

Finance Committee Meeting

Meeting date: Tuesday, October 20, 2020

Meeting time: 12:33pm – 1:31pm

Meeting location: <https://us02web.zoom.us/j/85362042551>

Meeting ID: 853 6204 2551

Passcode: 770155

Dial by phone: (929) 205-6099

Meeting ID: 853 6204 2551

Passcode: 770155

Recorder: Ashley Morrow

Committee Members Present:

X	Lisa Hivnor, First Vice Chair, Committee Chair	X	Rob Duncan
X	Ben Chaffee, Jr.		Dorothy Ruffer-Absent
X	Tom Sharpnack	X	Nora Knople

Board Staff Present:

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Administrative Assistant
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Unfinished business/updates:

- Summary of Program Committee (Attachment I)
 - Please see Program Committee minutes for further details on discussions. If you have questions prior to the Board meeting please do not hesitate to contact Ms. Cardone.
 - Recovery Housing proposal (potential motion)
 - Committee members reviewed the questions/concerns discussed in the Program Committee. Committee members further shared their concerns regarding the Board keeping with Best Practices, following through with the decision made prior in the year related to funding, being fiscally responsible, and being responsible moving forward regarding sustainability for the agencies currently funded. Additional questions that arose were related to the renovation and operating budget.
 - Ms. Cardone shared with Committee member's the Program Committee's decision to not move forward with a presentation and Committee members agreed with this decision.
- Discussion Items
 - ATP Funding (motion)
 - Ms. Cardone shared that ATP funds are flexible funds utilized for individuals involved in Family Dependency Court (FDC). These funds can be used for client transportation, utilities, rent, etc. The Board did not utilize all ATP funds last year and had a remaining carryover amount. Ms. Cardone spoke with the Family Dependency Court Coordinator on how to best use the funds. Ms. Ingram, the FDC Coordinator, shared that currently most of their participants are receiving services at Family Life Counseling. Because of this, Ms. Cardone recommended allocating a portion of these funds to Family Life Counseling, in addition to Firelands Counseling, to better serve the clients involved in FDC. Below is a breakdown of the recommended funding:

- \$44,590.39 in carryover funding
 - \$646.43 to Family Dependency Court
 - \$40,000.00 to Family Life Counseling
 - \$3,943.96 to Firelands (taking Firelands total to \$16,443.96)
 - There were no concerns from the Committee members regarding ATP Funds.
- K-12 Funding (motion)
 - Ms. Cardone shared that the Board received K-12 funding last year for the schools. The goal of the funding was to increase relationships and collaboration between schools and local Boards. Each school district had to complete a self-assessment to identify what their needs are and then create a plan of action based on those needs. The school districts will be able to utilize the funds for whatever their identified needs are in an effort to accomplish the plan of action created. Ms. Cardone shared that \$111,389.00 of total funding is available for Huron County and the decision was to split that amount equally between all school districts in the county which will give \$15,912.71 to each school district.
 - There were no concerns from the Committee members regarding K12 Funds.
- Crisis Infrastructure Funding (Attachment II, motion)
 - Ms. Cardone shared that \$62,431 of total funding is available for Huron County to expand mobile crisis services. The intent is to utilize these funds for Mobile Crisis Services by increasing telehealth services through Firelands Counseling & Recovery Services. Fireland's proposal to accomplish this goal is lower than the amount available and Ms. Cardone recommends using the remainder of the funds for Family Life Counseling's Children's Mobile Crisis Services proposal which is geared toward youth and their families.
 - Ms. Cardone shared the proposed breakdown of how those funds will be distributed:
 - \$37,105.62 to Firelands
 - \$25,325.38 to Family Life Counseling
 - There were no concerns from the Committee members regarding the Crisis Funds.
- SOR Training Funding (Attachment III, motion)
 - Ms. Cardone shared that the Board has received SOR (State Opioid Response) funds for training the behavioral health staff at our local contracted providers. Ms. Cardone shared this funding opportunity with Ms. Chieda prior to applying as there was not enough time to obtain approval from the full Board. There will be a motion added to the agenda to approve this application for funding and to allocate these funds. The Board will receive \$154,000 for Dialectical Behavior Therapy which will be provided by Treatment Implementation Collaborative. Ms. Cardone added that this training aligns with the strategic plan objective of retaining qualified behavioral health providers in the local Board area.
 - There were no concerns regarding the SOR Training Funds.
- SOR 1.0 no cost extension (motion)
 - Ms. Cardone shared that the Board received a no cost extension for SOR 1.0 due to the timing of the next round of funding to ensure that the programs currently being funded can continue without interruption until the new SOR funds are available. The total funds extended are \$21,129.00 which are allocated to Firelands.
 - There were no concerns regarding the SOR 1.0 Funds extension.
- Support Line (motion)
 - Ms. Cardone shared the need for the Support Line is no longer needed as discussed in the August Board meeting . However, Ms. Cardone shared that there are two remaining invoices that the Board needs to utilize FY21 funds for the months the Support Line was operating in FY21. Ms. Cardone added that the Board allocated funding in FY20 but did

