



# HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street  
Norwalk, Ohio 44857

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

## July 18, 2023 BOARD MEETING AGENDA

**Location:** Huron County DJFS, 185 Shady Lane Drive, Norwalk

**Time:** 6:15pm

**The public may attend in person or via Zoom.**

<https://us06web.zoom.us/j/84483743404?from=addon>

Meeting ID: 844 8374 3404, Passcode: 213535

Time		Who
6:17 PM	<b>Call to Order</b>	Board Chair
	<b>Guest Introductions &amp; Public Comment</b>	
	<b>Approval of Board Minutes</b>	
	<b>Board Chair Report</b>	Board Chair
	<b>Board Report</b>	Ex. Director
	<b>Committee Meeting Reports</b> <ul style="list-style-type: none"> <li>• Program Committee <ul style="list-style-type: none"> <li>○ FY24 Contract Allocations</li> <li>○ FY23 Utilization Review</li> <li>○ Position Descriptions</li> </ul> </li> <li>• Finance Committee <ul style="list-style-type: none"> <li>○ ODH Adolescent Health Resiliency</li> <li>○ Public Fund of Ohio</li> <li>○ June 2023 Financial Report</li> <li>○ June 2023 List of Bills</li> </ul> </li> </ul>	
	<b>Executive Session</b>	
	<b>Old Business</b>	
	<b>Meeting Discussion/New Business</b>	
7:54PM	<b>Adjournment</b>	Board Chair



**July 18, 2023**

**I. CALL TO ORDER**

Meeting called to order at 6:17 PM.

Board Members in attendance:

	Katie Chieda - Excused	X	Ben Chaffee, Jr.	X	Erin Bohne - left 7:51pm
X	Laura M. Wheeler	X	Julie Landoll	X	Silvia Hernandez
	Amber Boldman - Excused	X	Nora Knople	X	Tom Sharpnack
X	Lenora Minor	X	John Soisson	X	Sandy Hovest
X	Carol Anderson				

Board Staff: Ashley Morrow, Kristen Cardone, Cari Williamson,

**II. GUEST INTRODUCTIONS & PUBLIC COMMENT**

Gracyn Shupp, Intern for MHAS Board; Laura Miller, Firelands Counseling and Recovery Services; Steve Burggraf, Family Life Counseling (he will be addressing the Board); Sarah Doughty, Family Life Counseling; Matt Roche, Norwalk Ohio News; Via Zoom: Sue Wilson, Family Life Counseling; Deanna England, Oriana House.

- Ms. Kristen Cardone shared that Ms. Shupp has been volunteering at the MHAS Board office for the past couple of months and will be starting as an intern in the fall for at least 12 hours per week. Her interests are youth and first responders.
- Dr. Burggraf shared that he was there for any questions regarding the breach of confidentiality that occurred when a staff member’s van, containing client information, was stolen from a gas station and the closing of Family Life Counseling’s Willard office.
  - Board members questioned if the files were locked, were they recovered, was ID protection offered to the clients, and what was the timeline for the incident?
    - Dr. Burggraf shared the timeline for the incident was on June 20, 2023 the staff member left the Willard Family Life Counseling office around 4:50pm, around 5:00pm she stopped to get gas and when she went in to pay her van was stolen. Once she discovered her van was gone, she called the police to file a report. On June 22, 2023 the van was discovered with all the files present, though rifled through, and the laptop was missing. The staff member confirmed all the files were present. The laptop was not recovered but on June 22, 2023 it was locked by their IT person. The files and laptop were in an unlocked vehicle in a box that did not lock. There was a document with 72 client names listed on it, 10 files with documents including information gathered over the phone to initiate services, and one file had initial referral information and additional information that was received from Fisher-Titus Medical Center. Everyone was sent a letter on July 8, 2023, they were all offered ID Protection. United States Department of Health and Human Services (HHS) will be informed of the incident by the end of the calendar year.

- Board members asked several questions regarding the closing of Family Life Counseling’s Willard office.
  - Dr. Burggraf shared that years ago he met the Huron County Health Commissioner Mr. Tim Hollinger to discuss the need in Huron County for behavioral health services, which included having access to services in Willard. Family Life Counseling operated out of their first location until they purchased a new building about two years ago. In mid-May 2023 they informed Ms. Cardone the Willard office will be closing in June 2023. Some of the reasons for the closure include difficulties with staff retention, Medicaid billing concerns, the inability to increase mental health fees through Medicaid, increased utilities costs and mortgage. They were struggling to meet the payroll. They closed three offices throughout Ohio.
    - Family Life Counseling did not communicate the office closure to any local partners, nor did they do a press release. Board members expressed their concern regarding not announcing the closing of the office to the public.
    - In FY23 there were a total of 419 patients serviced in their Willard office. On the last day of closing, they had 77 active clients. Everyone was contacted by mail and phone. Of those 77 clients, 4 went on Norwalk’s waiting list, the rest were then scheduled for an appointment or discharged. As of June 21, 2023 the Norwalk office had a total of 22 people on the waiting list.
    - There were six clinicians working at the Willard office. Two transferred to Norwalk, one left to stay at home, one is doing telehealth, and two decided to try something different. They are continuing to seek staff.
    - Starting on July 24, 2023 they will start seeing clients in the Willard office one day a week. This service will be available until the building sells. During the time the building is for sale, Dr. Burggraf will contact churches and other agencies in Willard, such as Starting Point, to see if they have a space that can be used to see clients confidentially.
    - Family Life Counseling will not provide transportation for clients from Willard to Norwalk.
    - There will be no change to Men’s House of Hope in Willard. Two of the residents will be part of the clients who will still be seen at the Willard office.
    - Family Life Counseling will continue with school-based therapy and Mobile Response Stabilization Services (MRSS) out of the Norwalk office.
  - Board members requested to be informed in a timely manner of any future changes to Huron County services.

**III. APPROVAL OF BOARD MEETING MINUTES**

- Mr. Ben Chaffee shared that the minutes from the June 20, 2023 Board meeting were sent to members on June 26, 2023.

<b>MOTION:</b> <b>1</b>	To approve the June 20, 2023 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on June 26, 2023.		
<b>Motion Made By:</b>	<a href="#">Lenora Minor</a>	<b>Seconded:</b>	<a href="#">John Soisson</a>

**No opposition.**

**IV. BOARD CHAIR REPORT**

- Mr. Ben Chaffee shared there is no board chair report this month.

**V. BOARD REPORT**

- Ms. Cardone shared the following Board updates:
  - *HEALing Communities update:*

- Huron County Public Health recently installed a harm reduction vending machine outside of their facility in Norwalk where residents can obtain naloxone, fentanyl test strips and drug deactivation pouches in addition to other physical health harm reduction items such as condoms. These items are available at no cost to the community and the vending machine can be accessed 24/7.
            - This resource has been used a lot so far.
          - We are continuing to work on developing the data dashboard for Huron County and hope to have that finalized within the next month or two.
            - The data dashboard will be housed on the Huron County Public Health website.
          - Representatives from the National Institute on Drug Abuse, the organization that funds the HEALing Communities study, visited Huron County last week to learn about what we have accomplished through the study and how we plan to sustain progress once the study ends.
  - *OneOhio Region 19*: opiate settlement group.
    - The Region 19 Technical Support Team recently finalized the Region’s application documents for opiate settlement funding. These documents have been sent to the Region 19 Board for approval. Once approved, organizations may begin submitting projects for funding.
      - Commissioner Boose is Huron County’s representative.
  - *Quick Response Team/Community Data for June (May data in parentheses)*:
    - Overdoses: 5 (7)
      - Overdoses are tracked to include if Narcan was used and how much of it was used. Through HEALing Communities study, Narcan is now available through Huron County Public Health Department, Let’s Get Real, Willard Fire Department, Animal House Sober Living, and Citizens Ambulance.
    - Overdose fatalities: 0 (0)
    - Mental health calls/Suicidal ideation: 15 (17)
    - Suicide attempts: 2 (7)
    - Completed suicides: 0 (1)
    - OVI: 19 (28)
    - Disorderly Conduct/Intoxication: 15 (16)
    - Warm Handoff Calls through Let’s Get Real (peer supporter responds to local hospital to link individual with treatment): 1
  - The NOBARS program in Huron County closed as of June 30, 2023. The Board took a moment to thank Judge Conway, Jason Varney, and all the staff at Oriana House who made that program possible for all the years it was in operation.
  - Firelands Counseling and Recovery Services was recently awarded \$284,582.00 from OhioMHAS for treatment of adults with alcohol use disorder. These funds will expand access to services for individuals with alcohol use disorder in all the counties served by Firelands.
- **Board Updates**
  - As a reminder, the Board will not be meeting in August due to the Huron County Fair. A sign-up sheet has been sent to all Board members in case anyone is interested in volunteering at our booth.
  - An email was sent to all Board members requesting updated bios. If you have not done so already, please send them by Friday, July 21, 2023.
  - Brown Consulting followed up late last week with an update on their audit of Let’s Get Real. As shared in committee meetings, they were waiting to hear back from OhioMHAS to confirm a peer supporters’ certification and to confirm the agency’s certification with the state. Both of those items were confirmed.

