

Program Committee Meeting

Meeting date: Monday, January 9, 2023

Meeting time: 5:04pm – 6:44pm

Meeting location: 2 Oak Street, Norwalk

Recorder: Cari Williamson

Committee Members Present:

X	Katie Chieda	X	Lenora Minor 5:07pm
	Amber Boldman, Committee Chair-Excused	X	Laura M. Wheeler
	Julie Landoll, First Vice Chair-Excused	X	Silvia Hernandez
X	Erin Bohne		

Board Staff Present:

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

Unfinished business/updates:

- January Meeting
 - Ms. Cardone shared January 17, 2023 Board meeting will be held at the Huron County Department of Job and Family Services. The monthly presentation is Firelands Counseling and Recovery Services.
 - Ms. Cardone shared the Board will enter Executive Session at the Board meeting under ORC 121.22 G1, 5 and 6.
- Food for committee meetings
 - Ms. Cardone shared in the past food for committee meetings was purchased on a credit card. Use of credit cards is no longer allowed until a Board credit card is approved. The only option is having Catering by Design prepare food and invoice the Board at a rate of \$15/person. Ms. Cardone stated she does not think this is a good use of community money. Until there is a solution, food will not be provided at the committee meetings.
 - Ms. Laura Wheeler asked if the Board was still doing a company credit card.
 - Ms. Cardone shared that Mr. Ben Chaffee has contacted Civista Bank regarding the process of obtaining a credit card for the Board and will update the Board with additional information. Per the Ohio Revised Code, county credit card usage is limited to specific items and the company card will not address many of the needs of the Board.
 - Program Committee members agreed that in the future food is not necessary at Committee meetings.
- Glossary of Terms (handout)
 - Committee members were provided with an updated glossary of terms for Board member manuals. OhioMHAS website has a glossary of terms that are used throughout Behavioral Health and Board staff merged the glossary of terms with the Board's current abbreviation document to

come up with this handout. Please add this to the hard copy of your Board manual. This will be updated yearly as OhioMHAS updates their website.

- Praxis update
 - Ms. Cardone shared that a meeting was held in December with the Assistant Prosecutor, Mr. Randy Strickler, and Praxis' Executive Director, Clinical Director, and another employee. Ms. Cardone and Mr. Strickler reviewed concerns with Praxis staff, and they stated they have been addressing these issues and all reported issues are actively being addressed. There have not been any complaints from Let's Get Real and only one community call in the past few months.
 - Ms. Lenora Minor asked if transportation is still an issue.
 - Ms. Cardone shared in the past Praxis was fully reliant on Let's Get Real (LGR) for their transportation of clients leaving the facility. This has been resolved and LGR will only transport to another treatment center. There were also issues with clients not knowing they were going to another treatment center, and they thought they were going home, once they realized this, they became angry. This has also been addressed and no complaints have been made recently.
- Liability Insurance review
 - Ms. Cardone reviewed the Board's current liability insurance policy with Committee members. Ms. Cardone sent the document to Mr. Strickler for review and updated the Board on his feedback.
 - The only concern included the coverage amount for the Board's office, which is currently listed as \$225,000. Committee members discussed the Board's ability to rebuild the building for that amount, should something happen, and also discussed the possibility of increasing this amount which will also increase the cost of the policy.
 - Ms. Cardone will get estimates utilizing higher coverage amounts will then share the information with Board members.
 - Aggregate amount is a shared limit.
 - Ms. Cardone shared that this aggregate amount of 4 million dollars is an amount shared between both the Adams Street property and Oak Street property. Mr. Strickler advised that this amount is sufficient coverage.

Discussion Items:

- Crisis Text Line mini grant (Motion)
 - Authorize Executive Director to apply for Crisis Text Line mini grant through the Ohio Association of County Behavioral Health Authorities (OACBHA) in the amount of \$2,500.00.
 - Ms. Cardone shared annually OACBHA sends out requests for Crisis Text Line mini grants and the Board needed to submit this year's application prior to being able to obtain Board approval. Last year the grant was used for rack cards; this year the funds will be used to boost social media posts which will help supplement the Board's marketing budget.
 - Committee members were in support of applying for the mini grant.
- Community Anti-drug Coalitions of America (CADCA) conference scholarship (Motion)
 - Authorize Executive Director to apply for CADCA's National Leadership Forum Conference stipend through Prevention Action Alliance in the amount of \$3,200.00.
 - Ms. Cardone shared the Board was provided the opportunity to apply for a \$3,200 scholarship for a prevention provider to attend CADCA's National Leadership Forum Conference in Washington D.C. The application for this scholarship was due prior to being able to obtain the Board's approval; Ms. Cardone submitted the application, and the Board was awarded the funds. She is requesting a motion authorizing her to apply for these funds.

