



HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street
Norwalk, Ohio 44857

January 17, 2023 BOARD MEETING AGENDA

Location: Huron County Department of Job and Family Services, 185 Shady Lane Drive, Norwalk

Time: 6:00pm

The public may attend in person or join via Zoom:

<https://us02web.zoom.us/j/88387070021?pwd=Z1N1Uy9rKytmWVFHZVYxQ1FSZ05vZz09>
Meeting ID: 883 8707 0021, Passcode: 031985

Time		Who
6:02 PM	Call to Order	Board Chair
	Guest Introductions & Public Comment	
	Approval of Board Minutes	
	Executive Session	
	Presentation <ul style="list-style-type: none"> • Firelands Counseling & Recovery Services 	
	Board Chair Report	Board Chair
	Board Report	Ex. Director
	Committee Meeting Reports <ul style="list-style-type: none"> • Program Committee <ul style="list-style-type: none"> ○ Policy Suspension ○ Community Plan ○ FY22 Annual Report ○ Crisis Text Line Mini-Grant ○ CADCA Conference Scholarship • Finance Committee <ul style="list-style-type: none"> ○ Levy Reserve Balance Policy ○ Levy Reserve Balance ○ FY22 Allocations ○ FY22 040 Actuals Report ○ SOR 3.0 ○ SOR 2.0 No Cost Extension ○ Mental Health Block Grant Forensic Monitoring ○ November 2022 Financial Report ○ November 2022 List of Bills ○ December 2022 Financial Report ○ December 2022 List of Bills 	
	Old Business	

	Meeting Discussion/New Business	
7:24PM	Adjournment	Board Chair



January 17, 2023

I. CALL TO ORDER

Meeting called to order at 6:02 PM.

Board Members in attendance:

	Katie Chieda - Excused	2	Ben Chaffee, Jr.		Mitch Cawrse -Excused
3	Laura M. Wheeler	4	Julie Landoll	5	Silvia Hernandez
6	Amber Boldman	7	Nora Knople		Tom Sharpnack -Excused
8	Lenora Minor	9	John Soisson	10	Sandy Hovest
11	Carol Anderson	12	Erin Bohne		

Board Staff: Ashley Morrow, Kristen Cardone, Cari Williamson

II. GUEST INTRODUCTIONS & PUBLIC COMMENT

- Mr. Ben Chaffee welcomed guests to the Board meeting. In-person guests introduced themselves and identified if they will be addressing the Board. Ms. Kristen Cardone called on the guests joining via Zoom.
 - Laura Miller, Firelands Counseling & Recovery Services is presenting; Lauren Robinson, Firelands Counseling & Recovery Services; Matt Roche, Norwalk Ohio News. Via Zoom are Katie Chieda, Board Member; Greg Klima, Let's Get Real; Jessica Dickman, Family Life Counseling. None of the guests need to address the Board, besides Ms. Miller presenting.

III. APPROVAL OF BOARD MEETING MINUTES

- Mr. Chaffee shared the minutes from December 5, 2022 Special Board meeting were sent to Board members on December 9, 2022.

MOTION: 1	To approve the December 5, 2022 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on December 9, 2022.		
Motion Made By:	Nora Knople	Seconded:	Laura Wheeler

No Opposition

- Mr. Chaffee shared meetings of the Board, as a public agency, shall be open to the public as required, unless the subject matter under consideration permits an executive session, as provided in section 121.22 (G), of the Ohio Revised Code. Members of a public body may hold an executive session at a regular or special meeting only after a majority of a quorum of the public body determines, by a roll call vote, to

hold an executive session for the sole purpose of the consideration of the following matter: Ohio Revised Code 121.22 (G)(1), (G)(5), and (G)(6).

IV. EXECUTIVE SESSION

MOTION: 2	To enter Executive Session under Ohio Revised Code 121.22(G)(1), (G)(5) and (G)(6).		
Motion Made By:	Lenora Minor	Seconded:	Julie Landoll

	Katie Chieda - Excused	3	Ben Chaffee, Jr.		Mitch Cawrse - Excused
11	Laura M. Wheeler	4	Julie Landoll	2	Silvia Hernandez
10	Amber Boldman	5	Nora Knople		Tom Sharpnack - Excused
9	Lenora Minor	6	John Soisson	1	Sandy Hovest
8	Carol Anderson	7	Erin Bohne		

No opposition

- Board members entered the Executive Session at 6:05pm.

MOTION: 3	To exit Executive Session under Ohio Revised Code 121.22(G)(1), (G)(5) and (G)(36).		
Motion Made By:	Lenora Minor	Seconded:	Carol Anderson

No opposition

- Board members exited the Executive Session at 6:23pm.

V. PRESENTATION

• **Firelands Counseling & Recovery Services (FCRS)**

- Laura Miller, Site Director for Huron County FCRS, presented to the Board and shared the following information.
 - FCRS is located on the campus of Fisher-Titus Medical Center. They are nationally accredited through Commission on Accreditation of Rehabilitation Facilities (CARF), Healthcare Facilities Accreditation Program (HFAP), and audited annually by the Board. They are licensed by the Ohio Department of Mental Health & Addiction Services (OMHAS).
 - They provide services to a wide array of clients, such as youth with anxiety, individuals with depression caused by stress or COVID, or more severe things such as schizophrenia or bipolar. They serve a full range of people from youth to adults. They could be a short-term need or a long-term need, depending on the client’s situation.
 - The first step for each client is performing an assessment. This will help determine what that specific person’s needs for service are, such as individual therapy, group therapy, substance abuse, mental health, or case management. FCFS provides comprehensive treatment for both mental health and substance abuse.
 - Services are trauma and culturally sensitive and FCRS takes a team approach to meeting the client’s goals. Additionally, services are evidenced-based, meaning the treatment provided is based on the research that says it works. Some examples are Cognitive Behavioral Therapy (CBT) and Eye Movement Desensitization & Reprocessing (EMDR). They incorporate the Matrix Model and Living in Balance for substance use services.
 - Ms. Laura Wheeler asked if they offer Dialectical Behavior Therapy (DBT), which is an evidence-based form of therapy for people with intense emotional sensitivity.
 - Ms. Miller shared that she specifically does not provide this type of therapy, but FCRS does have a youth program that utilizes DBT.
 - Services provided include:
 - FCRS offers a day-treatment program which is a group program that meets in

Huron County during 3-hour sessions, 3 times a week, with other offices offering more days if the client needs additional days of treatment throughout the week.

- A Substance Use program is offered through the Intensive Outpatient Program (IOP). This program provides 9-12 hours of treatment per week, based on specific needs.
- Vocational Rehabilitation Services help individuals obtain and maintain employment. They provide hands-on assistance and job-coaching.
- FCRS operates the crisis hotline for Huron County, which is available 24 hours a day, 7 days a week, 365 days a year. This helps people struggling with mental health and/or substance use related problems.
- Crisis services are offered in their office Monday-Friday, and they have an afterhours team on call 24/7 which includes therapists, case managers, psychiatrist, and a supervisor. Crisis services include access to Northwest Ohio Psychiatric Hospital (NOPH) or if someone needs to be involuntarily admitted to One South (“pink slipped”), which is FCRS’ inpatient psychiatric service. Last week NOPH had a 20-person waitlist. FCRS is the only agency that can admit patients to NOPH.
- Case managers are available for higher acuity cases. Case managers monitor the clients to ensure they are taking their medication to keep them stable and help with things such as taking them to the grocery store. There are only a few clients that qualify to use this service.
- FCRS evaluates, places, and facilitates payment for group homes. There are currently no group homes in Huron County, our residents live in group homes in Ottawa County, Toledo, and Tiffin. Mental health group homes are not locked homes, but they give clients a safe place to live while providing monitoring to keep them safe. This is not a shelter; it is a permanent residence. Clients need to meet the acuity level of care needed to be placed in a group home setting. Clients will be monitored and assessed based on their needs. The MHAS Board helps subsidize the cost for residents.
- Ms. Miller is the Huron County forensic monitor. The forensic monitoring program is for those individuals who are Not Guilty by Reason of Insanity (NGRI). If found NGRI, the individual typically will not go to prison for the committed crime, instead they will be admitted to NOPH until they are stabilized. Once stabilized they will come back to the community on conditional release with the court. Ms. Miller is the link between the court and the person in the community. The court monitors the person by having a hearing at least once every two years for the maximum term of the crime committed. Currently there are two people in this program.
 - Ms. Nora Knople asked how often the individual must check in with her.
 - Ms. Miller explained she is in contact with their treatment team 1-2 times a month, depending on how they are doing.
- Other services provided include educational programs. Mental Health First Aid trainings teach people how to recognize warning signs for someone in crisis and guides them on what to do. Question, Persuade, and Refer (QPR) is a suicide prevention type of program and is implemented in many of the Huron County School districts. QPR teaches youth what to do if they think someone is suicidal, how to ask them if they are, and how to get them to resources.
- FCRS operates One South which is an inpatient psychiatric service. They have 34 beds and are mostly adults.
- FCRS provides Behavioral Health services in the jail five days a week by a therapist. This helps inmates adjust in jail and use the time wisely to think about what their steps will be upon being released.

- FCRS connects with various other agencies and participates in many local initiatives including courts, NAMI (National Alliance on Mental Illness), CIT (Crisis Intervention Team), Stepping Up, Community Overdose Response Committee, and Drug Overdose & Suicide Fatality Review Committee.
- The Huron County Calendar Year 2022 numbers were:
 - Clients served: 2811
 - Services provided: 21,993
 - Crisis: 575
 - Case Management: 3477
 - Diagnostic Assessments: 693
 - Education & Consultation: 592
 - Nurse: 2195
 - Prescriber: 3390
 - Therapy: 10,865
 - Vocational: 206
- They accept most insurances and are very happy to have a sliding fee schedule from MHAS Board. The sliding fee schedule is helpful for getting individuals the services they need.
- Ms. Wheeler asked if individuals need to be a client to see their psychiatrist.
 - Ms. Miller answered yes. Psychiatric services are a limited resource for everyone.
- Ms. Miller shared Ms. Lauren Robinson works closely with her in Huron County.
 - FCRS can be reached at 419-663-3737.
- Ms. Carol Anderson praised FCRS for the services they provide, which were not available 20 years ago.

VI. BOARD CHAIR REPORT

- Mr. Chaffee shared that Ms. Kristen Cardone, Ms. Cari Williamson and himself met last week with the Huron County Auditor, Mr. Roland Tkach. They discussed the upcoming levy campaign and levy funding. With the help of the Board staff, he will be providing more information to the Board members at the next meeting.

VII. BOARD REPORT

- **Local Updates:**
 - *HEALing Communities update:* Ms. Cardone shared the HEALing Communities study continues to meet monthly. It is currently focusing on Overdose Education and Naloxone Distribution in Huron County. In our last two meetings, the group approved funding for the following strategies:
 - Expansion of Medication for Opioid Use Disorder (buprenorphine) through Firelands
 - Expansion of Medication for Opioid Use Disorder at Huron County Public Health (Vivitrol)
 - Overdose Education and Naloxone Distribution at Willard Fire
 - Medication for Opioid Use Disorder Retention and Engagement Transportation Initiatives through Family Life, Huron County Public Health, and Oriana House
 - *Quick Response Team/Community Data for December:* Ms. Cardone shared the following data for December 2022, the data in parentheses is from November 2022.
 - Overdoses: 9 (3)
 - Overdose fatalities: 1 (0)
 - Mental health calls: 1 (2)
 - Suicide attempts/Suicide related calls: 9 (14)
 - Completed suicides: 2 (1 unconfirmed)
 - OVI: 13 (18)
 - Disorderly Conduct/Intoxication: 3 (1)

- Warm Handoff Calls through Let's Get Real (peer supporter responds to local hospital to link individual with treatment): 5 (4 alcohol, 1 stimulants/opiates)
 - 2022 *Quick Response Team Data (handout)* Ms. Cardone shared the 2022 Quick Response Team Data Report in Attachment VIII.
 - This report does not reflect hospital data, only Quick Response Team (QRT) and 911 data. Over the past three years overdoses and suicide fatalities have continued to increase. There will be an increase in outreach, which will tie this data in with the community needs assessment of increased awareness of services offers. Ms. Ashley Morrow does an outstanding job with community engagement and outreach. She will continue doing this with additional Board staff helping to increase the Board's presence throughout Huron County.
- **Board updates**
 - Ms. Cardone shared the Board is participating in a winter wellness event for February, in partnership with the Huron County Chamber of Commerce and Norwalk Economic Development Corporation (NEDC). The Chamber and NEDC have identified businesses throughout Norwalk that provide services that enhance a healthier lifestyle and increase overall wellness of community members and have asked these businesses to participate in this event. Community members will visit the businesses during February, interact with staff at that business who will share information with them regarding wellness, and the community members will get a punch or sticker on a card. Once they receive all the punches/stickers they will drop off their wellness card and be entered into a drawing for an opportunity to receive a gift basket. We will also be hosting a wellness event at the end of February to tie the month together and complete the drawing. This is a pilot project in Norwalk and if it is well received then next year it will move throughout Huron County. Please visit hcbmhas.org/www to learn more.
 - Ms. Minor shared the Huron County Human Resources office will be sending this to all county employees.
- **Prevention**
 - Anti-bullying project - Ms. Cardone shared the winners were announced, awards be distributed, and billboards were recently installed in the county. The billboards are located throughout the county and should be up for about a month.
 - Overall winner – Sophie Harvey – 5th grade, Willard Elementary
 - Ohio National Guardsman – Ms. Cardone shared OhioMHAS, Huron County MHAS, North Point Educational Service Center, Huron County Sheriff's Office, and PROSPER (PROmoting School Partnerships to Enhance Resilience) are working to get a Civil Operations Specialist for Prevention on staff – cost is handled by OhioMHAS and the Ohio National Guard. The latest update is they have a candidate interested and should be hired by the end of the month. This individual will be housed at Huron County MHAS office in Mr. Devin Pollick's office and will be working closely with PROSPER.
 - OHYES! Survey – Ms. Cardone shared the survey is in the final stages, Willard is the remaining school district that signed up and was to deliver the survey in December. Norwalk Schools was the only Huron County school district that chose not to participate. This is required through Ohio Strategic Prevention Framework (SPF) grant but is optional for schools to participate.
- **Community Engagement and Outreach**
 - Ms. Cardone shared the Board Staff has done the following in Community Engagement and Outreach for December.
 - *Newsletters and Social Media outreach for December:*
 - A Glimpse at Alcohol
 - Managing Holiday Stress
 - Dry January

- Meet MHAS: Ben Chaffee, Jr.
 - Seasonal Affective Disorder
- *Resource Bags/MHAS App Cards/Outreach Folders*
 - Blessing Boxes
 - Norwalk Outreach
 - Mercy Health
 - Mapleview Vet Hospital
 - Reusable Grocery Bags
 - Love Bus
 - Xtreme Fitness
- *Trainings Hosted by MHAS*
 - Upcoming Trauma Informed Care training on January 26, 2023 at 9am.
- *Initiatives*
 - Kiwanis: Bell ringing for the Salvation Army at Millers Grocery Store
 - Community Overdose Response Meeting/HEALing Communities
 - WLKR: Mental Health and the Holidays
 - WLKR: Dry January
 - WLKR: Winter Wellness Month
 - Dry January Club: Facebook group for individuals who want to get sober for the month of January; providing encouraging and highlighting the benefits of sobriety in an online support group setting.
 - Winter Wellness Wonderland: collaborating with Huron County Chamber, Firelands Forward, and United Fund to implement a wellness month in February 2023.
- *Presentations and Events*
 - Department of Job & Family Services Workforce meeting to present and discuss Recovery Friendly Workplace initiative.
 - Coordinated Compassion Fatigue presentation at Mapleview Vet Hospital, hosted by Oriana House. Provided resource folders for staff.
- Board members were given a calendar document showing the various outreach initiatives for this calendar year. If certain topics appeal to Board members and they would like to take an active role in that topic or event, it would be greatly appreciated.
 - Mr. Chaffee shared he likes the concept of the calendar because outreach and providing information are things that will indirectly help promote the levy.

