

Program Committee Meeting

Meeting date: Monday, April 13, 2020

Meeting time: 5:04pm – 6:22pm

Meeting location:

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

Meeting ID: 585 375 5182

Password: 44857

By phone:

+1 929 205 6099 US (New York)

Meeting ID: 585 375 5182

Password: 44857

Recorder: Ashley Morrow

Committee Members Present:

X	Steve Barnes, Committee Chair	X	Lenora Minor
X	Ken Murray	X	Mike White
X	Julie Landoll		
X	DeEtte Zimmerman		

Board Staff Present:

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Administrative Assistant
---	-------------------------------------	---	---

Unfinished business/updates:

- Grant updates
 - Ms. Morrow gave committee members an update regarding the grants that she has been working on. Ms. Morrow shared that both grants were given extensions due to the Coronavirus. Ms. Morrow submitted the LEMHWA 2020 grant and is now working on finalizing the RCORP Implementation grant that is due at the end of May.
- COVID-19 response update (Attachment I)
 - Ms. Cardone shared an overview of what the Board staff has been doing regarding COVID-19. Ms. Cardone has been sharing with Board members a list of activities and duties Board staff has been working on each week and asked if the Board members had any feedback.
 - Board members stated they are satisfied with the current reports Ms. Cardone is sending and asked for them to continue.
 - Ms. Cardone gave a more in-depth update on some of the current activities related to the Coronavirus health crisis. She shared that all contracted treatment agencies are now using Telehealth to see clients and Firelands Counseling also still is seeing clients face to face.
 - Ms. Cardone shared that the support line operated by Family Life Counseling that was established for individuals struggling with the crisis is doing well and she has received positive feedback regarding the service.

- Ms. Cardone shared that a main task Board staff has been focusing on is outreach and messaging as requested by the Health Commissioner Tim Hollinger. The goal is to share support and positive messaging daily.

Discussion Items:

- Families First Coronavirus Response Act Policy (Attachment II) (Motion)
 - Ms. Cardone reviewed the Families First Coronavirus Response Act Policy that was adopted by the Huron County Commissioners. Ms. Cardone stated that there would be a motion on the agenda to adopt the policy.
- Additional funding allocation for coronavirus pandemic (Motion)
 - Ms. Cardone shared that the Board currently still has a portion of the Crisis Flex Funds available for needs associated with COVID-19 as well as an additional \$25,000 that was originally allotted for regional detox funds.
 - Ms. Cardone requested that additional funding be allocated for the coronavirus pandemic. She shared that due to so many unknown factors, the Board must prepare for worst case scenarios. Recently Ms. Cardone has been working on establishing temporary isolation units for individuals who currently reside in one of the recovery homes or adult care facilities in the county in case a resident in one of these homes becomes ill with COVID-19. Ms. Cardone stated there are many factors that are involved in a plan for temporary isolation units such as the location, staff, providing food and water for the individuals, PPE, medical staff to monitor, etc. Board members asked about the liability aspect and Ms. Cardone stated she plans to reach out to the Board's legal representative Mr. Randal Strickler for more information. Ms. Cardone shared that the Board will be partnering with the Board of DD on the implementation of this plan and will discuss the plans in further detail with Tim Hollinger.
- LOSS Coordinator contract addendum (Motion)
 - Ms. Cardone shared that due to the COVID-19 pandemic, the original role of the LOSS Coordinator has temporarily changed. Ms. Cardone shared that she is working with the LOSS Coordinator to create the Family Support Program, which will provide support for the families of individuals who have passed away from COVID-19. The team will consist of Behavioral Health professionals, the LOSS Coordinator, pastoral support, and Department of Job and Family Services. Ms. Cardone asked that the original hours approved for the LOSS coordinator be increased to maximum 40 hours per week for the remainder of FY20. These increased hours will be used to respond to the families of individuals who have passed away due to COVID-19 or have a family member who is affected.
 - The Board members were in agreement with the increased hours and temporary change of format.
- FY2021 Contracts/RFI's
 - Ms. Cardone gave an overview of the RFI proposals sent to all Board members for their review. She shared that the Board did not receive any new proposals this year and two programs that submitted proposals last year, did not submit for FY21.
 - Ms. Cardone shared that due to the recent health crisis and the uncertainty of funds, after speaking with the Board financial consultant, she suggests the best approach is to approve all contracts as they did last year with no significant changes.
 - Dr. Ken Murray stated that he feels there are no issues with any of the organizations the Board contracted with so contracting again with no changes would make sense.
 - Ms. Cardone added that this year the motions for the RFI's will be different as a result of a recommendation from the Board's financial consultant. Ms. Cardone shared that previously each contract amount was agreed on in one motion, however moving forward the funding amounts

will be broken down and approved on based on the funding stream it will be paid out of. This helps keep better track of money that is spent and from what funding stream it is associated with.