- Committee members were in support of applying for this scholarship.
- Community Needs Assessment review
 - Ms. Cardone shared with Committee members the Board’s Community Needs Assessment via email. There are no decisions that need to be made. This is information used to develop the Strategic Plan and will be used when planning for the Board’s upcoming levy.
 - Recommended additions for next year:
 - Clarifying wait time question to determine if the length of wait time was the first available time or specific to the client’s schedule.
 - Ideas to improve awareness of available services:
 - Sharing posts on county “Talk of…” Facebook pages.
 - Asking city social media pages or community partners to do a snapshot or quick blip of MHAS to share on their pages.
 - Have a small focus group with teens or youth do a mini-interview with people on who is MHAS.
 - Attend school open houses.
 - Ms. Minor questioned if MHAS is diverse enough with outreach.
 - Ms. Cardone shared a barrier in the county is the lack of Spanish speaking clinicians. There are translators, but a lot can be lost in translation.
 - Idea presented is to use the SOR technology grant to fund a translator service, such as the Language Line used by Fisher Titus Medical Center. Additional idea includes reaching out to Ms. Ruby Gross, a commonly used as a translator in the area.
 - Board members suggested having marketing material in Spanish.
 - Ms. Hernandez agreed but suggested having the ability to communicate with this population before advertising in Spanish. This could cause more harm than good. She also informed the group there are several Haitians moving to the Willard area, they speak Haitian Creole.
 - Ms. Cardone shared the assessment did not list language as being a major barrier. The results are most likely skewed because the assessment was only offered in English and only captured the opinions of English-speaking residents.
 - Ms. Cardone shared this assessment is only a snapshot of the actual data, though it is useful information because it is data the Board has never had before. The Board will continue to do an annual assessment and update the Strategic Plan accordingly.
- Community Plan (Motion)
 - To approve the OhioMHAS 2023-2025 Community Assessment and Plan as sent to Board members on January 6, 2023.
 - Ms. Cardone shared the Board is required to complete a community plan every three years for OhioMHAS.
 - Committee members discussed their thoughts regarding the assessment results, including being surprised that problem gambling is listed as a minimal challenge. Members engaged in discussion regarding problem gambling and the lack of awareness of this issue as many people do not know exactly how to define it and do not understand all it encompasses.
 - Ms. Cardone shared the strategies listed in the community plan are determined by looking at the CAP assessment, community needs assessment, and data availability. There is a lot of data we do not have access to such as Medicaid data, hospital data, and private insurance data for agencies we do not contract with. Due to the lack of data in these areas, the Board must select strategies that are able to be tracked based on available data.
 - Committee members were in support of approving the Board’s Community Plan.

- Annual Report (Motion)
 - To approve the Fiscal Year 2022 Huron County MHAS Board Annual Report as sent to Board members on January 3, 2023.
 - Ms. Cardone shared that annually the Board is required to submit Annual Report to OhioMHAS and the Huron County Commissioners. The Board also sends the report to our contracted agencies, shared on the Board website, and creates a press release for local papers. The Annual Report is a summary of what the Board accomplished last year.
 - Committee members were in support of approving the Board's FY22 Annual Report.
- 040 Actual Report (Motion, Attachment I)
 - To approve the OhioMHAS FY2022 040 Actual Report reflecting the budget shown in Attachment I.
 - Ms. Cardone shared the Board is required by OhioMHAS to submit 040 Actual Report which lists all revenues and expenses in FY2022. This document has a lot of rows and columns, which makes it difficult to read. Ms. Cari Williamson has created a condensed version of the information represented on the 040, that is easier to read and explain.
 - Ms. Williamson explained each section of the funds to the Committee as well as how funds are managed. OhioMHAS funds are always utilized first as if the Board does not expend all state funds, they have to be returned. All funds that were not used were approved for carryover into FY23. In FY22, OhioMHAS state funds are 30.91% of revenue, OhioMHAS federal funds are 43.20% of revenue, Local Levy funds are 24.18% of revenue, and other funds are 1.70% of revenue.
- Levy Reserves (Motion, Attachment II)
 - The Board's current levy reserve balance is \$867,230.00. In the past this amount was calculated annually, however, moving forward this amount will be calculated monthly for the Board to review.
 - Ms. Cardone shared that when the policy was originally approved, the Board approved the minimum amount to be 6 times the average monthly expenditure and the maximum amount to be 12 times the average monthly expenditure. The policy was originally put in place to ensure the Board did not retain too much funding in reserves. Given that the Board's expenditures have increased significantly over the past few years due to short term, or one time, increases in federal funding, the required minimum amount of reserves has increased from just over \$1.1 million to over \$1.6 million.
 - How did we get here and what does it mean.
 - SOR and other grants have skewed our monthly expenditure averages.
 - For the past few years, the Board focused on spending down the levy reserves. Because of this, the Board was intentional with their spending of levy funds in FY22.
 - Moving forward the Board needs to be careful approving any additional services to come out of levy funds to ensure the reserve amount does not consistently remain below the minimum amount.
 - Ms. Cardone recommends the Board amend their policy, changing the minimum amount to 3 months and maximum amount to 9 months to reduce the amount of funding the Board is required to keep in reserves. This change will allow the Board to utilize these funds for services and supports in the community. These amounts would be \$813,924 minimum and \$2,441,772 maximum.
 - Committee members discussed this recommendation and determined that it would be best to set a maximum amount of reserves and remove the minimum amount.

