

# Governance Committee Meeting

**Meeting date:** Monday, November 7, 2022

**Meeting time:** 5:05pm – 6:00pm

**Meeting location:** 2 Oak Street, Norwalk

## Committee Members Present:

X	Katie Chieda	X	Ben Chaffee, Jr., Board Chair
	Julie Landoll, First Vice Chair - excused		

## Board Staff Present:

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

## Discussion Items:

- Size of Governance Committee
  - It was decided that additional Board members should be added to the Governance Committee. The Governance Committee should be made up of members who are in leadership roles. Ms. Cardone will contact Mr. Cawrse and Ms. Boldman, asking them to join the Governance Committee.
- Review Strategic Plan (email attachment)
  - Ms. Cardone shared progress made on current Strategic Plan. A lot of the Strategic Plan is ongoing, such as promoting the sliding fee scale, sharing information daily on social media, targeting outreach in specific areas, and attending trainings.
  - Ms. Morrow recently attended training courses on best practices for outreach and on the levy.
  - Analytics and a PowerPoint template have been created. This is to make sure everything looks the same, giving MHAS brand recognition.
  - Will continue to promote contracted providers through newsletters and social media.
  - In educational strategies, Ms. Morrow was certified as a Mental Health First Aid trainer and has conducted several trainings this fiscal year.
    - Mr. Chaffee shared the training provided at South Central was great and his employees appreciated it. His suggestion would be to ensure people know there is prework that must be done before attending the training.
  - Prevention services received Drug Free Communities Grant. Staff are in the process of identifying and hiring a second person, as required by the grant. There have not been a lot of applicants. The person will probably not have prevention background, so seeking someone who will be a good fit for the office.
  - Board staff continue to look for grants, more at the state level. In the past when applying for Federal Grants we have scored well but didn't receive them due to the size of our county. If there is an opportunity to apply for Federal grant, we would need to collaborate with other counties to raise the chances of receiving it.
  - Recovery supports, there has been no progress on expansion of mental health peer support. Conversation was had with Let's Get Real about adding mental health peer support services, since they already handle substance use peer support. They have been

having staffing difficulties and filling current positions has been the priority, so we have not made progress toward this goal.

- Ms. Chieda inquired about other agencies that originally applied to the Board's RFP for peer support that are able to provide mental health peer support.
  - Oriana House applied but the Board elected to not go with them because they did not want to have a treatment provider providing this service.
  - Sandusky Artisans also applied but they will not transport individuals to treatment or appointments which is why the Board did not select them.
  - Expanding mental health support services through NAMI has been going extremely well.
- Workforce issues with agencies seem to be improving.
- Transportation and housing continue to be needed as identified in the Board's Community Health Assessment. Would like to align Board's Strategic Plan with OhioMHAS's Community Plan and also with the CHA and CHIP. The Board is doing well on the strategic plan, especially since we are only four months into it. It is ongoing until 2025.
  - Mr. Chaffee recommended strongly reiterating that the plan goes until 2025. There are things that can and should be added to the plan as time goes on. He suggested having a mid-term meeting halfway through the dates of the strategic plan to discuss what has been accomplished and what can be added, ensuring it is not something that is completed then not heard about again until 2025.
- Annual Behavioral Health Champion
  - Ms. Cardone shared after attending NAMI CIT dinner she thought it may be a good idea for the Board to nominate a behavioral health champion annually. This individual would be someone who works closely with MHAS but not employed by one of the contracted agencies, as the goal would be to recognize those who do not directly fall in behavioral health but work closely with the Board on improving behavioral health in the community. It would be to show appreciation with formal recognition. We have a lot of people who give up their time to help with our initiatives, this would be an opportunity to say thank you.
    - Nominations would be made internally by the Board. Criteria would be pulled by the Board and a decision then made by Board members. There could potentially be multiple awards, one for contracted agencies and one for non-contracted agencies.
    - This is an inexpensive way to show appreciation. It needs to be sustainable, not just something that happened this year.
    - Mr. Chaffee inquired about other Boards doing this.
      - Ms. Cardone shared she does not know if other Boards do this.
    - It was suggested to get a committee together to gather criteria and questions. This will determine whether there will be multiple awards given.
- Board self-evaluation
  - Ms. Cardone questioned if other Boards do self-evaluations.
    - Ms. Chieda shared the Hospital Board does and Mr. Chaffee shared his leadership group does.
  - Currently the MHAS Board does not have self-evaluations. It was agreed that it would be a good tool for Board members. Self-evaluations are a good way to structure Board member education. It also helps identify what each member can be doing better.
  - Ms. Cardone asked if there are forms either Board member would be able to share.
    - Mr. Chaffee said he has a leadership survey.
    - Ms. Chieda said the hospital's is through governance institute, but she will attempt to get a copy of it.