VIII. COMMITTEE MEETING REPORTS

• PROGRAM COMMITTEE REPORT

- Ms. Amber Boldman shared the Program Committee met on January 10, 2023 at the Board's office.
- **Policy Suspension (Attachment I)**
 - Ms. Boldman shared that per Board policy meals are to be provided at Committee meetings, as these meetings are scheduled to coincide with meals. However, Board staff are currently unable to purchase meals for meetings and it is recommended the Board suspend the policy through the end of March 2023 to allow for time to implement a solution.
 - Mr. Chaffee shared that in the Committee meeting there was discussion about suspending this policy until further notice or indefinitely. After speaking with Ms. Cardone, they decided to add a specific end date. This allows time for the Board to secure a solution.

MOTION: 4	To suspend Board policy 103.6 Board Member Expenses through March 31, 2023.		
Motion Made By:	Julie Landoll	Seconded:	Laura Wheeler

	Katie Chieda - Excused	5	Ben Chaffee, Jr.		Mitch Cawrse - Excused
1	Laura M. Wheeler	6	Julie Landoll	10	Silvia Hernandez
2	Amber Boldman	7	Nora Knople		Tom Sharpnack - Excused
3	Lenora Minor	8	John Soisson	11	Sandy Hovest
4	Carol Anderson	9	Erin Bohne		

No opposition

- **OhioMHAS 2023-2025 Community Assessment & Plan**
 - Ms. Boldman shared per the Ohio Revised Code, the Board is required to complete and submit a Community Plan to the Ohio Department of Mental Health and Addiction Services.

MOTION: 5	To approve the OhioMHAS 2023-2025 Community Assessment and Plan as sent to Board members on January 6, 2023.		
Motion Made By:	Nora Knople	Seconded:	Carol Anderson

	Katie Chieda - Excused	1	Ben Chaffee, Jr.		Mitch Cawrse - Excused
11	Laura M. Wheeler	2	Julie Landoll	6	Silvia Hernandez
10	Amber Boldman	3	Nora Knople		Tom Sharpnack - Excused
9	Lenora Minor	4	John Soisson	7	Sandy Hovest
8	Carol Anderson	5	Erin Bohne		

No opposition

- **SFY 2022 Annual Report**
 - Ms. Boldman shared annually, the Board is required to submit an annual report to the Ohio Department of Mental Health and Addiction Services and the county commissioners.

MOTION: 6	To approve the Fiscal Year 2022 Huron County MHAS Board Annual Report as sent to Board members on January 10, 2023.		
Motion Made By:	Laura Wheeler	Seconded:	Julie Landoll

	Katie Chieda - Excused	11	Ben Chaffee, Jr.		Mitch Cawrse - Excused
8	Laura M. Wheeler	9	Julie Landoll	10	Silvia Hernandez
7	Amber Boldman	6	Nora Knople		Tom Sharpnack - Excused
3	Lenora Minor	4	John Soisson	5	Sandy Hovest
2	Carol Anderson	1	Erin Bohne		

No opposition

- **Crisis Text Line Mini-Grant**
 - Ms. Boldman shared annually, the Ohio Association of County Behavioral Health Authorities sends out requests for Crisis Text Line mini grants and Board staff needed to submit this year's application prior to being able to obtain Board approval, due to the

deadline. Approval is needed to authorize the Executive Director to apply for this funding which will be used to boost social media posts and will help supplement the Board's marketing budget.

MOTION: 7	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 \$2,465.00.		
Motion Made By:	Carol Anderson	Seconded:	Erin Bohne

	Katie Chieda	7	Ben Chaffee, Jr.		Mitch Cawrse - Excused
8	Laura M. Wheeler	6	Julie Landoll	1	Silvia Hernandez
9	Amber Boldman	5	Nora Knople		Tom Sharpnack - Excused
10	Lenora Minor	4	John Soisson	2	Sandy Hovest
11	Carol Anderson	3	Erin Bohne		

No opposition

- **Community Anti-Drug Coalitions of America (CADCA) Conference Scholarship**
 - Ms. Boldman shared that the Board was recently awarded 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. Approval is needed to authorize the Executive Director to apply for these funds which will be used to pay for the county's Prevention Coordinator to attend this conference in DC, covering the cost of the conference and all travel expenses.
 - Mr. Chaffee commended Mr. Tkach, Huron County Auditor, for helping navigate through the difficult process of booking travel expenses without a credit card. He worked with the local AAA office to accept a check for airfare and hotel stay.

MOTION: 8	Authorize Executive Director to apply for CADCA's National Leadership Forum Conference stipend through Prevention Action Alliance in the amount of \$3,200.00.		
Motion Made By:	Nora Knople	Seconded:	Julie Landoll

	Katie Chieda - Excused	11	Ben Chaffee, Jr.		Mitch Cawrse - Excused
1	Laura M. Wheeler	2	Julie Landoll	3	Silvia Hernandez
4	Amber Boldman	5	Nora Knople		Tom Sharpnack - Excused
6	Lenora Minor	7	John Soisson	8	Sandy Hovest
9	Carol Anderson	10	Erin Bohne		

No opposition

- Ms. Boldman shared that minutes from the Program Committee meeting were sent to Board members on January 13, 2023.

MOTION: 9	To approve the January 10, 2023 Program Committee meeting minutes as sent on January 13, 2023.		
Motion Made By:	Siliva	Seconded:	Laura

No opposition

- **FINANCE COMMITTEE REPORT**

- Ms. Sandy Hovest shared the Finance Committee met on Tuesday, January 11, 2023 at the Board’s office.
- **Levy Reserve Balance Policy (Attachment II)**
 - Ms. Hovest shared Committee members reviewed the Board’s Levy Reserve Balance Policy. 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 levy reserves has increased from just over \$1.1 million to over \$1.6 million under the current policy.
 - Ms. Hovest shared Committee members discussed amending the policy and recommend changing the minimum amount to 3 months and maximum amount to 6 months to reduce the amount of funding the Board is required to retain in reserves. This change will allow the Board to utilize these funds for services and supports in the community. It is also recommended that the Board review the Levy Reserve Balance monthly moving forward.

MOTION: 10	To approve and adopt the revised Board Levy Reserve Balance Policy as shown in Attachment II.		
Motion Made By:	Erin Bohne	Seconded:	Lenora Minor

	Katie Chieda - Excused	1	Ben Chaffee, Jr.		Mitch Cawrse – Excused
2	Laura M. Wheeler	3	Julie Landoll	4	Silvia Hernandez
5	Amber Boldman	6	Nora Knople		Tom Sharpnack– Excused
7	Lenora Minor	8	John Soisson	9	Sandy Hovest
10	Carol Anderson	11	Erin Bohne		

No opposition

- **Levy Reserve Balance**
 - Ms. Hovest shared annually the Board is required to approve a minimum and maximum levy reserve fund balance. Under the revised policy, the minimum reserve fund balance for the year is \$813,924.00, the maximum reserve fund balance \$1,627,848.00, and the Board’s current levy reserve balance is \$867,230.00.

MOTION: 11	To approve a minimum reserve fund balance of \$813,924.00 and a maximum reserve fund balance \$1,627,848.00.		
Motion Made By:	Lenora Minor	Seconded:	Amber Boldman

	Katie Chieda - Excused	7	Ben Chaffee, Jr.		Mitch Cawrse - Excused
4	Laura M. Wheeler	8	Julie Landoll	5	Silvia Hernandez
3	Amber Boldman	9	Nora Knople		Tom Sharpnack - Excused
2	Lenora Minor	10	John Soisson	6	Sandy Hovest
1	Carol Anderson	11	Erin Bohne		

No opposition

- **SFY 2022 Allocations**

- Ms. Hovest shared Committee members reviewed current and future levy allocations, focusing on ways to ensure compliance with the levy reserve policy and to reduce expenses. In addition to identifying ways to reduce Board Administration expenses, Committee members were in support of reducing funding allocations in two areas to help minimize the amount of levy reserve funding expended in FY 2023.

MOTION: 12	To amend motion #9 from the May 17, 2022 Board meeting, reducing the allocation amount for After Prom set aside from \$10,000.00 to \$6,500.00 and the Board Operated Services set aside from \$35,000.00 to \$12,500.00.		
Motion Made By:	Julie Landoll	Seconded:	Nora Knople

	Katie Chieda - Excused	4	Ben Chaffee, Jr.		Mitch Cawrse - Excused
1	Laura M. Wheeler	2	Julie Landoll	3	Silvia Hernandez
5	Amber Boldman	6	Nora Knople		Tom Sharpnack - Excused
9	Lenora Minor	8	John Soisson	7	Sandy Hovest
10	Carol Anderson	11	Erin Bohne		

No opposition

○ **SFY 2022 040 Actual Report (Attachment III)**

- Ms. Hovest shared that annually, the Board is required to submit the 040 Actual Report to OhioMHAS, reflecting the Board's expenditures for the previous fiscal year. Committee members reviewed and discussed the 040 Actuals budget, as shown in Attachment III, which will be used to complete the 040 report.

MOTION: 13	To approve the OhioMHAS FY2022 040 Actual Report reflecting the budget shown in Attachment III.		
Motion Made By:	Nora Knople	Seconded:	Laura Wheeler

	Katie Chieda - Excused	5	Ben Chaffee, Jr.		Mitch Cawrse - Excused
11	Laura M. Wheeler	4	Julie Landoll	7	Silvia Hernandez
10	Amber Boldman	3	Nora Knople		Tom Sharpnack - Excused
9	Lenora Minor	2	John Soisson	6	Sandy Hovest
8	Carol Anderson	1	Erin Bohne		

No opposition

○ **State Opioid Response 3.0**

- Ms. Hovest shared in November, the Board approved State Opioid Response funding allocations for Federal Fiscal Year 2023. These allocations represented 70% of the total allocation the Board was to receive from OhioMHAS. The remaining 30% was recently awarded and approval is needed to allocate these additional funds.

MOTION: 14	Authorize Executive Director to enter into a FFY 2023 contract addendum with Let's Get Real, Inc. in the amount of \$7,216.93, utilizing State Opioid and Stimulant Response 3.0 funding.		
Motion Made By:	Silvia Hernandez	Seconded:	Lenora Minor

	Katie Chieda - Excused	1	Ben Chaffee, Jr.		Mitch Cawrse - Excused
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4	Laura M. Wheeler	3	Julie Landoll	2	Silvia Hernandez
7	Amber Boldman	6	Nora Knople		Tom Sharpnack- Excused
8	Lenora Minor	9	John Soisson	10	Sandy Hovest
12	Carol Anderson	11	Erin Bohne		

No Opposition

○ **State Opioid Response 2.0 No Cost Extension**

- Ms. Boldman questioned how the dollar amount was determined.
 - Ms. Cardone shared that the amount is the remainder 30% of the initial State Opioid Response 2.0 No Cost Extension. The amounts were based on the primary needs that were determined in the community health assessment.

MOTION: 15	Authorize Executive Director to enter into a FFY 2023 contract with the following agencies, utilizing State Opioid Response 2.0 No Cost Extension funding. <ul style="list-style-type: none"> • Family Life Counseling in the amount of \$12,764.16 • Firelands Counseling in the amount of \$12,764.16 • Oriana House in the amount of \$30,576.48 • Let’s Get Real in the amount of \$41,763.87 		
Motion Made By:	Nora Knople	Seconded:	Lenora Minor

	Katie Chieda - Excused	3	Ben Chaffee, Jr.		Mitch Cawrse - Excused
8	Laura M. Wheeler	4	Julie Landoll	2	Silvia Hernandez
9	Amber Boldman	5	Nora Knople		Tom Sharpnack - Excused
10	Lenora Minor	6	John Soisson	1	Sandy Hovest
11	Carol Anderson	7	Erin Bohne		

No opposition

○ **Mental Health Block Grant Forensic Monitoring**

- Ms. Hovest shared OhioMHAS recently allocated Mental Health Block Grant Forensic Monitoring funds to the Board. This funding may only be utilized for forensic monitoring services and Firelands Counseling & Recovery Services is the only agency in Huron County that provides these services.

MOTION: 16	Authorize Executive Director to enter into a SFY 2023 contract addendum with Firelands Counseling & Recovery Services in an amount not to exceed \$2,200.00, utilizing Mental Health Block Grant Forensic Monitoring funding.		
Motion Made By:	Carol Anderson	Seconded:	Julie Landoll

	Katie Chieda - Excused	1	Ben Chaffee, Jr.		Mitch Cawrse - Excused
9	Laura M. Wheeler	2	Julie Landoll	10	Silvia Hernandez
8	Amber Boldman	3	Nora Knople		Tom Sharpnack - Excused
7	Lenora Minor	4	John Soisson	11	Sandy Hovest
6	Carol Anderson	5	Erin Bohne		

No opposition

○ **November 2022 Financial Report (Attachment IV)**

- Ms. Hovest shared Committee members reviewed and discussed the Board’s November 2022 Financial report as shown in Attachment IV. A summary of the Board’s financial report as of November 30, 2022 is as follows:
 - Revenues: \$267,742.16
 - Expenditures: \$229,106.54
 - Cash Balance: \$2,719,649.15
 - Encumbrances: \$300,659.31
 - Ending Balance: \$2,418,989.84

MOTION: 17	To approve the November 2022 Financial Report through November 30, 2022 as shown in Attachment IV.		
Motion Made By:	Lenora Minor	Seconded:	Carol Anderson

	Katie Chieda - Excused	5	Ben Chaffee, Jr.		Mitch Cawrse - Excused
1	Laura M. Wheeler	6	Julie Landoll	10	Silvia Hernandez
2	Amber Boldman	7	Nora Knople		Tom Sharpnack - Excused
3	Lenora Minor	8	John Soisson	11	Sandy Hovest
4	Carol Anderson	9	Erin Bohne		

No opposition

○ **November 2022 List of Bills (Attachment V)**

- Ms. Hovest shared Committee members reviewed the November 2022 List of Bills as shown in Attachment V.

