

Implementation Committee Meeting

Meeting date: Tuesday, February 5, 2019

Meeting time: 12:37pm – 2:04pm

Meeting location: Conference room, 12 Benedict Ave.

Recorder: Kristen Cardone

Committee Members Present:

X	Dave Light, First Vice Chair, Committee Chair	X	Lisa Hivnor
X	DeEtte Zimmerman		Dorothy Ruffer
	Tom Sharpnack		

Invited Staff Present:

X	Kristen Cardone		
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Unfinished business/updates:

- Distributed new Table of Organization for Board Books
- Scanning/Archiving quote: Ms. Cardone reviewed quotes received for scanning and archiving with the Committee (listed below). Committee members reviewed quotes and agreed that Strategic Solutions is the preferred provider based on cost and location.
 - Strategic Solutions: estimate based on 100,000 images. 8.5 cents per page.
 - Iron Mountain: estimate based on 100,000 images. 10 – 12 cents per page.
 - Motion will be added to Board meeting agenda.
- SFY18 040 Actuals Budget: Ms. Cardone informed Committee members that the SFY18 040 Actuals Budget has been completed and submitted.

Discussion Items:

- Hotel approval for 3/19/19 in Columbus: Ms. Cardone will be attending meetings in Columbus on 3/19 and 3/20 for the CCIM4C project. The meeting on the 19th ends at 6:30pm and begins on the 20th at 8am. Committee members were in agreement with a hotel stay for the evening of March 19th.
 - Motion will be added to the Board meeting agenda.
- FCFC contributions: Ms. Cardone presented a request received from the Family and Children First Council, asking member agencies to contribute \$2000 to assist FCFC in carrying out current programs. Committee members were in agreement with this.
 - Motion will be added to the Board meeting agenda.
- Contract with FCRS for Recovery Navigator Services: Firelands Counseling will be providing Recovery Navigator Services, utilizing funding from the SOR grant. A contract is needed regarding this agreement, in an amount not to exceed \$127,112 which is the total sum of funding awarded to Huron County from the SOR grant.

- Motion will be added to the Board meeting agenda.
- Fiscal policies: Ms. Cardone requested the creation of a policy addressing the amount of money permitted to be spent by the Executive Director for business purposes, without needing prior approval by the Board.
 - Motion has been tabled. Adoption of this policy will require changes to Policy and Procedure manual which will require additional motions.
- Fair Contract: Ms. Cardone received a contract request from the Huron County Fair to pay for a 10x10 booth rental for the 2019 Huron County Fair, as the Board has done in previous years. Committee members were in agreement with this.
 - Motion will be added to the Board meeting agenda.
- Huron County Health Partners: The Huron County MHAS Board is a member of the HCHP steering committee. The HCHP are preparing for the 2020 Huron County Community Health Assessment and are requesting steering committee members renew their membership to contribute to the cost of the Community Health Assessment. The cost of the Health Assessment is estimated at \$55,095.00, and steering committee membership rates start at 10% of this cost (\$5,509.50). Steering Committee Members are defined as: persons, entities, or agencies that contribute 10% or more of the total cost to conduct the Huron County Health Assessment. As part of the voting body of the Huron County Health Partners, these members set forth the by-laws, vote on resolutions, and sign a Memorandum of Understanding each three-year cycle for committing funds to the Huron County Health Partners for the assessment fees.
 - Motion will be added to the Board meeting agenda.
- Technology needs: Ms. Cardone shared that the staff computers are outdated and are not operative effectively, frequently freezing and needing to be restarted. It was recommended that Ms. Cardone gather quotes from IT vendors to determine a cost and then add this item to the Board agenda.
 - Motion will be added to the Board meeting agenda.
- Action Items/carryover from Planning and Monitoring
 - UTMC Contract (Tabled)
 - Administrative Assistant salary and benefits: Approved
 - Contract revision: Ms. Cardone contacted Ms. Shaynak-Diaz to get a quote for having Ms. Shaynak-Diaz begin writing the Board's contracts. Mr. Sitterly gave his approval for the Board to enter in to a contact with Ms. Shaynak Diaz. The quote received estimated the time needed for contract revision at 8 hours, at a rate of \$175 per hour. We discussed approving 10 hours of work, in case additional time is needed, for a total of \$1750.
 - Motion will be added to the Board meeting agenda.
 - Audit for contracted agencies: Ms. Cardone discussed upcoming Situational Assessment audit for contracted agency through Brown Consulting, as was recommended by previous Director.
 - Motion will be added to the Board meeting agenda.
 - Investment plan discussion: Ms. Cardone shared feedback from Terry Boose regarding the Commissioner's desire for the Board to spend some of the money