not have funds for FY21 to cover the additional expenses. Ms. Cardone recommended for no more than \$20,000 from Levy Reserves to be available to pay the remaining invoices.

- There were no concerns from the Committee members.
- Project Dawn grant application (motion)
 - Ms. Cardone shared that The Board is currently working on a grant to implement a Project Dawn site, increase education for MAT (medication assisted treatment) and increase the distribution of Narcan in Huron County through the Ohio Prevention Network. The grant amount available is \$6,000-\$8,000 and will be for a 9-month span.
 - Committee members were in support of applying for this funding opportunity.
- Financial Report (Attachment IV, motion)
 - There were no concerns from Committee members.
- September 2020 List of Bills (Attachment V, motion)
 - There were no concerns from Committee members.
- Q&A

Attachment I (Program Committee Attachments)

101.18 Section 18:

Promotion of Local Providers:

The Board shall only promote contracted providers through its promotional materials, the Board's website, and/or through any other avenue of information dissemination it utilizes. The Board shall not promote, or otherwise list non-contracted providers on its website, in its promotional materials or other avenues of dissemination. The Board is of the opinion that the promotion of non-contracted providers may be a potential exposure to liability to the Board because it does not have oversight of non-contracted providers and the clients of those providers are not covered under the Board's Clients Right policy.

MHAS COVID-19 OPERATING PLAN

Staff Requirements

- **Masks are required to be worn by staff under the following conditions:**
 - *When meeting with visitors*
 - *When occupying common areas including front desk, kitchenette, restroom, lobby, conference room if a visitor or other staff member is in the building. If alone in the building, a mask is not required in these areas.*
 - *Masks will be provided for all staff along with a brown paper bag. Masks are to be placed in bag when removed from face*
 - *Masks are to be worn at all times when staff members are conducting business outside of the office*
 - *Masks are to be placed on face prior to allowing visitors into the building*
 - *Masks do not need to be worn by staff when they are working in their assigned office space alone*
- **Unless unavoidable, there will be no more than one staff person in the office at any time**
 - *Per the Responsible Restart Ohio guidelines for General Office Environments, personnel should work from home when possible and feasible with business operations*
 - *Executive Director will make final determination around whether a situation is unavoidable*
 - *Staff will create and follow a schedule for days they are to work in the office*
- **Staff must perform daily symptom assessment to include taking temperature and monitoring for fever, disclosing if they have a cough or are having trouble breathing**
 - *If staff present with a fever, cough, or trouble breathing they are required to remain at home, and it is recommended they contact their primary care physician*
 - *Staff will be required to sign attestation, attesting they will not present to work if they have a fever, cough, or trouble breathing*
- **Cleanliness**
 - *Regular handwashing is required*
 - *Frequent disinfection of workspaces, common areas, high-contact surfaces (doorknobs, copier, light switches, counters, etc.), and desks is required*
 - *Cleaning must be done, at minimum, prior to leaving the office each day.*
 - *If a visitor is in the office, the office must be disinfected after each visitor leaves.*
- **Physical distancing**
 - *Staff is required to ensure minimum of 6 feet between people at all times*
 - *Staff are only permitted to work in their assigned office while working in the Board office. Staff are not permitted to enter another employee's office without prior permission.*