- After each meeting, quarterly, annually, etc.
      - Members agreed it should be scheduled annually.
- Levy campaign (beginning Spring 2023)
  - Ms. Cardone shared the levy expires in 2024, so it will need to be added to the ballot for Spring 2024, allowing the Fall 2024 election to serve as a backup in case it does not initially pass.
  - The Board will have to decide about what levy to put on the ballot. There is no new money coming in from the State and have not had any luck getting grants we have applied for. Should the Board ask for an increase to the .5 mill we currently have?
    - Mr. Chaffee asked when the levy was first approved.
      - Ms. Cardone shared she was not sure but can find out.
    - Mr. Chaffee shared there are three options, renewal of levy, request for a levy increase, or let levy expire and request for a replacement. He volunteered to speak with Huron County Auditor Mr. Roland Tkach to determine how much each avenue would cost the taxpayers, then will share the information with Ms. Cardone.
    - If the Board requests additional funding it will most likely go towards transportation and housing, which are both the needs identified by the Board's community needs assessment survey, as well as expansion of other behavioral health services.
      - The community has no group homes or permanent supportive housing. If individuals are worried about housing and having a place to live, they are not going to get treatment.
    - Mr. Chaffee shared some details about running his school's levy.
      - The Board cannot use any current levy funds to promote a new levy. Fundraisers and donations are ways to raise money. Individuals do not need to be a resident of Huron County to donate.
      - A committee of 3-5 members will need to spearhead the levy campaign, with a designated treasurer.
      - Information can only be factual, must be careful how the wording is stated.
      - Typically levy campaigning starts two years before the levy is on the ballot. Board staff have been continuously providing outreach materials to all of Huron County which creates awareness on what MHAS does for the community.
        - Mr. Chaffee shared that many community members praised MHAS at the Huron County Fair.
    - Mr. Chaffee suggested having a meeting with the Board's legal counsel, Mr. Randy Strickler, about what we can and cannot do. He will attend the meeting with Ms. Cardone.
    - At this point in time the Board members agreed they are leaning towards just a renewal of the levy.
- Flex Time Policy (Attachment I)
  - Ms. Cardone shared with COVID a lot of people were forced to work from home. Now we have the capacity to work offsite. There should be a policy in place to clarify employees need to work from home or flex their time. A benefit is retaining staff by being able to come in early, stay late or work from home. This can achieve having the staffs needs meet and increase job satisfaction. The policy attached has been approved by MHAS's legal counsel, Mr. Strickler.
    - Ms. Chieda inquired about number 4 on the attachment. Are the Board staff exempt or non-exempt?

- Mr. Chaffee shared as a superintendent he is entitled to overtime.
  - Ms. Cardone will clarify with Mr. Strickler.
- Mr. Chaffee expressed concerns about employees taking advantage of this system. It is critical to create work-life balance. He has attended workshops about generational trends which show this flexibility is how some of the younger employees work best.
- Board members agreed to delete all of number 2, a lot of the items should be using sick days or time off. Any work from home or flex-time schedule should be justifiable and cohesive with other employees' work schedule.
- Policy review (waiting to receive from Randy)

## **Attachment I**

### **203.2 SECTION 2**

#### **SCHEDULING**

Flexible scheduling will be permitted, with the prior approval of the Executive Director, providing it does not adversely affect the business of the Board of Mental Health and Addiction Services.

#### **Proposed:**

##### 203.2 Scheduling and Flexible Work Arrangements

##### Policy

1. The Board is committed to ensuring that all employees have flexibility in their work arrangements to the maximum extent possible, within the context of their job duties and the operations of their department/unit. This includes, and is not limited to, remote work arrangements, alternative scheduling, and other adjustments to the work environment.
2. The Executive Director is responsible for determining the appropriateness of alternate schedules and work locations and must consider the impact on the effectiveness of Board operations. Flexible work arrangements are to be considered on a case-by-case basis and each request is considered upon its own merits with the personal reason of the employee and the needs of the agency. It is not required that flexible work arrangements be uniformly available to all positions at the Board. The decision is at the sole discretion of the Executive Director and is not subject to the grievance procedure, will not create a precedent and will not establish past practice.
3. Additionally, the Executive Director may authorize or require employees to work a flexible schedule in a work week to meet a specific need (e.g., working a short day on Monday to accommodate a job requirement on Tuesday). Flexing time for work schedule adjustments should be within the same pay period for exempt staff.
4. In general, Board employees will not work more than forty (40) hours in a single workweek. When overtime work cannot be avoided, employees will be compensated in the form of compensatory time at a rate of one and one-hour for each hour of overtime. Moreover, any and all overtime will be approved in advance by the Executive Director.

##### Process:

1. Employees with a need for flexible work arrangements shall make the request to the Executive Director, prior to the date requested, via email. The Executive Director will review the request and will approve or disapprove the request and forward their response to the employee.
2. Reasons that could demand home-based work arrangements include, but are not limited to:
  - a. Parenting
  - b. Bad weather
  - c. Emergencies
  - d. Medical reasons

- e. Work-life balance
  - f. Overlong commute
3. Employees working from home or alternative remote locations must comply with the following requirements:
    - a. Employees must be available by either telephone or teleconferencing during normal work hours.
    - b. Required meetings must be attended either by telephone or teleconferencing including staff meetings.
    - c. All personnel policies continue to apply while working remotely as do Ohio Ethics Laws, public records requirement, and HIPAA requirements.
    - d. No compensatory time will be accrued while teleworking.
    - e. Employees should be prepared to carry out the same duties, assignments, and other work obligations as they do when working at Board office.
  4. Abuse of the privilege of flexible work arrangements may result in its cancellation by the Executive Director, notification to report immediately to the Board office, and may result in disciplinary action.

**Recommended (will send to Randy for review/approval):**

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  - d. No compensatory time will be accrued while teleworking.
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