they have in reserves to address the needs of the community. We discussed completing a needs assessment, to include info/thoughts from community members and utilize community health assessment. Ms. Cardone recommended using the Recovery Oriented System of Care (ROSC) as a framework, along with current strategic plan. ROSC state goals include employment, housing, peer services (24/7), suicide, anti-stigma campaign. This will be an ongoing discussion for the Board. Ms. Cardone will begin scheduling meetings with members of the community to gather input.

Action Items:

Motion: Authorize Executive Director to enter into a contract for the period of February 15 – September 28, 2019, with Firelands Counseling and Recovery Services for implementation of Recovery Navigator Services in an amount not to exceed \$127,112. *This is SOR funding for Huron County.*

Motion: Authorize Executive Director to purchase hotel stay in Columbus, Ohio for the night of March 19, 2019 in an amount not to exceed \$200.00.

TABLED: Potential Motion: Authorize Executive Director to execute contracts valued at \$5000 or less without prior approval of the Board.

TABLED: Potential Motion: Authorize Executive Director to make business purchases in an amount not to exceed \$500 without prior approval of the Board. Purchases over \$500 will require approval by Board Chairperson and First Vice Chair.

-Motion was tabled by Executive Director, as adoption of this motion will require updates to Policy and Procedure Manual which will require additional motions

Motion: Authorize Executive Director to remit annual contribution to the Family and Children First Council, in an amount not to exceed \$2000.

Motion: Authorize Executive Director to enter into a contract for FY19 with Strategic Solutions for digital document retention, in an amount not to exceed \$10,000.

Possible Action Items from Planning and Monitoring:

TABLED: Potential Motion: Authorize Executive Director to enter into a contract for FY19 with University of Toledo Medical Center for Youth Acute Psychiatric Care, in an amount not to exceed \$X.

Motion: Authorize Executive Director to enter into a contract for FY19 with Christina Shaynak-Diaz for contract revision, in an amount not to exceed \$1750.

Motion: Authorize Executive Director to enter into a contract for FY19 with Brown Consulting, Ltd. for completion of a Situation Assessment of Board contracted agency, in an amount not to exceed \$8400.

EXECUTIVE SESSION TO DISCUSS: Potential Motion: To extend an offer of employment to X with salary and benefits as stated below. (see Attachment I)

Attachment I

Compensation and Benefit Package for the MHAS Board's Administrative Assistant.

COMPENSATION PACKAGE

Annual Salary: \$40,000

Public Employee Retirement System (PERS):

The employer obligation is 14% of annual wages.

The employee obligation is 10% of annual wages.

BENEFIT PACKAGE

Vacation:

After 1 year of service 80 hours vacation (3.1 hours per pay period)

After 8 years of service 120 hours vacation (4.6 hours per pay period)

After 15 years of service 160 hours vacation (6.2 hour per pay period)

After 25 years of service 200 hours vacation (7.7 hour per pay period)

Sick Leave: 4.6 hours/80 hours worked, this accrues at an unlimited amount. Sick leave is used for illness, injury, death of immediate family, medical, dental, optical and pregnancy leaves.

Holidays: as scheduled by the Huron County Commissioners

Hospitalization as provided by the Huron County Commissioners. Employees must contribute toward the cost of his/her health insurance in amount established annually by the Huron County Commissioners.

Life insurance fully paid at \$10,000.