- The Board recently received notification from OhioMHAS that the Board has been awarded funding, up to \$194,418.00, through the Recovery Housing Program to support our project’s match of Recovery Housing Capital Project in Huron County. Board staff are working to finalize our application in the state’s grants funding management system.
  - The recovery house will have cost the community zero dollars, thanks to OhioMHAS.
- The Adolescent Youth Resiliency grant was submitted to Ohio Department of Health on July 10, 2023.
- **Community Engagement and Outreach**
  - *Newsletters and Social Media outreach for July:*
    - Minority Mental Health Month
    - National Bereaved Parents Day
    - International Self-Care Day
    - Agency Spotlight: OhioGuidestone
    - Meet MHAS: MHAS Board
  - *Resource Bags/MHAS App Cards/Outreach Folders*
    - Blessing Boxes
    - Trainings
  - *Recent and Upcoming Trainings Hosted by MHAS*
    - TIC Virtual Community Training
    - Wellness & Resiliency (Miriam House)
  - *Upcoming Presentations and Events*
    - Huron County Fair August 14, 2023 – August 19, 2023
    - Overdose Awareness Day: Project Noelle August 27, 2023
    - Naloxone distribution drive in partnership with area agencies

**VI. COMMITTEE MEETING REPORTS**

● **PROGRAM COMMITTEE REPORT**

- Ms. Laura Wheeler shared the Program Committee met on Monday, July 10, 2023 at the Board’s Office.
- **SFY 2024 Contract Allocations**
  - Ms. Wheeler shared that Ms. Cardone informed the committee of updates regarding changes in services at Firelands Counseling and Family Life Counseling. Firelands Counseling shared with the Board that their afterhours (12a-8a) hotline personnel cost for Huron County is \$11,680.00 and they stated the cost for ambulance services during third shift is minimal since there were so few crises during these hours. Committee members were in support of decreasing Firelands Counseling’s contract by \$11,680.00 due to the reduction in services. Family Life Counseling also had a reduction in services with the closure of the Willard office, however, they informed the Board that these clients will all be served by the Norwalk office staff. Because of this, the Board is unable to pull funding back.

<b>MOTION:</b> 2	To reduce Firelands Counseling and Recovery Services’ SFY 2024 contract by \$11,680.00.		
<b>Motion Made By:</b>	Julie Landoll	<b>Seconded:</b>	Carol Anderson

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

**Yes: 10      No: 0      Abstain: 0**

○ **SFY 2023 Utilization Review**

- Ms. Wheeler shared that Ms. Cardone shared that annually the Board is required to audit agencies receiving federal funds. These audits focus primarily on quality of services provided and ensuring billing in GOSH aligns with records, they do not look at financials. Given that the Board has a couple of agencies (Family Life Counseling recovery housing services and Let’s Get Real) that bill some services outside of the fee for service model and receive federal funds, it is recommended by the prosecutor that we have them complete a utilization review. The utilization review would include how much money is going where and documentation to back this up.

<b>MOTION:</b> <b>3</b>	To request a utilization review from Family Life Counseling for recovery housing services and Let’s Get Real for SFY 2023.		
<b>Motion Made By:</b>	Nora Knople	<b>Seconded:</b>	Erin Bohne

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

**Yes: 10      No: 0      Abstain: 0**

○ **Position Descriptions**

- Ms. Wheeler shared that Ms. Cardone shared updated position descriptions with committee members. These positions descriptions were previously reviewed and approved by the Governance committee and may be found in Attachment I. The prior job descriptions did not clearly align with the Ohio Revised Code and were updated to correct this; the corrections that have been made are in yellow.

<b>MOTION:</b> <b>4</b>	To approve and adopt the revised job descriptions for the following positions: Administrative Assistant, Deputy Director, Office and Fiscal Manager, and Community Engagement and Resource Manager, as shown in Attachment I.		
<b>Motion Made By:</b>	Lenora Minor	<b>Seconded:</b>	Carol Anderson

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

**Yes: 10      No: 0      Abstain: 0**

<b>MOTION:</b> <b>5</b>	To approve the July 10, 2023 Program Committee meeting minutes as sent on July 12, 2023.		
<b>Motion Made By:</b>	Erin Bohne	<b>Seconded:</b>	Nora Knople

**No opposition**

**• FINANCE COMMITTEE REPORT**

- Mr. Tom Sharpnack shared the Finance Committee met on Tuesday, July 11, 2023 at the Board’s Office.
- **ODH Adolescent Health Resiliency**
  - Mr. Sharpnack shared that Ms. Cardone informed the committee that the Board approved a motion last month authorizing the Executive Director to apply for the Ohio Department of Health Adolescent Health Resiliency grant in an amount not to exceed \$125,000.00 per year, however, the grant can be approved for up to \$150,000.00 per year. She is requesting authorization to revise the prior motion to change the dollar amount requested to \$150,000.00.

<b>MOTION: 6</b>	To revise Motion #3 from the June 20, 2023 Board meeting, authorizing the Executive Director to apply for the Ohio Department of Health Adolescent Health Resiliency grant in an amount not to exceed \$150,000.00 per year.		
<b>Motion Made By:</b>	Laura Wheeler	<b>Seconded:</b>	John Soisson

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

**Yes: 10 No: 0 Abstain: 0**

○ **Public Fund of Ohio**

- Mr. Sharpnack shared that Ms. Cardone requested approval to apply for suicide prevention funding through the Public Fund of Ohio. This funding opportunity is for two years, and the funds will go to the prevention coalition for evidence-based prevention strategies in the community.

<b>MOTION: 7</b>	Authorize the Executive Director to apply for the Public Fund of Ohio Youth Suicide Prevention funding opportunity in an amount not to exceed \$50,000.00 per year.		
<b>Motion Made By:</b>	Sandy Hovest	<b>Seconded:</b>	Laura Wheeler

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

**Yes: 10 No: 0 Abstain: 0**

○ **June 2023 Financial Report (Attachment II)**

- Mr. Sharpnack shared that the Committee members reviewed the Board’s June 2023 Financial Report as shown in Attachment II. A summary of the Board’s financial report as of June 30, 2023 is as follows:
  - Revenues: \$176,576.77
  - Expenditures: \$194,905.16

- Cash Balance: \$2,840,058.27
- Encumbrances: \$2,363,140.58
- Ending Balance: \$476,917.69

<b>MOTION:</b> 8	To approve the June 2023 Financial Report through June 30, 2023 as shown in Attachment II.		
<b>Motion Made By:</b>	Sandy Hovest	<b>Seconded:</b>	Julie Landoll

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

**Yes: 9 No: 0 Abstain: 1**

○ **June 2023 List of Bills (Attachment III)**

- Mr. Sharpnack shared that the Committee members reviewed the June List of Bills as shown in Attachment III.

<b>MOTION:</b> 9	To approve the June 2023 List of Bills through June 30, 2023 as shown in Attachment III.		
<b>Motion Made By:</b>	Silvia Hernandez	<b>Seconded:</b>	Nora Knople

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

**Yes: 9 No: 0 Abstain: 1**

<b>MOTION:</b> 10	To approve the July 11, 2023 Finance Committee meeting minutes as sent on July 12, 2023.		
<b>Motion Made By:</b>	Nora Knople	<b>Seconded:</b>	Sandy Hovest

**No opposition.**

**VII. EXECUTIVE SESSION**

<b>MOTION:</b> 11	To enter Executive Session under Ohio Revised Code 121.22(G)(1).		
<b>Motion Made By:</b>	Nora Knople	<b>Seconded:</b>	Laura Wheeler

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



**Yes: 10 No: 0 Abstain: 0**

- Board members entered the Executive Session at 7:15pm.