- Board staff are consistently working on ways to save money to ensure as much funding as possible is going to services and supports for the community. Committee members discussed possible ways to accomplish this goal.
 - Implement maximum funding amount of \$1,000 per school for after prom funding and reduce total available funding amount to \$6,500. Funding will be determined by number of schools that apply and number of students served.
 - Reducing Board's operating expenses to \$12,500; these funds are used for outreach and marketing.
 - With these cuts the Board is expected to utilize \$47,950 of levy reserves for FY23, assuming all contracted providers expend their entire contracted amounts.
 - In FY24, the Board will be saving funds by no longer funding NOBARS and SOSW Board as a fiscal agent.
- Levy and sustainability discussion
 - Ms. Cardone shared she believes March 2024 is the first time the Board can put the levy on the ballot. Her guidance is for the Board to do a renewal with increase the first time on the ballot and then if it fails, the Board can go on the ballot again in November 2024 requesting a renewal.
 - Ms. Cardone shared the need to request an increase in levy funds because the cost of everything is going up and the agencies will continue to need and request additional funds to meet the demand for services. Right now, there is no additional funding available to allocate. If the Board only goes for renewal, there will need to be discussions around funding cuts.
 - Ms. Cardone reviewed the different options with Committee members including the costs to community members, benefits to the community, and potential negative impact to the community for each option.
 - Committee members agreed with requesting for an increase in levy.