MOTION: 18	To approve the November 2022 List of Bills through November 30, 2022 as shown in Attachment V.		
Motion Made By:	Laura Wheeler	Seconded:	Silvia Hernandez

	Katie Chieda - Excused	1	Ben Chaffee, Jr.		Mitch Cawrse - Excused
8	Laura M. Wheeler	2	Julie Landoll	7	Silvia Hernandez
9	Amber Boldman	3	Nora Knople		Tom Sharpnack -Excused
10	Lenora Minor	4	John Soisson	6	Sandy Hovest
11	Carol Anderson	5	Erin Bohne		

No opposition

○ **December 2022 Financial Report (Attachment VI)**

- Ms. Hovest shared Committee members reviewed and discussed the Board’s December 2022 Financial report as shown in Attachment VI. A summary of the Board’s financial report as of December 31, 2022 is as follows:
 - Revenues: \$203,100.98
 - Expenditures: \$202,073.12
 - Cash Balance: \$2,720,677.01
 - Encumbrances: \$120,751.59
 - Ending Balance: \$2,599,925.42

MOTION: 19	To approve the December 2022 Financial Report through December 31, 2022 as shown in Attachment VI.		
Motion Made By:	Carol Anderson	Seconded:	Erin Bohne

	Katie Chieda - Excused	7	Ben Chaffee, Jr.		Mitch Cawrse - Excused
11	Laura M. Wheeler	6	Julie Landoll	2	Silvia Hernandez
10	Amber Boldman	5	Nora Knople		Tom Sharpnack - Excused
9	Lenora Minor	4	John Soisson	1	Sandy Hovest
8	Carol Anderson	3	Erin Bohne		

No opposition

○ **December 2022 List of Bills (Attachment VII)**

- Ms. Hovest shared Committee members reviewed the December 2022 List of Bills as shown in Attachment VII.

MOTION: 20	To approve the December 2022 List of Bills through December 31, 2022 as shown in Attachment VII.		
Motion Made By:	Amber Boldman	Seconded:	Nora Knople

	Katie Chieda - Excused	11	Ben Chaffee, Jr.		Mitch Cawrse - Excused
10	Laura M. Wheeler	9	Julie Landoll	8	Silvia Hernandez
6	Amber Boldman	7	Nora Knople		Tom Sharpnack -Excused
5	Lenora Minor	4	John Soisson	3	Sandy Hovest
1	Carol Anderson	2	Erin Bohne		

No opposition

- Ms. Hovest shared the minutes from the January 11, 2023 Finance Committee Meeting were sent to Board members on January 13, 2023.

MOTION: 21	To approve the January 11, 2023 Finance Committee meeting minutes as sent on January 13, 2023.		
Motion Made By:	Laura Wheeler	Seconded:	Erin Bohne

No opposition

IX. OLD BUSINESS

- Mr. Chaffee asked Board members if there was any old business to discuss.
 - There was no old business discussion.

X. MEETING DISCUSSION/NEW BUSINESS

- Mr. Chaffee shared that he emailed Board members a credit card policy which may be found in Attachment IX. This is a draft policy the Assistant Prosecuting Attorney, Mr. Randy Strickler, drafted for the Board. There are limits to what can be purchased with a company credit card, per the Ohio Revised Code, and the items listed in the policy as allowable expenses do not cover all the expenses of the Board, however, Board staff will find a way to work around this issue. Ms. Cardone will seek guidance to determine if the Huron County Commissioners need to approve the Board applying for a credit card. Pending what Ms. Cardone finds out and once Mr. Tkach approves the policy, the next step will be to fill out a credit card application with Civista Bank, which is the bank the county uses. Mr. Chaffee has been in contact with

Civista Bank, they assured him it will be a quick turn-around process.

- Mr. Chaffee requested a motion to approve and adopt the credit card/procurement policy, subject to any edits or changes by the Huron County Auditor.

MOTION: 22	To approve and adopt the credit card/procurement policy as shown in Attachment IX, subject to any edits or changes by the Huron County Auditor.		
Motion Made By:	Sandy Hovest	Seconded:	Laura Wheeler

	Katie Chieda - Excused	11	Ben Chaffee, Jr.		Mitch Cawrse - Excused
10	Laura M. Wheeler	9	Julie Landoll	8	Silvia Hernandez
6	Amber Boldman	7	Nora Knople		Tom Sharpnack -Excused
5	Lenora Minor	4	John Soisson	3	Sandy Hovest
1	Carol Anderson	2	Erin Bohne		

No opposition.

- Mr. Chaffee asked Board members if there were any further new business to discuss.
 - There was no further new business discussion.

XI. ADJOURNMENT

MOTION: 23	To adjourn the January 17, 2023 Huron County Board of Mental Health and Addiction Services meeting.		
Motion Made By:	John Soisson	Seconded:	Amber Boldman

The January 17, 2023 meeting of the Board adjourned at _7:24_p.m.

Attachment I

103.6 SECTION 6

BOARD MEMBER EXPENSES

Members of the Board shall serve without compensation but shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

As approved in Motion #4 at the March 14, 1989, full Board meeting, reimbursable expenditures for the Board members are to include mileage to meetings of the Board, whether these are to full Board meetings, committee meetings, to Board trainings or to meetings attended on behalf of the Board.

As approved in Motion #3 of the April 17, 1990, full Board meeting, when Board or Committee meetings are scheduled to coincide with meals, the Board shall pay the cost of the meals for Board members, staff and guests. The Board may also furnish refreshments at other meetings at its discretion. Board members representing the Board at Board-related events shall also be compensated for meals, mileage and other necessary expenses.

Attachment II

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 6 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.

Attachment III

**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	5T20 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	5T20 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%	
MH Federal 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%	*
AOD State 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	5JL0 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%	**
AOD Federal Funds									
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 IV

HURON COUNTY BOARD OF MENTAL HEALTH & ADDICTION SERVICES STATEMENT OF ACTIVITIES FISCAL YEAR 2023

NOVEMBER YTD	MONTH TO DATE	YEAR TO DATE	ANNUAL	COVER/UNDER	% OF BUDGET
INCOME	ACTIVITES	ACTIVITES	BUDGET	BUDGET	
REAL ESTATE TAX	\$0.00	\$238,062.20	\$540,000.00	(\$301,937.80)	44.09%
TANGIBLE PERSONAL TAX	\$0.00	\$0.00	\$80.00	(\$80.00)	0.00%
TAXES-ROLLBACK & HOMESTEAD	\$0.00	\$7,318.53	\$16,000.00	(\$8,681.47)	45.74%
MH SUBSIDY	\$2,200.00	\$468,938.00	\$874,832.00	(\$405,894.00)	53.60%
ADTR BLOCK GRANT	\$0.00	\$144,846.00	\$189,692.00	(\$44,846.00)	76.36%
RECOVERY HOUSING	\$24,862.00	\$47,812.00	\$45,900.00	\$1,912.00	104.17%
MH BLOCK GRANT	\$0.00	\$21,152.00	\$42,304.00	(\$21,152.00)	50.00%
AOD SUBSIDY	\$4,864.00	\$50,488.00	\$131,870.50	(\$81,382.50)	38.29%
TITLE XX	\$0.00	\$10,019.00	\$40,285.00	(\$30,266.00)	24.87%
STATE GRANTS	\$0.00	\$12,500.00	\$74,998.00	(\$62,498.00)	16.67%
FEDERAL GRANTS	\$14,000.00	\$14,000.00	\$156,526.71	(\$142,526.71)	8.94%
IDAT	\$0.00	\$867.53	\$0.00	\$867.53	#DIV/0!
OTHER RECEIPTS	\$1,436.96	\$9,794.58	\$5,000.00	\$4,794.58	195.89%
TOTAL INCOME	\$ 47,362.96	\$1,025,797.84	\$2,117,488.21	(\$1,091,690.37)	48.44%
EXPENSES					
ADMIN	\$24,643.84	\$156,337.20	\$328,880.80	(\$172,543.60)	47.54%
ADULT ADVOCACY	\$9,611.75	\$13,296.75	\$30,000.00	(\$16,703.25)	44.32%
BROWN CONSULTING	\$0.00	\$0.00	\$28,250.00	(\$28,250.00)	0.00%
BUILDING REPAIRS	\$8,350.00	\$13,600.00	\$15,000.00	(\$1,400.00)	90.67%
DARE/SRO CONTRACTS	\$0.00	\$9,000.00	\$12,000.00	(\$3,000.00)	75.00%
CARLA DAVIS	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
FAMILY & CHILDREN FIRST COUNCIL	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
FAMILY LIFE COUNSELING	\$8,091.81	\$24,046.11	\$128,466.00	(\$104,419.89)	18.72%
FIRELANDS COUNSELING & RECOVERY	\$67,423.98	\$251,997.30	\$748,478.10	(\$496,480.80)	33.67%
GEISLER IT-GOSH	\$0.00	\$0.00	\$2,500.00	(\$2,500.00)	0.00%
GUARDIANSHIP LEGAL FEES	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)	0.00%
HURON COUNTY JUVENILE COURT	\$0.00	\$30,000.00	\$30,000.00	\$0.00	100.00%
HURON COUNTY SCHOOLS-AFTERPROM	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)	0.00%
HURON COUNTY SHERIFF-PSYCH JAIL MEDS	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
LET'S GET REAL	\$9,918.00	\$9,918.00	\$85,000.00	(\$75,082.00)	11.67%
MHFA ADMIN-A. MORROW INSTRUCTOR REIMBURSEMENT	\$1,436.96	\$2,036.96	\$0.00	\$2,036.96	#DIV/0!
MHR SB CLARKE, GREENE, MADISON-GOSH	\$0.00	\$5,250.00	\$10,500.00	(\$5,250.00)	50.00%
MHR SB SOW	\$0.00	\$3,000.00	\$12,000.00	(\$9,000.00)	25.00%
MIRIAM HOUSE	\$4,240.39	\$16,499.11	\$45,000.00	(\$28,500.89)	36.66%
NAMI NW - CISM & CIT	\$0.00	\$37,220.00	\$38,000.00	(\$780.00)	97.95%
OACHBHA	\$0.00	\$7,000.00	\$7,000.00	\$0.00	100.00%
OHIO GUIDESTONE	\$1,084.98	\$1,313.13	\$19,998.00	(\$18,684.87)	6.57%
ORIANA HOUSE	\$6,694.29	\$48,786.91	\$165,918.00	(\$117,131.09)	29.40%
PREVENTION	\$1,569.00	\$4,340.58	\$6,102.00	(\$1,761.42)	71.13%
PROMO-Board Operating Expenses	\$73.26	\$7,449.24	\$35,000.00	(\$27,550.76)	21.28%
REACH OUR YOUTH	\$4,267.68	\$4,267.68	\$40,000.00	(\$35,732.32)	10.67%
SERVICES FOR AGING	\$2,548.52	\$2,548.52	\$20,516.00	(\$17,967.48)	12.42%
ZEPF CENTER	\$0.00	\$0.00	\$2,918.10	(\$2,918.10)	0.00%
ORIGINAL CONTRACT TOTAL	\$149,954.46	\$647,907.49	\$1,828,527.00	(\$1,180,619.51)	35.43%
Additional Funding					
ADDICTION TREATMENT PROGRAM (ATP) & CARRYOVER	\$3,988.50	\$10,726.45	\$70,249.00	(\$59,522.55)	15.27%
ARPA (FCFC)		\$0.00	\$60,000.00		
COMMUNITY TRANSITION PROGRAM (CTP) CARRYOVER	\$40.64	\$40.64	\$42,693.91	(\$42,653.27)	0.10%
FAMILY & CHILDREN FIRST COUNCIL	\$12,979.00	\$12,979.00	\$30,000.00	(\$17,021.00)	43.26%
FAMILY LIFE COUNSELING-RECOVERY HOUSING	\$12,149.33	\$39,071.74	\$70,762.00	(\$31,690.26)	55.22%
FAMILY LIFE COUNSELING-RECOVERY HOUSING (LEVY)	\$2,013.36	\$2,361.73	\$106,824.00	(\$104,462.27)	2.21%
IDAT	\$0.00	\$867.53	\$0.00	\$867.53	#DIV/0!
MHBG FORENSIC MONITORING		\$0.00	\$2,200.00	(\$2,200.00)	0.00%
MHBG COVID MITIGATION FUNDING CARRYOVER	\$104.66	\$1,448.05	\$7,026.38	(\$5,578.33)	20.61%
MHBG COVID FORENSIC MONITORING		\$0.00	\$614.45	(\$614.45)	0.00%
MRSS	\$11,726.71	\$94,348.34	\$237,787.50	(\$143,439.16)	39.68%
MULTI-SYSTEM ADULT	\$989.74	\$989.74	\$10,170.00	(\$9,180.26)	9.73%
NORTHPOINT ESC-DEVIN WAGES		\$0.00	\$17,640.34	(\$17,640.34)	0.00%
PSYCH JAIL MEDS	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
SAPT AUD COVID MITIGATION FUNDING	\$0.00	\$0.00	\$7,611.84	(\$7,611.84)	0.00%
SAPT COVID AUD TX ADULT WITH AUD (CARRYOVER THROUGH 3/14/2023)	\$977.30	\$1,549.59	\$23,165.42	(\$21,615.83)	6.69%
ADDITIONAL FUNDING TOTAL	\$44,969.24	\$164,382.81	\$686,744.84	(\$522,362.03)	23.94%

	SUBTOTAL	\$194,923.70	\$812,290.30	\$2,515,271.84	(\$1,702,981.54)	32.29%
	FEDERAL FY22					
SOR 2.0 (9/30/21-9/29/22)	\$0.00	\$305,431.80	\$345,379.92	(\$39,948.12)	88.43%	
SOR 2.0 CARRYOVER (9/30/21-9/29/22)	\$0.00	\$202,935.91	\$196,694.27	\$6,241.64	103.17%	
COSSAP (OCTOBER 2021-OCTOBER 2022)	\$0.00	\$18,743.07	\$31,370.74	(\$12,627.67)	59.75%	
TOTAL	\$0.00	\$527,110.78	\$573,444.93	(\$46,334.15)	91.92%	
	FEDERAL FY23					
COSSAP (OCTOBER 2022-OCTOBER 2023)	\$0.00	\$0.00	\$14,300.00			
DRUG FREE COMMUNITIES (10/1/22-9/30/23)	\$9,037.18	\$9,206.94	\$125,000.00	(\$115,793.06)	7.37%	
Sandusky County SPF Grant	\$523.02	\$523.02	\$30,000.00	(\$29,476.98)	1.74%	
SOS	\$23,522.64	\$23,522.64	\$240,294.32	(\$216,771.68)	9.79%	
FEDERAL FISCAL YEAR TOTAL	\$33,082.84	\$33,252.60	\$409,594.32	(\$376,341.72)	8.12%	
TOTAL EXPENSES	\$228,006.54	\$845,542.90	\$2,924,866.16	(\$2,079,323.26)	28.91%	
REPORTING PERIOD THRU	11/30/2022		% OF BUDGET / YTD (OVER/UNDER)		-71.09%	
			YTD % OF ANNUAL BUDGET		-51.56%	
FY23 YTD Revenues - Expenses	\$180,254.94					