<b>MOTION: 12</b>	To exit Executive Session under Ohio Revised Code 121.22(G)(1).		
<b>Motion Made By:</b>	Nora Knople	<b>Seconded:</b>	Laura Wheeler

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

**Yes: 10 No: 0 Abstain: 0**

- Board members exited the Executive Session at 7:51pm

### **VIII. OLD BUSINESS**

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

### **IX. MEETING DISCUSSION/NEW BUSINESS**

- Ms. Cardone handed out an Annual Board Self-Assessment to the Board members to fill out and return. The assessment is to evaluate the effectiveness of the Board. The assessment is anonymous. The Governance committee will be reviewing the results of the assessments.

### **X. ADJOURNMENT**

<b>MOTION: 13</b>	To adjourn the July 18, 2023 Huron County Board of Mental Health and Addiction Services meeting.		
<b>Motion Made By:</b>	Laura Wheeler	<b>Seconded:</b>	Nora Knople

**No opposition.**

The July 18, 2023 meeting of the Board adjourned at \_7:54\_p.m.

**Attachment I**  
**Huron County Board of Mental Health and Addiction Services**

An Equal Employment Opportunity Employer

**Organization Description**

The Huron County MHAS Board is a public authority created by the Ohio Legislature to which citizen volunteers are appointed to collectively represent the Huron County community and to assume responsibility and authority for the management of the planning, implementing and monitoring of the publicly funded behavioral healthcare benefits. The Board's official relationship extends to the Executive Director only. The Executive Director is given the authority to employ and to set areas of responsibility and compensation for employees, subject to the approval of the Board.

The Huron County MHAS Board has a history of good stewardship of public dollars, of collaboration with community partners and of contracting with service providers for evidence-based and best practices to achieve its Mission.

**POSITION DESCRIPTION**

**Job Title: Administrative Assistant**

- Reports to: Executive Director.
- Civil Service Status: Unclassified (See, Sections 124.11(A)(18) and (30) of the Ohio Revised Code). Pursuant to Ohio Revised Code sections 124.11(A)(18) and (30), this administrative assistant position is considered to be a secretarial role.

**Compensation and Hours**

Position is full-time. Some evenings and weekends may be required. Participation in Ohio Public Employees Retirement System is offered.

**Position Summary**

Provide executive and secretarial support to include, but not to be limited to, the following:

- Assist the Executive Director in the preparation of Board Meeting materials, reports, minutes and correspondence;
- Assist the Executive Director in the development and review of requests for proposals, contracts or other documents as needed;
- Conduct the research, fact-checking and analysis necessary to prepare reports needed to conduct Board business and meet State of Ohio MHAS, other state departments, and other funding source requirements;
- Attend, participate in and report about local, regional and state meetings as needed;
- Attend, participate in seminars, classes and/or trainings relative to the position as requested;
- Organize office information so that it may be retrieved promptly and so that confidentiality is maintained for any client-identifying information;
- Ensure cost effectiveness in the office operation;
- Organize and attend community engagement events;
- Execute fiscal duties as needed;
- Organize meetings, conference calls and conferences as needed; and
- Complete other duties as assigned by the Board's Executive Director.

**Preferred Qualifications**

- Minimum of associate degree in an appropriate discipline or equivalent experience
- Proficiency with Microsoft Office, using a computer, office equipment, and web-based reporting
- Strong interpersonal skills
- Proven time management and organizational skills

**Work Environment**

The work environment is typical of a small office. Some travel may be necessary.

**Demands of Position**

The physical demands include driving, walking, light lifting, talking, hearing, and sitting. Vision abilities include close and color vision. Reasonable accommodations may be provided under the Americans with Disabilities Act to enable individuals with disabilities to perform the essential functions of the position.

I have read and understand the requirements of this job description.

Date \_\_\_\_\_

SFY 2024 Administrative Assistant Position Description.docx

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### **Organization Description**

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### **POSITION DESCRIPTION**

#### **Job Title: Deputy Director**

Reports to: Executive Director

Civil Service Status: Unclassified (Section 124.11 (A) (18) and (30) of the Ohio Revised Code).

#### **Compensation and Hours**

Position is full-time. Some evenings and weekends may be required. Participation in Ohio Public Employees Retirement System is offered.

#### **Position Summary**

Provide executive/fiscal support to include, but not to be limited to, the following:

- Assist the Executive Director in the preparation of Board Meeting materials, reports, minutes and correspondence;
- Assist the Executive Director in the development and review of requests for proposals, contracts or other documents as needed;
- Conduct the research, fact-checking and analysis necessary to prepare reports necessary to conduct Board business and meet state department and other funding source requirements;
- Attend, participate in and report about local, regional and state meetings attended on behalf of the Executive Director when necessary or appropriate;
- Organize office information so that it may be retrieved promptly and so that confidentiality is achieved for any information with client-identifying information;
- Assure cost effectiveness in the office operation;
- Acts as Clients Rights Officer, Records Custodian/Manager, and Behavioral Health Responder (to natural and manmade disasters);
- Assist to organize meetings, conference calls and conferences as needed; and
- Complete other duties as assigned by the Board's Executive Director.

#### **Position Requirements**

##### **• Education/ Experience/Skills**

Education at the minimum of the master's degree level is required. Proficiency is needed in using a computer, in using Microsoft Office, e-mail, and web-based reporting as well as in using other office equipment.

##### **• Key Personal Requirements**

This position provides an opportunity for an individual to assist the Board to be a good steward of public funds and to assist it to improve the behavioral health care services available to persons in this county.

This position requires a self-starting individual with good judgment who enjoys undertaking a broad range of duties.

### **Work Environment**

The work environment is typical of a small office. Some travel may be necessary.

### **Demands of Position**

The physical demands include driving, walking, light lifting, talking, hearing, and sitting. Vision abilities include close and color vision. Reasonable accommodation may be provided under the Americans with Disabilities Act to enable individuals with disabilities to perform the essential functions of the position.

I have read and understand the requirements of this job description.

\_\_\_\_\_ Date \_\_\_\_\_

SFY 2024 Deputy Director Position Description.docx

## **Huron County Board of Mental Health and Addiction Services**

An Equal Employment Opportunity Employer

### **Organization Description**

The Huron County MHAS Board is a public authority created by the Ohio Legislature to which citizen volunteers are appointed to collectively represent the Huron County community and to assume responsibility and authority for the management of the planning, implementing and monitoring of the publicly funded behavioral healthcare benefits. The Board's official relationship extends to the Executive Director only. The Executive Director is given the authority to employ and to set areas of responsibility and compensation for employees, subject to the approval of the Board.

The Huron County MHAS Board has a history of good stewardship of public dollars, of collaboration with community partners and of contracting with service providers for evidence-based and best practices to achieve its Mission.

### **POSITION DESCRIPTION**

#### **Job Title: Office & Fiscal Manager**

- Reports to: Executive Director.
- Civil Service Status: Unclassified (See, Sections 124.11(A)(18) and (30) of the Ohio Revised Code). Pursuant to Ohio Revised Code sections 124.11(A)(18) and (30), this position is considered to be a Secretarial and/or Program Director role.

#### **Compensation and Hours**

Position is full-time. Some evenings and weekends may be required. Participation in Ohio Public Employees Retirement System is offered.

#### **Position Summary**

Provide support and secretarial duties to the Executive Director and other office staff as needed, including, but not limited to, the following:

- Assist the Executive Director in the preparation of Board Meeting materials, reports, minutes and correspondence;
- Assist the Executive Director in the development and review of requests for proposals, contracts or other documents as needed;
- Conduct the research, fact-checking and analysis necessary to prepare reports needed to conduct Board business and meet State of Ohio MHAS, other state departments, and other funding source requirements;
- Attend, participate in and report about local, regional and state meetings as needed;
- Attend, participate in seminars, classes and/or trainings relative to the position as requested;
- Organize office information so that it may be retrieved promptly and so that confidentiality is maintained for any client-identifying information;

- Manage Board office maintenance and upkeep;
- Ensure cost effectiveness in the office operation;
- Attend community engagement events;
- General administrative duties including, but not limited to, filing, copying, scanning, printing, answering the phone, and greeting visitors to the office;
- Organize meetings, conference calls and conferences as needed; and
- Complete other duties as may be assigned from time to time by the Board's Executive Director.

