalition. Ms. Ashley Morrow is the Board chair and Ms. Cardone is a chair of a committee.
 - 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.
 - Mr. Pollack has added new community members to the coalition, some of these new members have voiced concerns with LGBTQ+ committee.
 - At the last committee meeting there was discussion around the potential need to move this committee to not cause issues with Prevention Coalition. Huron County Public Health's Commissioner, Tim Hollinger, offered to move it under them, if needed. It was decided to keep the committee where it is.
 - 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.
- 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.

- Some Board members have been involved in the communication.
- Ms. Hernandez shared this goes to show the lack of understanding and sympathy to this part of our community. They don't have a place to be heard and support needs to be continued. There is a need to break down barriers and stigma in our community.
- Ms. Erin Bohne shared the number of kids who identity as LGBTQ+ is rising.

Discussion Items:

- Women's House of Hope Monthly report (Attachment II)
 - Ms. Cardone shared the report was thoroughly completed.
 - Ms. Amber Boldman shared women going from Road to Hope to House of Hope because the structure is much more lenient. She shared there needs to be accountability for residents to ensure they are getting jobs, paying their fines, getting medical cards, applying for food assistance. The goal is set the women up for success, not failure, to rebuild and get their lives together. She also shared concern about the resistant resident, expressing some people will attempt to utilize recovery housing as an alternative to homeless shelter. Recovery housing residents need to be people who are serious about their recovery. If this is not the case, then a conversation needs to happen between the resident and the house manager.
 - Ms. Cardone requested Ms. Boldman's assistance to guide her through the specific questions that need to be asked.
- SFY 2023 Request for Information (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, the grant fiscal year for SOR runs 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. Hernandez questioned why Men’s HOH does not have to do the same reporting as Women’s HOH. Ms. Cardone shared that beginning in FY23 the reporting requirements will be the same.
 - 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).
 - 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.
 - Ms. Bohne questioned the response from FLC, FCFC, and LGR when the initial proposal was denied. Ms. Cardone shared most were understanding with one being confused. But everyone took it seriously and did it properly the second time around.
- State Opioid Response (SOR) 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.
- 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. Pollick 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.
- Legends Change Orders (Attachment III, 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.
 - Ms. Boldman asked who the inspector was. Ms. Cardone shared he came highly recommended by the realtor and seemed to do a thorough job.
 - 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.
 - The Board approved funding for FY23, but there was no contract set up for FY22.
 - NAMI already trained multiple Huron county residents and finally sent an invoice for these services, so a FY22 contract is needed.
- Ms. Bohne complimented Ms. Morrow on her Mental Health First Aid Training, she said Ms. Morrow was amazing.

Attachment I

The following narrative represents a plan of correction concerning the list of concerns received on 05/18/2022.

Reporting and Contract Requirements, General

The Huron County Mental Health and Addiction Services Board (HCMHASB) requires quarterly reports concerning services delivered under contract. Those reports are to include the following information:

- Satisfaction report results when surveys are taken/aggregated regarding clients and referral sources, to be provided at least annually, when completed.
- Outcomes results
- Waiting list summary for all programs/all locations
- List of staff and openings, by location
- Successes/Challenges/Trends
- Attend quarterly meeting, to be scheduled by MHAS Board staff
- Special Population Report which shall include number of clients served who fall in the following categories:
 - Pregnant women with SUD
 - IV drug users
 - Those with other communicable diseases
 - Youth served in schools
 - Crisis services
- Quarterly service demand (Utilization) (AoD/MH/Adult/Youth)

AOD Services

	Adult	Youth	Total
Norwalk			
Bellevue			
Willard			

Mental Health Services

	Adult	Youth	Total
Norwalk			
Bellevue			
Willard			

FY 2022 Quarterly reports are to be submitted to MHAS [Board no later than:](#)

First Quarter: 10/15/2020
Second Quarter: 1/15/2021
Third Quarter: 4/15/2021
Fourth Quarter 7/15/2022

Concern(s) Noted:

A. Quarterly reports submitted late

- 10/20/20 (due 10/15)
- 1/19/21 (due 1/15)
- 4/19/21 (due 4/15)
- 7/16/21 (due 7/15)
- 10/18/21 (due 10/15)
- 2/1/22 (due 1/15)
- 4/19/22 (due 4/15); had to ask for it after sending reminder email on 4/10.

