

Planning and Monitoring Committee Meeting

Meeting date: Monday, November 4, 2019

Meeting time: 5:00pm – 6:57pm

Meeting location: Conference room, 12 Benedict Ave.

Recorder: Kristen Cardone

Committee Members Present:

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| X | Katie Chieda, Board Chair | X | Steve Barnes, Committee Chair |
| X | Laura Wheeler, Second Vice Chair | | Mike White-Absent |
| | Julie Landoll-Excused | | Ben Chaffee, Jr.-Excused |
| X | Ken Murray | | Rob Duncan-Excused |
| X | Lisa Hivnor, First Vice Chair | X | Dave Light |
| | Steven Fawcett-Excused | X | Dorothy Ruffer |
| X | Tom Sharpnack | X | DeEtte Zimmerman |

Board Staff Present:

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| X | Kristen Cardone, Executive Director | X | Ashley Morrow, Administrative Assistant |
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Unfinished business/updates:

- Office Space Update
 - Ms. Cardone gave an update on office space to committee members. She shared that the full price offer on 2 Oak Street was accepted and the inspection on the building was completed and emailed out to all Board members for their review. She stated the main issues reflected in the inspection was the attic space, the mold, and the furnace & AC unit. Ms. Cardone shared an estimate for renovations needed, estimate for mold removal, and an estimate to fix the heating and air conditioning units. She added that the Board's real estate agent informed her at this time, with the inspection findings, they can decide if they want to either move forward with the full price offer, or they can request a certain amount off of the offer price for the items in need of repair.
 - Mr. Sharpnack responded that he feels mold and the HVAC system are serious issues that need to be taken care of before moving forward. He stated that the building is distressed due to the findings in the inspection and the committee members need to renegotiate the price.
 - Mr. Barnes added that it is common practice in real estate to go back to the seller and ask them to fix the repairs needed.
 - Ms. Cardone shared that the recommendation is not to have the seller fix the issues but is to lower the price of the offer so that the Board can decide who to hire to make the repairs needed.
 - Ms. Chieda mentioned that in case committee members did not look through the inspection, she wanted to point out that there were other items that needed fixed.

- Mr. Sharpnack responded that if the Board made a good faith offer, the items listed in the inspection should be fixed.
 - Committee members then reviewed each item listed in the inspection.
 - Out of 35 items listed, committee members agreed to ask the seller to fix 27 of them.
 - Mr. Sharpnack suggested asking the seller to replace the whole furnace, not just the heat pump, as well as install a new water heater.
 - Committee members then worked on adding up the estimated amounts for the needed repairs to get an idea of the dollar amount they would be comfortable reducing the offer by.
 - Mr. Sharpnack asked that the original contractor that provided a renovation estimate go back through the building as soon as possible to address the additional needed repairs.
 - Ms. Chieda was able to contact the Board's real estate agent to gain further insight on his recommendation.
 - Mr. Vandresser, who is the Board's real estate agent for this property, stated his expectation is that the committee members would decide on a dollar amount needed to fix the issues and then negotiate the price from there.
 - The committee members will move forward with obtaining an additional quote from the original contractor to add to the other estimates they have been given and will reach out to Mr. Vandresser by Wednesday with a new offer price.

Discussion Items:

- Presentation Requests
 - Ms. Cardone shared that there will be two presentations at next weeks Board meeting.
 - Amanda Rowlett with Sojourn
 - Warren Brown, Huron County HR Director
- Peer Support RFP (Attachment I)
 - Ms. Cardone asked committee members to review and provide feedback for the Peer Support RFP she handed out. She shared that the Board is no longer able to hold the county's current peer support program, ALERT, and it is time to find it another home. The RFP will be voted on at next weeks Board meeting.
- SPF Prevention Grant
 - Ms. Cardone shared that she is gaining more information regarding the SPF Prevention Grant. She said that after reviewing the grant and discussion with other Boards, she has created a job description for a Prevention and Education Coordinator for the county. She asked committee members to please review the job description and provide any feedback they may have.
- FY20 First Quarter reports
 - Ms. Cardone shared the Board's contracted agencies FY20 First Quarter Reports with committee members and asked them to please review them and if they have any questions or concerns to please let her know.
- Review Bills and Financials
 - There were no bills and financials to review.
- Funding requests:
 - Monroeville schools STEM
 - Ms. Cardone shared the funding request from Monroeville Schools for their STEM program. STEM is an afterschool robotics program that incorporates Science, Technology, Engineering, and Math.
 - Ms. Laura Wheeler stated it's a nice request however this is curriculum, and it is not associated with mental health and addiction.

- Ability Works
 - Ms. Cardone shared the funding request from Ability Works. Ability Works is expanding their transportation services in Huron County. The first expansion of their services will prioritize transportation services for seniors and the DD population. If there are any extra seats during the day, they will open them up to the public. Ms. Cardone shared that she has been to multiple meetings on this subject and there are other agencies that have been approached for funding as well.
- Norwalk After Prom
 - Ms. Cardone shared that in previous years, MHAS has funded Norwalk's After Prom. It has been a great opportunity to help Norwalk with their event however, Ms. Cardone felt it would be better to offer funding for after proms to each high school in the county.
 - Mr. Sharpnack agreed that he believes funding should be offered to each school district instead of just one.
 - Ms. Cardone was tasked with reaching out to each high school to identify which schools have after proms and how the Board can support them.

