



HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street
Norwalk, Ohio 44857

May 19, 2020 BOARD MEETING AGENDA

Location: Zoom

<https://zoom.us/j/5853755182?pwd=eXhUUGhPNDhCekZHcWJFNHFZWjJoUT09>

Meeting ID: 585 375 5182, Password: 44857

To call in: (929) 205-6099, Meeting ID: 585 375 5182, Password: 44857

Rules for the Public

- You are only permitted to listen, not participate (until any scheduled public comment time).
- Your phones/computers must be muted during the meeting.
- If you are inadvertently disconnected, you are responsible for calling/logging back in to reconnect to the meeting.
- The meeting will be halted temporarily if it becomes aware that a governing board member was dropped from the meeting until that board member can reconnect.

Rules for Board Members

- Roll call will be taken at the begin of the meeting
- A quorum is still required to conduct the meeting
- If you are inadvertently disconnected from the meeting, you should immediately notify a staff contact running the meeting so that the meeting can be halted until you announce that you have re-connected.
- If a board member knows they have to leave the meeting early, they should inform staff in advance and announce when they are disconnecting.
- Minutes must still be taken
- If executive session is needed for authorized purposes per regular requirements, it should be held at the beginning of the meeting since the public are not permitted to join. The public will then be permitted to join when the board returns to open session in order to take action.

Time		Who
6:10PM	Call to Order	Board Chair
	Guest Introductions	
	Approval of Board Minutes	
	Board Chair Report	Board Chair
	Executive Director's Report	Ex. Director
	Committee Meeting Reports <ul style="list-style-type: none"> • Program Committee <ul style="list-style-type: none"> ○ SFY 2021 Board meeting schedule ○ Board Reserved Funds Policy ○ Request for Proposal Policy ○ CDC Suicide Prevention grant • Finance Committee <ul style="list-style-type: none"> ○ Approval of Financial Report ○ Approval of March List of Bills 	
	Old Business	
	Meeting Discussion/New Business	
	Guest Introductions/Announcements	
6:56PM	Adjournment	Board Chair

HURON COUNTY

**BOARD OF MENTAL
 HEALTH & ADDICTION
 SERVICES**

May 19, 2020

I. CALL TO ORDER

Meeting called to order at ___ 6:10__ PM.

Board Members in attendance:

X	Katie Chieda		Ben Chaffee, Jr. -Excused	X	Rob Duncan
X	Lisa Hivnor (arrived at 6:33pm)	X	Julie Landoll	X	Kenneth Murray
X	Steve Barnes	X	Dorothy Ruffer	X	Tom Sharpnack
	Steven Fawcett -Excused	X	Mike White	X	DeEtte Zimmerman
X	Lenora Minor				

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Administrative Assistant
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II. GUEST INTRODUCTIONS

- Jacki Salter (Firelands Counseling & Recovery Services) and Jessica Dickman (Family Life Counseling)

III. APPROVAL OF BOARD MEETING MINUTES

MOTION: 1	To approve the April 21, 2020 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on April 27, 2020.		
Motion Made By:	Rob Duncan	Seconded:	DeEtte Zimmerman

1	Katie Chieda		Ben Chaffee, Jr. -Excused	7	Rob Duncan
	Lisa Hivnor	4	Julie Landoll	8	Kenneth Murray
2	Steve Barnes	5	Dorothy Ruffer	9	Tom Sharpnack
	Steven Fawcett -Excused	6	Mike White	10	DeEtte Zimmerman
3	Lenora Minor				

No Opposition

IV. BOARD CHAIR REPORT

- No Board Chair Report

V. EXECUTIVE DIRECTOR REPORT

- Ms. Cardone shared that the Culture of Quality certifications have been pushed back due to COVID. MHAS's certification evaluation will now be taking place in September 2021.
- Ms. Cardone gave an update on mental health and addiction data since start of COVID. She shared that since the middle of March, 911 reports 28 mental health calls and/or suicide attempts/ideation, 19 reported overdoses, 6 fatal overdoses, and 1 suicide death.
- Ms. Cardone shared that Board staff are working on preparing the office to be open daily and have created a plan which has been shared with the Board Chair. Board staff is finishing obtaining the needed PPE and hope to have the office open 5 days per week starting the first week of June.
- Ms. Cardone shared an update on the office space. She shared that the blinds were installed last week and Legends hopes to begin work on installing the ramp this week, dependent on the weather. The push bar was installed on the exterior basement door along with a keypad for entry. The electrician has started as well and once he completes repairs in the basement that space will be ready for use.
- Ms. Cardone shared that the FY20 agency audits for Family Life, Firelands, and Oriana House were postponed due to COVID as they were scheduled to take place at the end of March. Ms. Cardone is working with agencies to get those re-scheduled in the near future.
- Ms. Cardone shared information received from a call with Director Criss last Thursday. She shared that OhioMHAS is working on determining FY21 funding allocations but are not able to provide Boards with any information at this time. The state recognizes the need for funding at the community level and trying hard to keep the cuts from impacting communities.
- Ms. Cardone shared that the Family Support Program up and running. They have not received any referrals however the training and orientation for the faith-based community is complete.
- Ms. Cardone shared that Firelands Counseling & Recovery Services is hosting a virtual QPR 5/21 10:30 – 11:30am for anyone who is interested.
- Ms. Morrow shared an overview of the grants she has worked on. Since February 2020, Ms. Morrow has worked on seeking additional funding for services in the community through the application of three grant opportunities. An overview of the grants is below:
 - LEMHWA COPS
 - This grant supports the implementation and expansion of mental health and wellness-based supports and services for law enforcement and first responders in Huron County.
 - This grant application is a 2-year grant with an award total up to \$125,000.00. Ms. Morrow had submitted this grant at the end of April and is awaiting a response.
 - What it addressed:
 - Peer support services
 - 24/7 hotline
 - Reduced MH costs for treatment at our contracted providers