Plan of Correction

Starting 05/24/2022 and moving forward **all data required for the (HCMHASB) quarterly report** from the responsible staff noted below shall be submitted to the Norwalk, Ohio Site Director, Jessica Dickman, by **no later than 5:00 PM on the 10th day** of the month in which a quarterly report is due:

- 7/10/22
- 10/10/22
- 1/10/23
- 4/10/23

Responsible Staff required to submit quarterly report data:

- **QI/QA Director: Joy Reeder**
 - Compilation of persons served in Huron County- Norwalk & Willard locations as required by the board report.
 - Outcome Data for persons served in Huron County- Norwalk & Willard locations as required by the board report.
 - Satisfaction report results when surveys are taken/aggregated regarding clients and referral sources, to be provided at least annually, when completed for Huron County
 - Number of Crisis services provided for Huron County Residents.

- **Norwalk, Ohio FLCPS Site Director: Jessica Dickman**
 - Waiting list for all Norwalk Offices and programs.
 - List of staff and openings, for Norwalk offices
 - Successes/Challenges/Trends for Norwalk offices
 - Special Population Report which shall include number of clients served who fall in the following categories:
 - Pregnant women with SUD
 - IV drug users
 - Those with other communicable diseases

- **Willard, Ohio FLCPS Site Director: Tiffany Drago**

- Waiting list for Willard Office and programs.
 - List of staff and openings, for the Willard office
 - Successes/Challenges/Trends for the Willard office.
 - Special Population Report which shall include number of clients served who fall in the following categories:
 - Pregnant women with SUD
 - IV drug users
 - Those with other communicable diseases
- o **Huron County School Based Services Director: Susan Wilson**
- Crisis sessions performed in schools this quarter:
 - Clients seen in school for reporting period:
 - **School based team update:**
 - School Based Waitlist
 - Staff needed
 - Successes/Challenges/Trends for the school-based program
 - Special Population Report which shall include number of clients served who fall in the following categories:
 - Pregnant women with SUD
 - IV drug users
 - Those with other communicable diseases

Note: If the above noted responsible FLCPS staff do not submit the required data as identified by 5:00 PM on the 10th day of the month that the quarterly report is due as delineated above the Norwalk Site Director or their designee shall notify the FLCPS's Executive Director by text message and email on the due date and by 5:00 PM concerning the data that has not been submitted. The Executive Director shall then take necessary steps to rectify the issue.

The Norwalk Ohio Site Director will gather data from the above responsible parties and correlate into one comprehensive report for the (HCMHASB) quarterly report according to the following time-line- (without exception):

- The report shall be submitted to the (HCMHASB) Executive Director **by no later than the 13th of every** month that a **(HCMHASB) quarterly report** is due. (The report will always be early):
 - o 7/13/22
 - o 10/13/22
 - o 1/13/23
 - o 4/13/23
- A copy of the completed quarterly report should be sent to the FLCPS's Executive Director and Joy Reeder the same day the report is sent to Huron County Mental Health Board Executive Director.

B. Communication Issues FLCPS staff responsible for plan- All staff.

FLCPS's has become a primary provider of behavioral health services in Huron County. Therefore, it is imperative that communication between the HCMHASB and our leadership be efficient and effective.

Plan of Correction:

Therefore, starting 05/24/2022 and moving forward the following standard shall be operational:

- When receiving an email, text or phone call from the Huron County Mental Health Board Executive Director or designee, FLCPS staff shall confirm the reception of the communication and the request for information as soon as reasonably possible. If the communication is a request for information, the deadline for the reporting the information should be noted, and every effort should be made to meet the deadline. If the deadline is not possible to be met as a result of some difficulty etc. then the Director or designee should be notified of the delay and the reasons that the deadline cannot be met and a request for an extension if that is appropriate. The request for an extension should occur before the deadline and not after the deadline has passed.
- To improve overall communication FLCPS would like to recommend a monthly meeting with the Board Executive Director in which all important matters/concerns can be addressed. We would like to recommend that the meeting be the designated for the end of each month. FLCPS will assure the presence of all necessary staff to address all important components of service delivery. This monthly meeting will be mandatory for designated FLCPS staff. We also recommend that this meeting be a Zoom formatted meeting for convenience sake.

C. Recovery House Issues- FLCPS Staff Responsible for plan – Jessica Dickman, Misty Hendricks and Kevin Carr.

Plan of Correction

- Reporting & Contract requirements:
 - Monthly HOH reports shall be submitted to MHB by no later than the 13th day of every month in the format requested by the MHB. They will always be early.
- Schedule monthly HOH meeting as required in contract. It is recommended the HOH Recovery House monthly meeting occur the same day of each month for predictability purposes.
- Note: Kevin Carr, House Manager for the men’s HOH, will submit required data for monthly Recovery House report to the Norwalk Site Director by the 10th day of every month. The Norwalk Site Director will submit the men’s report along with the women’s recovery house report on the 13th day of every month.
- Schedule monthly HOH meeting as required in contract. It is recommended the HOH Recovery House monthly meeting occur the same day of each month for predictability purposes.