Provide fiscal support to include, but not be limited to, the following:

- Calendar Year Budgets (temporary and permanent) for the County Auditor's Office.
- Calendar Year Purchase Orders.
- Ohio MHAS Title XX Annual Report.
- Ohio MHAS GFMS Budget & Fiscal Entries.
- Huron Board Fiscal Budget in preparation for contract approval.
- All payments/ voucher processing/ GOSH processing.
- Receipts, including check deposits, to County Auditor.
- End Month Reports, including receipts, expenditures, audit trail, and actual budget.
- Community Mental Health and Addiction providers expenditures reports.
- OACBHA Fiscal reports.
- Ohio MHAS all deposits, changed to EFTs.
- All contract collections, including but not limited to electronic signatures, assurances, Ohio MHAS license, fiscal audit, and fiscal risk assessment, once the contract is completed by Huron Board.
- 120 Days' Notice to behavioral health providers.
- All other financial reports (no program reports), including ATP, CTP, and Crisis Flex.
- IDAT fiscal reporting.
- Calendar Year Federal Fiscal Report for providers.
- Work with the Mental Health and Recovery Services Board of Seneca, Sandusky, and Wyandot counties on the following: Ohio MHAS FIS 040 Budget, Ohio MHAS FIS 040 Actual, Sliding Fee Schedule (yearly), Providers Ohio MHAS Audit Checklist, Ohio MHAS Substance Abuse Entity Inventory, Ohio MHAS Annual Board Questionnaire.

**Preferred Qualifications**

- Minimum of an associate degree in an appropriate discipline.
- Minimum of three years' experience in an administrative or office managerial role.
- Proficiency with Microsoft Office/Google Suite, using a computer, office equipment, and web-based reporting.
- Strong interpersonal skills.
- Proven time management and organizational skills.
- Bilingual (Spanish).

**Work Environment**

The work environment is typical of a small office. Some travel may be necessary.

**Demands of Position**

The physical demands include driving, walking, light lifting, talking, hearing, and sitting. Vision abilities include close and color vision. Reasonable accommodations may be made under the Americans with Disabilities Act to enable individuals with disabilities to perform the essential functions of the position.

I have read and understand the requirements of this job description.

Date \_\_\_\_\_

## **Huron County Board of Mental Health and Addiction Services**

An Equal Employment Opportunity Employer

### **Organization Description**

The Huron County MHAS Board is a public authority created by the Ohio Legislature to which citizen volunteers are appointed to collectively represent the Huron County community and to assume responsibility and authority for the management of the planning, implementing and monitoring of the publicly funded behavioral healthcare benefits. The Board's official relationship extends to the Executive Director only. The Executive Director is given the authority to employ and to set areas of responsibility and compensation for employees, subject to the approval of the Board.

The Huron County MHAS Board has a history of good stewardship of public dollars, of collaboration with community partners and of contracting with service providers for evidence-based and best practices to achieve its Mission.

### **POSITION DESCRIPTION**

#### **Job Title: Community Engagement and Resource Manager**

- Reports to: Executive Director.
- Civil Service Status: Unclassified (See, Sections 124.11(A)(18) and (30) of the Ohio Revised Code). Pursuant to the Ohio Revised Code 124.11(A)(18) and (30), this position is considered to be a Program Director role.

#### **Compensation and Hours**

Position is full-time. Some evenings and weekends may be required. Participation in Ohio Public Employees Retirement System is offered.

#### **Position Summary**

Provide program direction and oversight to include, but not to be limited to, the following:

- Build and manage the Board's social media profiles and presence, including Facebook, Twitter, LinkedIn, and additional channels that may be deemed relevant.
- Create and disseminate shareable content and marketing materials appropriate for specific networks to spread our mission, vision, and services.
- Regularly create content to grow the Board's informational footprint (press releases, newsletters, and creative content).
- Identify grant funding opportunities that align with Board's strategic plan.
- Write, submit, and manage grant proposals.
- Coordinate planning for events such as community meetings, educational events, trainings, health fairs and local business fairs.
- Represent the organization at coalition and community group meetings to build relationships and promote services.
- Manage and actively promote levy campaign.
- Develop and execute outreach programs to targeted populations.
- Oversee the Board's Culture of Quality certification.
- Manage the Board's website.
- Creatively engage the public to inform the community of our programs and supports.
- Gather and share feedback and input regarding community needs.
- Manage tracking of efforts and share with Executive Director on a monthly basis.
- Attend and participate in seminars, classes and/or trainings relative to the position as requested.
- Complete other duties as assigned by the Board's Executive Director.

#### **Preferred Qualifications**

- Minimum of bachelor's degree in an appropriate discipline or equivalent experience.
- Proficiency with Microsoft Office, using a computer, office equipment, and web-based reporting.
- Strong interpersonal and communication skills.

- Proven time management and organizational skills.
- Experience in grant writing.
- Networking and engagement skills.

**Work Environment**

The work environment is typical of a small office. Some travel is necessary.

**Demands of Position**

The physical demands include driving, walking, light lifting, talking, hearing and sitting.

Vision abilities include close and color vision. Reasonable accommodations under the Americans With Disabilities Act may be made to enable individuals with disabilities to perform the essential functions of the position.