Calendar Year 2022 Receipts and Cash Journal

November 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 XX	100.100.10165	Fed MH	39,802.00	0.00	39,802.00	98.8%	40,285.00
MH Block Grant	100.100.10126	Fed MH	51,954.58	2,200.00	54,154.58	80.5%	67,304.00
ADTR Block Grant	100.100.10122	Fed AOD	297,303.84	0.00	297,303.84	156.7%	189,692.00
Federal Grants	100.100.10167	Federal Grants	824,180.19	234,361.20	1,058,541.39	676.3%	156,527.00
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	843,865.00	0.00	843,865.00	92.8%	909,131.00
Recovery Housing	100.100.10123	State AOD	45,900.00	24,862.00	70,762.00	154.2%	45,900.00
AOD Subsidy	100.100.10127	State AOD	71,312.00	4,864.00	76,176.00	100.0%	76,176.00
State Grants	100.100.10166	State MH & Aod	30,976.00	0.00	30,976.00	29.7%	104,393.00
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	562,607.42	0.00	562,607.42	107.2%	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	14,748.09	0.00	14,748.09	81.9%	18,000.00
Other Receipts	100.100.10170	Other Receipts	17,584.18	1,436.96	19,021.14	25.4%	75,000.00
IDAT	100.100.10168	IDAT	4,591.04	0.00	4,591.04	45.9%	10,000.00
TOTAL RECEIPTS:			\$ 2,804,824.34	\$ 267,724.16	\$ 3,072,548.50	138.4%	2,220,408.00
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 2,681,031.53				
Plus: Receipts			267,724.16				
Equals: Total Balance			\$ 2,948,755.69				
Minus: Expenditures			229,106.54				
Equals: Ending Balance			\$ 2,719,649.15				
Minus: Encumbrances			300,659.31				
Equals:			\$ 2,418,989.84				

November 2022	EXPENDITURES					
LINE ITEM ACCOUNT	BUDGETED APPROPRIATION	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	YEAR-TO-DATE PERCENTAGE	* OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE
SALARIES 100.100.00125	205,000.00	15,503.04	187,265.35	91.3%	0.00	17,734.65
SUPPLIES 100.100.00175	26,116.00	1,939.38	25,176.40	96.4%	939.60	0.00
EQUIPMENT 100.100.00200	854.18	0.00	0.00	0.0%	0.00	854.18
CONTRACT REPAIRS 100.100.00275	3,643,917.74	200,078.47	3,348,123.66	91.9%	295,794.08	0.00
RESIDENTIAL PROGRAM 100.100.00280	0.00	0.00	0.00	#DIV/0!	0.00	0.00
TRAVEL 100.100.00300	6,066.75	611.49	5,369.12	88.5%	697.63	0.00
O.P.E.R.S. 100.100.00400	28,800.00	2,305.04	25,566.46	88.8%	0.00	3,233.54
WORKERS' COMP 100.100.00425	2,150.00	0.00	119.69	5.6%	0.00	2,030.31
UNEMPLOYMENT 100.100.00450	1,145.82	484.77	484.77	42.3%	0.00	661.05
MEDICARE 100.100.00460	3,200.00	217.24	2,638.35	82.4%	0.00	561.65
OTHER EXPENSES 100.100.00475	49,025.99	4,280.66	45,797.90	93.4%	3,228.00	0.00
HOSPITALIZATION 100.100.00500	48,300.00	3,686.45	40,179.30	83.2%	0.00	8,120.70
TOTAL:	4,014,576.48	229,106.54	3,680,721.00	91.7%	300,659.31	33,196.08

Attachment V

Huron County

Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500

From: 11/1/2022 to 11/30/2022

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount	
100.100.00175 Supplies							
EJ2022110002-133	11/02/2022	Ofc Binder Dividers from 3466	CK0000421109-01	PO2022-00276 Amazon Capital Services	22-0778 Inv 1D7N-	\$24.74	\$0.00
EJ2022110002-147	11/02/2022	DFC Binder Decals from 34665	CK0000421117-01	PO2022-00276 Insight Type & Graphics	22-0784 Inv 14869	\$42.50	\$0.00
EJ2022110009-257	11/09/2022	Ofc Filing Cabinet from 346947	CK0000421255-01	PO2022-00276 Amazon Capital Services	22-0795 Inv 17JK-	\$101.51	\$0.00
EJ2022110009-259	11/09/2022	Ofc Envelopes, Binders, Sticky	CK0000421255-01	PO2022-00276 Amazon Capital Services	22-0794 Inv IWYD-	\$229.99	\$0.00
EJ2022110015-037	11/16/2022	Ofc Binder Dividers and Label	CK0000421465-01	PO2022-00276 Amazon Capital Services	22-0817 Inv 1DCX-	\$72.00	\$0.00
EJ2022110015-039	11/16/2022	Ofc Toilet Cleaner, Toilet Paper	CK0000421465-01	PO2022-00276 Amazon Capital Services	22-0818 Inv 1DCX-	\$92.43	\$0.00
EJ2022110015-041	11/16/2022	Ofc 3-ring Binders, Copy Paper	CK0000421465-01	PO2022-00276 Amazon Capital Services	22-0819 Inv 1T7V-	\$188.22	\$0.00
EJ2022110015-043	11/16/2022	Ofc Book The Happy, Healthy	CK0000421465-01	PO2022-00276 Amazon Capital Services	22-0820 Inv 1T7V-	\$17.49	\$0.00
EJ2022110023-271	11/23/2022	DFC Laptop, Monitor, Keyboar	CK0000421843-01	PO2022-00276 CDW Government	22-0836 Inv DS268	\$1,139.56	\$0.00
EJ2022110023-275	11/23/2022	Ofc Anchors w/ screws & surge	CK0000421842-01	PO2022-00276 Amazon Capital Services	22-0834 Inv 1RRD-	\$30.94	\$0.00
100.100.00175 Total:					\$1,939.38	\$0.00	
100.100.00275 Contract Repairs							
EJ2022110002-135	11/02/2022	GRF 421 MH AAS August 22 fr	CK0000209606-01	PO2022-00277 Catholic Charities Diocese of	22-0779 Aug Servi	\$4,853.75	\$0.00
EJ2022110002-137	11/02/2022	GRF 421 MH GOSH 102522 fr	CK0000209607-01	PO2022-00277 Family Life Counseling and Ps	22-0780 MH GOS	\$1,171.34	\$0.00
EJ2022110002-139	11/02/2022	GRF 421 MH WRAP Group Ho	CK0000421110-01	PO2022-00277 Firelands Counseling & Recov	22-0781 Inv 2693	\$13,739.69	\$0.00
EJ2022110002-141	11/02/2022	GRF 421 Add'l WRAP Group H	CK0000421113-01	PO2022-00277 Firelands Counseling & Recov	22-0781 Inv 2693	\$559.39	\$0.00
EJ2022110002-143	11/02/2022	GRF 421 Add'l WRAP EMS No	CK0000421114-01	PO2022-00277 Firelands Counseling & Recov	22-0782 Inv 2694	\$7,429.31	\$0.00
EJ2022110002-149	11/02/2022	LEVY Office Exterior Painting fr	CK0000421112-01	PO2022-00277 Johns Painting LLC	22-0785 Final Pay	\$4,250.00	\$0.00
EJ2022110002-153	11/02/2022	LEVY Ofc Services 092722-10	CK0000421115-01	PO2022-00277 Ohio Edison	22-0787 #9040715	\$183.20	\$0.00
EJ2022110002-155	11/02/2022	LEVY WHOH-A Electric Servic	CK0000421115-01	PO2022-00277 Ohio Edison	22-0788 #9040715	\$394.96	\$0.00
EJ2022110002-157	11/02/2022	LEVY WHOH-B Electric Servic	CK0000421115-01	PO2022-00277 Ohio Edison	22-0789 #9040715	\$115.55	\$0.00
EJ2022110002-159	11/02/2022	SAPT TX GOSH 102522 from	CK0000209608-01	PO2022-00277 Oriana House Inc	22-0790 SUD GOS	\$3,898.53	\$0.00
EJ2022110002-161	11/02/2022	LEVY Mentoring program Augu	CK0000209609-01	PO2022-00277 Reach Our Youth (ROY) Inc	22-0791 August 20	\$2,767.30	\$0.00
EJ2022110002-163	11/02/2022	LEVY Mentoring program Sept	CK0000209609-01	PO2022-00277 Reach Our Youth (ROY) Inc	22-0792 Septembe	\$1,500.38	\$0.00
EJ2022110002-165	11/02/2022	Ofc copier services 100822-11	CK0000421111-01	PO2022-00277 US Bank Equipment Finance	22-0793 Inv 48481	\$559.71	\$0.00
EJ2022110009-211	11/09/2022	Prevention Donations ROX Re	CK0000421314-01	PO2022-00277 South Central Local School Di	22-0811 Inv 10034	\$119.00	\$0.00
EJ2022110009-213	11/09/2022	DFC Cell Phone Stipend Oct 2	CK0000421275-01	PO2022-00277 Devin Pollick	22-0815 Cell Phon	\$60.00	\$0.00
EJ2022110009-215	11/09/2022	ATP Admin Costs for NMC Dru	CK0000421295-01	PO2022-00277 Norwalk Municipal Court	22-0809 Statement	\$880.00	\$0.00
EJ2022110009-217	11/09/2022	SPF Devin Pollick Personnel C	CK0000421294-01	PO2022-00277 North Point Educational Servic	22-0810 Billing # 1	\$523.02	\$0.00
EJ2022110009-219	11/09/2022	DFC Devin Pollick Personnel C	CK0000421294-01	PO2022-00277 North Point Educational Servic	22-0810 Billing # 1	\$5,000.00	\$0.00
EJ2022110009-221	11/09/2022	LEVY WHOH Faucet repair, gu	CK0000421289-01	PO2022-00277 Maple City Contracting	22-0808 Inv INV01	\$973.77	\$0.00
EJ2022110009-223	11/09/2022	LEVY Basement storage buildo	CK0000421289-01	PO2022-00277 Maple City Contracting	22-0807 Inv INV01	\$4,100.00	\$0.00
EJ2022110009-225	11/09/2022	LEVY WHOH Dryer Repair fro	CK0000421287-01	PO2022-00277 J & C Appliance	22-0806 WHOH	\$70.00	\$0.00
EJ2022110009-227	11/09/2022	Crisis Infra After-hours crisis se	CK0000421282-01	PO2022-00277 Firelands Counseling & Recov	22-0805 Inv 2639	\$1,252.02	\$0.00
EJ2022110009-229	11/09/2022	Recovery Housing WHOH Sept	CK0000209646-01	PO2022-00277 Family Life Counseling and Ps	22-0804 MHOH Se	\$5,548.65	\$0.00
EJ2022110009-231	11/09/2022	Recovery Housing MHOH Sept	CK0000209646-01	PO2022-00277 Family Life Counseling and Ps	22-0803 MHOH Se	\$6,600.68	\$0.00
EJ2022110009-233	11/09/2022	SAPT TX GOSH 110122 from	CK0000209646-01	PO2022-00277 Family Life Counseling and Ps	22-0802 SUD GOS	\$344.41	\$0.00

