

Finance Committee Meeting

Meeting date: Tuesday, May 10, 2022

Meeting time: 12:32pm – 2:00pm

Meeting location: 2 Oak Street, Norwalk OR Zoom

<https://us02web.zoom.us/j/83594704447?from=addon>

Meeting ID: 835 9470 4447, Passcode: 377855

Recorder: Cari Williamson

Committee Members Present:

X	Ben Chaffee, Jr., Vice Chair, Committee Chair	X	Sandy Hovest
X	Mitch Cawrse		Carol Anderson - absent
X	Tom Sharpnack	X	John Soisson
X	Nora Knople		

Board Staff Present:

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

Unfinished business/updates:

- Summary of Program Committee
 - Monthly presentation
 - Ms. Cardone shared Family Life Counseling & Psychiatric will be presenting at the Board meeting this month.
 - Board member training and due date reminder
 - Ms. Cardone reminded committee members that Board training is due at the end of June. Ms. Williamson will send email to those who need training, a link for training courses, and how many hours needed. If you do not receive email, you have completed training requirements.
 - Recovery House note
 - Ms. Cardone shared the Board's legal representative, Mr. Randy Strickler, met with OHMHAS on Friday, May 6, 2022, regarding his concerns the Women's Recovery House note. Mr. Strickler attempted to amend OHMHAS's original note to eliminate cognovit language. Initially there was a compromise, but OHMHAS went back to the original contract. There will be

records saved at both Huron County Prosecutor's Office and Board office. Once this note is signed by Ms. Chieda, Board Chair, it will be submitted then reimbursement of Women's Recovery House funds will follow.

- Ms. Sandy Hovest asked how the State can justify not having an appeal process. Ms. Cardone shared OHMHAS stated this is the process all other Ohio counties, they will not make an exception for Huron County.
 - Mr. Tom Sharpnack inquired about what it is that the State looks for and what is expected from the Board. Ms. Cardone shared the only State requirement is that the house be used for behavioral health or recovery house. There are not any periodic requirements. Ms. Nora Knople stated OHMHAS would only investigate if they received a report the recovery house was not in compliance.
- Age Exchange (Potential Motion, Attachment I)
 - Ms. Cardone requested a potential motion, allocating an additional \$2058.76 to Age Exchange Program. Age Exchange program has overspent and was overpaid their allocated amount. Attached is an email from Ms. Jodi Hunter, Services for Aging Accountant, expressing her apologies and explaining a formula on the AR Tracking Spreadsheet they use was bad. She explained they will gladly repay the overpayment amount but is requesting the Board to consider leaving the overpayment in place.
 - Ms. Cardone shared the Board has done this with other agencies in the past, such as Let's Get Real with SOR funding and Miriam House with missed invoices.
 - Two options are Age Exchange repays the overage amount or the Board approves additional allocation of levy funds. They have already received their full funding allocations for the year. They would use their levy funds for the additional months remaining and the potential refund of the overpayment.
 - Mr. Ben Chaffee expressed concern about setting precedence if the Board funds the overage. It was their error and do not want agencies to expect this would be allowable. Ms. Cardone shared the precedence has already been set with the prior allowances.
 - Mr. Chaffee stated he is in favor of adding the motion to the agenda, but he will vote against it.
 - Ms. Hovest suggested reiterating their conditions. If their provided services fit our purpose, we have funds, and it does not cut anyone else's funding she would be in favor.
 - Mr. Mitch Cawrse suggested justifying the overage by much higher gas prices, since the program transports children. They are an ongoing service we support, and we have the funding. Mr. Cawrse asked how long the Board has funding this service. Ms. Cardone responded for decades and last year they were significantly under budget.
 - Mr. Sharpnack shared everyone needs to work within a budget, this is what we have been talking about. We do not know what the future will bring.
 - Motion will be added to Board meeting agenda, allowing all members to vote.
- Quarterly Reports (Email Attachment)
 - Ms. Cardone highlighted agencies who submitted their quarterly reports, which are due on the 15th of the specific month.
 - Age exchange is doing well. Ms. Pam, who runs the program, does an outstanding job.
 - Adult Advocacy Services is a guardianship program. They have had a workforce shortage. They have serviced 16 individuals, which is a high number. The main interaction is approving clients when they send reports from a doctor.

- Miriam house has provided the Board housing data, which is being used in stepping up safe, stable, supportive house, especially focusing on mental health. They offer long-term outcome for clients. There are no issues or concerns with their report.
- Family & Children First Council (FCFC) is our prevention provider. They have hired a new prevention coordinator who comes from Erie County and is a great fit, has understanding and knowledge of prevention. FCFC is working with OhioRISE that is coming in July.
- Family Life Counseling (FLC) submitted their report late. There has been a lot of issues with reporting and communication. FLC has 8 open positions in Huron County, which is significant. There are 60 people on the wait list and has a 3-4 week wait to get a diagnosis assessment. They appear to be overwhelmed with the addition of running the Women's Recovery House (WHOH) and Family Mobile Response and Stabilization Service. Board staff has been working with them on getting their work done in a timely manner. WHOH has had some challenges. Deadlines are not being respected, which is concerning. Dr. Burgraff has been out of county for 4 weeks, once he is back an in-person meeting will be arranged. Additional items will be requested, and an action plan will be implemented in contract next year.
- Firelands Counseling & Recovery Services (FCRS) has no major issues, numbers are up. Decreased use of substance use treatment while increased use of mental health treatment services; crisis numbers are up. Vocational services will be presenting to the Board in June.
- Huron County Juvenile Court – Family Dependency Court submitted their report late, this has never happened before. This is a voluntary program. There is a graduation next week. Judge Cardwell is great with this program.
- Let's Get Real (LGR) numbers are great. There has been an increase in ALERT calls and Warm Hand Offs. There was a meeting because call back times were not done in a timely manner, so they extended the time from one hour to two hours. Mr. Cawrse shared now things are going well, there have been 3 calls he knows about, and they were all handled in under an hour. Ms. Misty Hendricks, who is now the House Manager for WHOH, has been a big loss for LGR. They have hired a peer supporter who lives in Huron County. LGR had 4-5 ALERT calls over the past weekend all related to Praxis in Willard. The Governance Committee is working on a response letter to addressing a letter the State sent Praxis.
- Ohio Guidestone did not serve anyone. They have hired someone to serve Huron County. Discussion will be made regarding funding and their contract.
- Oriana House has a couple open positions; this is not affecting the waitlist. They are always very responsive. There is a meeting scheduled between Oriana House and Huron County Jail staff regarding Oriana House providing services in the jail. Increasing the number of hours for jail services from 15 to 23 per week.
- NOBARS numbers continue to be down, not getting the referrals from the court system. Besides that, their report looked good.
- Reach Our Youth (ROY) had nothing major in their report. There are still 81 individuals on waitlist, they are averaging 4 referrals per week. Individuals on waitlist are included in group activities, just not linked with a specific person.