- Outreach and education
- Implementation of peer and family support groups
- Creation and distribution of a first responder MH guide at all departments
- RCORP Implementation
 - Implementation of innovative and high value programs to strengthen and expand prevention, treatment, and recovery supports to improve the overall health of the rural residents of Huron County.
 - This grant application is a 3-year grant with an award total of up to \$1,000,000.00 and is due on May 26th, 2020.
 - What it addressed:
 - Outreach and education on SUD/ODD
 - Annual drug take back days
 - Increased prevention programs
 - Increased Narcan distribution and education
 - Reducing barriers to treatment/reducing wait lists
 - Increasing MH professional attraction and retention
 - SUD/ODD in the workforce/working with employers
 - Online data base for SUD/ODD services and supports
 - Expand QRT
 - Expand Peer Support/Create a peer wellness center
 - Expand Recovery Housing
 - Working on: Due May 26th
 - 3-year grant, total \$1,000,000.00
- CDC Comprehensive Suicide Prevention
 - This purpose of this proposal is to strengthen and expand the implementation and evaluation of a comprehensive public health approach to suicide prevention in order to reduce suicide morbidity and mortality, with attention on our rural community which is identified as a vulnerable population. Our goal is to reduce the suicide morbidity and mortality in the identified jurisdiction by 10% by implementing and evaluating the current comprehensive public health approach to suicide prevention.
 - This grant application is a 5-year grant with an award total of up to \$7,000,000.00 and is due on May 26th, 2020.
 - What it addresses:
 - Strengthening economic supports/financial stability and housing stability for individuals
 - Reducing provider shortages in the rural service area
 - Creating safer suicide care
 - Reducing access to lethal means
 - Addressing excessive alcohol use
 - Promoting Connectedness among individuals with MH
 - Implementing peer norm programs for MH
 - Community engagement activities for MH
 - Coping and problem-solving skills

- Safe messaging about suicide

VI. COMMITTEE MEETING REPORTS

PROGRAM COMMITTEE REPORT

- SFY 2021 Board meeting schedule (Attachment I)
 - Committee members reviewed and discussed the proposed SFY 2021 Board meeting schedule and the final version of this schedule including recommended changes may be found in Attachment I.

MOTION: 2	Approval to adopt the SFY 2021 Board meeting schedule as shown in Attachment I.		
Motion Made By:	Julie Landoll	Seconded:	Ken Murray

10	Katie Chieda		Ben Chaffee, Jr. -Excused	4	Rob Duncan
	Lisa Hivnor	7	Julie Landoll	3	Kenneth Murray
9	Steve Barnes	6	Dorothy Ruffer	2	Tom Sharpnack
	Steven Fawcett -Excused	5	Mike White	1	DeEtte Zimmerman
8	Lenora Minor				

No Opposition

- Board Reserved Funds Policy (Attachment II)
 - Committee members reviewed and discussed the proposed Board Reserved Funds Policy which may be found in Attachment II. The new policy clearly defines the minimum and maximum amount of funding for the Board's reserves and details how and when the Board will review and approve a required reserve amount. This policy is in response to the potential funding cuts related to the coronavirus pandemic, with the goal of minimizing interruptions in the provision of behavioral health services. Ms. Cardone was asked by the Finance Committee to reach out to Roland Tkach, the Huron County Auditor, regarding this policy however at the time of the Board meeting, Ms. Cardone was unable to discuss the policy with Mr. Tkach due to him being on vacation.
 - Board members agreed to move forward with approving the policy with the understanding that Ms. Cardone will consult with Mr. Tkach when he is available.
 - Mr. Tkach's feedback was obtained on May 21, 2020. He stated that he believes the amount to be held in reserves is more of a guideline than a policy. Ms. Cardone shared that it is common with other Boards to have a policy clearly defining how funds in reserves are managed. Mr. Tkach stated this is up to the Board as it is an internal control and he does not have anything to do with the Board's policies.

MOTION: 3	Approval to adopt the Board Reserved Funds Policy as shown in Attachment II.		
Motion Made By:	Rob Duncan	Seconded:	Lenora Minor

8	Katie Chieda		Ben Chaffee, Jr. -Excused	4	Rob Duncan
	Lisa Hivnor	1	Julie Landoll	5	Kenneth Murray
9	Steve Barnes	2	Dorothy Ruffer	6	Tom Sharpnack

	Steven Fawcett -Excused	3	Mike White	7	DeEtte Zimmerman
10	Lenora Minor				

No Opposition

- Request for Proposal Policy (Attachment III)
 - Committee members reviewed and discussed the Request for Proposal Policy which can be found in Attachment III. The Request for Proposal policy details how the Board accepts and solicits proposals for services to ensure that proposed services align with the Board’s strategic plan and meet the needs of the community. Currently, the Board accepts proposals each spring for the following fiscal year and allocates all anticipated funding for the next fiscal year during this proposal process. This policy expands on the annual proposal process by detailing how the Board will solicit proposals when new funding, or Reserved funds, become available.

