

Program Committee Meeting

Meeting date: Monday, February 13, 2023

Meeting time: 5:07pm – 5:54pm

Meeting location: 2 Oak Street, Norwalk

Recorder: Cari Williamson

Committee Members Present:

X	Katie Chieda	X	Lenora Minor
X	Amber Boldman, Committee Chair	X	Laura M. Wheeler
X	Julie Landoll, First Vice Chair		Silvia Hernandez – Excused (Zoom)
X	Erin Bohne		

Board Staff Present:

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

Guests: Devin Pollick, PROSPER

Unfinished business/updates:

- January Meeting
 - Monthly presentations: Reach Our Youth
 - Location: 12 James Street, New London
 - Ms. Cari Williamson emailed detailed directions to all Board members last week.
 - Ms. Katie Chieda reminded Ms. Kristen Cardone that she will not be present at the Board meeting.
- Liability Insurance review (Attachment, Potential Motion)
 - Ms. Cardone shared that last month Board members discussed whether the liability insurance amount for the Board office is too low to rebuild. Currently the office is covered for \$225,000. Ms. Cardone reached out to the insurance company, if the Board increases the limit to \$325,000 the insurance premium will increase approximately \$302 per year; if the Board increases the limit to \$400,000 the insurance premium would increase \$530 per year.
 - Board members discussed what the value of the building is.
 - The Board paid around \$200,000 for the building in 2019.
 - The Huron County Auditor's Office website shows the Board owns two parcels. The land parcel is appraised at \$6,720; the land and building parcel is appraised at \$113,240.
 - Ms. Cardone will reach out to the insurance company to find out if the insurance amount is based on the appraisal amount or cost to rebuild amount.
 - Ms. Cardone will reach out to the Huron County Auditor's office to see if they offer free appraisals.
 - Ms. Cardone will share this information with the Finance Committee members.

- Program Committee members had no further questions or concerns regarding the insurance policy.

Governance Committee Summary:

- Agency Quarterly Reports (Email Attachment)
 - Ms. Cardone reviewed the Board's contracted agencies FY23 Quarter 2 reports with the Program Committee members.
 - Ms. Cardone shared that she received an email from Judge Conway late last week informing the Board the NOBARS program will be closing as of June 30, 2023. The reasoning provided includes low utilization and a change in funding.
 - Program Committee members had no further questions or concerns regarding the quarterly reports.
- Scheduling and Flexible Work Arrangements Policy (Attachment I, Motion)
 - Motion: To approve and adopt the revised 203.2 Scheduling and Flexible Work Arrangements policy as shown in Attachment I.
 - Ms. Cardone shared that she reviewed this policy with the Governance Committee members and Mr. Randal Strickler, the Board's legal representative. This update expands and provides more depth and structure to the current schedule and flexible work policy.
 - Program Committee members had no further questions or concerns regarding the scheduling and flexible work policy.

Discussion Items:

- 120 Day Notices (Attachment II, Motion)
 - Ms. Cardone shared that per the Ohio Revised Code the Board is required to send 120-day notices to all contracted providers. She received the drafted template in Attachment II from Ohio Association of County Behavioral Health Authorities (OACBHA) as guidance on what to send to agencies, since the Board does not anticipate any significant changes to the prior year's contract.
 - This explains to contracted agencies 1) the Board may request minor changes in reporting requirements but is not making any substantial changes to their contract unless it becomes necessary because of an unforeseen change, and 2) the allocation amounts will remain the same in FY24 as they were in FY23, unless there is a change in services, allocation amounts, or any other unforeseen changes.
 - Motion: To approve the 120 Day Notice as shown in Attachment II and authorize Executive Director to send this document to each of the Board's contracted agencies, in accordance with the requirements of the Ohio Revised Code.
 - Ms. Cardone shared once the Board approves the 120-day notice template at the Board meeting, she will send it to the contracted agencies on the Wednesday after the meeting.
 - Program Committee members had no further questions or concerns regarding 120 Day Notices and were in support of utilizing the 120 day notice template shown in Attachment II for all contracted providers.
- SFY 2024 Requests for Proposal (RFP) and Levy funding discussion (Attachment III, Motion)
 - Motion: To elect to not release Request for Proposals for State Fiscal Year 2024.
 - Ms. Cardone reviewed the levy funding for SFY23 and SFY24 in Attachment III.
 - The worst-case scenario in SFY23 will be dipping into levy reserves in the amount of just under \$50,000.
 - In SFY24 the Board will be in a better position by no longer funding NOBARS and no longer paying for fiscal support from the Mental Health and Recovery Board of SOSW Counties. This will allow the Board to save approximately \$59,000 in levy funding, helping to offset the amount of reserves needed in FY23.