- SFY 2023 Board Meeting Schedule (Motion, Attachment II)
 - Ms. Cardone shared discussion in the Program Committee meeting about Board meetings to be had throughout the county in the next fiscal year. Suggested schedule is August in Willard, November in Wakeman, February in New London, and June in Monroeville. In March 2023 there will be a dinner for Behavioral Health Appreciation for all of the contracted agencies, with a short Board meeting following. The local Board meetings will continue to be held at Huron County Job & Family Services.
 - Board retreat is put on hold until Ms. Cardone talks with the agencies. There are concerns about HIPPA laws, if there would be anything to see besides an office, and agencies being open late.
- SFY 2023 Request for Information (RFI)'s (Motion, Email Attachment)
 - Ms. Cardone shared there will be a motion to approve/deny late submissions of RFI's. As discussed last month, to be in compliance with the levy reserves there will need to be some funding cut.
 - In the email attachment is Oriana House's NOBARS program responses to Board questions. The ones in blue were the initial questions and the ones in red were follow-up ones. They have not applied for additional funding but cannot speak for the court. Our contract is with Oriana House which is why we have only contacted them with questions. The main question is about providing clinical or behavioral health services, which the answer is no. With that answer, this program does not fall under our umbrella of services we fund. It is a great program, just not our program to fund. An option is to fund six months of FY23, out of respect for the Court and Oriana House. By cutting their funding in half it will put our levy reserves at just about \$200,000.
 - Discussion was had about why the courts are not utilizing this program as much as they could. Huron County Commissioners are aware of the funding issue. Discussion on what is the difference between paying staff time and paying per service, they typically end up being about the same amount of money.
 - Mr. Ben Chaffee suggested cutting the program and an additional \$3,754 to make the levy reserves an even \$200,000, which would bring the amount allocated to Oriana House to \$165,918.
 - Mr. Cawrse questioned what the admin overhead cost entail, \$160,000 going to salary, wages, and fringe benefits. Ms. Cardone explained overhead costs include office and admin cost for administrators. Mr. Cawrse shared \$40,000 is what is being used for clients and services.
 - Ms. Cardone shared cutting agencies will allow the Board to better align with our budget. We have also started adding a question to the proposals asking about sustainability to encourage agencies to begin thinking about other funding streams. Currently we cannot fund any new services. Currently agencies assume the Board will keep funding. The agencies need to be more self-sufficient and not rely as much on MHAS funding because no funding source is absolute. The committee will begin discussing sustainability in July.
 - RFI were due both a hard copy and electronic copy on March 15, 2022 by 4:00pm. Three agencies submitted RFI's late this year. FCFC submitted both hard and electronic copies on March 17, 2022. FLC submitted their electronic copy on March 15, 2022 after 4:00pm and their hard copy on March 16, 2022. LGR submitted their hard copy on time but electronic copy on March 22, 2022. In the past the Board has rejected late proposals.
 - Ms. Cardone's recommendation is to reject the proposals and then release and RFP for the needed services, allowing 3 weeks for anyone to apply. This still allows time for discussion and approval of proposals in June, before the new fiscal

year begins. This holds agencies accountable for actions. Ms. Cardone spoke with the Board's legal representative, Mr. Randy Strickler, he agrees with the recommendation. Additionally, there will be an added section to contracts stating deadlines for submitting bills each month. This goes back to being held accountable.

- Board members agreed with the recommendation.

- SFY 2023 OhioMHAS Agreements (Motion)

- Motion: To authorize the Executive Director to enter into SFY 2023 Agreements with OhioMHAS which are necessary to accept SFY 2023 allocations.
 - With OhioMHAS for utilization of Title XX funds for designated MH treatment services for populations qualifying for use of those funds.
 - With OhioMHAS to comply with the Agreements and Assurances for Awards and Sub-Awards of Federal Grants/Funds including, but not limited to, the Community Mental Health Block Grant and Substance Abuse Prevention/Treatment (SAPT) Block Grant.
 - With Provider Agencies awarded Federal Funds, for their assurance to the Board of compliance with Agreements and Assurances – SFY 2023 for Federal Awards/Sub-Awards.
- Ms. Cardone reviewed the FY 2023 OhioMHAS Agreements motion with the committee, informing committee members that the Board has to approve this motion in order for us to receive our annual funding from the state.
- Ms. Cardone shared an update on State Opioid Response (SOR) carryover funds. The Board will be receiving approximately \$208,000 in SOR carryover funds. SOR funding amount was cut and now they are making up for it in carryover funds. These funds will allow for weekend staff at recovery house, increase in per diem rate for on call, care for "Recovery Ride", mileage reimbursement for LGR, staff for Recovery Ride, peer supporter in jail, on call per diem for LGR (warm handoff, ALERT), jail clinician, stigma reduction/outreach campaign such as billboards and radio ads, and furnishings for Men's House of Hope.
 - Ms. Cardone's recommendation in June will be to only approve Women's Recovery House contract until end of September, since most of its funding comes from SOR which runs on the federal fiscal year from September 29-September 30 each year. In September we will transition the WHOH to a federal fiscal year contract.