MOTION: 4	Approval to adopt the Request for Proposal Policy as shown in Attachment III.				
Motion Made By:	Dorothy Ruffer	Seconded:	Julie Landoll		

3	Katie Chieda		Ben Chaffee, Jr. -Excused	7	Rob Duncan
11	Lisa Hivnor (arrived at 6:33)	6	Julie Landoll	8	Kenneth Murray
2	Steve Barnes	5	Dorothy Ruffer	9	Tom Sharpnack
	Steven Fawcett -Excused	4	Mike White	10	DeEtte Zimmerman
1	Lenora Minor				

No Opposition

- CDC Suicide Prevention grant
 - Ms. Morrow shared with the Committee a suicide prevention grant opportunity in which the Board would collaborate with the Mental Health and Recovery Services Board of Sandusky, Seneca, and Wyandot Counties. The CDC Suicide Prevention Grant is a funding opportunity for the implementation and evaluation of a comprehensive public health approach to suicide prevention. This grant opportunity aligns with the Board’s goal of seeking additional funding in anticipation of potential funding cuts to ensure the Board can continue providing the needed services in the community. Committee members were in support of applying for the funding opportunity.

MOTION: 5	Authorize Executive Director to apply for the Centers for Disease Control and Prevention’s Suicide Prevention Grant.				
Motion Made By:	DeEtte Zimmerman	Seconded:	Lenora Minor		

1	Katie Chieda		Ben Chaffee, Jr. -Excused	8	Rob Duncan
2	Lisa Hivnor	5	Julie Landoll	9	Kenneth Murray
3	Steve Barnes	6	Dorothy Ruffer	10	Tom Sharpnack
	Steven Fawcett -Excused	7	Mike White	11	DeEtte Zimmerman
4	Lenora Minor				

No Opposition

MOTION: 6	To approve the May 11, 2020 Program Committee meeting minutes as sent on May 12, 2020.		
Motion Made By:	Julie Landoll	Seconded:	Tom Sharpnack

8	Katie Chieda		Ben Chaffee, Jr. -Excused	4	Rob Duncan
9	Lisa Hivnor	3	Julie Landoll	5	Kenneth Murray
10	Steve Barnes	2	Dorothy Ruffer	6	Tom Sharpnack
	Steven Fawcett -Excused	1	Mike White	7	DeEtte Zimmerman
11	Lenora Minor				

No Opposition

- **FINANCE COMMITTEE REPORT**

- Financial Report (Attachment IV)
 - Committee members reviewed the Board’s Financial Report through April 30, 2020 and this report may be found in Attachment IV.

MOTION: 7	To approve the Financial Report through April 30, 2020 as included in Attachment IV.		
Motion Made By:	Rob Duncan	Seconded:	Lisa Hivnor

3	Katie Chieda		Ben Chaffee, Jr. -Excused	8	Rob Duncan
4	Lisa Hivnor	7	Julie Landoll	11	Kenneth Murray
2	Steve Barnes	6	Dorothy Ruffer	10	Tom Sharpnack
	Steven Fawcett -Excused	5	Mike White	9	DeEtte Zimmerman
1	Lenora Minor				

No Opposition

- April 2020 List of Bills (Attachment V)
 - Committee members reviewed the April List of Bills which may be found in Attachment V.

MOTION: 8	To approve the April 2020 List of Bills as included in Attachment V.		
Motion Made By:	Dorothy Ruffer	Seconded:	Lisa Hivnor

11	Katie Chieda		Ben Chaffee, Jr. -Excused	4	Rob Duncan
10	Lisa Hivnor	7	Julie Landoll	3	Kenneth Murray
9	Steve Barnes	6	Dorothy Ruffer	2	Tom Sharpnack
	Steven Fawcett -Excused	5	Mike White	1	DeEtte Zimmerman
8	Lenora Minor				

No Opposition

MOTION: 9	To approve the May 12, 2020 Finance meeting minutes as sent on May 14, 2020.			
Motion Made By:	Lisa Hivnor	Seconded:	Rob Duncan	

1	Katie Chieda		Ben Chaffee, Jr. -Excused	8	Rob Duncan
2	Lisa Hivnor	5	Julie Landoll	9	Kenneth Murray
3	Steve Barnes	6	Dorothy Ruffer	10	Tom Sharpnack
	Steven Fawcett -Excused	7	Mike White	11	DeEtte Zimmerman
4	Lenora Minor				

No Opposition

VII. OLD BUSINESS

- Ms. Cardone reminded Board members that the Board still has an open Board seat that needs to be filled. This seat is required to be filled by an individual who is currently or has previously received mental health services. Ms. Cardone asked if Board members had any recommendations to please let her know.

VIII. MEETING DISCUSSION/NEW BUSINESS

- Ms. Cardone shared that she received a request from Norwalk City Schools to use their after-prom funding received from the Board for a unique graduation ceremony which will continue to promote substance use/alcohol free activity.
 - Board members expressed concern around the use of the funds in reference to how the schools can still utilize the funds in connection with addiction and mental health for graduation purposes as well as the short notice of the request and the lack of a plan to explain exactly how the funds will be utilized. There was also concern expressed regarding the other schools that were given funds for a sober after prom as well.
 - Board members asked Ms. Cardone to reach out to Norwalk and ask how they plan to use the funds for graduation purposes and to reach out to the other schools in the county as well to have a conversation regarding their funding and how they would propose to use it.

MOTION: 10	To authorize the Executive Director to permit local school districts to utilize after-prom funds for graduation purposes in the event they provide a detailed plan of how the funds will be utilized and this plan aligns with the original intent of the funding.			
Motion Made By:	DeEtte Zimmerman	Seconded:	Rob Duncan	

8	Katie Chieda		Ben Chaffee, Jr. -Excused	4	Rob Duncan
2	Lisa Hivnor	9	Julie Landoll	11	Kenneth Murray
6	Steve Barnes	10	Dorothy Ruffer	3	Tom Sharpnack
	Steven Fawcett -Excused	1	Mike White	5	DeEtte Zimmerman
7	Lenora Minor				

No Opposition

- Ms. Cardone shared with Board members that she was contacted by a young lady who is majoring in Social Work and is looking for an unpaid internship position. Ms. Cardone shared that her and Ms. Morrow will be compiling a list of projects and duties an intern can do and will continue discussion regarding the position at the June Board meeting.