- Ms. Cardone shared that Ms. Williamson reached out to OACBHA for guidance on whether Board's are required to release RFP's. Their guidance was it is not required per the Ohio Revised Code and is up to the Board's discretion.
 - Ms. Cardone's recommendation to the Board is not to release RFP's for SFY24 due to the Board not having any additional funds to allocate for SFY 2024.
 - Given that there are no additional funds available, it was decided that there is no value in releasing RFP's.
 - Ms. Cardone will reach out to Mr. Strickler for guidance on the wording of the motion.
- Miscellaneous conversations:
 - A value to not releasing RFP's is that agencies do not have to put in all of the work on the RFP to request additional funding, only for the Board to deny the request due to a lack of available funds.
 - There are no agencies anticipating not wanting or needing funding for FY24.
 - Building repairs include any emergency building maintenance and possibly redoing the driveway at the Board office.
- Program Committee members had no further questions or concerns regarding Requests for Proposals and Levy funding and were in support of not releasing RFPs for FY24.
- Outreach Brochure (Attachment IV)
 - Ms. Cardone shared the proposed outreach brochure in attachment IV. The Board's goal with this brochure is to start to have consistent messaging everything it does; to have the same message and the same look for all materials. The information included in the brochure explains who the Board is by listing Board office contact information, Board's mission, vision, and value, the Board's financials, and services the Board funds.
 - Listing the Board-funded services instead of the Board contracted agencies provides more details and more information about what the Board funds in a way that is easier for community members to understand.
 - Board members suggested adding statistics showing improvements. Show where money is going. Show the impact the Board has on the community and how the Board is improving the community.
 - There could be an added section showing in SFY19 there were 4 contracted agencies and now there are 15 contracted service providers.
 - Suggested using a different word other than increase, such as expansion or growth.
 - This brochure will be distributed in outreach, which is being increased to include every business or entity in each community. This will be formally tracked, and the same staff member will visit each specific community at least once per quarter. Board staff has put together a high-level power point presentation which has a message that can be changed to target a specific community or company. If Board members have any guidance on outreach in their specific communities, please let Board staff know. The goal is to be very intentional with the Board's outreach.
 - The first time Levy will be on the ballot will be Spring 2025. The plan is to start Levy conversations in April 2023. Levy funds are up in 2024 and paid out in 2025.
 - If Board members have any thoughts on what else they would like to see added, please let Board staff know.
 - A suggestion was made to add Board staff or Board members information to the brochure.
 - The only downfall to this is that this information could change at any time.
 - An alternative could be to have an insert with this information on it.
 - Program Committee members had no further questions or concerns regarding the outreach brochure.

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 Policy:

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 (for non-exempt employees) will be approved in advance by the Executive Director. (See, section 204.2)

Process:

1. Employees with a need for flexible work arrangements shall make the request to the Executive Director, not less than five (5) days 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 within twenty-four (24) hours, if possible.
2. 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, when working from home, or alternative remote location.
3. Abuse of the privilege of flexible work arrangements shall result in its cancellation by the Executive Director, notification to report immediately to the Board office, and shall result in disciplinary action.

Attachment II

120 DAY NOTICE TO [INSERT PROVIDER NAME] OF SUBSTANTIAL CHANGES TO FY 2024 SERVICE CONTRACT February XX, 2023

In accordance with the requirements of Ohio Revised Code Section 340.036(D) and the fiscal year 2023 service contract between the Huron County Board of Mental Health and Addiction Services (“Board”) and your organization, the Board is hereby providing notice of the following:

1. The Board is proposing minor changes to reporting requirements but is not currently proposing substantial changes to any of the other current contract terms but revisions may become necessary as a result of changes to applicable law, requirements of oversight, funding entities, and other information that the Board is not aware of at this time. The Board will provide notice of any such changes as a supplement to this Notice as soon as it becomes aware of said changes.
2. FY2023 Allocations – It is the Board’s intention to provide a FY2024 allocation amount that is based on the Board’s initial FY23 allocation to your agency, considering previous under-utilization of allocated funds (i.e., not including any supplemental amounts allocated in FY23). However, there may be substantial changes in allocation amounts and services purchased because of changes to the Board’s and/or the State’s priorities for services, supports, populations, changes in the number of people seeking services, the type of services being sought, and in consideration of the final allocation amounts received by the Board from local, state, and federal sources. The Board will notify providers of final FY24 allocation amounts and services to be purchased once all information is available and final determinations are made by the Board.

Disputes concerning substantial changes to contract terms proposed by either party for FY24 contracts will be addressed in accordance with the requirements of section 340.036(D) of the Revised Code, 5122:2-1-06 of the Administrative Code and provisions for contract renewal dispute resolution contained in the current contract.

Please contact the Board with any questions or concerns about the content of this Notice.