Discussion Items:

- April 2022 Financial Report (Attachment III, motion)
 - Revenues: \$640,377.31
 - Expenditures: \$341,278.70
 - Cash Balance: \$3,306,216.08
 - Encumbrances: \$2,313,193.12
 - Ending Balance: \$993,022.96
 - Ms. Cardone shared the ending balance will continue to climb the closer we get to the end of the fiscal year.
 - Mr. Sharpnack suggested looking into a whip account, to get a return on investment. Ms. Cardone shared she will have that conversation with the Auditor once he has a better understanding of how our funding works.
 - Ms. Cardone shared we have been receiving the invoices for after-prom. Mr. Neil Hansberger is mowing again this year, paying him \$30 each time he mows.
- April 2022 List of Bills (Attachment IV, motion)

- Ms. Cardone shared Legends was a large bill, and another couple bills left to pay.
- Kristen Expenses (Attachment V)
 - Ms. Cardone shared the bulk of her expenses were for Behavioral Health week of appreciation, recovery house, and yearly subscription for Adobe Acrobat. Mr. Chaffee and Ms. Katie Chieda receive and approve all Ms. Cardone's expenses.
- Mr. Cawrse suggested using Google Meets instead of Zoom, since all Board members have a gmail account. Ms. Cardone shared the office uses Zoom for a lot of other virtual meetings.
- Discussion was had regarding the Ohio State students who overdosed. Educating the youth places a major part in overdose prevention, which aligned with what FCFC does.
 - Mr. Sharpnack suggested putting together a television commercial for parents and what to look for in their children related to drug use.
 - Mr. Cawrse shared there are drug awareness presentations.
- Ms. Ashley Morrow shared she had a QRT meeting this morning. The presenters were from Cincinnati, Massachusetts, and Kentucky. They shared the importance of educating the community, increasing awareness, and empathy. Ms. Morrow shared with them our QRT, ALERT, and Trauma Informed Community initiatives and how well our community works together from the Court system, probation department, to our law enforcement agencies. They were blown away with our work and stated our county is far ahead of the curve, they were impressed.
- There was no further questions or comments from the Finance Committee.

Attachment I

Good Morning Carrie,

I am sending this email in regards to the over payment of \$2,058.76. I first want to send my apologies. I was completely unaware of this mistake until Kristen brought it to my attention. After researching how this may have happened, I found that the formula I use on my AR Tracking Spreadsheet had a bad formula from the transfer to a new workbook, for the new year. Once I fixed the formula, the corrected amount showed the over payment. I would be glad to repay the overpayment back, but I would first like to ask you to go to the board with a few facts and hopefully consideration about the Age Exchange Program. The Age Exchange Program is a mentor program for children in the community. These children do not always have the best home life, so we bring them in to give them snacks after school, and to get help with homework, by our retired teacher volunteers. Miss Pam also has fun activities for the children, as well. We transport by picking the children up from school and transporting them home after the Age Exchange Program is done for the night. I am the Accountant at Services for Aging, and first hand I see the expenses that occur for this program to happen. We do have a grant through MHAS, as well as a donation from United Fund that helps with the cost of the program, however, it never covers the whole cost of the program. There are two months remaining to bill for, but the funding is already depleted due to the error in the formula. Therefore, I would like the board to consider leaving this overpayment in place? If you will consider, I can certainly forward proof of the need for more financial assistance for this program. I completely understand this may not be feasible, but hope you will consider helping. Thank you in advance. I hope you have a great weekend. 😊

Thank you,

Jodi L. Hunter, Accountant

Services for Aging, Inc.

130 Shady Lane Drive

Norwalk, Ohio 44857

Attachment II

State Fiscal Year 2023

Huron County Board of Mental Health and Addiction Services (MHAS)

CALENDAR OF BOARD AND COMMITTEE MEETINGS

(Meetings convened in the MHAS Board Room unless otherwise arranged.)

- **JULY 2022 (*Independence Day – 4th*)**

Monday, July 11 - 5:00 P.M. - Program Committee
Tuesday, July 12 - 12:30 P.M. - Finance Committee
Tuesday, July 19 - 6:00 P.M. - Board Meeting

- **AUGUST 2022**

Monday, August 1 - 5:00 P.M. – Governance Committee
Monday, August 8 - 5:00 P.M. - Program Committee
Tuesday, August 9 - 12:30 P.M. - Finance Committee
Tuesday, August 16 - 6:00 P.M. - Board Meeting

- **SEPTEMBER 2022 (*Labor Day – 5th*)**

Monday, September 12 - 5:00 P.M. - Program Committee
Tuesday, September 13 - 12:30 P.M. - Finance Committee
Tuesday, September 20 - 6:00 P.M. - Board Meeting

- **OCTOBER 2022 (*Columbus Day – 10th*)**

Monday, October 17 - 5:00 P.M. - Program Committee
Tuesday, October 18 - 12:30 P.M. - Finance Committee