IX. GUEST ANNOUNCEMENTS

- Ms. Jacki Salter addressed the Board. She shared that Firelands Counseling & Recovery Services had purchased COVID pamphlets about remaining sober through COVID as well as social distancing and mental health tips during COVID that she would like to distribute throughout the community. Ms. Salter asked the Board for suggestions on where to distribute the pamphlets.
 - Board members suggested local agencies, peer support organizations, hospitals, city hall, Dr. Offices, and Department of Job and Family Services.

X. ADJOURNMENT

MOTION: 11	To adjourn the May 19 th , 2020 Huron County Board of Mental Health and Addiction Services Board meeting.
Motion Made By:	Rob Duncan
Seconded:	Dorothy Ruffer

1	Katie Chieda		Ben Chaffee, Jr. -Excused	8	Rob Duncan
2	Lisa Hivnor	5	Julie Landoll	9	Kenneth Murray
3	Steve Barnes	6	Dorothy Ruffer	10	Tom Sharpnack
	Steven Fawcett -Excused	7	Mike White	11	DeEtte Zimmerman
4	Lenora Minor				

No Opposition

The May 19, 2020 meeting of the Board adjourned at _6:56__p.m.

Attachment I

State Fiscal Year 2021 Huron County Board of Mental Health and Addiction Services (MHAS) **CALENDAR OF BOARD AND COMMITTEE MEETINGS** (Meetings convened in the MHAS Board Room unless otherwise arranged.)

- **JULY 2020 (*Independence Day – 4th*)**
 - Monday, July 13 - 5:00 P.M. - Program Committee
 - Tuesday, July 14 - 12:30 P.M. - Finance Committee
 - Tuesday, July 21 - 6:00 P.M. - Board Meeting
- **AUGUST 2020**
 - Monday, August 3 - 5:00 P.M. – Governance Committee
 - Monday, August 10 - 5:00 P.M. - Program Committee
 - Tuesday, August 11 - 12:30 P.M. - Finance Committee
 - Tuesday, August 18 - 6:00 P.M. - Board Meeting
- **SEPTEMBER 2020 (*Labor Day – 7th*)**
 - Monday, September 14 - 5:00 P.M. - Program Committee
 - Tuesday, September 15 - 12:30 P.M. - Finance Committee
 - Tuesday, September 22 - 6:00 P.M. - Board Meeting
- **OCTOBER 2020 (*Columbus Day – 12th*)**
 - Monday, October 19 - 5:00 P.M. - Program Committee
 - Tuesday, October 20 - 12:30 P.M. - Finance Committee
 - Tuesday, October 27 - 6:00 P.M. - Board Meeting
- **NOVEMBER 2020 (*Veterans Day – 11th; Thanksgiving – 26th*)**
 - Monday, November 2 - 5:00 P.M. – Governance Committee
 - Monday, November 9 - 5:00 P.M. - Program Committee
 - Tuesday, November 10 - 12:30 P.M. - Finance Committee
 - Tuesday, November 17 - 6:00 P.M. - Board Meeting
- **DECEMBER 2020 (*Christmas – 25th*)**
 - Monday, December 7 - 5:00 P.M. - Program Committee
 - Tuesday, December 8 - 12:30 P.M. - Finance Committee
 - Tuesday, December 15 - 6:00 P.M. - Board Meeting
- **JANUARY 2021 (*New Year’s Day – 1st; MLK, Jr. Birthday – 18th*)**
 - Monday, January 11 - 5:00 P.M. - Program Committee
 - Tuesday, January 12 - 12:30 P.M. - Finance Committee
 - Tuesday, January 19 - 6:00 P.M. - Board Meeting
- **FEBRUARY 2021 (*President’s Day – 15th*)**
 - Monday, February 1 - 5:00 P.M. – Governance Committee
 - Monday, February 8 - 5:00 P.M. - Program Committee
 - Tuesday, February 9 - 12:30 P.M. - Finance Committee
 - Tuesday, February 16 - 6:00 P.M. - Board Meeting
- **MARCH 2021**
 - Monday, March 8 - 5:00 P.M. - Program Committee
 - Tuesday, March 9 - 12:30 P.M. - Finance Committee
 - Tuesday, March 16 - 6:00 P.M. - Board Meeting
- **APRIL 2021 (*Easter – 4th*)**
 - Monday, April 12 - 5:00 P.M. - Program Committee

- Tuesday, April 13 - 12:30 P.M. – Finance Committee
- Tuesday, April 20 - 6:00 P.M. - Board Meeting
- **MAY 2021 (*Memorial Day – 31st*)**
 - Monday, May 3 - 5:00 P.M. – Governance Committee
 - Monday, May 10 - 5:00 P.M. - Program Committee
 - Tuesday, May 11 - 12:30 P.M. - Finance Committee
 - Tuesday, May 18 - 6:00 P.M. - Board Meeting
- **JUNE 2021**
 - Monday, June 7 - 5:00 P.M. - Program Committee
 - Tuesday, June 8 - 12:30 P.M. - Finance Committee
 - Tuesday, June 15 - 6:00 P.M. - Board Meeting

Attachment II

Board Reserved Funds Policy

Current:

The Board shall maintain a Board Levy Reserve Balance Account for future operating expenses in accordance with Ohio Revised Code Section 5705.221 *Additional Levy for Alcohol Drug Addiction and Mental Health Services*. When possible, the Board Levy Reserve Balance Account shall be equivalent to operating costs of at least a quarter of a State Fiscal Year. The Board may utilize its Board Levy Reserve Balance Account to minimize interruptions in the provision of behavioral health care services in the case of funding cuts or funding delays. Any Board Levy Reserve Balance Account funds designated for operating expenses shall be the last dollars spent in any Board Contract or Budget. Any other revenues received during a fiscal year may be used to reduce Board Levy Reserve Balance Account funds obligated in a budget or contracts for operating expenses. All laws, rules, and restrictions applicable to any levy funds are applicable to Board Levy Reserve Balance Account funds.