D. Billing Issues: FLCPS Staff Responsible for plan: Ruth Perkins & Jennifer Saunders

- WHOH, SOR & Other Billing Behind: It is noted that all contracts that [HCMHASB](#) will be requiring contracted agencies to bill by the 15th of each month for services delivered in the previous month. Delays in agency invoice submissions make it very difficult to monitor the boards budget on an ongoing basis.

Plan of Correction

- FLCPS will begin to invoice the HCMHASB by the 15th of every month for services delivered in the previous month unless other acceptable arrangements have been made with the board concerning designated service categories. Any time sheets or funding request/invoices be submitted by the 10th of the month for the previous month’s expenditures.

Respectfully submitted,

Steven Burggraf Ph.D., LPCC-S, IMFT

Steven Burggraf Ph.D., LPCC-S, IMFT

Executive Director, Family Life Counseling and Psychiatric Services

Updated: 05/24/2022

Attachment II

Women’s House of Hope Monthly Report

Due by the 15th of each month


- **Number of unique residents served:** 0
- **Resident relapses and how handled:** 0
- **Successful recovery housing graduates to independent living:** 0
- **Resident employment status:** 2
- **Have you made adjustments to the project, and if so, what adjustments have been made and why?** Latest P&P are being implemented
- **How are you linking residents with local community and treatment services as needed?**
 - For residents linked with treatment services, please provide the following information:
 - Number of residents engaged in services at Firelands: 0
 - Number of residents engaged in services at Oriana House: 1
 - Number of residents engaged in services at Family Life: 5
 - Number of residents engaged in services at other agencies: 1
- **How are you evaluating the success of your program?** Are you evaluating outcomes? Please describe your program outcomes. We are working to develop an outcomes rating scale. We do hold a House Meeting weekly where feedback is obtained.
- **Describe a typical day at the Women’s House of Hope including scheduled activities and days/times for these activities. What prosocial activities are the women engaging in? How are they spending their days?** Women are to be out of their rooms with beds made by 9am. House chores are from 9am to 10am. Morning Meditation is from 10am to 11am. There is a support meeting onsite from 2pm to 3pm (as facilitators are able). On Thursday’s, there is a site meeting from 4pm to 5pm.
- **Please describe successes/challenges/trends:** With updated P&P, rules, expectations, etc. we are working to acclimate the women accordingly.

House of Hope Statistics 4/25/22 to 5/15/22		
Total Inquiries	Number	Explanation
Huron County Inquiries	2	
Out of County Inquiries	2	1 Erie Co.; 1 Lorain Co.
Accepted by HOH	4	
Not Accepted by HOH and Why	0	
Did Not Qualify/Did Not Pursue and Why	0	
Accepted by HOH, Applicant Declined and Why	1	1 potential resident was scheduled to move in on 5/6/22; NC/NS – Has not responded to attempts at reengagement

Applicant Accepted, Not yet moved in	1	Potential resident is in residential txt; scheduled move in date for discharge on 5/16/22
Participant Left HOH	1	Resident stated she was "not ready to be clean"; left the house on 4/29/22; Both Jessica and Misty have engaged and met with her; reports she is going to detox.
Current Participants and county breakdown	5	3 Huron Co.; 2 Erie Co.; 1 Lorain Co.
Participants engaged in recovery support meetings	4	1 resident continues to be resistant to meeting attendance

- Provide the following documentation to show the intake process is being followed appropriately for each applicant and to ensure intake process is taking no more than 48 hours from the time application is received:
 - Emails or documentation showing date and time application received
 - If not permitted to move in, provide details as to why
 - If permitted to move in, date and time of move in

- Submit list of email addresses for all residents currently residing in the home. Beginning in May, the Board will be sending a monthly survey to residents to gather their feedback regarding the house to help us assess any improvements that need to be made.
 - *We are currently working to obtain ROI's from all residents for this purpose.*
 -


 Jessica Dickman, MS-LPCC-S
 Women's House of Hope Program Director

5-13-22
 Date

Attachment III



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

CHANGE ORDER		21-025-000	
<p align="center">CONTACTOR</p> <p>Legneds General Contractors 37 Saint Marys St. Norwalk, Ohio 44857</p> <p>Phone: 419-668-5343</p>	<p align="center">JOB LOCATION</p> <p>MHAS Women's Shelter 17 Adams St. Norwalk, Ohio 44857</p> <p>Superintendant: Bryan Roberts Phone: 419-577-2445</p> <p>Project No. 21-025</p>		
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: _____




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

CHANGE ORDER	21-025-001
CONTACTOR	JOB LOCATION
Legned's 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

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: 5-13-22	Date:
Signed By: 	Signed By:
Bryan Roberts, Vice President	

Approved: _____ Not Approved: _____