Tuesday, October 25 - 6:00 P.M. - Board Meeting

- **NOVEMBER 2022** (*Veterans Day – 11th; Thanksgiving – 24th*)

Monday, November 7 - 5:00 P.M. – Governance Committee

Monday, November 14 - 5:00 P.M. - Program Committee

Tuesday, November 15 - 12:30 P.M. - Finance Committee

Tuesday, November 22 - 6:00 P.M. - Board Meeting

- **JANUARY 2023** (*New Year's Day – 1st; MLK, Jr. Day – 16th*)

Monday, January 9 - 5:00 P.M. - Program Committee

Tuesday, January 10 - 12:30 P.M. - Finance Committee

Tuesday, January 17 - 6:00 P.M. - Board Meeting

- **FEBRUARY 2023** (*President's Day – 20th*)

Monday, February 6 - 5:00 P.M. – Governance Committee

Monday, February 13 - 5:00 P.M. - Program Committee

Tuesday, February 14 - 12:30 P.M. - Finance Committee

Tuesday, February 21 - 6:00 P.M. - Board Meeting

- **MARCH 2023**

Monday, March 13 - 5:00 P.M. - Program Committee

Tuesday, March 14 - 12:30 P.M. - Finance Committee

Tuesday, March 21 - 5:30 P.M. – Provider Appreciation Dinner

7:00 P.M. - Board Meeting

- **APRIL 2023**

Monday, April 10 - 5:00 P.M. - Program Committee
Tuesday, April 11 - 12:30 P.M. – Finance Committee
Tuesday, April 18 - 6:00 P.M. - Board Meeting

- **MAY 2023 (*Memorial Day – 29th*)**

Monday, May 1 - 5:00 P.M. – Governance Committee
Monday, May 8 - 5:00 P.M. - Program Committee
Tuesday, May 9 - 12:30 P.M. - Finance Committee
Tuesday, May 16 - 6:00 P.M. - Board Meeting

- **JUNE 2023 (*Juneteenth – 19th*)**

Monday, June 12 - 5:00 P.M. - Program Committee
Tuesday, June 13 - 12:30 P.M. - Finance Committee
Tuesday, June 20 - 6:00 P.M. - Board Meeting

Attachment III
Calendar Year 2022 Receipts and Cash Journal

April 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	20,226.58	10,576.00	30,802.58	45.8%	67,304.00
ADTR Block Grant	100.100.10122	Fed AOD	105,034.84	47,423.00	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	108,402.00	377,968.86	486,370.86	310.7%	156,527.00
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	205,351.75	171,775.25	377,127.00	41.5%	909,131.00
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	12,844.00	12,844.00	25,688.00	33.7%	76,176.00
State Grants	100.100.10166	State MH & Aod	6,250.00	6,250.00	12,500.00	12.0%	104,393.00
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	324,545.22	0.00	324,545.22	61.8%	525,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	3,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	0.00	7,429.56	7,429.56	41.3%	18,000.00
Other Receipts	100.100.10170	Other Receipts	993.65	6,110.64	7,104.29	9.5%	75,000.00
IDAT	100.100.10168	IDAT	75.00	0.00	75.00	0.8%	10,000.00
TOTAL RECEIPTS:			\$ 821,879.04	\$ 640,377.31	\$ 1,462,256.35	65.9%	2,220,408.00
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 3,007,117.47				
Plus: Receipts			640,377.31				
Equals: Total Balance			\$ 3,647,494.78				
Minus: Expenditures			(341,278.70)				
Equals: Ending Balance			\$ 3,306,216.08				
Minus: Encumbrances			(2,313,193.12)				
Equals:			\$ 993,022.96				

April 2022	EXPENDITURES							
LINE ITEM ACCOUNT	CURRENT MONTH	YEAR-TO-DATE	YEAR-TO-DATE	* OUTSTANDING	BUDGETED	UNENCUMBERED		
	EXPENDITURES	EXPENDITURES	PERCENTAGE	ENCUMBRANCES	APPROPRIATION	BALANCE		
SALARIES	21,324.14	61,452.43	35.7%	0.00	172,000.00	110,547.57		
100.100.00125								
SUPPLIES	2,392.63	9,716.19	64.3%	5,399.81	15,116.00	0.00		
100.100.00175								
EQUIPMENT	0.00	0.00	0.0%	0.00	2,000.00	2,000.00		
100.100.00200								
CONTRACT REPAIRS	310,171.08	1,386,972.76	38.1%	2,256,944.98	3,643,917.74	0.00		
100.100.00275								
RESIDENTIAL PROGRAM	0.00	0.00	#DIV/0!	0.00	0.00	0.00		
100.100.00280								
TRAVEL	319.34	839.86	16.6%	4,226.89	5,066.75	0.00		
100.100.00300								
O.P.E.R.S.	1,990.24	8,132.88	31.5%	0.00	25,800.00	17,667.12		
100.100.00400								
WORKERS' COMP	0.00	119.69	5.6%	0.00	2,150.00	2,030.31		
100.100.00425								
UNEMPLOYMENT	0.00	0.00	#DIV/0!	0.00	0.00	0.00		
100.100.00450								
MEDICARE	198.58	763.86	30.6%	0.00	2,500.00	1,736.14		
100.100.00460								
OTHER EXPENSES	1,196.24	3,404.55	6.8%	46,621.44	50,025.99	0.00		
100.100.00475								
HOSPITALIZATION	3,686.45	12,459.70	24.0%	0.00	52,000.00	39,540.30		
100.100.00500								
TOTAL:	341,278.70	1,483,861.92	37.4%	2,313,193.12	3,970,576.48	173,521.44		