New:

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. 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 6 months BUT

NO MORE THAN: Average monthly expenditures x 12 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

Request for Proposal Policy

Annually, the Board will publish Request for Proposals (RFP) for funding for the following state fiscal year. The Board may solicit Request for Proposals (RFP), outside of annual proposal process, when a need for a project, program or service is identified and funds are available. When the determination is made to issue a RFP the following procedures will be followed.

The Board reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the Board considers to be excessive, compared to existing market conditions, or determines it exceeds the available funds of the Board.

The Board reserves the right to reject, in whole or in part, any and all proposals that the Board has determined would not be in the best interest of the county.

The Board may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals. However, the Board is not obligated to conduct discussions with offerors regarding their proposals for the purpose of clarifications or corrections.

Procedure:

Request for Proposals (RFP) Development – Once a decision has been made by the Board to seek proposals; specifications for the release of an RFP are developed by appropriate Board staff taking into consideration the population(s) to be served, applicable funding requirements or restrictions and current best practices. The Board's request and goals must be articulated in the RFP so that they are considered throughout the entire contracting process.

Components of the RFP Process:

- A. Public Notice – The Board will distribute the availability of the RFP using the means most likely to result in responses to the RFP (i.e. newspaper; direct mailing; electronic distribution; posting on the website, etc.). Some solicitations may only be made based on the necessary state certification needed to provide the program or services such as prevention services, mental health or alcohol and other drug treatment services.
- B. Review/Recommendation Process:
 - 1. Preliminary Proposal Review-Board staff will examine each proposal to ensure it was submitted prior to the established deadline and that it meets the minimum requirements and mandatory conditions specified in the RFP.
 - 2. Review Committee Process - All proposals meeting the requirements of the preliminary proposal review will be reviewed, evaluated and rated by the Program Committee. This group will evaluate each proposal against the criteria specified in the RFP using a standard scoring tool. As determined by the Board, the Committee may include outside

representatives in the review process including representatives of the RFP specialty area and other community representatives. Outside representatives will not include applicants to the RFP or anyone else who may have a conflict of interest that would prohibit a fair and equitable review process. Each reviewer will be given a review packet which includes:

- RFP Review Instructions and tips for reviewing the proposal;
- the proposals to be reviewed;
- a Reviewers Checklist scoring tool worksheet for each proposal;
- a copy of the Request for Proposals;

Each reviewer evaluates each proposal and completes his/her individual score sheets prior to the group review session. The Program Committee will use a discussion and consensus process to determine the final scoring for each proposal. The final group proposal score sheet will be the review document that will be retained by Board as the review document of record.

- C. Administrative Review - Following the detailed scoring by members of the Program Committee, a recommendation for the RFP award will be presented to the entire Board for consideration. The final determination of all contract awards will be conducted at a Board meeting.
- D. Award and denial letters are sent to all offerors who submitted proposals following the Board's approval of the recommended RFP award.

Attachment IV

Apr-20	EXPENDITURES					
LINE ITEM ACCOUNT	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	YEAR-TO-DATE PERCENTAGE	* OUTSTANDING ENCUMBRANCES	BUDGETED APPROPRIATION	UNENCUMBERED BALANCE
SALARIES 100.100.00125	10,038.40	38,190.70	22.7%	0.00	168,491.00	130,300.30
SUPPLIES 100.100.00175	339.72	2,951.00	19.7%	2,049.00	15,000.00	12,049.00
EQUIPMENT 100.100.00200	0.00	0.00	0.0%	0.00	2,000.00	2,000.00
CONTRACT REPAIRS 100.100.00275	120,456.18	741,354.37	32.8%	1,117,182.44	2,257,276.21	1,515,921.84
RESIDENTIAL PROGRAM 100.100.00280	0.00	0.00	#DIV/0!	0.00	0.00	0.00
TRAVEL 100.100.00300	70.26	936.16	13.0%	3,563.84	7,200.00	6,263.84
O.P.E.R.S. 100.100.00400	1,359.57	5,957.79	14.7%	0.00	40,438.00	34,480.21
WORKERS' COMP 100.100.00425	0.00	895.98	28.0%	0.00	3,201.33	2,305.35
UNEMPLOYMENT 100.100.00450	0.00	0.00	#DIV/0!	0.00	0.00	0.00
MEDICARE 100.100.00460	140.60	533.96	21.9%	0.00	2,443.12	1,909.16
OTHER EXPENSES 100.100.00475	3,277.65	6,718.91	10.1%	28,290.09	66,509.00	59,790.09
HOSPITALIZATION 100.100.00500	2,526.01	10,104.04	28.1%	0.00	36,000.00	25,895.96
TOTAL:	138,208.39	807,642.91	31.1%	1,151,085.37	2,598,558.66	1,790,915.75