- **Travel and Meetings**
 - Staff are to limit travel as much as possible
 - In-person events will be cancelled/postponed if physical distancing is not able to be maintained
 - In-person events of more than 10 people are prohibited at this time.
 - Staff will make every attempt to hold meetings online or over the phone and will only attend in person meetings if necessary and unavoidable.
 - In person meetings at the Board office are to be held in the conference room only. Chairs are set up at a minimum of 6 feet apart and are not to be moved.
- **Monitoring of visitors**
 - Staff are responsible for ensuring visitors follow all requirements listed below. If visitors are unwilling to comply with requirements listed below, they are not permitted to enter building.
 - Visitors are required to make an appointment to allow for the staggering of arrival times, per the Responsible Restart Ohio Guidelines.
 - Upon making an appointment, staff will inform visitors of the requirements listed below.
 - Staff are required to inform potential visitors that meeting over the phone or internet is preferred and encourage them to schedule a meeting in one of these formats.
 - The front and back doors of the office are to remain locked at all times.
 - Visitors are required to comply with any applicable mask mandates from the state. If there are no active mask mandates, wearing a mask will be at the discretion of the visitor but is strongly encouraged.
- **If a staff member experiences any of the following, they are to notify direct supervisor immediately and will be required to comply with recommendations from medical professional and/or Huron County Public Health:**
 - Staff member tests positive for COVID-19
 - Someone who resides in home with staff member tests positive for COVID-19
 - Staff member is exposed to someone who tests positive for COVID-19
 - Staff member experiences any of the following symptoms: fever, cough, or trouble breathing

Visitor Requirements

Visitor definition: anyone that is not a staff member

- *Visitor requirements will be posted near the front door.*
- ***If there is a mask mandate from the state, visitors will be required to wear a mask while in the building. If no mask mandate, visitors are strongly encouraged to wear a mask while in the building.***
 - *Visitors are encouraged to put on their mask prior to entering the building, or immediately upon entry if they do not have a mask with them.*
 - *Staff, at their discretion, may require visitors to wear a face mask if they request an in-person meeting*
 - *Visitors are encouraged to supply their own masks, however, if they do not have a mask with them, one will be provided for them*
 - *Visitors will also be provided with a brown paper bag along with mask*
 - *Masks are to be placed in bag when removed from face*
- ***Hand sanitizer will be provided and available to visitors near the front door***

- **Visitors are always to maintain proper physical distancing and remain a minimum of 6 feet away from staff members and other visitors**
- **Appointments**
 - *It required visitors make an appointment prior to coming to office to ensure adequate physical distancing is able to be maintained*
 - *Arrival times of visitors must be staggered*
 - *Visitors are to be informed of requirements when scheduling the appointment*
- **Symptom questionnaire will be posted in entryway**
 - *If visitors present with any of the symptoms, they will be asked to leave and come back when they are healthy*
 - *Staff will ask visitors, prior to allowing them entry, if they present with any of the listed symptoms*
- *Visitors will be required to sign in upon entering the building*

General Office Requirements

- **Signage on health safety guidelines will be posted in all common areas and entryway**
- **If possible, enable natural workplace ventilation**
- **Maintain at least 3 weeks of cleaning supplies and PPE**
 - *Masks, disinfectant, hand sanitizer, gloves*
- **Frequent disinfection of workspaces, common areas, high-contact surfaces (doorknobs, copier, light switches, etc.), and desks is required**
 - *Office is required to be disinfected prior to leaving for the day, every day, and after each visitor leaves the building*

Attachment II

Mobile Crisis Services

Background:

The COVID-19 pandemic propelled forward the expansion of telehealth services. This expansion was critical in order to ensure continuation of crisis behavioral health services while simultaneously mitigating the spread of COVID-19. Behavioral Health clients could be served in natural environments thus reducing use of Emergency Departments and the potential for exposure.

The “face-to-face” requirement for crisis intervention services was removed. Additionally, the telehealth rule was revised to include the provision of crisis intervention.

Public and private insurers revised their payment structures to encompass telehealth services.

The Counselor, Social Worker and Marriage and Family Therapist Board, the Ohio Credentialing Board and other entities revised rules to support the provision of telehealth services.