Attachment IV

Huron County Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500

From: 4/1/2022 to 4/30/2022

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
100.100.00175 Supplies						
EJ2022040009-033	04/06/2022	WRH Sign, Rug, Cabinet from	CK0000415298-01 PO2022-00276 Amazon Capital Services	22-0229 Inv 17J6-6	\$292.07	\$0.00
EJ2022040018-213	04/13/2022	Office & WRH Supplies from 33	CK0000415465-01 PO2022-00276 Kristen Cardone	22-0253 Supplies	\$1,993.67	\$0.00
EJ2022040027-195	04/20/2022	Ofc paper, paid \$23.99 instead	CK0000415661-01 PO2022-00276 Amazon Capital Services	22-0255 Inv 19GM-	\$9.00	\$0.00
EJ2022040027-197	04/20/2022	WRH Wifi Extender from 33535	CK0000415661-01 PO2022-00276 Amazon Capital Services	22-0256 Inv 13CF-	\$66.48	\$0.00
EJ2022040027-199	04/20/2022	Ofc cleaning supplies from 335	CK0000415661-01 PO2022-00276 Amazon Capital Services	22-0254 Inv 1K76-	\$31.41	\$0.00
100.100.00175 Total:					\$2,392.63	\$0.00
100.100.00275 Contract Repairs						
EJ2022040009-029	04/06/2022	LEVY After-Prom from 334501	CK0000415299-01 PO2022-00277 Willard City Schools	22-0240 Inv 1	\$5,220.00	\$0.00
EJ2022040009-035	04/06/2022	SOR Innovation Monitors, HOH	CK0000207724-01 PO2022-00277 Family Life Counseling and Ps	22-0235 Inv 1252	\$61,981.51	\$0.00
EJ2022040009-037	04/06/2022	ATP Inv 1257 from 334501 - 20	CK0000207724-01 PO2022-00277 Family Life Counseling and Ps	22-0234 Inv 1257	\$336.50	\$0.00
EJ2022040009-039	04/06/2022	GRF 421 MH GOSH 032922 fr	CK0000207724-01 PO2022-00277 Family Life Counseling and Ps	22-0233 032922	\$1,291.56	\$0.00
EJ2022040009-041	04/06/2022	SAPT TX GOSH 032922 from	CK0000207724-01 PO2022-00277 Family Life Counseling and Ps	22-0233 032922	\$395.42	\$0.00
EJ2022040009-067	04/06/2022	SOR 2.0 WRH-B Electric servic	CK0000415300-01 PO2022-00277 Ohio Edison	22-0237 Acct #: 11	\$69.38	\$0.00
EJ2022040009-069	04/06/2022	SOR 2.0 WRH-A Electric servic	CK0000415300-01 PO2022-00277 Ohio Edison	22-0236 Acct #: 11	\$81.01	\$0.00
EJ2022040009-149	04/06/2022	Copier Service 032222-042222	CK0000207729-01 PO2022-00277 ComDoc Inc	22-0232 Inv IN490	\$13.45	\$0.00
EJ2022040009-153	04/06/2022	SOR Innovation from 334501 -	CK0000207730-01 PO2022-00277 Catholic Charities Diocese of	22-0231 March 20	\$11,218.00	\$0.00
EJ2022040009-155	04/06/2022	GRF 431 MH Guardianship Le	CK0000207730-01 PO2022-00277 Catholic Charities Diocese of	22-0230 Feb 2022	\$475.00	\$0.00
EJ2022040009-159	04/06/2022	SOR Innovation Technology Gr	CK0000207731-01 PO2022-00277 Oriana House Inc	22-0239 Inv AR169	\$15,977.00	\$0.00
EJ2022040009-161	04/06/2022	SAPT TX GOSH 032922 from	CK0000207731-01 PO2022-00277 Oriana House Inc	22-0238 032922	\$6,071.33	\$0.00
EJ2022040018-011	04/13/2022	SAPT TX GOSH 040522 from	CK0000207752-01 PO2022-00277 Family Life Counseling and Ps	22-0242 Family Lif	\$250.84	\$0.00
EJ2022040018-013	04/13/2022	SOR 2.0 GT Cab Services Feb	CK0000207752-01 PO2022-00277 Family Life Counseling and Ps	22-0243 Inv 1258	\$452.67	\$0.00
EJ2022040018-015	04/13/2022	GRF 421 MH GOSH 040522 fr	CK0000207752-01 PO2022-00277 Family Life Counseling and Ps	22-0242 Family Lif	\$470.63	\$0.00
EJ2022040018-017	04/13/2022	SAPT TX Men's HOH Feb 22 fr	CK0000207752-01 PO2022-00277 Family Life Counseling and Ps	22-0244 Men's HO	\$10,285.90	\$0.00
EJ2022040018-019	04/13/2022	LEVY Financial Management S	CK0000207753-01 PO2022-00277 Mental Health & Recovery Ser	22-0246 Inv 2022-	\$11,250.00	\$0.00
EJ2022040018-045	04/13/2022	GRF 421 MH GOSH 040522 fr	CK0000415457-01 PO2022-00277 Firelands Counseling & Recov	22-0245 GOSH	\$41,109.84	\$0.00
EJ2022040018-047	04/13/2022	LEVY Lawn Services from 334	CK0000415463-01 PO2022-00277 Neil Hansberger	22-0247 Inv 100	\$90.00	\$0.00
EJ2022040018-079	04/13/2022	WRH-B Cable & Internet Servic	CK0000415459-01 PO2022-00277 Spectrum	22-0249 # 836110	\$72.40	\$0.00
EJ2022040018-109	04/13/2022	SAPT TX GOSH 040522 from	CK0000415462-01 PO2022-00277 Firelands Counseling & Recov	22-0245 GOSH	\$551.24	\$0.00
EJ2022040018-127	04/13/2022	SAPT PREV Feb & March 22 fr	CK0000207762-01 PO2022-00277 Reach Our Youth (ROY) Inc	22-0248 ROY	\$4,878.55	\$0.00
EJ2022040018-149	04/13/2022	LEVY 2022 IPR Audit Services	CK0000415460-01 PO2022-00277 Brown Consulting LTD	22-0241 Inv 0301-	\$8,100.00	\$0.00
EJ2022040018-189	04/13/2022	SAPT PREV GOSH 040522 fro	CK0000415461-01 PO2022-00277 Firelands Counseling & Recov	22-0245 GOSH	\$558.60	\$0.00
EJ2022040018-217	04/13/2022	Board Operated & Office from	CK0000415465-01 PO2022-00277 Kristen Cardone	22-0253 CR Expen	\$766.00	\$0.00
EJ2022040018-295	04/13/2022	LEVY Copier Service 032422-0	CK0000415458-01 PO2022-00277 US Bank Equipment Finance	22-0250 # 468867	\$312.66	\$0.00
EJ2022040027-007	04/20/2022	QPR March 22 from 335359 - 2	CK0000415677-01 PO2022-00277 Firelands Counseling & Recov	22-0266 Inv 2364	\$20.96	\$0.00
EJ2022040027-009	04/20/2022	LEVY March 22 Age Exchange	CK0000207836-01 PO2022-00277 Services for Aging Inc	22-0278 Inv 33120	\$4,524.00	\$0.00
EJ2022040027-015	04/20/2022	WRH-B gas services 031022-0	CK0000415669-01 PO2022-00277 Columbia Gas of Ohio	22-0260 Acct: 207	\$80.89	\$0.00
EJ2022040027-017	04/20/2022	WRH-A gas services 031022-0	CK0000415669-01 PO2022-00277 Columbia Gas of Ohio	22-0259 Acct: 207	\$79.15	\$0.00