Calendar Year 2020 Receipts and Cash Journal							
April 2020							
	Account Number	Description	Accumulated From Previous Report	Current Month's Report	Accumulated Year-to-Date	% of Anticipated Revenue	Anticipated CY Revenue
FEDERAL FUNDS							
Title 19	100.100.10165		0.00	0.00	0.00	#DIV/0!	0.00
Title XX	100.100.10165	Fed MH	0.00	19,831.00	19,831.00	49.2%	40,285.00
MH Block Grant	100.100.10126	Fed MH	35,576.00	10,576.00	46,152.00	109.1%	42,304.00
ADTR Block Grant	100.100.10122	Fed AOD	47,423.00	0.00	47,423.00	25.0%	189,692.00
ODADAS Medicaid	100.100.10128	Fed AOD Medicaid	0.00	0.00	0.00	#DIV/0!	0.00
Federal Grants	100.100.10167	Federal Grants	38,549.30	19,355.94	57,905.24	37.0%	156,526.71
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	185,493.00	16,767.75	202,260.75	23.1%	875,700.00
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	68,538.50	85,762.50	154,301.00	98.2%	157,074.50
State Grants	100.100.10166	State MH & Aod	13,555.04	6,250.00	19,805.04	26.4%	74,998.00
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	309,462.54	0.00	309,462.54	58.9%	525,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	3,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	0.00	8,119.36	8,119.36	45.1%	18,000.00
Other Receipts	100.100.10170	Other Receipts	14,261.48	7,529.55	21,791.03	435.8%	5,000.00
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	0.0%	10,000.00
TOTAL RECEIPTS:			\$ 735,808.86	\$ 174,192.10	\$ 910,000.96	42.5%	2,143,480.21
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 3,925,855.51				
Plus: Receipts			174,192.10				
Equals: Total Balance			\$ 4,100,047.61				
Minus: Expenditures							
Equals: Ending Balance			\$ 4,100,047.61				
Minus: Encumbrances			-				
Equals:			\$ 4,100,047.61				

Huron County Audit Trail by Account

Accounts: 100.100.00125 to 100.100.00500	Account Types: All			
From: 4/1/2020 to 4/30/2020	Journal Definitions: Multiple			
Date	Line Description	Source Document	Debit Amount	Credit Amount
100.100.00125 Salaries				
04/03/2020	Gross: 2020.04.03 Payroll		\$5,019.20	\$0.00
04/17/2020	Gross: 2020.04.17 Payroll		\$5,019.20	\$0.00
100.100.00125 Total:			\$10,038.40	\$0.00
100.100.00175 Supplies				
04/08/2020	LEVY Stamp Reimbursement from 295606 - 2020.	CK0000396752-01 PO2020-00155 Ashley Morrow	\$78.00	\$0.00
04/15/2020	LEVY Office Supplies from 295946 - 2020.04.1	CK0000397017-01 PO2020-00156 Amazon Capital Services	\$57.88	\$0.00
04/22/2020	Office Supplies from 295358 - 2020.04.22 Non	CK0000397190-01 PO2020-00156 Amazon Capital Services	\$73.70	\$0.00
04/29/2020	Storage Blins, Gratitude Journals & Shelves f	CK0000397346-01 PO2020-00156 Amazon Capital Services	\$39.21	\$0.00
04/29/2020	Disinfectants for Reopening from 295692 - 20	CK0000397351-01 PO2020-00156 Kristen Cardone	\$90.93	\$0.00
100.100.00175 Total:			\$339.72	\$0.00
100.100.00275 Contract Repairs				
04/01/2020	CRISIS Flex Funds-signs from 295332 - 2020.0	CK0000396582-01 PO2020-00157 Foghorn Designs LLC	\$3,500.00	\$0.00
04/01/2020	GRF 421 AOD GOSH 032420 from 295332 - 2020.0	CK0000201791-01 PO2020-00157 Family Life Counseling and Psychiat	\$46.48	\$0.00
04/01/2020	GRF 421 MH GOSH 032420 from 295332 - 2020.04	CK0000201791-01 PO2020-00157 Family Life Counseling and Psychiat	\$265.11	\$0.00
04/01/2020	LEVY Feb 20 Financial Management Services fr	CK0000396579-01 PO2020-00157 Mental Health & Recovery Services B	\$2,500.00	\$0.00
04/01/2020	GRF 421 Comm Invest ALERT Services from 2953	CK0000201797-01 PO2020-00157 Drew Riley	\$160.00	\$0.00
04/01/2020	LEVY 031620-041520 Internet Service from 295	CK0000396581-01 PO2020-00157 Time Warner Cable Northeast	\$133.89	\$0.00
04/01/2020	LEVY RES QRT Services from 295332 - 2020.04.	CK0000396578-01 PO2020-00157 Kevin Christopher Mount	\$50.00	\$0.00
04/01/2020	LEVY office supplies from 295332 - 2020.04.0	CK0000396580-01 PO2020-00157 Amazon Capital Services	\$108.10	\$0.00
04/08/2020	GRF 421 Comm Invest ALERT Services from 2956	CK0000396748-01 PO2020-00157 Amber R Pugh	\$150.00	\$0.00
04/08/2020	LEVY Mar 20 Cell Phone Reimbursement from 29	CK0000396751-01 PO2020-00157 Kay Smith	\$150.00	\$0.00
04/08/2020	SAPT TX GOSH 033020 from 295606 - 2020.04.08	CK0000396752-01 PO2020-00157 Ashley Morrow	\$60.00	\$0.00
04/08/2020	LEVY 031420-041320 MIP Program from 295606 -	CK0000201823-01 PO2020-00157 Oriana House Inc	\$13,709.18	\$0.00
04/08/2020	LEVY 022020-032320 Water Service from 295606	CK0000396749-01 PO2020-00157 ONNYX LLC	\$198.00	\$0.00
04/08/2020	GRF 421 Comm Invest ALERT Services from 2956	CK0000201824-01 PO2020-00157 City of Norwalk	\$35.25	\$0.00
04/08/2020	GRF 421 FY20 Wraparound Services from 295606	CK0000201827-01 PO2020-00157 Drew Riley	\$652.25	\$0.00
04/08/2020	GRF 421 Feb 20 Peer Support Services from 29	CK0000396743-01 PO2020-00157 Huron County Family and Children FI	\$6,218.00	\$0.00
04/08/2020	GRF 421 Comm Invest ALERT Services from 2956	CK0000396744-01 PO2020-00157 Lets Get Real Inc	\$8,306.00	\$0.00
04/08/2020	LEVY Xerox Printer from 295606 - 2020.04.08	CK0000396747-01 PO2020-00157 Sandra Kocher	\$325.00	\$0.00
04/08/2020	LEVY Mar 20 Cell Phone Reimbursement from 29	CK0000396742-01 PO2020-00157 Stacie Lynne Hannon	\$100.00	\$0.00
04/08/2020	LEVY Xerox Printer from 295606 - 2020.04.08	CK0000396750-01 PO2020-00157 Mt Business Technologies	\$1,250.00	\$0.00
04/08/2020	LEVY March 20 Trash Service from 295606 - 20	CK0000396746-01 PO2020-00157 Kristen Cardone	\$60.00	\$0.00
04/08/2020	GRF 421 MH GOSH 033020 from 295606 - 2020.04	CK0000396745-01 PO2020-00157 Cyclone Services Inc	\$110.00	\$0.00
04/08/2020	GRF 421 AOD GOSH 033020 from 295606 - 2020.0	CK0000201830-01 PO2020-00157 Family Life Counseling and Psychiat	\$393.19	\$0.00
04/08/2020	GRF 421 AOD GOSH 033020 from 295606 - 2020.0	CK0000201830-01 PO2020-00157 Family Life Counseling and Psychiat	\$308.99	\$0.00