- .Governance Committee
 - Ms. Cardone recommended to the Board that the Governance Committee meeting scheduled for May be canceled as are no policies or governance items to discuss at this time.
 - Board members agreed with canceling the meeting.

Action Items for Finance:

Authorize Executive Director to enter into a contract addendum with Darrell Shumpert, Huron County LOSS Coordinator, for the remainder of FY2020 in an amount not to exceed \$10,000.00, for a total contracted amount for FY2020 of \$16,213.00.

Allocate funding from Levy Reserve funds and authorize Executive Director to use these funds, in an amount not to exceed \$50,000.00, to respond to issues and needs related to the coronavirus pandemic.

Motion for Board meeting:

Approve and adopt the Families First Coronavirus Response Act Policy effective immediately and ending on December 31, 2020.

Attachment I

MHAS COVID-19 Response as of 4/9/2020

1. Agencies
 - a. Weekly conference call with FLC, Firelands, Oriana
 - i. All 3 agencies are offering services over the phone and internet
 - ii. Firelands is the only agency still doing face-to-face counseling currently
 - iii. No show rates have increased resulting in reduction in productivity and referral rates are down. Working with agencies to assess alternate job duties if needed to assist in retention of behavioral health staff.
 1. Oriana is implementing a 10% agency wide furlough
 - iv. FLC Kid's Connection and Youth Connection now being offered through Zoom for youth in county
 - v. Firelands working on starting grief/support group for family members of those diagnosed with COVID/being treated for COVID
 - vi. Discussed providing telehealth services regardless of ruling from Medicaid around paying for phone calls. Board will pay out of contracted funding already allocated to the agency if Medicaid will not.
 - vii. Discussed transportation concerns if transit shuts down. Board will pay out of contracted funding already allocated to the agency if needed to contract with cab company to ensure people are able to make it to treatment (assuming face to face services continue)
 - viii. Discussed how to help clients struggling with alcohol use disorder if liquor stores close and there is a shortage of alcohol as many individuals will go through withdrawal.
 - b. Weekly outreach to all other contracted agencies to assess needs and ways in which we can assist
2. Resources/Outreach/Messaging
 - a. Printed and delivered resources to Reach Our Youth which will be distributed to 200 youth throughout the county
 - b. Printed and delivered resources to schools to be distributed with daily meals (will reach 2600 students)
 - c. Received and distributed frisbees with support line, crisis hotline, and crisis text line information to schools and Reach Our Youth
 - d. Began delivering resources to food delivery locations and community partners
 - i. Janet Cok from Willard Community Connectors will be delivering these materials as her job duties have decreased due to schools closing
 - e. Continued building messaging plan (see below)
 - i. Created Instagram and Twitter pages
 - ii. Purchased radio time during which they will share the number for local resources (support line, crisis hotline, crisis text line, and Board number). Ad has been playing on radio
 - iii. Sharing posts multiple times per day to each social media outlet
 - iv. Weekly newsletters sent by email to newsletter email group and Board
 - v. Sending biweekly press releases to the paper (Reflector, Willard Times, Norwalk News).
 - f. "Heroes work here" signs have been delivered and are being placed by Commissioners throughout the county
 - g. Created survey monkey survey to assess needs – was sent out through email and posted on Talk of Norwalk and Real Talk of Norwalk
 - h. Created self-care guide and posted to Talk of Norwalk and Real Talk of Norwalk
 - i. Shared resources with Ministerial Association and asked them to push them out to congregations
 - j. Asked Tacy Bond to send out info on support line, crisis hotline and crisis text line through WENS
 - k. NAMI coordinator will be calling individuals from 911 reports (mental health, suicide attempts, overdose) to provide outreach, support. Resources are mailed to these individuals as well.