I have read and understand the requirements of this job description

\_\_\_\_\_ Date \_\_\_\_\_

## Attachment II

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

JUNE 2023 YTD	MONTH TO DATE	YEAR TO DATE	ANNUAL	\$OVER/UNDER	% OF BUDGET
<u>INCOME</u>	ACTIVITES	ACTIVITES	BUDGET	BUDGET	
REAL ESTATE TAX	\$0.00	\$569,490.36	\$540,000.00	\$29,490.36	105.46%
TANGIBLE PERSONAL TAX	\$0.00	\$0.00	\$80.00	(\$80.00)	0.00%
TAXES-ROLLBACK & HOMESTEAD	\$0.00	\$14,718.49	\$16,000.00	(\$1,281.51)	91.99%
MH SUBSIDY	\$0.00	\$865,442.25	\$886,758.00	(\$21,315.75)	97.60%
ADTR BLOCK GRANT	\$0.00	\$239,692.00	\$239,692.00	\$0.00	100.00%
RECOVERY HOUSING	\$0.00	\$70,762.00	\$70,762.00	\$0.00	100.00%
MH BLOCK GRANT	\$0.00	\$45,671.75	\$44,504.00	\$1,167.75	102.62%
AOD SUBSIDY	\$0.00	\$76,176.00	\$76,176.00	\$0.00	100.00%
TITLE XX	\$9,927.00	\$39,846.00	\$40,513.00	(\$667.00)	98.35%
STATE GRANTS	\$14,156.30	\$188,475.26	\$282,785.50	(\$94,310.24)	66.65%
FEDERAL GRANTS	\$152,493.47	\$572,579.64	\$1,085,936.03	(\$513,356.39)	52.73%
IDAT	\$0.00	\$867.53	\$0.00	\$867.53	#DIV/0!
OTHER RECEIPTS	\$0.00	\$18,836.46	\$5,000.00	\$13,836.46	376.73%
<b>TOTAL INCOME</b>	<b>\$176,576.77</b>	<b>\$2,702,557.74</b>	<b>\$3,288,206.53</b>	<b>(\$585,648.79)</b>	<b>82.19%</b>
<u>EXPENSES</u>					
ADMIN-Levy	\$23,198.14	\$184,082.89	\$178,000.00	\$6,082.89	103.42%
ADMIN-Allocations	\$0.00	\$112,499.00	\$112,499.00	\$0.00	100.00%
ADULT ADVOCACY	\$0.00	\$30,000.00	\$30,000.00	\$0.00	100.00%
BROWN CONSULTING	\$0.00	\$10,260.00	\$28,250.00	(\$17,990.00)	36.32%
BUILDING REPAIRS	\$149.00	\$13,781.50	\$15,000.00	(\$1,218.50)	91.88%
DARE/SRO CONTRACTS	\$0.00	\$9,000.00	\$12,000.00	(\$3,000.00)	75.00%
CARLA DAVIS	\$0.00	\$475.00	\$2,000.00	(\$1,525.00)	23.75%
FAMILY & CHILDREN FIRST COUNCIL	\$0.00	\$2,000.00	\$2,000.00	\$0.00	100.00%
FAMILY LIFE COUNSELING	\$3,452.99	\$79,361.80	\$128,466.00	(\$49,104.20)	61.78%
FAMILY LIFE COUNSELING-WOMENS HOUSE OF HOPE UTILITIES (LEVY)	\$514.15	\$9,642.82	\$7,000.00	\$2,642.82	137.75%
FIRELANDS COUNSELING & RECOVERY	\$38,717.85	\$586,353.95	\$713,478.10	(\$127,124.15)	82.18%
FIRELANDS COUNSELING & RECOVERY-CENTRAL PHARMACY	\$569.68	\$8,340.00	\$58,959.78	(\$50,619.78)	14.15%
GEISLER IT-GOSH	\$0.00	\$2,534.00	\$2,500.00	\$34.00	101.36%
GUARDIANSHIP LEGAL FEES	\$0.00	\$225.00	\$3,000.00	(\$2,775.00)	7.50%
HURON COUNTY JUVENILE COURT	\$0.00	\$30,000.00	\$30,000.00	\$0.00	100.00%
HURON COUNTY SCHOOLS-AFTERPROM	\$0.00	\$6,499.99	\$6,500.00	(\$0.01)	100.00%
HURON COUNTY SHERIFF-PSYCH JAIL MEDS	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
LET'S GET REAL	\$10,216.00	\$81,243.00	\$85,000.00	(\$3,757.00)	95.58%
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	\$10,500.00	\$10,500.00	\$0.00	100.00%
MHR SB SOSW	\$3,000.00	\$12,000.00	\$12,000.00	\$0.00	100.00%
MIRIAM HOUSE	\$0.00	\$44,426.53	\$45,000.00	(\$573.47)	98.73%
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	\$462.38	\$7,626.28	\$19,998.00	(\$12,371.72)	38.14%
ORIANA HOUSE	\$12,725.72	\$112,164.60	\$165,918.00	(\$53,753.40)	67.60%
PREVENTION	\$0.00	\$5,869.62	\$6,102.00	(\$232.38)	96.19%
PROMO-Board Operating Expenses	\$66.16	\$12,732.60	\$12,500.00	\$232.60	101.86%
REACH OUR YOUTH	\$4,755.35	\$23,760.66	\$40,000.00	(\$16,239.34)	59.40%
SERVICES FOR AGING	\$6,070.36	\$20,517.00	\$20,516.00	\$1.00	100.00%
ZEPF CENTER	\$0.00	\$0.00	\$2,918.10	(\$2,918.10)	0.00%
<b>ORIGINAL CONTRACT TOTAL</b>	<b>\$103,897.78</b>	<b>\$1,462,153.20</b>	<b>\$1,795,104.98</b>	<b>(\$332,951.78)</b>	<b>81.45%</b>
Additional Funding					
ADDICTION TREATMENT PROGRAM (ATP) & CARRYOVER	\$2,284.95	\$42,079.50	\$70,249.00	(\$28,169.50)	59.90%
ARPA (FCFC)	\$13,895.00	\$42,695.00	\$60,000.00	(\$17,305.00)	71.16%
CADCA Scholarship	\$0.00	\$2,976.33	\$3,200.00	(\$223.67)	93.01%
COMMUNITY TRANSITION PROGRAM (CTP) CARRYOVER	\$60.64	\$233.54	\$42,693.91	(\$42,460.37)	0.55%
FAMILY & CHILDREN FIRST COUNCIL (LEVY)	\$0.00	\$30,000.00	\$30,000.00	\$0.00	100.00%
FAMILY LIFE COUNSELING-RECOVERY HOUSING	\$0.00	\$70,762.00	\$70,762.00	\$0.00	100.00%
FAMILY LIFE COUNSELING-RECOVERY HOUSING (LEVY)	\$27,584.82	\$82,660.29	\$106,824.00	(\$24,163.71)	77.38%
HEALING COMMUNITIES	\$4,095.21	\$8,460.24	\$27,963.00	(\$19,502.76)	30.26%
IDAT	\$0.00	\$867.53	\$0.00	\$867.53	#DIV/0!
MHBG FORENSIC MONITORING-ADDITONAL FUNDING	\$0.00	\$0.00	\$2,200.00	(\$2,200.00)	0.00%
MHBG COVID MITIGATION FUNDING CARRYOVER	\$25.27	\$4,453.16	\$7,026.38	(\$2,573.22)	63.38%
MHBG COVID FORENSIC MONITORING	\$0.00	\$0.00	\$614.45	(\$614.45)	0.00%
MRSS	\$8,018.84	\$175,404.31	\$237,787.50	(\$62,383.19)	73.77%



MULTI-SYSTEM ADULT	\$0.00	\$10,170.00	\$10,170.00	\$0.00	100.00%
NORTHPOINT ESC-DEVIN WAGES	\$0.00	\$0.00	\$2,024.63	(\$2,024.63)	0.00%
OACHBHA Agency Appreciation Mini Grant	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
OACHBHA Crisis Text Line Mini Grant	\$0.00	\$2,465.00	\$2,465.00	\$0.00	100.00%
COMMUNITY TALKS-PROSPER (TOWNHALL)	\$0.00	\$0.00	\$750.00	(\$750.00)	0.00%
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 3/14/2)	\$192.55	\$17,729.85	\$23,165.42	(\$5,435.57)	76.54%
<b>ADDITIONAL FUNDING TOTAL</b>	<b>\$56,157.28</b>	<b>\$492,456.75</b>	<b>\$707,007.13</b>	<b>(\$214,550.38)</b>	<b>69.65%</b>
<b>SUBTOTAL</b>	<b>\$160,055.06</b>	<b>\$1,954,609.95</b>	<b>\$2,502,112.11</b>	<b>(\$547,502.16)</b>	<b>78.12%</b>
<b>FEDERAL FY23</b>					
COSSAP	\$1,700.00	\$20,254.09	\$42,346.11	(\$22,092.02)	47.83%
DRUG FREE COMMUNITIES (10/1/22-9/30/23)	\$472.02	\$94,397.85	\$125,000.00	(\$30,602.15)	75.52%
Sandusky County SPF Grant	\$11,086.03	\$12,966.37	\$30,000.00	(\$17,033.63)	43.22%
SOS 3.0	\$22,161.73	\$189,533.87	\$247,511.25	(\$57,977.38)	76.58%
SOR 2.0 NCE	\$0.00	\$0.00	\$97,868.67	(\$97,868.67)	0.00%
SOS 3.0 Innovation	\$0.00	\$366,837.15	\$483,210.00	(\$116,372.85)	75.92%
<b>FEDERAL FISCAL YEAR TOTAL</b>	<b>\$35,419.78</b>	<b>\$683,989.33</b>	<b>\$1,025,936.03</b>	<b>(\$341,946.70)</b>	<b>66.67%</b>
<b>TOTAL EXPENSES</b>	<b>\$195,474.84</b>	<b>\$2,638,599.28</b>	<b>\$3,530,048.41</b>	<b>(\$891,449.13)</b>	<b>74.75%</b>

REPORTING PERIOD THRU	6/30/2023	% OF BUDGET / YTD (OVER/UNDER)	-25.25%
FY23 YTD Revenues - Expenses	\$63,958.46	YTD % OF ANNUAL BUDGET	-17.81%