Expense Audit Trail Report
From: 4/1/2022 to 4/30/2022

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2022040027-061	04/20/2022	GRF 421 MH Crisis Funds Mar	CK0000415683-01 PO2022-00277 Firelands Counseling & Recov	22-0265 Inv 2365	\$4,286.09	\$0.00
EJ2022040027-075	04/20/2022	Crisis Flex Funds March 22 fro	CK0000415680-01 PO2022-00277 Firelands Counseling & Recov	22-0265 Inv 2365	\$88.91	\$0.00
EJ2022040027-081	04/20/2022	SAPT TX GOSH 041222 from	CK0000207838-01 PO2022-00277 Oriana House Inc	22-0276 GOSH	\$4,921.05	\$0.00
EJ2022040027-083	04/20/2022	SOR 2,0 Recovery Nav March	CK0000207838-01 PO2022-00277 Oriana House Inc	22-0277 Inv AR169	\$2,142.73	\$0.00
EJ2022040027-087	04/20/2022	Forensic Monitoring Q3FY22 fr	CK0000415679-01 PO2022-00277 Firelands Counseling & Recov	22-0268 Inv 2360	\$1,868.02	\$0.00
EJ2022040027-099	04/20/2022	GRF 421 MH Inpatient from 33	CK0000415682-01 PO2022-00277 Firelands Counseling & Recov	22-0264 Inv 2368	\$4,312.48	\$0.00
EJ2022040027-105	04/20/2022	Ofc phone service 050122-053	CK0000415698-01 PO2022-00277 Mitel	22-0275 Inv 39574	\$204.30	\$0.00
EJ2022040027-111	04/20/2022	QRT Jan 22 from 335359 - 202	CK0000207841-01 PO2022-00277 Family Life Counseling and Ps	22-0262 Inv 1266	\$375.00	\$0.00
EJ2022040027-113	04/20/2022	GRF 421 MH GOSH 041222 fr	CK0000207841-01 PO2022-00277 Family Life Counseling and Ps	22-0263 GOSH	\$311.12	\$0.00
EJ2022040027-115	04/20/2022	SAPT TX GOSH 041222 from	CK0000207841-01 PO2022-00277 Family Life Counseling and Ps	22-0263 GOSH	\$58.62	\$0.00
EJ2022040027-127	04/20/2022	LEVY Peer Support Feb 22 fro	CK0000207842-01 PO2022-00277 Lets Get Real Inc	22-0270 Feb 22	\$6,566.00	\$0.00
EJ2022040027-129	04/20/2022	SOR 2,0 Feb 22 from 335359 -	CK0000207842-01 PO2022-00277 Lets Get Real Inc	22-0273 Feb 22	\$3,485.00	\$0.00
EJ2022040027-131	04/20/2022	SOR 2,0 March 22 from 33535	CK0000207842-01 PO2022-00277 Lets Get Real Inc	22-0274 March 22	\$3,480.00	\$0.00
EJ2022040027-133	04/20/2022	QRT March 22 from 335359 - 2	CK0000207842-01 PO2022-00277 Lets Get Real Inc	22-0272 March 22	\$600.00	\$0.00
EJ2022040027-135	04/20/2022	LEVY Peer Support March 22 f	CK0000207842-01 PO2022-00277 Lets Get Real Inc	22-0271 March 22	\$6,538.00	\$0.00
EJ2022040027-137	04/20/2022	Ofc trash removal services Apri	CK0000415672-01 PO2022-00277 Cyclone Services Inc	22-0261/948515	\$110.00	\$0.00
EJ2022040027-193	04/20/2022	SOR 2,0 Transportation & Gas	CK0000415681-01 PO2022-00277 Firelands Counseling & Recov	22-0269 Inv 2362	\$6,998.57	\$0.00
EJ2022040027-209	04/20/2022	WRH-A water & sewer 021122-	CK0000207847-01 PO2022-00277 City of Norwalk	22-0258 Acct: D27	\$23.10	\$0.00
EJ2022040027-211	04/20/2022	Ofc water & sewer 021722-032	CK0000207847-01 PO2022-00277 City of Norwalk	22-0257 Acct: E04	\$12.60	\$0.00
EJ2022040027-215	04/20/2022	Phone Stipend-March 2022 fro	CK0000415664-01 PO2022-00277 Ashley Morrow	22-0279 March 22	\$60.00	\$0.00
EJ2022040027-239	04/20/2022	ATP HCJC Feb & March 22 fro	CK0000415678-01 PO2022-00277 Firelands Counseling & Recov	22-0267 Inv 2361	\$389.90	\$0.00
EJ2022040033-051	04/27/2022	GRF 421 MH MH Peer Support	CK0000415894-01 PO2022-00277 Firelands Counseling & Recov	22-0293 Inv 2370	\$1,685.25	\$0.00