- I.
3. Community
 - a. Created support line for COVID related stress and anxiety. Staffed by Family Life.
 - b. Firelands offering support line for first responders and medical professionals.
 - c. Working on developing plan for isolation units for recovery homes and adult care facilities in Huron County (House of Hope, Miriam House, Grandma's Place). Partnering with United Fund and DD Board for this.
 - i. If this plan is needed, this will result in expenses in the following areas: PPE, location such as motel, food, basic necessities, staff
 - d. Held prevention coalition meeting to assess for needs and to develop plans to address needs
 - e. Asked by EMA to create Family Support Program team (similar to LOSS team) to assist families of individuals who pass away from COVID in dealing with their grief and managing all the different aspects of the loss (funeral, cost of funeral, meeting basic needs, etc.). Began working on procedure for Family Support Program team. Firelands Counseling and local pastors will be serving on this team for outreach along with Darrell Shumpert. Darrell will be working close to full time for the duration of the COVID pandemic to meet the needs of the community through providing outreach and support.
 - i. This will require additional hours by LOSS coordinator and will result in a needed contract addendum to increase funding by \$10,000 for the remainder of FY20 (will be added to April Board meeting)
 - ii. Working on scheduling brief training for all members
 - iii. Goal is to have team ready to go by 4/17
 - f. Continuous outreach to community partners to assess needs and offer assistance
 - g. Attend weekly Huron County Leadership meetings with HCPH
4. State
 - a. Attend minimum of 6 calls per week with the state
 - b. State announcement of 20% cuts, unknown impact to funding
5. Board info
 - a. Meetings will be held via Zoom. Information regarding this will be sent along with agendas.
 - b. Created pandemic plan
 - c. Sent update to Commissioners on Board's response 4/3

Messaging Plan:

1. Biweekly press releases to Norwalk Reflector, Norwalk Ohio News Now, Willard Times
2. Social media posts minimum 6x daily
3. Paper resources sent to schools, food delivery locations, grocery stores
4. Frisbees with support resources printed on them delivered to schools and community partners
5. Facebook page added to huroncountycovid.com
6. Joined Talk of Norwalk and Real Talk of Norwalk and will be sharing posts on that site daily
7. Created Instagram and Twitter pages
8. Outreach and resources for employers to share with employees
9. Sharing resources via email to multiple groups throughout county (superintendents, ministerial association, newsletter group, etc.)

10. Chamber will create tab on huroncountycovid.com to store all resources from MHAS, added MHAS Facebook page to the website
11. Tacy sent message through WENS with info on support line, crisis line, and crisis text line
12. "Heroes work here" signs distributed
13. Ads on radio

Attachment II:

FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY

FAMILY AND MEDICAL LEAVE EXPANSION AND EMERGENCY SICK LEAVE

Effective April 1, 2020, and ending on December 31, 2020, employees will be entitled to the limited use, expanded leave in the following manner:

I. Family and Medical Leave Expansion- “Public Health Emergency Leave”

The Employer’s Family and Medical Leave Policy is hereby amended to include eligible employees who, because of a qualifying need related to a public health emergency, have need to avail themselves of “Public Health Emergency Leave,” as defined below.

Traditional Family and Medical Leave will remain available to all employees otherwise entitled to such leave, unpaid and under existing Employer policy, and its provisions are only changed herein insofar as the application of the new “Public Health Emergency Leave” benefit described herein.

- A. An eligible employee is entitled to take up to twelve (12) weeks of Family and Medical Leave, provided the employee has not utilized such Leave prior to the need for Public Health Emergency Leave, and such leave is for a qualifying need related to the COVID-19/Coronavirus public health emergency. An employee becomes eligible for public health emergency leave after being employed for at least thirty (30) calendar days by the Employer with respect to whom leave is requested
- B. Public Health Emergency leave will only be for a qualifying need related to a public health emergency. The only qualifying need related to a public health emergency recognized by this policy is for an employee who is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen (18) years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- C. Public Health Emergency Leave will consist of unpaid leave for the first ten (10) days a qualified employee takes public health emergency leave. An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for unpaid leave during the first ten (10) days of public health emergency leave.

After the first ten (10) days of public health leave, an Employer shall provide paid leave for each day of public health emergency leave remaining of the employee’s overall FMLA entitlement that an employee takes after taking leave under such section for ten (10) days.

The amount of pay that an eligible full-time employee may receive, as provided in the previous paragraph, will be calculated based on an amount that is not less than two-thirds (2/3) of an employee’s regular rate of pay; and the number of hours the employee would otherwise be normally scheduled to work

- D. For part-time employees or employees with varying schedules, and to the an extent that an Employer is unable to determine with certainty the number of hours the employee would

have worked if such employee had not taken public health emergency leave or other leave, the Employer shall use the following in place of such number:

a number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.

Also, if the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

- E. Regardless of whether the employee is full-time, part-time, seasonal, or otherwise, in no event shall any pay in this policy for public health emergency leave exceed \$200 per day and \$10,000 in the aggregate.
- F. In any case where an employee has the necessity for public health emergency leave and the need is foreseeable, an employee shall provide the Employer with such notice of leave as soon as is practicable. The Employer will provide a form for such request that the employee must fill and return to the Employer as soon as is practicable. A failure to provide practicable notice may result in the employee being absent without approved leave.
- G. **Special Rule for Health Care Providers and Emergency Responders**

An Employer of an employee who is a health care provider or an emergency responder may elect to exclude such employee from the application of the provisions in the amendments made under of section 3102 of this Act.