Attachment I

**Fiscal Year 2022 (Ohio MHAS 040 Purposes)
Huron Board Report through June 30, 2022 (100%)**

Row			Revenues	Client Expenses	Admin Expenses	Total Expenses	Balance on Budget	Percentage Expended	
Ohio MHAS Funds									
1	MH State Funds	GRF 421 Continuum of Care	\$ 640,427.00	\$ 544,537.00	\$ 95,890.00	\$ 640,427.00	\$ -	100%	
2	MH State Funds	GRF 421 Both Community Investments	\$ 42,003.00	\$ 42,003.00	\$ -	\$ 42,003.00	\$ -	100%	
3	MH State Funds	GRF 421 Both Community Investments-Central Pharmacy	\$ 35,000.00	\$ 30,670.17	\$ -	\$ 30,670.17	\$ 4,329.83	114%	*
4	MH State Funds	GRF 421 Continuum of Care Earmark-Multi System Adult	\$ 2,542.00	\$ -	\$ -	\$ -	\$ 2,542.00	#DIV/0!	*
5	MH State Funds	5TZO 4221C Community Investments	\$ 52,991.00	\$ 52,991.00	\$ -	\$ 52,991.00	\$ -	100%	
6	MH State Funds	GRF 336421 4221C Community Investments	\$ 22,727.00	\$ 22,727.00	\$ -	\$ 22,727.00	\$ -	100%	
7	MH State Funds	5TZO 4211Q Crisis Flexible Funds	\$ 59,939.00	\$ 59,939.00	\$ -	\$ 59,939.00	\$ -	100%	
8	MH State Funds	Community Transition Program (CTP) (Carryover)	\$ -	\$ 1,249.05	\$ -	\$ 1,249.05	\$ (1,249.05)	0%	**
9	MH State Funds	Early Childhood Mental Health Whole Child Grant (Carryover)	\$ -	\$ 94.30	\$ -	\$ 94.30	\$ (94.30)	0%	*
10	MH State Funds	Psychotropic Jail Medication	\$ 3,607.00	\$ 3,607.00	\$ -	\$ 3,607.00	\$ -	100%	
11	MH State Funds	GRF Continuum of Care MH Crisis Stabilization Centers	\$ 10,141.00	\$ 10,141.00	\$ -	\$ 10,141.00	\$ -	100%	
12	MH State Funds	Forensic Monitoring 336422 4224Q MH Criminal Justice	\$ 4,671.00	\$ 4,671.00	\$ -	\$ 4,671.00	\$ -	100%	
Local Levy Funds									
13	MH Federal Funds	Title XX	\$ 39,947.00	\$ 39,947.00	\$ -	\$ 39,947.00	\$ -	100%	
14	MH Federal Funds	MHBG 4221C Community Investments	\$ 42,304.00	\$ 40,189.00	\$ 2,115.00	\$ 42,304.00	\$ -	100%	
15	MH Federal Funds	MHBG (COVID) 4224Q Forensic Monitoring	\$ 1,560.00	\$ 981.55	\$ -	\$ 918.55	\$ 641.45	59%	*
16	MH Federal Funds	MHBG (COVID) 4221C Mitigation	\$ 8,090.58	\$ 1,064.20	\$ -	\$ 1,064.20	\$ 7,026.38	13%	*
Non Ohio MHAS Funds									
17	AOD State Funds	GRF 421 Continuum of Care	\$ 27,459.00	\$ 23,349.00	\$ 4,110.00	\$ 27,459.00	\$ -	100%	
18	AOD State Funds	Primary Prevention 336406 4253C	\$ 4,461.00	\$ 4,461.00	\$ -	\$ 4,461.00	\$ -	100%	
19	AOD State Funds	Prevention on Services Earmark to EBP 336406 4253C	\$ 24,800.00	\$ 24,800.00	\$ -	\$ 24,800.00	\$ -	100%	
20	AOD State Funds	5JLO SUD Gambling Addiction Prevention	\$ 19,456.00	\$ 19,456.00	\$ -	\$ 19,456.00	\$ -	100%	
21	AOD State Funds	Recovery Housing 336424 4221N	\$ 45,900.00	\$ 45,900.00	\$ -	\$ 45,900.00	\$ -	100%	
22	AOD State Funds	GRF 336422 4224P Addiction Treatment Program (Carryover)	\$ 25,000.00	\$ 25,578.19	\$ -	\$ 25,578.19	\$ (578.19)	98%	**
23	AOD Federal Funds	SAPT Block Grant (COVID) Crisis Infrastructure	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	100%	
24	AOD Federal Funds	SABG SUD Comm Invest 336618 3G40 (SAPT)	\$ 145,688.00	\$ 138,404.00	\$ 7,284.00	\$ 145,688.00	\$ -	100%	
25	AOD Federal Funds	SABG Primary Prevention 336618 4253C	\$ 44,004.00	\$ 44,004.00	\$ -	\$ 44,004.00	\$ -	100%	
26	AOD Federal Funds	SABG 4221C (COVID) Treatment Access for Adults with AUD	\$ 25,000.00	\$ 2,247.85	\$ -	\$ 2,247.85	\$ 22,752.15	9%	*
27	AOD Federal Funds	SABG 4221C (COVID) Mitigation	\$ 7,611.84	\$ -	\$ -	\$ -	\$ 7,611.84	0%	*
28	AOD Federal Funds	SOR 2.0 2200387	\$ 327,869.16	\$ 308,305.91	\$ 19,563.25	\$ 327,869.16	\$ -	100%	
29	AOD Federal Funds	SOR 2.0 Innovation 2200453	\$ 483,209.88	\$ 483,209.88	\$ -	\$ 483,209.88	\$ -	100%	
30	AOD Federal Funds	SOR 2.0 No Cost Extension 2200788	\$ 202,935.91	\$ 202,935.91	\$ -	\$ 202,935.91	\$ -	100%	
31	Total Ohio MHAS Funds		\$ 2,399,344.37	\$ 2,227,463.01	\$ 128,962.25	\$ 2,356,362.26	\$ 42,982.11	98%	
Local Levy Funds									
32	Local Property Taxes	Huron County Levy	\$ 569,053.66	\$ 1,411,323.01	\$ -	\$ 1,411,323.01	\$ (842,269.35)	248%	
33	Other	Capital Project Match Reimbursement for Recovery House	\$ 194,418.87	\$ -	\$ -	\$ -	\$ 194,418.87	0%	
34	Other	Donations, Overpayment, Repair Reimbursement, Copier Payoff	\$ 8,025.64	\$ -	\$ -	\$ -	\$ 8,025.64	0%	
35	Total Local Levy Funds		\$ 771,498.17	\$ 1,411,323.01	\$ -	\$ 1,411,323.01	\$ (639,824.84)	183%	
Non Ohio MHAS Funds									
36	AOD State Funds	SPF - Partnership for Success	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	100%	
37	Other	IDAT	\$ 5,268.33	\$ 5,302.82	\$ -	\$ 5,302.82	\$ (34.49)	101%	***
38	Other	First Responder Appreciation Grant	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	100%	
39	Other	Crisis Text Line Mini Grant	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	100%	
40	Ohio Medicaid/OHRISE	Mobile Response Stabilization Services	\$ 1,650.00	\$ 35,730.32	\$ -	\$ 35,730.32	\$ (34,080.32)	2165%	****
41	Metrich Drug Task Force	Comprehensive Opioid, Stimulant, and Substance Abuse	\$ 13,961.44	\$ 17,522.33	\$ 2,320.74	\$ 19,843.07	\$ (5,881.63)	142%	****
42	Ohio Suicide Prevention	Mental Health First Aide Training Reimbursement	\$ 300.00	\$ -	\$ 300.00	\$ 300.00	\$ -	100%	
43	Total Non Ohio MHAS Funds		\$ 54,179.77	\$ 91,555.47	\$ 2,620.74	\$ 94,176.21	\$ (39,996.44)	174%	
44	TOTAL FY2022 Board Revenue		\$ 3,225,022.31	\$ 3,730,341.49	\$ 131,582.99	\$ 3,861,861.48	\$ (636,839.17)	120%	
Funding Source									
		REVENUES	PERCENTAGE	**ATP Funds		**CTP Funds			
	Total Ohio MHAS State Funds	\$ 986,124.00	30.91%	\$ 45,827.24	FY21 Carryover	\$ 43,942.96	FY21 Carryover		
	Total Ohio MHAS Federal Funds	\$ 1,378,220.37	43.20%	\$ 25,000.00	FY22 Allocations	\$ -	FY22 Allocations		
	Total Local Levy Funds	\$ 771,498.17	24.18%	\$ 25,578.19	FY22 Expenditures	\$ 1,942.05	FY22 Expenditures		
	Total Other	\$ 54,179.77	1.70%	\$ 45,249.05	6/30/22 Balance	\$ 43,883.96	6/30/22 Balance		
	TOTAL	\$ 3,190,022.31	100%						