**FY 2023 - Huron County Levy Through June 2023**

	Anticipated Amount	DATE AND MOTION NUMBER	% Actual Amount	Actual %
<b>REVENUES</b>				
Cash Balance from FY22			\$ 844,980.29	
Levy Settlement	\$ 572,000.00		\$ 572,573.16	102.13%
Homestead/Rollback	\$ 16,080.00		\$ 11,635.69	72.36%
Anticipated Levy Amount	\$ 588,080.00	<b>Total Levy Amount Received</b>	\$ 584,208.85	
		<b>Total Actual Cash Amount</b>	\$ 1,429,189.14	
<b>EXPENSES</b>				
	<u>Contract/ Allocations</u>		<u>Actual Expenditures</u>	
Firelands Counseling & Recovery Services	\$ 5,084.00	5/17/2022	\$ 1,025.49	20.17%
Family Life Counseling	\$ 900.00	5/17/2022	\$ -	0.00%
FLC-Recovery Housing	\$ 106,824.00	11/22/2022	\$ 82,660.29	77.38%
Oriana House	\$ 78,872.00	5/17/2022	\$ 32,547.87	41.27%
Catholic Charities-Miriam House	\$ 45,000.00	5/17/2022	\$ 44,426.53	98.73%
Enrichment Centers for Huron County	\$ 20,516.00	5/17/2022	\$ 20,517.00	100.00%
Family & Children First Council	\$ 30,000.00	9/20/2022	\$ 30,000.00	100.00%
Brown Consulting	\$ 22,230.00	5/17/2022	\$ 4,240.20	19.07%
Huron County Schools-After Prom	\$ 6,500.00	1/17/2023	\$ 6,499.99	100.00%
Huron County Sheriff's Office	\$ 6,000.00	5/17/2022	\$ 6,000.00	100.00%
NAMI NW (CIT & CISM)	\$ 38,000.00	5/17/2022	\$ 37,220.00	97.95%
NAMI NW	\$ 10,000.00	7/19/2022	\$ -	0.00%
Northpoint ESC	\$ 2,024.63	9/20/2022	\$ -	0.00%
Nowalk Police Department	\$ 3,000.00	5/17/2022	\$ -	0.00%
OACHBHA Membership Fees	\$ 7,000.00		\$ 7,000.00	100.00%
Reach Our Youth	\$ 40,000.00	5/17/2022	\$ 23,760.66	59.40%
Willard Police Department	\$ 3,000.00	5/17/2022	\$ 3,000.00	100.00%
Board Operated Expenses-Promotional Items Etc	\$ 12,500.00	1/17/2023	\$ 12,732.60	101.86%
Admin Costs	\$ 178,000.00	1/17/2023	\$ 184,082.89	103.42%
Admin-FLC WHOH Expenses	\$ 7,000.00		\$ 9,642.82	137.75%
Building Repairs	\$ 15,000.00	5/17/2022	\$ 13,781.50	91.88%
<b>Total Expenditures</b>	<b>\$ 637,450.63</b>		<b>\$ 519,137.84</b>	<b>81.44%</b>

<b>FY23 ANTICIPATED LEVY RESERVES DIFFERENCE*****</b>	<b>FY23 CASH Balance*</b>	<b>\$ 910,051.30</b>
<b>\$ (49,370.63)</b>		
	<b>FY23 Unspent Obligations**</b>	<b>\$ 118,312.79</b>
	<b>FY23 Anticipated Levy Amount Remaining***</b>	<b>\$ 3,871.15</b>
	<b>Projected FY23 CASH/Carryover Balance****</b>	<b>\$ 795,609.66</b>

\*Actual Cash Amount minus Actual Total Expenditures  
 \*\*Contract Total Expenditures minus Actual Total Expenditures  
 \*\*\*Anticipated Levy Amount minus Total Levy Amount Received  
 \*\*\*\*FY23 Cash Balance minus FY23 Unspent Obligations plus FY23 Anticipated Levy Amount  
 \*\*\*\*\*Anticipated Levy Amount minus Total Contracted Expenditures

**Calendar Year 2023 Receipts and Cash Journal**

<b>June 2023</b>							
	<b>Account Number</b>	<b>Description</b>	<b>Accumulated From Previous Report</b>	<b>Current Month's Report</b>	<b>Accumulated Year-to-Date</b>	<b>% of Anticipated Revenue</b>	<b>Anticipated CY Revenue</b>
<b>FEDERAL FUNDS</b>							
Title XX	100.100.10165	Fed MH	11,425.00	9,927.00	21,352.00	52.7%	40,513.00
MH Block Grant	100.100.10126	Fed MH	22,319.75	0.00	22,319.75	52.8%	42,304.00
ADTR Block Grant	100.100.10122	Fed AOD	124,815.50	0.00	124,815.50	52.1%	239,692.00
Federal Grants	100.100.10167	Federal Grants	412,520.10	152,493.47	565,013.57	100.9%	560,000.00
<b>STATE FUNDS</b>							
MH Subsidy	100.100.10121	State MH	364,408.75	0.00	364,408.75	41.1%	886,758.00
Recovery Housing	100.100.10123	State AOD	22,950.00	0.00	22,950.00	50.0%	45,900.00
AOD Subsidy	100.100.10127	State AOD	25,688.00	0.00	25,688.00	33.7%	76,176.00
State Grants	100.100.10166	State MH & Aod	192,557.46	14,156.30	206,713.76	73.1%	282,785.50
<b>LOCAL FUNDS</b>							
Real Estate Tax	100.100.10100	Huron Levy	331,428.16	0.00	331,428.16	59.2%	560,000.00
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	7,192.85	0.00	7,192.85	45.0%	16,000.00
Other Receipts	100.100.10170	Other Receipts	9,041.88	0.00	9,041.88	180.8%	5,000.00
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	#DIV/0!	0.00
<b>TOTAL RECEIPTS:</b>			<b>\$ 1,524,347.45</b>	<b>\$ 176,576.77</b>	<b>\$ 1,700,924.22</b>	<b>61.7%</b>	<b>2,755,208.50</b>
<b>CASH JOURNAL RECONCILIATION</b>							
Beginning Cash Balance:			<b>\$ 2,858,386.66</b>				
Plus: Receipts			<b>176,576.77</b>				
Equals: Total Balance			<b>\$ 3,034,963.43</b>				
Minus: Expenditures			<b>194,905.16</b>				
Equals: Ending Balance			<b>\$ 2,840,058.27</b>				
Minus: Encumbrances			<b>2,363,140.58</b>				
Equals:			<b>\$ 476,917.69</b>				

June 2023	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	220,000.00	15,503.03	100,769.74	45.8%	0.00	119,230.26
SUPPLIES 100.100.00175	25,538.51	138.86	11,677.96	45.7%	13,860.55	0.00
EQUIPMENT 100.100.00200	0.00	0.00	0.00	#DIV/0!	0.00	0.00
CONTRACT REPAIRS 100.100.00275	3,717,315.58	168,105.64	1,407,108.11	37.9%	2,310,207.47	0.00
RESIDENTIAL PROGRAM 100.100.00280	0.00	0.00	0.00	#DIV/0!	0.00	0.00
TRAVEL 100.100.00300	10,578.76	631.14	4,526.49	42.8%	6,052.27	0.00
O.P.E.R.S. 100.100.00400	28,000.00	2,170.42	14,107.73	50.4%	0.00	13,892.27
WORKERS' COMP 100.100.00425	2,150.00	0.00	57.89	2.7%	0.00	2,092.11
UNEMPLOYMENT 100.100.00450	0.00	0.00	0.00	#DIV/0!	0.00	0.00
MEDICARE 100.100.00460	3,200.00	216.92	1,413.91	44.2%	0.00	1,786.09
OTHER EXPENSES 100.100.00475	52,318.74	4,375.37	19,298.45	36.9%	33,020.29	0.00
HOSPITALIZATION 100.100.00500	45,000.00	3,763.78	22,582.68	50.2%	0.00	22,417.32
<b>TOTAL:</b>	<b>4,104,101.59</b>	<b>194,905.16</b>	<b>1,581,542.96</b>	<b>38.5%</b>	<b>2,363,140.58</b>	<b>159,418.05</b>