Attachment III

SFY 2023	
Firelands Counseling & Recovery Services	\$ 5,084.00
Family Life Counseling	\$ 900.00
Oriana House, Inc.	\$ 78,872.00
Catholic Charities - Miriam House	\$ 45,000.00
Enrichment Centers for Huron County	\$ 20,516.00
Family & Children First Council	\$ 30,000.00
Brown Consulting	\$ 22,230.20
Huron County Schools-After Prom Activities	\$ 6,500.00
Huron County Sheriff's Office	\$ 6,000.00
NAMI NW (CIT & CISM)	\$ 38,000.00
Northpoint Educational Service Center-Devin Wages	\$ 2,024.63
Norwalk Police Department - prevention serv.	\$ 3,000.00
OACHBHA	\$ 7,000.00
Reach Our Youth	\$ 40,000.00
Willard PD	\$ 3,000.00
FLC-Recovery Housing	\$ 106,824.00
Board Operated Expenses-Promotional Items Etc	\$ 12,500.00
Admin Costs	\$ 178,000.00
Women's Recovery House Expenses/Utilities	\$ 7,000.00
Building Repairs	\$ 15,000.00
Total	\$ 627,450.83
Levy Amount	\$ 577,562.00
	\$ (49,888.83)

SFY 2024	
Firelands Counseling & Recovery Services	\$ 5,084.00
Family Life Counseling	\$ 900.00
Catholic Charities - Miriam House	\$ 45,000.00
Enrichment Centers for Huron County	\$ 20,516.00
Family & Children First Council	\$ 30,000.00
Brown Consulting	\$ 22,230.20
Huron County Schools-After Prom Activities	\$ 6,500.00
Huron County Sheriff's Office	\$ 6,000.00
NAMI NW (CIT & CISM)	\$ 38,000.00
Northpoint Educational Service Center-Devin Wages	\$ 2,700.00
Norwalk Police Department - prevention serv.	\$ 3,000.00
OACHBHA	\$ 7,000.00
Reach Our Youth	\$ 40,000.00
Willard PD	\$ 3,000.00
FLC-Recovery Housing	\$ 106,824.00
Board Operated Expenses-Promotional Items Etc	\$ 35,000.00
Admin Costs	\$ 182,000.00
Women's Recovery House Expenses/Utilities	\$ 7,000.00
Building Repairs	\$ 15,000.00
Total	\$ 575,754.20
Move to GRF 421 (no OH, no fiscal)	\$ 51,886
New total	\$ 523,868.20
Levy Amount	\$ 583,000
	\$ 59,131.80

Attachment IV

Who We Are

The Huron County Board of Mental Health and Addiction Services (MHAS) is a public body made up of volunteer Board members including clients, family members, and other community leaders representing Huron County.

The primary role of MHAS is to monitor, evaluate, assess, prioritize and plan for mental health and addiction services throughout our county. The Board does not directly provide mental health and/or addiction services. The Board contracts with various agencies for mental health and/or addiction services including prevention, treatment and recovery support services.

Contact Us

2 Oak Street
Norwalk, Ohio 44857

Phone: 419-681-6268

Fax: 567-743-7132

Email:

huroncountymhas@gmail.com

Website: www.hcbmhas.org

Social Media:



**You Are
Not Alone.
Help Is
Available.**

Mission

Ensure access to mental health and addiction services and resources for prevention, treatment, and recovery supports while educating and advocating for all community members.

Vision

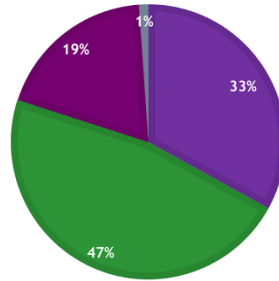
For Huron County to be a community where all individuals are mentally and emotionally healthy and free from dependence on harmful substances and/or addictive behaviors.

Values

- Accountability
- Collaboration
- Empowerment
 - Hope
 - Integrity
 - Respect
- Responsiveness
 - Service
- Transparency

State Fiscal Year 2022 Revenues

■ State Funds ■ Federal Funds ■ Local Levy ■ Other

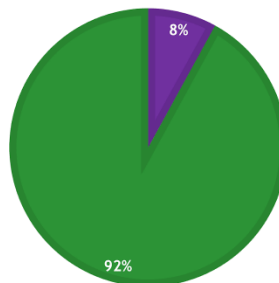


State Funds	\$990,450.00	33%
Federal Funds	\$1,408,220.37	47%
Local Levy	\$569,053.66	19%
Other	\$32,205.41	1%

Total Revenues: \$2,999,929.44

State Fiscal Year 2022 Expenses

■ Board Operations ■ Client Services related



Board Operations	\$306,810.95	8%
Client Services	\$3,525,108.36	92%

Total Expenses: \$3,831,919.31

Services funded by the Board

- Mental Health Counseling & Treatment
 - Substance Use/Abuse Counseling & Treatment
- School-Based Mental Health Services
 - Crisis Hotline
 - Mobile Response and Stabilization Services (MRSS)
- Medication Assisted Treatment
 - Peer Recovery Supports
 - Mental Health Supports
 - Prevention Services
- Youth Mentoring Programs
 - DARE
- Jail Based Mental Health and Substance Use/Abuse Services
 - Men's Recovery Housing
 - Women's Recovery Housing
 - Women's Transitional Housing
- Early Childhood Mental Health Services
- Family Dependency Treatment Court
 - Guardianship Services
 - Mental Health First Aid Trainings
- Self-Care, Stress Management, and Mental Health and Substance Use 101 Trainings