Audit Trail by Account
From: 4/1/2020 to 4/30/2020

Date	Line Description	Source Document	Debit Amount	Credit Amount
04/08/2020	CRISIS Flex Funds Huron Co Support Line from	CK0000201830-01 PO2020-00157 Family Life Counseling and Psychiat	\$1,789.25	\$0.00
04/15/2020	LEVY Mar 20 Financial Management Services fr	CK0000397023-01 PO2020-00157 Mental Health & Recovery Services B	\$2,500.00	\$0.00
04/15/2020	GRF 421 MH LOSS Team Services from 295946 -	CK0000201845-01 PO2020-00157 Darrell L Shumperit	\$1,760.00	\$0.00
04/15/2020	LEVY 032220-042120 printer usage from 295946	CK0000397025-01 PO2020-00157 MI Business Technologies	\$10.17	\$0.00
04/15/2020	LEVY lawncare services from 295946 - 2020.04	CK0000397022-01 PO2020-00157 Neil Hansberger	\$30.00	\$0.00
04/15/2020	GRF 421 MH GOSH 040720 from 295946 - 2020.04	CK0000201850-01 PO2020-00157 Family Life Counseling and Psychiat	\$713.15	\$0.00
04/15/2020	GRF 421 AOD GOSH 040720 from 295946 - 2020.0	CK0000201850-01 PO2020-00157 Family Life Counseling and Psychiat	\$377.79	\$0.00
04/15/2020	LEVY 4020 GOSH Services from 295946 - 2020.0	CK0000397018-01 PO2020-00157 MHRD of Clark Green & Madison	\$2,056.25	\$0.00
04/15/2020	ECMH Feb-Mar 20 Services from 295946 - 2020.	CK0000397019-01 PO2020-00157 Bayshore Counseling Services	\$2,402.52	\$0.00
04/15/2020	LEVY Apr 20 Trash Service from 295946 - 2020	CK0000397021-01 PO2020-00157 Cyclone Services Inc	\$110.00	\$0.00
04/15/2020	LEVY 050120-053129 Phone Service from 295946	CK0000397024-01 PO2020-00157 Mtel	\$199.99	\$0.00
04/15/2020	LEVY 022720-032720 Electric Service from 295	CK0000397020-01 PO2020-00157 Ohio Edison	\$229.99	\$0.00
04/15/2020	GRF 421 MH Mar 20 Adult Advocacy Services fr	CK0000201855-01 PO2020-00157 Catholic Charities Diocese of Toled	\$1,540.00	\$0.00
04/15/2020	LEVY RES Feb-Mar 20 Age Exchange Program Ser	CK0000201856-01 PO2020-00157 Services for Aging Inc	\$5,827.88	\$0.00
04/22/2020	GRF 421 MH Peer Support Services from 296358	CK0000397201-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$913.75	\$0.00
04/22/2020	GRF 421 MH GOSH 041320 from 296358 - 2020.04	CK0000397202-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$3,880.08	\$0.00
04/22/2020	ATP FY20 Services from 296358 - 2020.04.22 N	CK0000397194-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$456.80	\$0.00
04/22/2020	SAPT TX FY20 Services from 296358 - 2020.04.	CK0000397200-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$784.65	\$0.00
04/22/2020	SAPT TX GOSH 041320 from 296358 - 2020.04.22	CK0000397195-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$184.50	\$0.00
04/22/2020	GRF 421 AOD Mar 20 MAT Services from 296358	CK0000201971-01 PO2020-00157 Oriana House Inc	\$3,545.92	\$0.00
04/22/2020	GRF 421 MH Mar 20 Family Matters Services fr	CK0000201971-01 PO2020-00157 Oriana House Inc	\$110.90	\$0.00
04/22/2020	GRF 421 AOD GOSH 041320 from 296358 - 2020.0	CK0000201973-01 PO2020-00157 Family Life Counseling and Psychiat	\$32.00	\$0.00
04/22/2020	GRF 421 MH GOSH 041320 from 296358 - 2020.04.22	CK0000201973-01 PO2020-00157 Family Life Counseling and Psychiat	\$276.52	\$0.00
04/22/2020	SOR FFY20 Services from 296358 - 2020.04.22	CK0000397196-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$10,871.28	\$0.00
04/22/2020	Crisis Flex Funds COVID-19 Phone Services fr	CK0000397199-01 PO2020-00157 Insight Type & Graphics	\$5,415.64	\$0.00
04/22/2020	LOSS Team Business Cards from 296358 - 2020.	CK0000397199-01 PO2020-00157 Insight Type & Graphics	\$65.00	\$0.00
04/22/2020	LEVY RES Mar 20 Mentoring Services from 2963	CK0000201974-01 PO2020-00157 Reach Our Youth (ROY) Inc	\$3,628.73	\$0.00
04/22/2020	Title XX GOSH 041320 from 296358 - 2020.04.2	CK0000397203-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$1,669.14	\$0.00
04/22/2020	Psychotropic Jail Meds from 296358 - 2020.04	CK0000397198-01 PO2020-00157 Huron County Sheriff	\$4,767.00	\$0.00
04/22/2020	LEVY RES FY20 Mentoring Services from 296358	CK0000397193-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$21,029.12	\$0.00
04/22/2020	GRF 421 MH FY20 Linkage Services from 296358	CK0000397192-01 PO2020-00157 Huron County Family and Children FI	\$1,599.71	\$0.00
04/22/2020	GRF 421 MH Mar 20 Wraparound Services from 2	CK0000397192-01 PO2020-00157 Huron County Family and Children FI	\$2,677.00	\$0.00
04/29/2020	041620-051520 Internet Service from 296692 -	CK0000397349-01 PO2020-00157 Time Warner Cable Northeast	\$132.03	\$0.00
04/29/2020	April 20 Mowing Services from 296692 - 2020.	CK0000397347-01 PO2020-00157 Neil Hansberger	\$30.00	\$0.00
04/29/2020	030820-042320 Electric Service from 296692 -	CK0000397346-01 PO2020-00157 Ohio Edison	\$155.26	\$0.00
04/29/2020	Zoom monthly subscription from 296692 - 2020	CK0000397351-01 PO2020-00157 Kristen Cardone	\$16.07	\$0.00
04/29/2020	03/17/20-04/15/20 Gas Service from 296692 -	CK0000397350-01 PO2020-00157 Columbia Gas of Ohio	\$43.90	\$0.00
04/30/2020	Void Print for Inv 20-0189 Inv H Linkage-FY20	CK0000396419-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$0.00	\$167.35
100.100.00275	Total:		\$120,823.53	\$167.35
100.100.00300	Travel			
04/29/2020	April 20 Mileage Reimbursement from 296692 -	CK0000397351-01 PO2020-00159 Kristen Cardone	\$70.26	\$0.00
100.100.00300	Total:		\$70.26	\$0.00
100.100.00400	OPERS			
04/22/2020	Matching for OPERS 2129-08 (Matching PERS) f	CK0000020028-33 O.P.E.R.S.	\$656.89	\$0.00