*Funding can only be used for specific purposes, these funds have been carried over into FY23

*** Credit from FY21

**** Awaiting reimbursement

Attachment II

FISCAL RESPONSIBILITY

PURPOSE

To establish a policy for the Board to maintain adequate reserves and cash flow to assure continuation of its programs and services.

POLICY

It is the policy of the Board to assure financial responsibility and discharge its financial obligations in a timely manner. The Board shall maintain Board Levy Reserved Funds for future operating expenses.

ACCOUNTABILITY

Finance Committee, Executive Director

PROCEDURE

1. The Board may utilize the Board Levy Reserved Funds to minimize interruptions in the provision of behavioral health services and/or for any special community projects to cover current behavioral health system gaps.
2. Any consideration of the use of the Board Levy Reserved Funds shall be a balance between the need to meet current demands for services and the fiscal responsibility required to maintain service stability in the future years.
3. The Board will review the Board Levy Reserved Funds amount monthly in the Finance Committee meeting.
4. Annually at the January Board meeting, the Board will review and approve a required reserve amount based on the following formula:

BOARD LEVY RESERVED FUND BALANCE

NO LESS THAN: Average monthly expenditures x 3 months BUT

NO MORE THAN: Average monthly expenditures x 9 months

Average monthly expenditures are calculated taking in consideration the last three calendar years. Example: (At the January 2021 Board meeting, the Board will review the CY2020, CY2019 and CY2018 average monthly expenditure).

FORMULA TO CALCULATE AVERAGE MONTHLY EXPENDITURE:

Total expenditures for the last three calendar years /36 months = Average monthly expenditure

4. The reserve fund balance shall be determined in the sound discretion of the Board on an annual basis, or less than annually, if the facts and circumstances so dictate.