EJ2022040033-089	04/27/2022	Office copier services 040822-	CK0000415883-01 PO2022-00277 US Bank Equipment Finance	22-0299 Inv 47005	\$343.71	\$0.00
EJ2022040033-091	04/27/2022	GRF 421 MH Linkage from 335	CK0000415888-01 PO2022-00277 Firelands Counseling & Recov	22-0289 Inv 2377	\$111.11	\$0.00
EJ2022040033-125	04/27/2022	GRF 421 MH MH Peer Support	CK0000415889-01 PO2022-00277 Firelands Counseling & Recov	22-0293 Inv 2370	\$1,386.25	\$0.00
EJ2022040033-137	04/27/2022	GRF 421 MH Out of State Crisi	CK0000415891-01 PO2022-00277 Firelands Counseling & Recov	22-0291 Inv 2380	\$730.68	\$0.00
EJ2022040033-141	04/27/2022	SOR Innovation NCEMS MH Tr	CK0000415885-01 PO2022-00277 Fisher Titus Foundation	22-0294 NCEMS S	\$20,000.00	\$0.00
EJ2022040033-155	04/27/2022	Recovery House Draw #4 April	CK0000415887-01 PO2022-00277 Legends LLC	22-0296 21-025 M	\$32,822.00	\$0.00
EJ2022040033-163	04/27/2022	IDAT Feb 22 from 335817 - 20	CK0000415884-01 PO2022-00277 Firelands Counseling & Recov	22-0292 Inv 2379	\$69.74	\$0.00
EJ2022040033-167	04/27/2022	GRF 421 MH Clinical Exceptio	CK0000415893-01 PO2022-00277 Firelands Counseling & Recov	22-0290 Inv 2378	\$4,383.97	\$0.00
EJ2022040033-187	04/27/2022	LEVY Office copier service 041	CK0000415890-01 PO2022-00277 FTG of Greater Ohio LLC	22-0295 Inv 31453	\$199.00	\$0.00
EJ2022040033-193	04/27/2022	SAPT TX Clinical Exceptions fr	CK0000415886-01 PO2022-00277 Firelands Counseling & Recov	22-0290 Inv 2378	\$294.14	\$0.00
EJ2022040033-197	04/27/2022	Office internet services 041622	CK0000415895-01 PO2022-00277 Spectrum	22-0298 Inv 01577	\$217.96	\$0.00
EJ2022040033-199	04/27/2022	SAPT TX GOSH 041922 from	CK0000207916-01 PO2022-00277 Oriana House Inc	22-0297 GOSH	\$2,633.10	\$0.00
EJ2022040033-203	04/27/2022	GRF 421 MH AAS March 22 fr	CK0000207917-01 PO2022-00277 Catholic Charities Diocese of	22-0282 March 22	\$4,537.50	\$0.00
EJ2022040033-217	04/27/2022	LEVY Office gas services 0316	CK0000415892-01 PO2022-00277 Columbia Gas of Ohio	22-0283 Acct 2070	\$54.16	\$0.00
EJ2022040033-219	04/27/2022	GRF 421 MH LGBTQ from 335	CK0000207918-01 PO2022-00277 Family Life Counseling and Ps	22-0287 Inv 1269	\$43.60	\$0.00
EJ2022040033-221	04/27/2022	LEVY Adventure Therapy Jan-	CK0000207918-01 PO2022-00277 Family Life Counseling and Ps	22-0284 Inv 1267	\$697.60	\$0.00
EJ2022040033-223	04/27/2022	SOR 2.0 WRH TVs, Smartboar	CK0000207918-01 PO2022-00277 Family Life Counseling and Ps	22-0288 Inv 1274	\$3,900.04	\$0.00
EJ2022040033-225	04/27/2022	GRF 421 MH GOSH 041922 fr	CK0000207918-01 PO2022-00277 Family Life Counseling and Ps	22-0285 GOSH	\$515.29	\$0.00
EJ2022040033-227	04/27/2022	GRF 421 MH HC Schools GOS	CK0000207918-01 PO2022-00277 Family Life Counseling and Ps	22-0286 Inv 1262	\$1,730.00	\$0.00
100.100.00275 Total:					\$310,171.08	\$0.00
100.100.00300 Travel						
EJ2022040018-009	04/13/2022	LEVY Travel Expenses March	CK0000415464-01 PO2022-00278 Carolyn Williamson	22-0251 Travel	\$94.24	\$0.00
EJ2022040018-215	04/13/2022	LEVY Travel Expenses March	CK0000415465-01 PO2022-00278 Kristen Cardone	22-0252 Travel	\$76.40	\$0.00