# Attachment III Huron County Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500

From: 6/1/2023 to 6/30/2023

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount	
<b>100.100.00175 Supplies</b>							
EJ2023060018-077	06/14/2023	DFC Certificate Frames from 3	CK0000427178-01	PO2023-00425 Amazon Capital Services	23-0414 Inv 1V4J-	\$45.98	\$0.00
EJ2023060039-093	06/28/2023	DFC Legal Pads, Markers, Pos	CK0000427584-01	PO2023-00425 Amazon Capital Services	23-0446 Inv 19NK-	\$54.92	\$0.00
EJ2023060039-095	06/28/2023	LEVY Weed & Grass Killer & R	CK0000427584-01	PO2023-00425 Amazon Capital Services	23-0447 Inv 119G-	\$37.96	\$0.00
<b>100.100.00175 Total:</b>					<b>\$138.86</b>	<b>\$0.00</b>	
<b>100.100.00275 Contract Repairs</b>							
EJ2023060009-097	06/07/2023	LEVY OFC Water & Sewer Ser	CK0000211901-01	PO2023-00426 City of Norwalk	23-0400 Acct E041	\$31.80	\$0.00
EJ2023060009-099	06/07/2023	LEVY WHOH-A Water & Sewer	CK0000211901-01	PO2023-00426 City of Norwalk	23-0401 Acct D274	\$138.00	\$0.00
EJ2023060009-101	06/07/2023	LEVY WHOH-B Water & Sewer	CK0000211901-01	PO2023-00426 City of Norwalk	23-0402 Acct D274	\$106.50	\$0.00
EJ2023060009-105	06/07/2023	SAPT TX GOSH 053023 from	CK0000211902-01	PO2023-00426 Family Life Counseling and Ps	23-0404 SUD GOS	\$618.39	\$0.00
EJ2023060009-107	06/07/2023	LEVY MHOH April 2023 from 3	CK0000211902-01	PO2023-00426 Family Life Counseling and Ps	23-0405 Recovery	\$8,591.15	\$0.00
EJ2023060009-109	06/07/2023	LEVY WHOH April 2023 from 3	CK0000211902-01	PO2023-00426 Family Life Counseling and Ps	23-0406 Recovery	\$5,346.50	\$0.00
EJ2023060009-111	06/07/2023	SPF Devin Pollick Personnel C	CK0000427036-01	PO2023-00426 North Point Educational Servic	23-0407 Billing 187	\$5,523.02	\$0.00
EJ2023060009-113	06/07/2023	CTP April 2023 Services from 3	CK0000211900-01	PO2023-00426 Oriana House Inc	23-0408 April 2023	\$60.64	\$0.00
EJ2023060009-115	06/07/2023	SPF CE Broker License from 3	CK0000427038-01	PO2023-00426 Devin Pollick	23-0410	\$39.99	\$0.00
EJ2023060009-117	06/07/2023	DFC Cell Phone Stipend from	CK0000427038-01	PO2023-00426 Devin Pollick	23-0410 May 2023	\$60.00	\$0.00
EJ2023060009-125	06/07/2023	LEVY Quarterly Bug Treatment	CK0000427037-01	PO2023-00426 Professional Bug Solutions	28999/23-0409 Ac	\$145.00	\$0.00
EJ2023060018-079	06/14/2023	LEVY Cell phone reimburseme	CK0000427183-01	PO2023-00426 Ashley Morrow	23-0424 May 2023	\$60.00	\$0.00
EJ2023060018-083	06/14/2023	LEVY WHOH-B Internet Servic	CK0000427181-01	PO2023-00426 Spectrum	23-0422 Acct 8361	\$96.79	\$0.00
EJ2023060018-085	06/14/2023	LEVY WHOH-A Internet Servic	CK0000427181-01	PO2023-00426 Spectrum	23-0421 Acct 8361	\$76.43	\$0.00
EJ2023060018-087	06/14/2023	LEVY Cell phone reimburseme	CK0000427182-01	PO2023-00426 Kristen Cardone	23-0425 May 2023	\$60.00	\$0.00
EJ2023060018-091	06/14/2023	ECMH Consultation from 3599	CK0000427179-01	PO2023-00426 OhioGuidestone	23-0420 Inv 14819	\$462.38	\$0.00
EJ2023060018-093	06/14/2023	SAPT PREV Adventure Therap	CK0000211927-01	PO2023-00426 Family Life Counseling and Ps	23-0416 Inv 1543	\$2,176.00	\$0.00
EJ2023060018-095	06/14/2023	COSSAP QRT April 2023 from	CK0000211927-01	PO2023-00426 Family Life Counseling and Ps	23-0417 Inv 1548	\$300.00	\$0.00
EJ2023060018-097	06/14/2023	GRF 421 MH After-hours Crisis	CK0000427180-01	PO2023-00426 Firelands Counseling & Recov	23-0418 Inv 3015	\$2,710.23	\$0.00
EJ2023060027-125	06/22/2023	LEVY WHOH-A Gas Services	CK0000427409-01	PO2023-00426 Columbia Gas of Ohio	23-0428 Acct 2070	\$50.38	\$0.00
EJ2023060027-127	06/22/2023	LEVY WHOH-B Gas Services	CK0000427409-01	PO2023-00426 Columbia Gas of Ohio	23-0429 Acct 2070	\$46.05	\$0.00
EJ2023060027-129	06/22/2023	MRSS Client Services from 36	CK0000212050-01	PO2023-00426 Family Life Counseling and Ps	23-0430 Inv 1557	\$4,983.67	\$0.00
EJ2023060027-131	06/22/2023	MRSS Client Services from 36	CK0000212050-01	PO2023-00426 Family Life Counseling and Ps	23-0431 Inv 1507	\$3,035.17	\$0.00
EJ2023060027-133	06/22/2023	COVID Mitigation from 360493	CK0000427410-01	PO2023-00426 Firelands Counseling & Recov	23-0432 Inv 3017	\$25.27	\$0.00
EJ2023060027-135	06/22/2023	GRF 421 MH Crisis Flex from 3	CK0000427410-01	PO2023-00426 Firelands Counseling & Recov	23-0433 Inv 3018	\$4,375.00	\$0.00
EJ2023060027-137	06/22/2023	SOS Transportation, Salaries,	CK0000427410-01	PO2023-00426 Firelands Counseling & Recov	23-0434 Inv 3019	\$2,751.71	\$0.00
EJ2023060027-139	06/22/2023	ATP HCJC, Housing, Transpor	CK0000427410-01	PO2023-00426 Firelands Counseling & Recov	23-0435 Inv 3020	\$1,337.53	\$0.00
EJ2023060027-141	06/22/2023	GRF 421 MH GOSH 061323 fr	CK0000427410-01	PO2023-00426 Firelands Counseling & Recov	23-0436 MH GOS	\$18,627.05	\$0.00
EJ2023060027-143	06/22/2023	GRF 421 AOD GOSH 061323 f	CK0000427410-01	PO2023-00426 Firelands Counseling & Recov	23-0436 SUD GOS	\$1,235.12	\$0.00
EJ2023060027-147	06/22/2023	LEVY Ofc Phone Services 070	CK0000427408-01	PO2023-00426 Mitel	23-0437 Inv 43803	\$194.61	\$0.00
EJ2023060027-149	06/22/2023	SAPT TX GOSH 061323 from	CK0000212051-01	PO2023-00426 Oriana House Inc	23-0438 ISUD GO	\$2,003.16	\$0.00
EJ2023060027-151	06/22/2023	GRF 421 MH CROSSWAEH M	CK0000212051-01	PO2023-00426 Oriana House Inc	23-0439 Inv AR162	\$1,428.00	\$0.00