Attachment I

Huron County Board of Mental Health and Addiction Services (MHAS) *Request for Proposals* to Expand Peer Support Services in Huron County

Released November 13, 2019

Working closely with the community and all providers, Huron County MHAS and its community partners have identified a need for continued and expanded peer support services in the community. Through this RFP, Huron County MHAS offers financial support for ongoing implementation of services.

1. Project Purpose and Overview

This Request for Proposals (RFP) is published to solicit proposals from Vendors for the provision of mental health and substance use peer support services that include, but are not limited to, operating the Huron County ALERT (Area Law Enforcement Recovery Team) program, participating in the Huron County QRT (Quick Response Team), peer-run wellness and recovery services, and community outreach and education for individuals who are at least eighteen (18) years of age with mental health, substance use, or co-occurring mental health and substance use disorder challenges. The purpose of the sought project will be to expand the continuum of care in Huron County by offering the access to peer support services for county residents to promote recovery, self-determination, self-advocacy, well-being and independence.

2. Scope of RFP

Peer support services program approved for funding must meet the community need for expanded peer support services including operating and expanding existing services and expansion of peer support services.

Specifically, the Vendor is required to provide the following:

- a. Operate and expand existing peer support services in Huron County, including continuation of ALERT program and participation in QRT program. ALERT services currently consist of on-call peer services to Norwalk Police Department, Huron County Sheriff's Office, and Willard Police Department, managing and responding to peer support related calls received from the ALERT hotline, and weekly recovery groups at the Huron County Jail. The goal is to ensure ongoing 24/7 access to peer support for individuals seeking treatment and recovery, utilizing the current hotline number (980-4ALERT4).
- b. Expansion of peer support services in Huron County to include ongoing one-on-one peer support services as needed and requested from community members and agencies, warm handoff services with local hospitals (Fisher Titus Medical Center & Mercy Health in Willard).
- c. Partnerships with all treatment agencies, providing peer support services for existing clients of these agencies
- d. Community outreach and education
- e. Transportation of clients to treatment or other locations as needed

It is preferred the Vendor provide the following:

- a. Develop and implement peer-run community wellness center

3. Project/RFP Timeline

The immediate goal of this RFP is to announce the Huron County MHAS Board's need and intent to proceed in funding and supporting the developing of a community peer support services program. Prospective applicants may submit questions, in writing, until December 13, 2019. Prospective applicants may direct questions to Kristen Cardone, Executive Director at director@huroncountymhas.org. Applicants may be asked to present to the Board prior to a decision being made.

Specific Planning Dates:

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| RFP announcement | November 13, 2019 |
| Deadline for submission of questions | December 6, 2019 |
| Follow-on written questions | until December 13, 2019 |
| Deadline for actual proposal | December 27, 2019 |
| Decision and announcement of provider | on or before January 14, 2020 |
| Begin Implementation of Plan | February 1, 2020 |

*These dates may be adjusted based on the quality of applications and the ability to locate an appropriate provider.

4. Information to be included in eventual RFP

Organizational Overview

- Organization Title and Ownership
- Contact Name
- Principals involved
- Profit or Non-Profit Provider (both are eligible)
- Address
- Phone Number
- Email address or web site

Experience

- Organizational history, experience and abilities to provide sought or similar service
- References and examples of prior work
- List of previous collaborations – if any
- Knowledge of issues and ability to draw and maintain competent staff
- Financial status or stability statement; Annual Reports etc.
- List of agency certifications, licenses and staffing competence; supervision plan
- Experience in operating peer support services organization
- Experience in billing and collection for services

Subject Matter Expertise and Experience

- Describe proposed model for taking over ALERT program and expanding peer support services throughout the county; including a timeline for implementation
- Include knowledge of existing treatment system and recovery focused models of care

- Define staffing and qualifications of all staff
- Identify any key individuals to be involved in the project and their biographies
- Clearly define your concept and how it can best meet the community need
- Assure adherence to all state regulations via organizational management, quality assurance and outcome reports.
- Clarify how you will provide integrated care model
- Clearly identify prioritization of communication with hospital and all providers and peers to assure continuity of care, including the University of Findlay

Funding and Support

The financial support for this project shall be justified and includes access to \$X for peer support services and administrative costs associated with overseeing services. Administrative costs should not exceed 20% of total awarded amount. The proposal should include anticipated pay rate for peer support services as well as Vendors' ability to bill Medicaid for peer support services. Priority will be given to applicants who are able to bill Medicaid for services. If applicant is unable to bill Medicaid at this time, please provide timeline for anticipated date at which applicant will be able to bill Medicaid, along with detailed plan on how to meet this goal.

Confidentiality Notice

All responses and attachments to this RFP are intended for the specific purpose of this RFP only. As such all information submitted will be restricted to the review associated to this RFP and will be kept confidential to the reviewers representing the Huron County MHAS Board involved in examining the proposals. If applicants submit information proprietary in their application it should be noted as such but applicants must recognize that even with the intent to restrict such information MHAS, as a public entity, is required to follow state law in regard to the open records act. Information submitted should therefore be considered in such light.

Evaluation

The primary evaluation for this award will be the experience and plan of the provider to assure a sound concept and thorough implementation of the planned activity with sustainability and accountability. This plan should meet Huron County's level of need, continuum of care and recovery focused philosophy of care.

MHAS Contact

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