Expense Audit Trail Report
From: 11/1/2022 to 11/30/2022

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2022110009-235	11/09/2022	GRF 421 MH GOSH 110122 fr	CK0000209646-01 PO2022-00277 Family Life Counseling and Ps	22-0802 MH GOS	\$1,014.50	\$0.00
EJ2022110009-237	11/09/2022	LEVY Lawn Services October 2	CK0000421271-01 PO2022-00277 Cutting Time LLC	22-0801 Inv 2118	\$140.00	\$0.00
EJ2022110009-239	11/09/2022	LEVY LGR Copier service 102	CK0000209647-01 PO2022-00277 ComDoc Inc	22-0800 Inv IN532	\$13.45	\$0.00
EJ2022110009-241	11/09/2022	LEVY WHOH-B water & sewer	CK0000209648-01 PO2022-00277 City of Norwalk	22-0799 Acct D274	\$83.40	\$0.00
EJ2022110009-243	11/09/2022	LEVY WHOH-A water & sewer	CK0000209648-01 PO2022-00277 City of Norwalk	22-0798 Acct D274	\$129.60	\$0.00
EJ2022110009-245	11/09/2022	Ofc water & sewer 092222-102	CK0000209648-01 PO2022-00277 City of Norwalk	22-0797 Acct E041	\$33.90	\$0.00
EJ2022110009-247	11/09/2022	LEVY Miriam House Sept 22 S	CK0000209649-01 PO2022-00277 Catholic Charities Diocese of	22-0796 Sept 2022	\$4,240.39	\$0.00
EJ2022110009-253	11/09/2022	LEVY Zoom, Cell phone reimb	CK0000421258-01 PO2022-00277 Ashley Morrow	22-0816 Cell Phon	\$74.99	\$0.00
EJ2022110015-045	11/16/2022	LEVY WHOH-A Gas Services	CK0000421469-01 PO2022-00277 Columbia Gas of Ohio	22-0821 # 207031	\$32.51	\$0.00
EJ2022110015-047	11/16/2022	LEVY WHOH-B Gas Services	CK0000421469-01 PO2022-00277 Columbia Gas of Ohio	22-0822 # 207031	\$55.71	\$0.00
EJ2022110015-049	11/16/2022	LEVY Trash Services Nov 202	CK0000421466-01 PO2022-00277 Cyclone Services Inc	22-0823 Inv 10569	\$133.00	\$0.00
EJ2022110015-051	11/16/2022	LEVY Radio Ads Mental Health	CK0000421467-01 PO2022-00277 WEOL-WKFM-WLKRFM-AM	22-0832 Ref 41011	\$480.00	\$0.00
EJ2022110015-053	11/16/2022	GRF 421 MH GOSH 110822 fr	CK0000209724-01 PO2022-00277 Family Life Counseling and Ps	22-0824 MH GOS	\$835.40	\$0.00
EJ2022110015-055	11/16/2022	SAPT TX Peer Support Service	CK0000209725-01 PO2022-00277 Lets Get Real Inc	22-0825 Oct 2022	\$9,918.00	\$0.00
EJ2022110015-057	11/16/2022	SOS Warm Handoff, Recovery	CK0000209725-01 PO2022-00277 Lets Get Real Inc	22-0826 Oct 2022	\$10,751.95	\$0.00
EJ2022110015-059	11/16/2022	COSSAP Personnel & Auto Oc	CK0000209725-01 PO2022-00277 Lets Get Real Inc	22-0827 Oct 2022	\$1,100.00	\$0.00
EJ2022110015-061	11/16/2022	ATP Personnel, Client Rent, Fo	CK0000209725-01 PO2022-00277 Lets Get Real Inc	22-0828 Oct 2022	\$2,722.00	\$0.00
EJ2022110015-063	11/16/2022	LEVY WHOH-B Internet servic	CK0000421468-01 PO2022-00277 Spectrum	22-0831 # 836110	\$81.43	\$0.00
EJ2022110015-065	11/16/2022	LEVY WHOH-A Internet servic	CK0000421468-01 PO2022-00277 Spectrum	22-0830 # 836110	\$76.43	\$0.00
EJ2022110015-067	11/16/2022	LEVY Age Exchange Program	CK0000209726-01 PO2022-00277 Services for Aging	22-0829 Inv 10312	\$2,548.52	\$0.00
EJ2022110023-201	11/23/2022	SOR 3,0 Recovery Navigator fr	CK0000209845-01 PO2022-00277 Oriana House Inc	22-0864 Inv AR169	\$10,894.81	\$0.00
EJ2022110023-203	11/23/2022	LEVY Education Services from	CK0000209845-01 PO2022-00277 Oriana House Inc	22-0863 Deanna E	\$175.00	\$0.00
EJ2022110023-205	11/23/2022	GRF 421 MH CROSSWAEH O	CK0000209845-01 PO2022-00277 Oriana House Inc	22-0862 Inv AR162	\$204.00	\$0.00
EJ2022110023-207	11/23/2022	GRF 421 MH CROSSWAEH S	CK0000209845-01 PO2022-00277 Oriana House Inc	22-0861 Inv AR162	\$306.00	\$0.00
EJ2022110023-209	11/23/2022	GRF 421 MH CROSSWAEH A	CK0000209845-01 PO2022-00277 Oriana House Inc	22-0860 Inv AR162	\$510.00	\$0.00
EJ2022110023-211	11/23/2022	SAPT TX GOSH 111522 from	CK0000209845-01 PO2022-00277 Oriana House Inc	22-0859 SUD GOS	\$1,600.76	\$0.00
EJ2022110023-213	11/23/2022	ECMH Consultation Oct 22 fro	CK0000421851-01 PO2022-00277 OhioGuidestone	22-0858 Inv 14135	\$1,084.98	\$0.00
EJ2022110023-215	11/23/2022	Ofc Phone Service 120122-123	CK0000421853-01 PO2022-00277 Mitel	22-0857 Inv 41661	\$205.69	\$0.00
EJ2022110023-221	11/23/2022	LEVY Wix, Zoom, Cell Phone fr	CK0000421862-01 PO2022-00277 Kristen Cardone	22-0866 Utilities O	\$122.69	\$0.00
EJ2022110023-227	11/23/2022	LEVY Service Coordination Oct	CK0000421845-01 PO2022-00277 Huron County Job & Family S	22-0838 Oct 22	\$12,979.00	\$0.00
EJ2022110023-229	11/23/2022	LEVY QPR from 347841 - 2022	CK0000421852-01 PO2022-00277 Firelands Counseling & Recov	22-0855 Inv 2732R	\$7,957.96	\$0.00
EJ2022110023-231	11/23/2022	LEVY QPR from 347841 - 2022	CK0000421847-01 PO2022-00277 Firelands Counseling & Recov	22-0854 Inv 2726	\$41.92	\$0.00
EJ2022110023-233	11/23/2022	SOR 3,0 Transportation, Salari	CK0000421850-01 PO2022-00277 Firelands Counseling & Recov	22-0853 Inv 2725	\$1,875.88	\$0.00
EJ2022110023-235	11/23/2022	MULTI-SYSTEM ADULT Progr	CK0000421846-01 PO2022-00277 Firelands Counseling & Recov	22-0852 Inv 2724	\$989.74	\$0.00
EJ2022110023-237	11/23/2022	CRISIS FLEX Crisis Flex from	CK0000421858-01 PO2022-00277 Firelands Counseling & Recov	22-0851 Inv 2723	\$3,500.00	\$0.00
EJ2022110023-239	11/23/2022	MHBG COVID Mitigation from	CK0000421855-01 PO2022-00277 Firelands Counseling & Recov	22-0850 Inv 2722	\$104.66	\$0.00
EJ2022110023-241	11/23/2022	ATP Recovery Services-Huron	CK0000421848-01 PO2022-00277 Firelands Counseling & Recov	22-0849 Inv 2721	\$386.50	\$0.00
EJ2022110023-243	11/23/2022	GRF 421 AOD Clinical Excepti	CK0000421860-01 PO2022-00277 Firelands Counseling & Recov	22-0848 Inv 2720R	\$287.15	\$0.00
EJ2022110023-245	11/23/2022	GRF 421 MH Clinical Exceptio	CK0000421857-01 PO2022-00277 Firelands Counseling & Recov	22-0848 Inv 2720R	\$3,781.00	\$0.00
EJ2022110023-247	11/23/2022	SAPT COVID AUD Grant from	CK0000421854-01 PO2022-00277 Firelands Counseling & Recov	22-0847 Inv 2719	\$977.30	\$0.00
EJ2022110023-249	11/23/2022	GRF 421 AOD GOSH 111522 f	CK0000421849-01 PO2022-00277 Firelands Counseling & Recov	22-0846 SUD GOS	\$1,731.85	\$0.00
EJ2022110023-251	11/23/2022	GRF 421 MH GOSH 111522 fr	CK0000421859-01 PO2022-00277 Firelands Counseling & Recov	22-0846 MH GOS	\$13,826.78	\$0.00
EJ2022110023-253	11/23/2022	Title XX GOSH 111522 from 34	CK0000421856-01 PO2022-00277 Firelands Counseling & Recov	22-0846 MH GOS	\$10,321.61	\$0.00
EJ2022110023-255	11/23/2022	GRF 421 MH School GOSH fr	CK0000209846-01 PO2022-00277 Family Life Counseling and Ps	22-0845 Inv 1412	\$930.39	\$0.00
EJ2022110023-257	11/23/2022	SAPT PREV Adventure Therap	CK0000209846-01 PO2022-00277 Family Life Counseling and Ps	22-0844 Inv 1419	\$1,253.50	\$0.00
EJ2022110023-259	11/23/2022	SAPT PREV Adventure Therap	CK0000209846-01 PO2022-00277 Family Life Counseling and Ps	22-0843 Inv 1418	\$1,308.27	\$0.00

Expense Audit Trail Report
From: 11/1/2022 to 11/30/2022

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2022110023-261	11/23/2022	GRF 421 MH LGBTQ MH Grou	CK0000209846-01	PO2022-00277 Family Life Counseling and Ps 22-0842 Inv 1417	\$174.40	\$0.00
EJ2022110023-263	11/23/2022	MRSS Operations Lind Adverti	CK0000209846-01	PO2022-00277 Family Life Counseling and Ps 22-0841 Inv 1416	\$1,200.00	\$0.00
EJ2022110023-265	11/23/2022	MRSS Client Services from 34	CK0000209846-01	PO2022-00277 Family Life Counseling and Ps 22-0840 Inv 1415	\$10,526.71	\$0.00
EJ2022110023-267	11/23/2022	GRF 421 MH GOSH 111522 fr	CK0000209846-01	PO2022-00277 Family Life Counseling and Ps 22-0839 MH GOS	\$1,059.60	\$0.00
EJ2022110023-269	11/23/2022	Ofc Gas Services 101322-1111	CK0000421844-01	PO2022-00277 Columbia Gas of Ohio 22-0837 Acct # 20	\$44.87	\$0.00
EJ2022110023-273	11/23/2022	GRF 421 MH AAS Sept 22 fro	CK0000209847-01	PO2022-00277 Catholic Charities Diocese of 22-0835 Sept Servi	\$4,758.00	\$0.00
EJ2022110031-151	11/30/2022	LEVY Ofc Copier Services 110	CK0000422018-01	PO2022-00277 US Bank Equipment Finance 22-0870 Inv 48704	\$343.71	\$0.00
EJ2022110031-153	11/30/2022	LEVY Ofc Internet Services 11	CK0000422020-01	PO2022-00277 Spectrum 22-0869 Inv 01577	\$217.96	\$0.00
EJ2022110031-155	11/30/2022	CTP Sept 22 from 348443 - 20	CK0000209898-01	PO2022-00277 Oriana House Inc 22-0868 Sept 22 C	\$40.64	\$0.00
EJ2022110031-157	11/30/2022	Crisis Infra After-hours crisis se	CK0000422019-01	PO2022-00277 Firelands Counseling & Recov 22-0867 Inv 2738	\$2,995.30	\$0.00
100.100.00275 Total:					\$200,078.47	\$0.00
100.100.00300 Travel						
EJ2022110009-249	11/09/2022	October 2022 Travel Expense f	CK0000421261-01	PO2022-00278 Carolyn Williamson 22-0812 Mileage	\$63.12	\$0.00
EJ2022110009-255	11/09/2022	October 2022 Travel Expense f	CK0000421258-01	PO2022-00278 Ashley Morrow 22-0814 Mileage	\$109.87	\$0.00
EJ2022110015-071	11/16/2022	DFC October 2022 Travel Expe	CK0000421470-01	PO2022-00278 Devin Pollick 22-0833 Mileage	\$263.13	\$0.00
EJ2022110023-223	11/23/2022	October 2022 Travel Expense f	CK0000421862-01	PO2022-00278 Kristen Cardone 22-0865 Mileage	\$175.37	\$0.00
100.100.00300 Total:					\$611.49	\$0.00
100.100.00400 OPERS						
EJ2022110012-163	11/16/2022	Matching for OPERS 2129-08 (CK0000020238-34	O,P,E,R,S. Inv_164481	\$1,219.83	\$0.00
EJ2022110012-261	11/16/2022	Matching for OPERS 2129-08 (CK0000020238-34	O,P,E,R,S. Inv_165378	\$1,085.21	\$0.00
100.100.00400 Total:					\$2,305.04	\$0.00
100.100.00450 Unemployment						
EJ2022110007-001	11/03/2022	June 2022 Unemployment-V G	CK0000421252-01	Ohio Department of Job & Family Services 0802139004	\$176.28	\$0.00
EJ2022110007-003	11/03/2022	July 2022 Unemployment-V Ge	CK0000421252-01	Ohio Department of Job & Family Services 0802139004	\$132.21	\$0.00
EJ2022110007-005	11/03/2022	August 2022 Unemployment-V	CK0000421252-01	Ohio Department of Job & Family Services 0802139004	\$176.28	\$0.00
100.100.00450 Total:					\$484.77	\$0.00
100.100.00460 Medicare						
EJ2022110013-141	11/14/2022	Matching for Medicare (Matchi	CK0000020239-38	Civista Bank-Payroll Taxes Inv_166100	\$108.62	\$0.00
EJ2022110028-125	11/28/2022	Matching for Medicare (Matchi	CK0000020241-39	Civista Bank-Payroll Taxes Inv_167241	\$108.62	\$0.00
100.100.00460 Total:					\$217.24	\$0.00
100.100.00475 Other Expenses						
EJ2022110002-145	11/02/2022	DFC Drug Free Bracelets from	CK0000421117-01	PO2022-00279 Insight Type & Graphics 22-0783 Inv 14855	\$520.00	\$0.00
EJ2022110002-151	11/02/2022	Prevention T-shirts for Youth S	CK0000421116-01	PO2022-00279 Nobils Sports & Trophies 22-0786 Inv 35457	\$1,450.00	\$0.00
EJ2022110009-251	11/09/2022	LEVY Facebook Ads, Newspaper	CK0000421258-01	PO2022-00279 Ashley Morrow 22-0816 Other Exp	\$183.66	\$0.00
EJ2022110023-217	11/23/2022	LEVY PROMO Food for Steppi	CK0000421862-01	PO2022-00279 Kristen Cardone 22-0866 PROMO	\$73.26	\$0.00
EJ2022110023-219	11/23/2022	LEVY Admin Food for Committ	CK0000421862-01	PO2022-00279 Kristen Cardone 22-0866 Admin Oct	\$41.75	\$0.00
EJ2022110023-225	11/23/2022	DFC Table Cover, Phone Stan	CK0000421861-01	PO2022-00279 Insight Type & Graphics 22-0856 Inv 14844	\$2,011.99	\$0.00
100.100.00475 Total:					\$4,280.66	\$0.00
100.100.00500 Hospitalization						
EJ2022110004-017	11/01/2022	Deduction: Hartford Life Insura	CK0000421251-19	The Hartford Inv_165371	\$5.01	\$0.00

Expense Audit Trail Report
From: 11/1/2022 to 11/30/2022

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount	
EJ2022110034-009	11/30/2022	Health Insurance from 345359	CK0000422097-01	Huron County Treasurer	November	\$3,681.44	\$0.00
100.100.00500 Total:					\$3,686.45	\$0.00	
Mental Health Totals:					\$213,603.50	\$0.00	
Fund: 100 Total:					\$213,603.50	\$0.00	
Grand Total:					\$213,603.50	\$0.00	