**Expense Audit Trail Report**  
**From: 6/1/2023 to 6/30/2023**

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2023060027-153	06/22/2023	LEVY NOBARS May 2023 from	CK0000212051-01 PO2023-00426 Oriana House Inc	23-0440 Inv AR164	\$9,294.56	\$0.00
EJ2023060027-155	06/22/2023	COSSAP QRT May 2023 from	CK0000212051-01 PO2023-00426 Oriana House Inc	23-0441 Inv AR168	\$300.00	\$0.00
EJ2023060027-157	06/22/2023	SOS Recovery Navigator, Jail	CK0000212051-01 PO2023-00426 Oriana House Inc	23-0442 Inv AR169	\$4,908.42	\$0.00
EJ2023060027-159	06/22/2023	LEVY Mentoring Program Mar-	CK0000212052-01 PO2023-00426 Reach Our Youth (ROY) Inc	23-0443 March-Ma	\$4,755.35	\$0.00
EJ2023060027-161	06/22/2023	LEVY Age Exchange Program	CK0000212053-01 PO2023-00426 Services for Aging	23-0444 Inv 05312	\$6,070.36	\$0.00
EJ2023060039-091	06/28/2023	LEVY Ofc Internet Services 06	CK0000427589-01 PO2023-00426 Charter Communications	0157721061623	\$237.97	\$0.00
EJ2023060039-097	06/28/2023	LEVY Ofc Gas Services 05162	CK0000427586-01 PO2023-00426 Columbia Gas of Ohio	23-0448 Acct 2070	\$47.92	\$0.00
EJ2023060039-099	06/28/2023	PRIM PREV Adventure Therap	CK0000212114-01 PO2023-00426 Family Life Counseling and Ps	23-0449 Inv 1547	\$658.60	\$0.00
EJ2023060039-101	06/28/2023	SOS 3.0 Gas Cards, Transport	CK0000212114-01 PO2023-00426 Family Life Counseling and Ps	23-0450 Inv 1562	\$2,720.00	\$0.00
EJ2023060039-103	06/28/2023	LEVY WHOH May 2023 from 3	CK0000212114-01 PO2023-00426 Family Life Counseling and Ps	23-0451 May 2023	\$4,500.01	\$0.00
EJ2023060039-105	06/28/2023	LEVY MHOH May 2023 from 3	CK0000212114-01 PO2023-00426 Family Life Counseling and Ps	23-0452 May 2023	\$9,147.16	\$0.00
EJ2023060039-107	06/28/2023	GRF 421 MH Out of County M	CK0000427590-01 PO2023-00426 Firelands Counseling & Recov	23-0453 Inv 3027	\$3,046.80	\$0.00
EJ2023060039-109	06/28/2023	GRF 421 MH HC Denials from	CK0000427590-01 PO2023-00426 Firelands Counseling & Recov	23-0454 Inv 3026	\$209.22	\$0.00
EJ2023060039-111	06/28/2023	GRF 421 MH Clinical Exceptio	CK0000427590-01 PO2023-00426 Firelands Counseling & Recov	23-0455 Inv 3025	\$4,708.08	\$0.00
EJ2023060039-113	06/28/2023	GRF 421 AOD Clinical Excepti	CK0000427590-01 PO2023-00426 Firelands Counseling & Recov	23-0455 Inv 3025	\$397.74	\$0.00
EJ2023060039-115	06/28/2023	AUD COVID Treatment Service	CK0000427590-01 PO2023-00426 Firelands Counseling & Recov	23-0456 Inv 3024	\$192.55	\$0.00
EJ2023060039-117	06/28/2023	GRF 421 MH After-hours Crisis	CK0000427590-01 PO2023-00426 Firelands Counseling & Recov	23-0457 Inv 3037	\$3,408.61	\$0.00
EJ2023060039-119	06/28/2023	ARPA Strengthening Families	CK0000427585-01 PO2023-00426 Huron County Job & Family S	23-0458 May 2023	\$13,895.00	\$0.00
EJ2023060039-121	06/28/2023	SAPT TX Peer Support Service	CK0000212113-01 PO2023-00426 Lets Get Real Inc	23-0459 May 2023	\$10,216.00	\$0.00
EJ2023060039-123	06/28/2023	COSSAP Personnel & Auto fro	CK0000212113-01 PO2023-00426 Lets Get Real Inc	23-0460 May 2023	\$1,100.00	\$0.00
EJ2023060039-125	06/28/2023	ATP Personnel/Client Needs fr	CK0000212113-01 PO2023-00426 Lets Get Real Inc	23-0461 May 2023	\$947.42	\$0.00
EJ2023060039-127	06/28/2023	SOS 3.0 WHO/Rec Nav/Rec Ri	CK0000212113-01 PO2023-00426 Lets Get Real Inc	23-0462 May 2023	\$11,781.60	\$0.00
EJ2023060039-129	06/28/2023	GRF 421 MH Financial Manag	CK0000212112-01 PO2023-00426 Mental Health & Recovery Ser	23-0463 Inv 2023-	\$3,000.00	\$0.00
EJ2023060039-131	06/28/2023	DFC Devin Pollick Personnel C	CK0000427588-01 PO2023-00426 North Point Educational Servic	23-0464 Billing # 1	\$5,523.02	\$0.00
EJ2023060039-133	06/28/2023	LEVY Ofc Copier Services 060	CK0000427587-01 PO2023-00426 US Bank Equipment Finance	23-0466 Inv 50390	\$343.71	\$0.00
<b>100.100.00275 Total:</b>					<b>\$168,105.64</b>	<b>\$0.00</b>
<b>100.100.00300 Travel</b>						
EJ2023060009-119	06/07/2023	DFC Travel Expenses from 359	CK0000427038-01 PO2023-00427 Devin Pollick	23-0411 May 2023	\$311.12	\$0.00
EJ2023060009-121	06/07/2023	LEVY Travel Expenses from 35	CK0000427039-01 PO2023-00427 Carolyn Williamson	23-0412 May 2023	\$29.87	\$0.00
EJ2023060018-081	06/14/2023	LEVY Travel Expenses from 35	CK0000427183-01 PO2023-00427 Ashley Morrow	23-0426 May 2023	\$61.76	\$0.00
EJ2023060018-089	06/14/2023	LEVY Travel Expenses from 35	CK0000427182-01 PO2023-00427 Kristen Cardone	23-0427 May 2023	\$95.49	\$0.00
EJ2023060027-145	06/22/2023	LEVY Mileage and Parking for	CK0000427411-01 PO2023-00427 Julie Landoll	23-0445 Travel	\$132.90	\$0.00
<b>100.100.00300 Total:</b>					<b>\$631.14</b>	<b>\$0.00</b>
<b>100.100.00400 OPERS</b>						
EJ2023060004-139	06/14/2023	Matching for OPERS 2129-08 (	CK0000020280-35 O.P.E.R.S.	Inv_177773	\$1,085.21	\$0.00
EJ2023060004-291	06/14/2023	Matching for OPERS 2129-08 (	CK0000020280-34 O.P.E.R.S.	Inv_178831	\$1,085.21	\$0.00
<b>100.100.00400 Total:</b>					<b>\$2,170.42</b>	<b>\$0.00</b>
<b>100.100.00460 Medicare</b>						
EJ2023060014-107	06/12/2023	Matching for Medicare (Matchi	CK0000020281-38 Civista Bank-Payroll Taxes	Inv_179462	\$108.46	\$0.00
EJ2023060037-149	06/26/2023	Matching for Medicare (Matchi	CK0000020283-41 Civista Bank-Payroll Taxes	Inv_180492	\$108.46	\$0.00
<b>100.100.00460 Total:</b>					<b>\$216.92</b>	<b>\$0.00</b>
<b>100.100.00475 Other Expenses</b>						

**Expense Audit Trail Report**  
**From: 6/1/2023 to 6/30/2023**

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2023060009-103	06/07/2023	HEALing COMM Drug Deactiva	CK0000427040-01 PO2023-00428	DisposeRx Direct LLC 23-0403 Order 102	\$3,615.21	\$0.00
EJ2023060009-123	06/07/2023	LEVY Background Check for G	CK0000427041-01 PO2023-00428	Huron County Sheriff 23-0413 Inv 104	\$65.00	\$0.00
EJ2023060018-099	06/14/2023	HEALING COMM Radio Ads fr	CK0000427185-01 PO2023-00428	WEOL-WKFM-WLKRFM-AM 23-0423 41011-11	\$480.00	\$0.00
EJ2023060018-101	06/14/2023	LEVY Building Repairs WHOH	CK0000427186-01 PO2023-00428	Maple City Contracting 23-0419 Inv INV02	\$149.00	\$0.00
EJ2023060018-213	06/14/2023	PROMO Levy Stepping Up foo	CK0000427184-01 PO2023-00428	Elan Financial Services 23-0415 Acct 4798	\$66.16	\$0.00
<b>100.100.00475 Total:</b>					<b>\$4,375.37</b>	<b>\$0.00</b>
<b>100.100.00500 Hospitalization</b>						
EJ2023060002-069	06/01/2023	Deduction: Hartford Life Insura	CK0000426882-18 The Hartford	Inv_178824	\$5.01	\$0.00
EJ2023060031-013	06/23/2023	June Health Insurance from 35	CK0000427523-01 Huron County Treasurer	June 2023	\$3,758.77	\$0.00
<b>100.100.00500 Total:</b>					<b>\$3,763.78</b>	<b>\$0.00</b>
<b>Mental Health Totals:</b>					<b>\$179,402.13</b>	<b>\$0.00</b>
<b>Fund: 100 Total:</b>					<b>\$179,402.13</b>	<b>\$0.00</b>
<b>Grand Total:</b>					<b>\$179,402.13</b>	<b>\$0.00</b>