Audit Trail by Account
From: 4/1/2020 to 4/30/2020

Date	Line Description	Source Document	Debit Amount	Credit Amount
04/22/2020	Matching for OPERS 2129-08 (Matching PERS) f	CK0000020028-09 O.P.E.R.S.	\$702.68	\$0.00
100.100.00400	Total:		<u>\$1,359.57</u>	<u>\$0.00</u>
100.100.00460	Medicare			
04/06/2020	Matching for Medicare (Matching Medicare) f	CK0000020025-09 Civista Bank - Payroll Taxes	\$70.30	\$0.00
04/20/2020	Matching for Medicare (Matching Medicare) f	CK0000020029-54 Civista Bank - Payroll Taxes	\$70.30	\$0.00
100.100.00460	Total:		<u>\$140.60</u>	<u>\$0.00</u>
100.100.00475	Other Expenses			
04/01/2020	CRISIS TEXT LINE-frisbees from 295332 - 2020	CK0000396583-01 PO2020-00159 Krislen Cardone	\$1,000.00	\$0.00
04/01/2020	CRISIS Flex Funds-frisbees from 295332 - 202	CK0000396583-01 PO2020-00159 Krislen Cardone	\$1,676.65	\$0.00
04/15/2020	CRISIS Flex Funds Advertising from 295946 -	CK0000397026-01 PO2020-00159 WEOL-WKFM-WLKRFM-AM	\$500.00	\$0.00
04/22/2020	Late Fee from 296358 - 2020.04.22 Non Claims	CK0000397204-01 PO2020-00159 Cincinnati Financial Corporation	\$25.00	\$0.00
04/29/2020	Hat, T Shirt and Gift Basket for Donation fr	CK0000397351-01 PO2020-00159 Krislen Cardone	\$76.00	\$0.00
100.100.00475	Total:		<u>\$3,277.65</u>	<u>\$0.00</u>
100.100.00500	Hospitalization			
04/01/2020	Deduction: Hartford Life Insurance 10,000 AI	CK0000396711-22 The Hartford	\$3.34	\$0.00
04/21/2020	Void Pmt for Inv March Ln Health Insurance-M	CK0000397219-01 Huron County Treasurer	\$0.00	\$2,522.67
04/21/2020	Health Insurance-March from 295795 - CEBCC E	CK0000397219-01 Huron County Treasurer	\$2,522.67	\$0.00
04/21/2020	Health Insurance-April from 296640 - CEBCC E	CK0000397220-01 Huron County Treasurer	\$2,522.67	\$0.00
100.100.00500	Total:		<u>\$5,048.68</u>	<u>\$2,522.67</u>
Grand Total:			<u>\$140,898.41</u>	<u>\$2,890.02</u>