Attachment VI

HURON COUNTY BOARD OF MENTAL HEALTH & ADDICTION SERVICES STATEMENT OF ACTIVITIES FISCAL YEAR 2023

DECEMBER YTD	MONTH TO DATE	YEAR TO DATE	ANNUAL	SOVER/UNDER	% OF BUDGET
INCOME	ACTIVITES	ACTIVITES	BUDGET	BUDGET	
REAL ESTATE TAX	\$0.00	\$238,062.20	\$540,000.00	(\$301,937.80)	44.09%
TANGIBLE PERSONAL TAX	\$0.00	\$0.00	\$80.00	(\$80.00)	0.00%
TAXES-ROLLBACK & HOMESTEAD	\$207.11	\$7,525.64	\$16,000.00	(\$8,474.36)	47.04%
MH SUBSIDY	\$0.00	\$468,938.00	\$874,832.00	(\$405,894.00)	53.60%
ADTR BLOCK GRANT	\$0.00	\$144,846.00	\$189,692.00	(\$44,846.00)	76.36%
RECOVERY HOUSING	\$0.00	\$47,812.00	\$45,900.00	\$1,912.00	104.17%
MH BLOCK GRANT	\$0.00	\$21,152.00	\$42,304.00	(\$21,152.00)	50.00%
AOD SUBSIDY	\$0.00	\$50,488.00	\$131,870.50	(\$81,382.50)	38.29%
TITLE XX	\$8,475.00	\$18,494.00	\$40,285.00	(\$21,791.00)	45.91%
STATE GRANTS	\$0.00	\$12,500.00	\$74,998.00	(\$62,498.00)	16.67%
FEDERAL GRANTS	\$0.00	\$14,000.00	\$156,526.71	(\$142,526.71)	8.94%
IDAT	\$0.00	\$867.53	\$0.00	\$867.53	#DIV/0!
OTHER RECEIPTS	\$0.00	\$9,794.58	\$5,000.00	\$4,794.58	195.89%
TOTAL INCOME	\$8,682.11	\$1,034,479.95	\$2,117,488.21	(\$1,083,008.26)	48.85%
EXPENSES					
ADMIN	\$29,655.03	\$185,992.23	\$328,880.80	(\$142,888.57)	56.55%
ADULT ADVOCACY	\$0.00	\$13,296.75	\$30,000.00	(\$16,703.25)	44.32%
BROWN CONSULTING	\$0.00	\$0.00	\$28,250.00	(\$28,250.00)	0.00%
BUILDING REPAIRS	\$0.00	\$13,600.00	\$15,000.00	(\$1,400.00)	90.67%
DARE/SRO CONTRACTS	\$0.00	\$9,000.00	\$12,000.00	(\$3,000.00)	75.00%
CARLA DAVIS	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
FAMILY & CHILDREN FIRST COUNCIL	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
FAMILY LIFE COUNSELING	\$5,064.69	\$29,110.80	\$128,466.00	(\$99,355.20)	22.66%
FIRELANDS COUNSELING & RECOVERY	\$35,388.91	\$287,386.51	\$748,478.10	(\$461,091.59)	38.40%
GEISLER IT-GOSH	\$0.00	\$0.00	\$2,500.00	(\$2,500.00)	0.00%
GUARDIANSHIP LEGAL FEES	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)	0.00%
HURON COUNTY JUVENILE COURT	\$0.00	\$30,000.00	\$30,000.00	\$0.00	100.00%
HURON COUNTY SCHOOLS-AFTERPROM	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)	0.00%
HURON COUNTY SHERIFF-PSYCH JAIL MEDS	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
LET'S GET REAL	\$9,216.00	\$19,134.00	\$85,000.00	(\$65,866.00)	22.51%
MHFA ADMIN-A. MORROW INSTRUCTOR REIMBURSEMENT	\$0.00	\$2,036.96	\$0.00	\$2,036.96	#DIV/0!
MHR SB CLARKE, GREENE, MADISON-GOSH	\$0.00	\$5,250.00	\$10,500.00	(\$5,250.00)	50.00%
MHR SB SOSW	\$0.00	\$3,000.00	\$12,000.00	(\$9,000.00)	25.00%
MIRIAM HOUSE	\$9,149.38	\$25,648.49	\$45,000.00	(\$19,351.51)	57.00%
NAMI NW - CISM & CIT	\$0.00	\$37,220.00	\$38,000.00	(\$780.00)	97.95%
OACHBHA	\$0.00	\$7,000.00	\$7,000.00	\$0.00	100.00%
OHIO GUIDESTONE	\$1,275.61	\$2,588.74	\$19,998.00	(\$17,409.26)	12.94%
ORIANA HOUSE	\$10,837.90	\$59,624.81	\$165,918.00	(\$106,293.19)	35.94%
PREVENTION	\$0.00	\$4,340.58	\$6,102.00	(\$1,761.42)	71.13%
PROMO-Board Operating Expenses	\$480.00	\$7,929.24	\$35,000.00	(\$27,070.76)	22.65%
REACH OUR YOUTH	\$0.00	\$4,267.68	\$40,000.00	(\$35,732.32)	10.67%
SERVICES FOR AGING	\$2,292.16	\$4,840.68	\$20,516.00	(\$15,675.32)	23.59%
ZEPF CENTER	\$0.00	\$0.00	\$2,918.10	(\$2,918.10)	0.00%
ORIGINAL CONTRACT TOTAL	\$103,359.68	\$751,267.47	\$1,828,527.00	(\$1,077,259.53)	41.09%
Additional Funding					
ADDICTION TREATMENT PROGRAM (ATP) & CARRYOVER	\$4,412.69	\$15,139.14	\$70,249.00	(\$55,109.86)	21.55%
ARPA (FCFC)	\$0.00	\$0.00	\$60,000.00		
COMMUNITY TRANSITION PROGRAM (CTP) CARRYOVER	\$0.00	\$40.64	\$42,693.91	(\$42,653.27)	0.10%
FAMILY & CHILDREN FIRST COUNCIL (LEVY)	\$12,915.00	\$25,894.00	\$30,000.00	(\$4,106.00)	86.31%
FAMILY LIFE COUNSELING-RECOVERY HOUSING	\$27,671.18	\$66,742.92	\$70,762.00	(\$4,019.08)	94.32%
FAMILY LIFE COUNSELING-RECOVERY HOUSING (LEVY)	\$590.33	\$2,952.06	\$106,824.00	(\$103,871.94)	2.76%
IDAT	\$0.00	\$867.53	\$0.00	\$867.53	#DIV/0!
MHBG FORENSIC MONITORING	\$0.00	\$0.00	\$2,200.00	(\$2,200.00)	0.00%
MHBG COVID MITIGATION FUNDING CARRYOVER	\$0.00	\$1,448.05	\$7,026.38	(\$5,578.33)	20.61%
MHBG COVID FORENSIC MONITORING	\$0.00	\$0.00	\$614.45	(\$614.45)	0.00%
MRSS	\$12,746.60	\$107,094.94	\$237,787.50	(\$130,692.56)	45.04%
MULTI-SYSTEM ADULT	\$2,005.19	\$2,994.93	\$10,170.00	(\$7,175.07)	29.45%
NORTHPOINT ESC-DEVIN WAGES	\$0.00	\$0.00	\$17,640.34	(\$17,640.34)	0.00%
PSYCH JAIL MEDS	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
SAPT AUD COVID MITIGATION FUNDING	\$0.00	\$0.00	\$7,611.84	(\$7,611.84)	0.00%
SAPT COVID AUD TX ADULT WITH AUD (CARRYOVER THROUGH 3/14/2023)	\$0.00	\$1,549.59	\$23,165.42	(\$21,615.83)	6.69%
ADDITIONAL FUNDING TOTAL	\$60,340.99	\$224,723.80	\$686,744.84	(\$462,021.04)	32.72%

	SUBTOTAL	\$163,700.67	\$975,991.27	\$2,515,271.84	(\$1,539,280.57)	38.80%
	FEDERAL FY23					
COSSAP (Nov 2022-Nov 2023)	\$1,550.00	\$1,550.00	\$14,300.00			
DRUG FREE COMMUNITIES (10/1/22-9/30/23)	\$3,473.49	\$12,680.43	\$125,000.00	(\$112,319.57)		10.14%
Sandusky County SPF Grant	\$5,576.52	\$6,099.54	\$30,000.00	(\$23,900.46)		20.33%
SOS 3.0	\$27,772.44	\$51,295.08	\$240,294.32	(\$188,999.24)		21.35%
	FEDERAL FISCAL YEAR TOTAL	\$38,372.45	\$71,625.05	\$409,594.32	(\$337,969.27)	17.49%
TOTAL EXPENSES		\$202,073.12	\$1,047,616.32	\$2,924,866.16	(\$1,877,249.84)	35.82%
REPORTING PERIOD THRU		12/31/2022		% OF BUDGET / YTD (OVER/UNDER)		-64.18%
FY23 YTD Revenues - Expenses		(\$13,136.37)		YTD % OF ANNUAL BUDGET		-51.15%

December 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 XX	100.100.10165	Fed MH	39,802.00	8,475.00	48,277.00	119.8%	40,285.00
MH Block Grant	100.100.10126	Fed MH	54,154.58	0.00	54,154.58	128.0%	42,304.00
ADTR Block Grant	100.100.10122	Fed AOD	297,303.84	0.00	297,303.84	156.7%	189,692.00
Federal Grants	100.100.10167	Federal Grants	1,058,541.39	0.00	1,058,541.39	676.3%	156,526.71
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	843,865.00	0.00	843,865.00	96.5%	874,832.00
Recovery Housing	100.100.10123	State AOD	70,762.00	0.00	70,762.00	154.2%	45,900.00
AOD Subsidy	100.100.10127	State AOD	76,176.00	0.00	76,176.00	57.8%	131,870.50
State Grants	100.100.10166	State MH & Aod	30,976.00	0.00	30,976.00	41.3%	74,998.00
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	562,607.42	0.00	562,607.42	104.2%	540,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	80.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	14,748.09	207.11	14,955.20	93.5%	16,000.00
Other Receipts	100.100.10170	Other Receipts	19,021.14	194,418.87	213,440.01	4268.8%	5,000.00
IDAT	100.100.10168	IDAT	4,591.04	0.00	4,591.04	#DIV/0!	0.00
TOTAL RECEIPTS:			\$ 3,072,548.50	\$ 203,100.98	\$ 3,275,649.48	154.7%	2,117,488.21
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 2,719,649.15				
Plus: Receipts			203,100.98				
Equals: Total Balance			\$ 2,922,750.13				
Minus: Expenditures			202,073.12				
Equals: Ending Balance			\$ 2,720,677.01				
Minus: Encumbrances			120,751.59				
Equals:			\$ 2,599,925.42				

December 2022	EXPENDITURES					
LINE ITEM ACCOUNT	BUDGETED	CURRENT MONTH	YEAR-TO-DATE	YEAR-TO-DATE	* OUTSTANDING	UNENCUMBERED
	APPROPRIATION	EXPENDITURES	EXPENDITURES	PERCENTAGE	ENCUMBRANCES	BALANCE
SALARIES	205,000.00	15,503.04	202,768.39	98.9%	0.00	2,231.61
100.100.00125						
SUPPLIES	26,116.00	401.09	25,577.49	97.9%	538.51	0.00
100.100.00175						
EQUIPMENT	854.18		0.00	0.0%	0.00	854.18
100.100.00200						
CONTRACT REPAIRS	3,643,917.74	178,478.50	3,526,602.16	96.8%	117,315.58	0.00
100.100.00275						
RESIDENTIAL PROGRAM	0.00		0.00	#DIV/0!	0.00	0.00
100.100.00280						
TRAVEL	6,066.75	118.87	5,487.99	90.5%	578.76	0.00
100.100.00300						
O.P.E.R.S.	28,800.00	2,170.42	27,736.88	96.3%	0.00	1,063.12
100.100.00400						
WORKERS' COMP	2,150.00	588.16	707.85	32.9%	0.00	1,442.15
100.100.00425						
UNEMPLOYMENT	1,145.82		484.77	42.3%	0.00	661.05
100.100.00450						
MEDICARE	3,200.00	217.24	2,855.59	89.2%	0.00	344.41
100.100.00460						
OTHER EXPENSES	49,025.99	909.35	46,707.25	95.3%	2,318.74	0.00
100.100.00475						
HOSPITALIZATION	48,300.00	3,686.45	43,865.75	90.8%	0.00	4,434.25
100.100.00500						
TOTAL:	4,014,576.48	202,073.12	3,882,794.12	96.7%	120,751.59	11,030.77

Attachment VII Huron County Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500

From: 12/1/2022 to 12/31/2022

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
100.100.00175 Supplies						
EJ2022120006-171	12/07/2022	LEVY Ofc Stamps from 348622	CK0000422133-01 PO2022-00276 Amazon Capital Services	22-0872 Inv 1MTP-	\$68.00	\$0.00
EJ2022120006-173	12/07/2022	LEVY Ofc Paper Towels, Hangi	CK0000422133-01 PO2022-00276 Amazon Capital Services	22-0871 Inv 1TD7-	\$56.55	\$0.00
EJ2022120013-231	12/14/2022	LEVY Connectors and Housing	CK0000422344-01 PO2022-00276 CDW Government	22-0877 Inv FD804	\$23.86	\$0.00
EJ2022120013-255	12/14/2022	DFC Chair for Prevention Staff	CK0000422350-01 PO2022-00276 Kristen Cardone	22-0897 Nov Expe	\$212.74	\$0.00
EJ2022120027-129	12/21/2022	LEVY Swifter Refills from 3496	CK0000422601-01 PO2022-00276 Amazon Capital Services	22-0899 Inv 11VX-	\$29.98	\$0.00
EJ2022120033-097	12/29/2022	LEVY Carpet Tape from 35032	CK0000422851-01 PO2022-00276 Amazon Capital Services	22-0919 Inv 13C4-	\$9.96	\$0.00
100.100.00175 Total:					\$401.09	\$0.00
100.100.00275 Contract Repairs						
EJ2022120006-163	12/07/2022	LEVY Ofc Electric Services 102	CK0000422136-01 PO2022-00277 Ohio Edison	22-0876 #9035721	\$157.11	\$0.00
EJ2022120006-165	12/07/2022	SPF Devin Pollick Personnel C	CK0000422135-01 PO2022-00277 North Point Educational Servic	22-0875 Oct 22	\$5,523.02	\$0.00
EJ2022120006-167	12/07/2022	LEVY Miriam House Oct 22 Se	CK0000209913-01 PO2022-00277 Catholic Charities Diocese of	22-0874 Miriam Ho	\$4,386.86	\$0.00
EJ2022120006-169	12/07/2022	LEVY Ofc Yearly App Plan fro	CK0000422134-01 PO2022-00277 Appy Pie LLC	22-0873 Inv INV-0	\$1,800.00	\$0.00
EJ2022120013-227	12/14/2022	LEVY Shutterstock Nov & Dec	CK0000422352-01 PO2022-00277 Ashley Morrow	22-0898 Nov Expe	\$118.00	\$0.00
EJ2022120013-233	12/14/2022	LEVY Ofc Water/sewer service	CK0000209970-01 PO2022-00277 City of Norwalk	22-0878 Acct E041	\$31.80	\$0.00
EJ2022120013-235	12/14/2022	LEVY WHOH-A Water/sewer s	CK0000209970-01 PO2022-00277 City of Norwalk	22-0879 Acct D274	\$135.90	\$0.00
EJ2022120013-237	12/14/2022	LEVY WHOH-B Water/sewer s	CK0000209970-01 PO2022-00277 City of Norwalk	22-0880 Acct D274	\$98.10	\$0.00
EJ2022120013-239	12/14/2022	LEVY LGR Copier service 112	CK0000209971-01 PO2022-00277 ComDoc Inc	22-0881 Inv IN538	\$13.45	\$0.00
EJ2022120013-241	12/14/2022	LEVY Trash services Dec 2022	CK0000422348-01 PO2022-00277 Cyclone Services Inc	22-0882 Inv 10676	\$133.00	\$0.00
EJ2022120013-243	12/14/2022	DFC Evaluation Services from	CK0000422347-01 PO2022-00277 Epiphany Community Service	22-0883 Inv 4562	\$3,182.00	\$0.00
EJ2022120013-245	12/14/2022	LEVY Remote Support New E	CK0000209972-01 PO2022-00277 ES Consulting Inc	22-0884 Inv ESI61	\$75.00	\$0.00
EJ2022120013-247	12/14/2022	GRF 421 MH GOSH 120622 fr	CK0000209973-01 PO2022-00277 Family Life Counseling and Ps	22-0885 MH GOS	\$2,211.26	\$0.00
EJ2022120013-249	12/14/2022	SAPT TX GOSH 120622 from	CK0000209973-01 PO2022-00277 Family Life Counseling and Ps	22-0885 SUD GOS	\$106.56	\$0.00
EJ2022120013-253	12/14/2022	LEVY iContact, Zoom, Cell Pho	CK0000422350-01 PO2022-00277 Kristen Cardone	22-0897 Nov Expe	\$227.99	\$0.00
EJ2022120013-259	12/14/2022	ATP Nov 22 Personnel, Client	CK0000209974-01 PO2022-00277 Lets Get Real Inc	22-0886 Nov 2022	\$2,163.00	\$0.00
EJ2022120013-261	12/14/2022	SAPT TX Peer Support Service	CK0000209974-01 PO2022-00277 Lets Get Real Inc	22-0887 Nov 2022	\$9,216.00	\$0.00
EJ2022120013-263	12/14/2022	LEVY Phone Services 010123-	CK0000422346-01 PO2022-00277 Mitel	22-0888 Inv 41964	\$205.69	\$0.00
EJ2022120013-265	12/14/2022	ECMH Consultation Nov 22 fro	CK0000422345-01 PO2022-00277 OhioGuidestone	22-0889 Inv 14238	\$1,275.61	\$0.00
EJ2022120013-271	12/14/2022	DFC Cell Phone Stipend Nov 2	CK0000422351-01 PO2022-00277 Devin Pollick	22-0896 Nov Expe	\$60.00	\$0.00
EJ2022120013-273	12/14/2022	LEVY Age Exchange Program	CK0000209975-01 PO2022-00277 Services for Aging	22-0890 Inv 11302	\$2,292.16	\$0.00
EJ2022120027-131	12/21/2022	LEVY Ofc Gas Services 10132	CK0000422608-01 PO2022-00277 Columbia Gas of Ohio	22-0900 # 207031	\$91.40	\$0.00
EJ2022120027-133	12/21/2022	LEVY WHOH-A Gas Services	CK0000422608-01 PO2022-00277 Columbia Gas of Ohio	22-0901 # 207031	\$108.15	\$0.00
EJ2022120027-135	12/21/2022	LEVY WHOH-B Gas Services	CK0000422608-01 PO2022-00277 Columbia Gas of Ohio	22-0902 # 207031	\$90.32	\$0.00
EJ2022120027-137	12/21/2022	GRF 421 MH HC Schools GOS	CK0000210151-01 PO2022-00277 Family Life Counseling and Ps	22-0903 Inv 1427	\$1,057.70	\$0.00
EJ2022120027-139	12/21/2022	GRF 421 MH GOSH 121322 fr	CK0000210151-01 PO2022-00277 Family Life Counseling and Ps	22-0904 MH GOS	\$579.85	\$0.00
EJ2022120027-141	12/21/2022	SAPT TX GOSH 121322 from	CK0000210151-01 PO2022-00277 Family Life Counseling and Ps	22-0904 SUD GOS	\$204.62	\$0.00
EJ2022120027-143	12/21/2022	MRSS Client Services from 34	CK0000210151-01 PO2022-00277 Family Life Counseling and Ps	22-0905 Inv 1434	\$12,746.60	\$0.00
EJ2022120027-145	12/21/2022	SOS Transportation, Salaries,	CK0000422603-01 PO2022-00277 Firelands Counseling & Recov	22-0906 Inv 2765	\$5,270.50	\$0.00