The Employer has elected, pursuant to the Family and Medical Leave Expansion Act to exclude health care providers and emergency responders from the application of the new public health emergency leave. Thus, any such employees are excluded from receiving these additional leave public health emergency leave provisions. Please discuss any leaves that may be available with the appointing authority if you meet the definition of a health care provider or emergency responder.

- H. Under the Family and Medical Leave Expansion Act, the requirements that an Employer to restore an employee who returns from FMLA leave to his or her position or an equivalent one do not apply to Employers with fewer than 25 employees if certain conditions are met:
 - i. the employee takes public health emergency leave;
 - ii. the employee's position no longer exists due to economic conditions or other changes in the Employer's operating conditions that affect employment and are caused by the COVID-19/Coronavirus emergency;
 - iii. the Employer makes reasonable efforts to restore the employee to an equivalent position; **and**
 - iv. if the Employer cannot restore the employee to an equivalent position, the Employer makes reasonable efforts to contact the employee if an equivalent position becomes available during the "contact period." The "contact period" is one year from either (a)

the date public health emergency leave ends, or (b) the date that is 12 weeks after public health emergency leave starts, whichever is earlier.

II. Definitions

- A. “Child care provider” means a provider who receives compensation for providing child care services on a regular basis.
- B. “*Eligible Employee*” means an employee who has been employed for at least 30 calendar days by the Employer with respect to whom leave is requested.
- C. “Health Care Provider” and “Emergency Responder” includes, but is not limited to an employee engaged by the Employer to function as a Physician, Public Health Nurse, Registered Nurse, Licensed Practical Nurse, Sanitarian (including those in training), Health Agency staff and employees who has as his/her job duties the requirement to provide and/or directly support the provision of health care services for an Employer, Sworn Police Officer, Sheriff’s Deputy, Township Constable, Firefighter, Firefighter/EMT, Firefighter/Paramedic, Dispatcher, Communications Officer, Corrections Officer, Jailer, ambulance service provider, Emergency Management Agency Personnel (including Directors, 911 Coordinator(s), and related employees), or any employee who has as his/her job duties the requirement to provide and/or directly support the provision of law enforcement, public safety, emergency response services, rescue workers, and ambulance service providers, or any other classification of employee not designated above who is included in the term emergency responder through federal regulation. Additionally, pursuant to Public Law 116-127, emergency responder includes and/or excludes any other classifications or types of employees performing duties that the Department of Labor Secretary deems appropriate under this category through guidance or rules provided subsequent or concurrent to the adoption of this policy.
- D. “Employer” means any public sector agency or any private sector entity with fewer than five hundred employees.
- E. “*Public Health Emergency*” means an emergency with respect to COVID–19 declared by a Federal, State, or local authority.
- F. “Public Health Emergency Leave” means a particular type of Family and Medical Leave that is in part unpaid and paid that qualified employees may utilize in response to the COVID-19/Coronavirus pandemic.
- G. “Qualifying need related to a public health emergency” means that, for the purposes of the Family and Medical Leave Expansion Act, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- H. “School” means an elementary school or secondary school as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

III. EMERGENCY PAID SICK LEAVE ACT LEAVE

A. The Employer's Sick Leave Policy is hereby amended to include Emergency Paid Sick Leave to eligible employees who are unable to work or telework, due to a need for leave because

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

March 27, 2020

20-088

RESOLUTION

IN THE MATTER OF ADOPTING THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY

Terry Boose moved the adoption of the following resolution:

WHEREAS, the Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. and

WHEREAS, these provisions will apply from April 1, 2020 through December 31, 2020; now therefore

BE IT RESOLVED, that the Board of Huron County Commissioners hereby adopts the Families First Coronavirus Response Act Policy as attached hereto and incorporated herein; and further

BE IT RESOLVED, that the foregoing resolution was adopted and all actions and deliberations of the Board of Commissioners of the County of Huron, Ohio relating thereto were conducted in meetings open to the public, in compliance with all applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

Bruce Wilde seconded the motion. The roll being called upon its adoption, the vote resulted as follows:

YIS Terry Boose
Terry Boose

yes Joe Hirtz
Joe Hirtz

YIS Bruce Wilde
Bruce Wilde

CERTIFICATION

I do hereby certify that the above is a true and correct copy of the resolution passed by the Board of Huron County Commissioners on 3/27/2020 and is recorded in the Commissioners Journal Volume 100.

Vickie Zumba
Administrator/Clerk