Expense Audit Trail Report
From: 4/1/2022 to 4/30/2022

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2022040027-233	04/20/2022	Travel expenses March 22 fro	CK0000415664-01 PO2022-00278 Ashley Morrow	22-0280 March 22	\$148.70	\$0.00
100.100.00300 Total:					\$319.34	\$0.00
100.100.00400 OPERS						
EJ2022040016-095	04/20/2022	Matching for OPERS 2129-08 (CK0000020200-32 O.P.E.R.S.	Inv_151647	\$995.12	\$0.00
EJ2022040016-173	04/20/2022	Matching for OPERS 2129-08 (CK0000020200-28 O.P.E.R.S.	Inv_152420	\$995.12	\$0.00
100.100.00400 Total:					\$1,990.24	\$0.00
100.100.00460 Medicare						
EJ2022040002-069	04/04/2022	Matching for Medicare (Matchi	CK0000020198-33 Civista Bank-Payroll Taxes	Inv_152415	\$99.29	\$0.00
EJ2022040025-133	04/18/2022	Matching for Medicare (Matchi	CK0000020201-42 Civista Bank-Payroll Taxes	Inv_153333	\$99.29	\$0.00
100.100.00460 Total:					\$198.58	\$0.00
100.100.00475 Other Expenses						
EJ2022040018-211	04/13/2022	Board Operated & Office Other	CK0000415465-01 PO2022-00279 Kristen Cardone	22-0253 OE Expen	\$1,127.74	\$0.00
EJ2022040027-237	04/20/2022	Office Newspaper-March 2022	CK0000415664-01 PO2022-00279 Ashley Morrow	22-0279 March 22	\$20.00	\$0.00
EJ2022040033-231	04/27/2022	LEVY Board member memorial	CK0000415896-01 PO2022-00279 Amazon Capital Services	22-0281 Inv 1M4W	\$48.50	\$0.00
100.100.00475 Total:					\$1,196.24	\$0.00
100.100.00500 Hospitalization						
EJ2022040006-071	04/04/2022	Deduction: Hartford Life Insura	CK0000415269-24 The Hartford	Inv_151645	\$5.01	\$0.00
EJ2022040036-025	04/25/2022	April 2022 Health Insurance fro	CK0000415908-01 Huron County Treasurer	April 2022	\$3,681.44	\$0.00
100.100.00500 Total:					\$3,686.45	\$0.00
Mental Health Totals:					\$319,954.56	\$0.00
Fund: 100 Total:					\$319,954.56	\$0.00
Grand Total:					\$319,954.56	\$0.00

Attachment V

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
3/31/22	Monthly cell phone reimbursement	60.00	Monthly cell phone reimbursement
3/15/22	Zoom monthly charge	14.99	
3/7/22	Baudville: water bottles for Huron County Behavioral Health week of appreciation to be distributed to all staff at our treatment providers	323.53	Board operated services
3/4/22	Subway EZ Cater: food for Huron County Trauma Informed Community meeting	155.17	Board operated services
3/14/22	Marcos: food for Program Committee meeting	27.97	
3/15/22	Marcos: food for Finance Committee meeting	20.98	
3/16/22	Wix.com: domain for 3 years for first responder wellness website (Huron County TIC initiative)	61.48	Board operated services
3/16/22	Wix.com: 3 year website fee for first responder wellness website (HC TIC initiative)	306.00	Board operated services
3/23/22	Daves Food Mart: paper plates for first responder training (different from receipt due to taxes)	2.09	
3/23/22	Walmart: office supplies	58.67	
3/25/22	Walmart: cleaning supplies for women's recovery house	155.54	Recovery house capital funding
3/28/22	Big Lots: serving spoons and tongs for board office	21.50	
3/28/22	Big Lots: 2 couches, tv stand, dresser for recovery house	1414.96	Recovery house capital funding
3/28/22	Casa Bravos: food for Board's Strategic Planning meeting	167.25	
3/13/22	Annual Adobe Acrobat subscription for Ashley's computer	192.92	

3/29/22	Dominos: food for Willard FLC for Huron County Behavioral Health week of appreciation	36.74	Board operated services
3/30/22	Marcos: food for Oriana House for Huron County Behavioral Health week of appreciation	31.92	Board operated services
3/30/22	Marcos: food for Norwalk FLC for Huron County Behavioral Health week of appreciation	55.55	Board operated services
3/30/22	Marcos: food for FCRS for Huron County Behavioral Health week of appreciation	69.77	Board operated services
3/30/22	HomeGoods: decorations for women's recovery house (different from receipt due to taxes)	168.91	Recovery house capital funding
3/29/22	Target: supplies for women's recovery house (lamps, blankets, cookware)	174.09	Recovery house capital funding
4/1/22	Schild's IGA: donuts for HC Behavioral Health Week of appreciation and cookies for TIC meeting	84.78	Board operated services
4/1/22	Domino's Pizza: food for Huron County TIC initiative meeting	83.84	Board operated services
3/23/22	Subway EZ Cater: food for first responder self-care training	139.27	Board operated services
3/3/22	Walmart: water and dessert for Huron County TIC meeting	34.49	Board operated services
3/1/22	OSPF: Fee for training for A Suicide Specialist: Unique Opportunities for Prevention in a Coroners Office	25.00	

Total Reimbursement: \$3,887.41