Expense Audit Trail Report
From: 12/1/2022 to 12/31/2022

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2022120027-147	12/21/2022	MULTI-SYSTEM ADULT Progr	CK0000422605-01 PO2022-00277	Firelands Counseling & Recov 22-0907 Inv 2768	\$2,005.19	\$0.00
EJ2022120027-149	12/21/2022	CRISIS FLEX Crisis Flex from	CK0000422604-01 PO2022-00277	Firelands Counseling & Recov 22-0908 Inv 2760	\$1,889.82	\$0.00
EJ2022120027-151	12/21/2022	CRISIS INFRA Crisis Flex from	CK0000422602-01 PO2022-00277	Firelands Counseling & Recov 22-0908 Inv 2760	\$735.18	\$0.00
EJ2022120027-153	12/21/2022	ATP Recovery Services, Housi	CK0000422606-01 PO2022-00277	Firelands Counseling & Recov 22-0909 Inv 2756	\$2,199.69	\$0.00
EJ2022120027-155	12/21/2022	SOS Warm Handoff, Recovery	CK0000210152-01 PO2022-00277	Lets Get Real Inc 22-0910 Nov 2022	\$9,841.88	\$0.00
EJ2022120027-157	12/21/2022	SAPT TX GOSH 121322 from	CK0000210153-01 PO2022-00277	Oriana House Inc 22-0911 SUD GOS	\$1,747.18	\$0.00
EJ2022120027-159	12/21/2022	SOS Recovery Navigator from	CK0000210153-01 PO2022-00277	Oriana House Inc 22-0912 Inv AR169	\$12,540.06	\$0.00
EJ2022120027-161	12/21/2022	COSSAP QRT Nov 2022 from	CK0000210153-01 PO2022-00277	Oriana House Inc 22-0913 Inv AR169	\$450.00	\$0.00
EJ2022120027-163	12/21/2022	GRF 421 MH CROSSWAEH N	CK0000210153-01 PO2022-00277	Oriana House Inc 22-0914 Inv AR169	\$408.00	\$0.00
EJ2022120027-165	12/21/2022	GRF 421 MH Add'l Com Invest	CK0000210153-01 PO2022-00277	Oriana House Inc 22-0915 Inv AR169	\$8,682.72	\$0.00
EJ2022120027-167	12/21/2022	LEVY WHOH-A Internet servic	CK0000422607-01 PO2022-00277	Spectrum 22-0916 # 836110	\$76.43	\$0.00
EJ2022120027-169	12/21/2022	LEVY WHOH-B Internet servic	CK0000422607-01 PO2022-00277	Spectrum 22-0917 # 836110	\$81.43	\$0.00
EJ2022120033-099	12/29/2022	LEVY Miriam House Nov 22 Se	CK0000210210-01 PO2022-00277	Catholic Charities Diocese of 22-0920 Nov 2022	\$4,762.52	\$0.00
EJ2022120033-101	12/29/2022	LEVY Annual Insurance Policy	CK0000422849-01 PO2022-00277	The Cincinnati Insurance Com 22-0912 Acct # 10	\$3,754.00	\$0.00
EJ2022120033-103	12/29/2022	SAPT PREV Adventure Therap	CK0000210211-01 PO2022-00277	Family Life Counseling and Ps 22-0923 Inv 1438	\$343.35	\$0.00
EJ2022120033-105	12/29/2022	SAPT PREV Adventure Therap	CK0000210211-01 PO2022-00277	Family Life Counseling and Ps 22-0924 Inv 1439	\$430.55	\$0.00
EJ2022120033-107	12/29/2022	SAPT PREV Adventure Therap	CK0000210211-01 PO2022-00277	Family Life Counseling and Ps 22-0925 Inv 1440	\$21.80	\$0.00
EJ2022120033-109	12/29/2022	SAPT PREV Adventure Therap	CK0000210211-01 PO2022-00277	Family Life Counseling and Ps 22-0926 Inv 1441	\$43.60	\$0.00
EJ2022120033-111	12/29/2022	SOS Transportation from 3503	CK0000210211-01 PO2022-00277	Family Life Counseling and Ps 22-0927 Inv 1445	\$120.00	\$0.00
EJ2022120033-113	12/29/2022	ATP Transportation from 35032	CK0000210211-01 PO2022-00277	Family Life Counseling and Ps 22-0928 Inv 1446	\$50.00	\$0.00
EJ2022120033-115	12/29/2022	GRF 421 MH LGBTQ MH Grou	CK0000210211-01 PO2022-00277	Family Life Counseling and Ps 22-0929 Inv 1437	\$65.40	\$0.00
EJ2022120033-117	12/29/2022	RECOVERY HOUSING MHOH	CK0000210211-01 PO2022-00277	Family Life Counseling and Ps 22-0930 Oct 2022	\$8,798.05	\$0.00
EJ2022120033-119	12/29/2022	RECOVERY HOUSING WHOH	CK0000210211-01 PO2022-00277	Family Life Counseling and Ps 22-0931 Oct 2022	\$6,750.72	\$0.00
EJ2022120033-121	12/29/2022	RECOVERY HOUSING MHOH	CK0000210211-01 PO2022-00277	Family Life Counseling and Ps 22-0932 Nov 2022	\$7,529.38	\$0.00
EJ2022120033-123	12/29/2022	RECOVERY HOUSING WHOH	CK0000210211-01 PO2022-00277	Family Life Counseling and Ps 22-0933 Nov 2022	\$4,593.03	\$0.00
EJ2022120033-125	12/29/2022	MHBG GOSH 121922 from 35	CK0000422845-01 PO2022-00277	Firelands Counseling & Recov 22-0934 MH GOS	\$14,217.25	\$0.00
EJ2022120033-127	12/29/2022	GRF 421 MH GOSH 121922 fr	CK0000422841-01 PO2022-00277	Firelands Counseling & Recov 22-0934 MH GOS	\$3,290.89	\$0.00
EJ2022120033-129	12/29/2022	GRF 421 AOD GOSH 121922 f	CK0000422847-01 PO2022-00277	Firelands Counseling & Recov 22-0934 SUD GOS	\$1,323.72	\$0.00
EJ2022120033-131	12/29/2022	LEVY iPad w/security stand for	CK0000422846-01 PO2022-00277	Firelands Counseling & Recov 22-0935 Inv 2770	\$621.11	\$0.00
EJ2022120033-133	12/29/2022	COMM INVEST MH Inpatient H	CK0000422848-01 PO2022-00277	Firelands Counseling & Recov 22-0936 Inv 2772	\$5,271.28	\$0.00
EJ2022120033-135	12/29/2022	COMM INVEST WRAP Group	CK0000422843-01 PO2022-00277	Firelands Counseling & Recov 22-0937 Inv 2774	\$8,039.66	\$0.00
EJ2022120033-137	12/29/2022	LEVY Service Coordination No	CK0000422842-01 PO2022-00277	Huron County Job & Family S 22-0922 Nov 2022	\$12,915.00	\$0.00
EJ2022120033-141	12/29/2022	COSSAP Personnel & Auto No	CK0000210212-01 PO2022-00277	Lets Get Real Inc 22-0938 Nov 2022	\$1,100.00	\$0.00
EJ2022120033-143	12/29/2022	LEVY Ofc Internet Services 12	CK0000422844-01 PO2022-00277	Spectrum 22-0939 Inv 01577	\$217.96	\$0.00
100,100.00275 Total:					\$178,478.50	\$0.00
100,100.00300 Travel						
EJ2022120013-223	12/14/2022	LEVY Travel Expenses Nov 22	CK0000422352-01 PO2022-00278	Ashley Morrow 22-0895 Nov 22 Mi	\$27.12	\$0.00
EJ2022120013-229	12/14/2022	LEVY Travel Expenses Nov 22	CK0000422349-01 PO2022-00278	Carolyn Williamson 22-0892 Nov 22 Mi	\$29.75	\$0.00
EJ2022120013-251	12/14/2022	LEVY Travel Expenses Nov 22	CK0000422350-01 PO2022-00278	Kristen Cardone 22-0894 Nov 22 Mi	\$43.25	\$0.00
EJ2022120013-267	12/14/2022	LEVY Travel Expenses Nov 22	CK0000422351-01 PO2022-00278	Devin Pollick 22-0893 Nov 22 Mi	\$18.75	\$0.00
100,100.00300 Total:					\$118.87	\$0.00
100,100.00400 OPERS						
EJ2022120005-105	12/14/2022	Matching for OPERS 2129-08 (CK0000020244-32 O.P.E.R.S.	Inv_166098	\$1,085.21	\$0.00
EJ2022120005-269	12/14/2022	Matching for OPERS 2129-08 (CK0000020244-32 O.P.E.R.S.	Inv_167239	\$1,085.21	\$0.00

Expense Audit Trail Report
From: 12/1/2022 to 12/31/2022

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
100.100.00400 Total:					\$2,170.42	\$0.00
100.100.00425 Workers Compensation						
EJ2022120009-009	12/21/2022	Employer Installment Premium	CK0000020292-01 Ohio Bureau of Workers Compensation	1013697138	\$588.16	\$0.00
100.100.00425 Total:					\$588.16	\$0.00
100.100.00460 Medicare						
EJ2022120011-073	12/12/2022	Matching for Medicare (Matchi	CK0000020245-35 Civista Bank-Payroll Taxes	Inv_167850	\$108.62	\$0.00
EJ2022120029-129	12/27/2022	Matching for Medicare (Matchi	CK0000020247-39 Civista Bank-Payroll Taxes	Inv_169228	\$108.62	\$0.00
100.100.00460 Total:					\$217.24	\$0.00
100.100.00475 Other Expenses						
EJ2022120013-225	12/14/2022	LEVY Sandusky Register from	CK0000422352-01 PO2022-00279 Ashley Morrow	22-0898 Nov Expe	\$20.00	\$0.00
EJ2022120013-257	12/14/2022	LEVY Finance Committee Meet	CK0000422350-01 PO2022-00279 Kristen Cardone	22-0897 Nov Expe	\$16.99	\$0.00
EJ2022120013-269	12/14/2022	SPF OCPSA Application Fee fr	CK0000422351-01 PO2022-00279 Devin Pollick	22-0896 Nov Expe	\$53.50	\$0.00
EJ2022120013-275	12/14/2022	LEVY PROMO Radio Ads Nov	CK0000422353-01 PO2022-00279 WEOL-WKFM-WLKRFM-AM	22-0891 Ref 41011	\$480.00	\$0.00
EJ2022120033-095	12/29/2022	LEVY Memorial Lantern for Bo	CK0000422851-01 PO2022-00279 Amazon Capital Services	22-0918 Inv 1RDV-	\$36.86	\$0.00
EJ2022120033-139	12/29/2022	LEVY Kristen Hotel Stay for Q	CK0000422850-01 PO2022-00279 Hyatt Regency Cincinnati	22-0938 QRT Hote	\$302.00	\$0.00
100.100.00475 Total:					\$909.35	\$0.00
100.100.00500 Hospitalization						
EJ2022120004-069	12/02/2022	Deduction: Hartford Life Insura	CK0000422101-18 The Hartford	Inv_167233	\$5.01	\$0.00
EJ2022120031-013	12/27/2022	Health Insurance from 348667	CK0000422811-01 Huron County Treasurer	December	\$3,681.44	\$0.00
100.100.00500 Total:					\$3,686.45	\$0.00
Mental Health Totals:					\$186,570.08	\$0.00
Fund: 100 Total:					\$186,570.08	\$0.00
Grand Total:					\$186,570.08	\$0.00

Attachment VIII

2022 Quick Response Team Data Report

Quick Response Team/Community Data 2022:

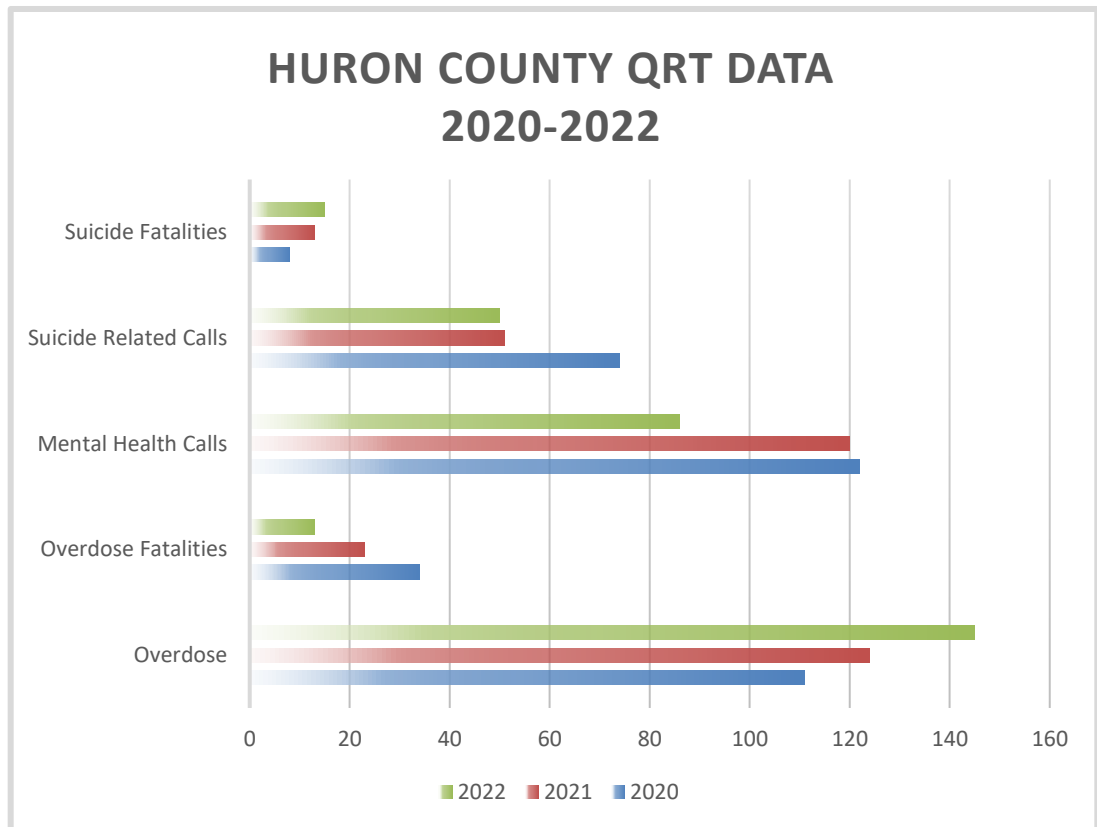
- Overdoses: 145
- Overdose fatalities: 13 (11 confirmed, 2 unconfirmed)
- Mental health calls: 86
- Suicide attempts/Suicide related calls: 50
- Suicide fatalities: 15

Quick Response Team/Community Data 2021:

- Overdoses: 124
- Overdose fatalities: 23
- Mental health calls: 120
- Suicide attempts/Suicide related calls: 51
- Suicide fatalities: 13

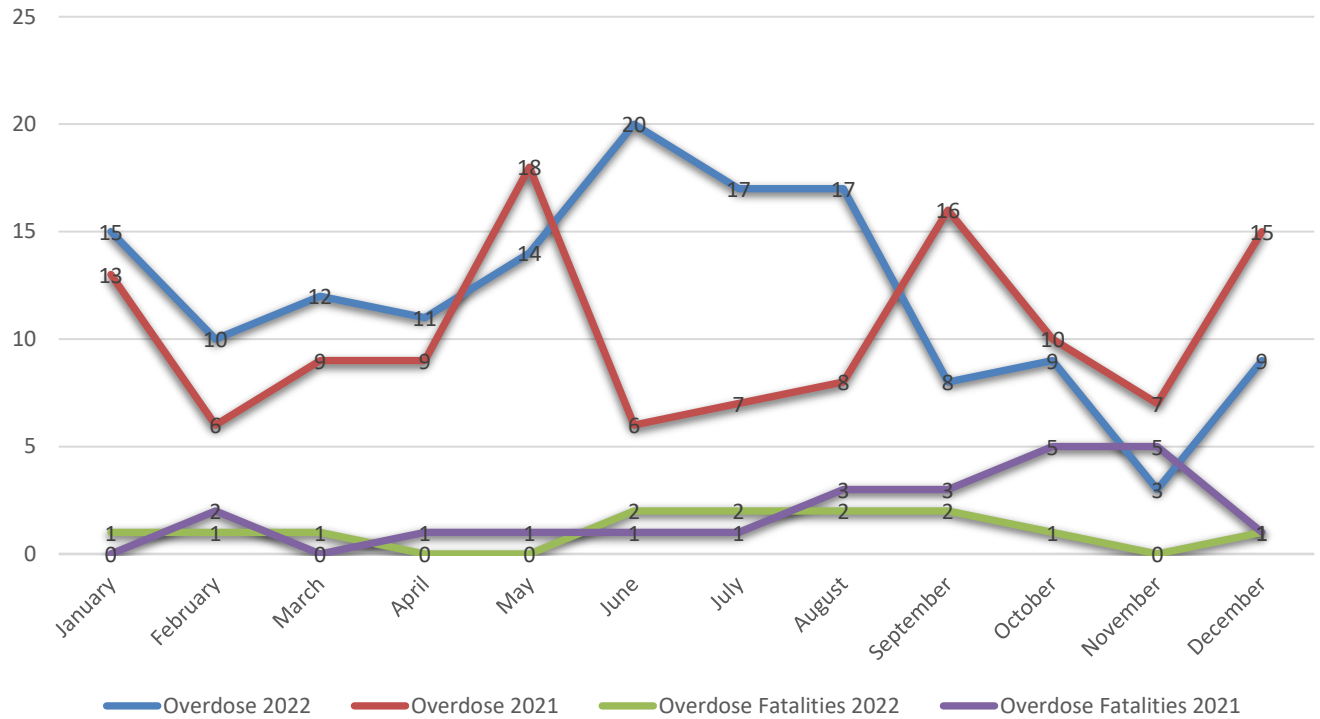
Quick Response Team/Community Data 2020:

- Overdoses: 111
- Overdose fatalities: 34
- Mental health calls: 122
- Suicide attempts/Suicide related calls: 74
- Suicide fatalities: 8

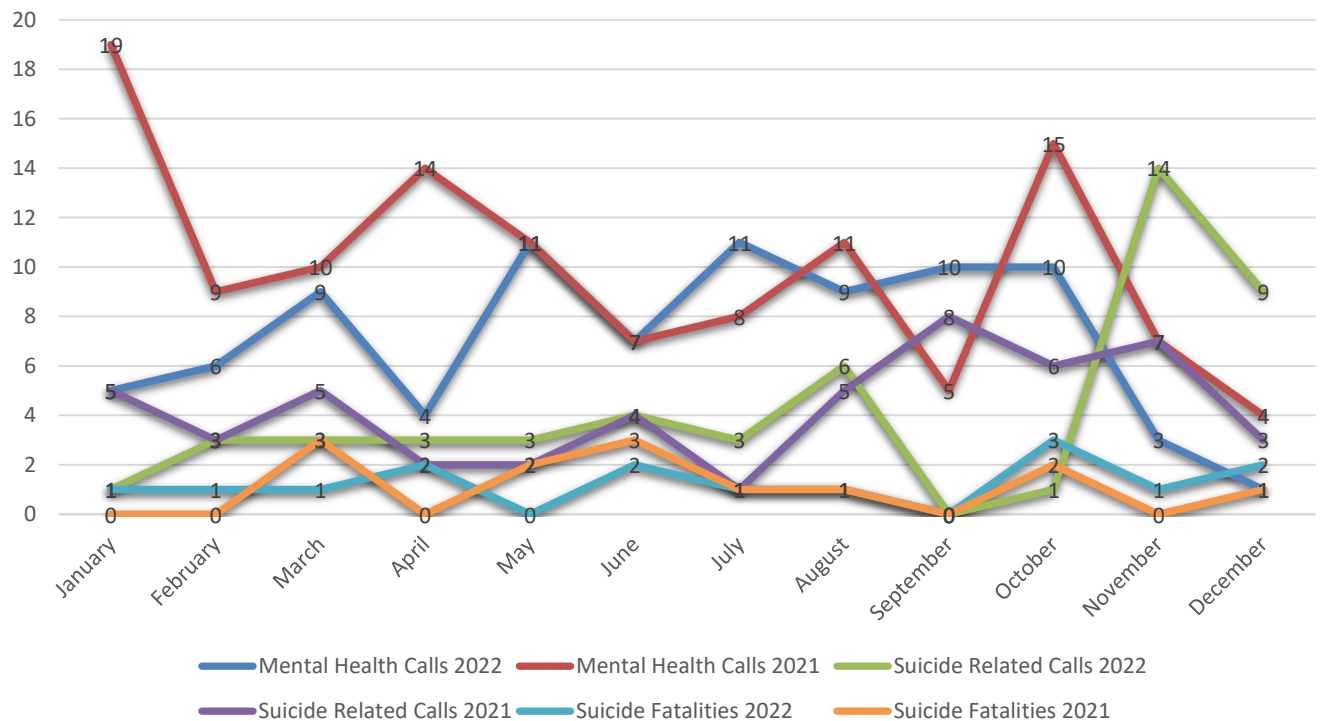


Data included in this report is obtained from the Huron County Quick Response Team and Huron County 911. The overdose and suicide fatality numbers from 2020 are the only data points in this report that have been confirmed by the Ohio Department of Health.

Overdose and Overdose Fatalities 2021 - 2022



Mental Health, Suicide-Related, and Suicide Fatalities 2021-2022



Data included in this report is obtained from the Huron County Quick Response Team and Huron County 911. The overdose and suicide fatality numbers from 2020 are the only data points in this report that have been confirmed by the Ohio Department of Health.

Attachment IX
CREDIT/PROCUREMENT CARD POLICY

GENERAL

Ohio Revised Code sections 301.27 and 301.29 permits counties to use credit cards and/or procurement cards. The Board of County Commissioners, with the advice of the County Auditor and Prosecutor, has established this policy for the use of the cards.

PURPOSE

To provide user information to those employees who have been approved by the Huron County Board of Commissioners to do business on behalf of Huron County using a credit/procurement card issued in the County's name. The use of credit/procurement cards for County financial transactions is limited and carefully controlled. While the use of credit/procurement cards is an accepted practice their use is allowed only for specific purposes and situations to transact Huron County business. This policy will cover the funds in departments for which the County Commissioners appropriate and approve budgets.

DEFINITIONS

“Credit card” includes gasoline and telephone credit cards but excludes any procurement card authorized under section 301.29 of the Revised Code or debit cards under R.C. 9.22.

“Procurement card” means a financial transaction device as defined in section 301.28 of the Revised Code but excludes any credit card authorized under section 301.27 of the Revised Code.

Under Ohio Revised Code section 301.27, a credit card held by the board of county commissioners, or the office of any other county appointing authority shall only be used to pay for the following work-related expenses:

- a. Food expenses
- b. Transportation expenses
- c. Gasoline and oil expenses for vehicles owned or leased by the county
- d. Motor vehicle repair and maintenance expenses for vehicles owned or leased by the county
- e. Telephone expenses
- f. Lodging expenses
- g. Internet service provider expenses
- h. In the case of a public children services agency, expenses for purchases for children for whom the agency is providing temporary emergency care pursuant to section 5153.16 of the Revised Code, children in the temporary or permanent custody of the agency, and children in a planned permanent living arrangement
- i. Webinar expenses

- j. The expenses for purchases of automatic or electronic data processing or record-keeping equipment, software, or services, provided that, in a county that has established an automatic data processing board, the county office and the county officer or employee authorized to use the credit card comply with sections 307.84 to 307.847 of the Revised Code. The expenses paid by a credit card under division (B)(1)(j) of this section shall not exceed ten thousand dollars per quarter, unless the board of county commissioners adopts a resolution approving the payment by credit card of such expenses that exceed that amount during that time period
- k. Expenses related to temporary and necessary assistance care provided by the county veterans service office.

Under R.C. 301.29, a procurement card held by the board of county commissioners, or the office of any other county appointing authority shall only be used to pay for the work-related expenses listed above.

Moreover, pursuant to R.C. 9.22, the county may not hold or use a debit card except for law enforcement purposes. However, this prohibition does not apply to debit cards related to the receipt of grant moneys.

Credit Card/Procurement Card Usage

A procurement card (or any credit card obtained specifically for the purposes of work-related purchases) held by the Board of County Commissioners or the office of any other County Appointing Authority shall be used only to pay work-related expenses as set forth above. No late charges, finance charges or sales tax shall be allowed as an allowable expense unless authorized by the Board of County Commissioners. There shall be no purchase of capital items (\$5000.00 or greater) allowed with a credit/procurement card. All County Appointing Authorities shall show a clear paper trail if any voids/returns are necessary. This paper trail shall be presented to the County Auditor and Board of Commissioners immediately upon processing of the voids/returns and shall be presented in concert with a written/signed explanation. All County Appointing Authorities and authorized users of credit/procurement cards shall be personally liable for discrepancies and errors in unmatched invoices and purchase orders. A credit/procurement card shall not be used in any manner that circumvents the competitive bidding requirements of section 307.86 of the Revised Code.

When staying at a hotel or motel, the employee or official is required to obtain a completed tax-exempt form, in advance, from the County Administrator or other County Appointing Authority. Present the tax-exempt form to the hotel or motel upon arriving, while registering. Review your bill to confirm that no sales tax, personal, or wrong items have been charged on the County credit card. Should you have any questions as to what a legitimate use of the credit card is, you must contact the County Administrator or other County Appointing Authority.

Lost or stolen cards must be reported immediately. Procedures for this are in this document under the heading, "Lost or Stolen Card."

Prohibited uses of card:

- No ATM/Cash advances.
- No personal items, alcoholic beverages, or any other unauthorized charges.
- No charges should be on the card except for the authorized County employee or official's items. No items for spouses, friends, etc.
- No sales taxes will be paid by the County, so it is imperative that the person using the card obtain a copy of the County's tax-exempt number. It will be the responsibility for the County employee or official to pay sales tax if it is charged by the supplier/vendor.

Receipt documentation. The County employee or official using the County credit/procurement card is required to obtain receipts for all transactions when using the County credit/procurement card. The collection of itemized receipts is necessary to substantiate the items purchased or services obtained. This is the same for any and all other County charge accounts with specific vendors. Charges without receipts are unsubstantiated and unable to be audited, and as such, the County is unable to pay the charge. In the event the card is used for an internet purchase, the employee or officer must print all confirmations, invoices, and billing information at the time of the purchase and must be submitted to the County Administrator or other Appointing Authority to document the usage of the card.