While unintended, telehealth services provided a means for meeting the intent of mobile crisis intervention services.

Mobile crisis teams have been promoted due the ability to serve clients within their natural environments and reduce unnecessary visits to the ED and subsequent hospitalizations. Barriers to the implementation of mobile crisis services include the severe shortage of licensed clinicians, the costs of a team response, and safety issues. Telehealth eliminates these barriers.

Firelands has been revising our crisis services in response to emergency rule revisions, however, it is now appropriate to develop a formal tele-mobile response as part of our structure.

Program Overview:

Firelands will enhance its daytime, crisis services in Huron County to expedite access to crisis services.

Firelands will recruit a licensed clinician to provide daytime crisis services to Huron County. This clinician will service Huron and Ottawa Counties so funding can be shared between the respective Boards. This clinician will be able to efficiently serve both counties through the expansion of tele-crisis services including the use of audio-visual software.

Firelands will work collaboratively with the Board and local law enforcement in Huron County to collaboratively develop procedures for accessing crisis services for those in need. This process will include utilization of tele-crisis services, training for law enforcement, and funding for equipment needed to provide tele-crisis services while on calls.

Through partnering with law enforcement, the goal is to reduce unnecessary trips to the ED by providing more convenient access to the crisis service system.

Mobile Crisis Program	Huron
Staffing	12 month
Salaries/benefits additional .5 Hotline Staff (additional position)	\$ 7,845.42
Salary/benefits of Daytime Crisis Manager	\$ 3,960.00
Sign-on & retention Bonuses Daytime 2.0 ES therapists/1.0 CPST	\$ 1,650.00
Additional therapist coverage until new ES therapist is hired (this amount covers 9 months, hopefully less if we hire and onboard sooner)	\$ 2,970.00

Phones: 2 ES Therapists, 1 ES CPST	\$ 475.20
Laptop/licensing (2; one-time expense)	\$ 1,155.00
1.0 ES CPST - monthly draw, as needed, to off-set difference between what this position bills compared to traditional CPST. If position generates equal to traditional CPST by year end, funds will be reconciled and credited back to the grant	\$ 11,550.00
Training and procedure development for law enforcement and FCRS	\$ 2,500.00
Equipment for law enforcement	\$ 5,000.00
Total	\$ 37,105.62

Children's Mobile Response & Stabilization Services

A collaborative community effort by Huron County Children's Services &

Family Life Counseling & Psychiatric Services

Program Description

Mobile Response and Stabilization Services (MRSS) are available 24 hours a day, seven days a week, to help children, youth and their families who are experiencing crises. The services are designed to defuse an immediate crisis, keep children and their families' safe, and maintain the children in their own homes or current living situation in the community.

The goal of MRSS is to provide intervention and support at the earliest moment families identify that help is needed. Early intervention increases the opportunity to minimize the likelihood of future crises and supports a child and family's path to success. MRSS operates through a trauma-informed lens to understand what the family has experienced and then help them cope with the immediate crisis.

When there is a crisis, an MRSS worker is available within one hour to help de-escalate, assess, and develop a plan together with the child and family.

- MRSS is accessible through a designated phone number, which serves as a single point of entry to a range of services.
- As soon as a Huron County Children Service (HCCS) case worker determines that the family meets the inclusionary criteria, the Family Life Counseling clinical staff is dispatched to be on site within the hour or at a more convenient time within 24 hours, depending on the family's preferences and needs.
- MRSS is initially available during the 72 hours following the request for help, with a focus on de-escalating, assessing, and planning, but can be extended for up to eight weeks of stabilization services.

Services vary according to the child and family's individual needs, but often include some combination of the following:

- In-home counseling
- Behavioral assistance
- Caregiver therapeutic support
- Intensive in-community services
- Skill-building

- Medication management
- Coordination and development of informal and natural support systems, such as faith-based organizations, mentors, and peer support
- Coordination of specialized services to address the needs of children/family members with co-occurring developmental disabilities and substance use.
- The treatment plan is developed together with the child and family and is strengths-based, child-centered, family-driven, community-based, trauma-sensitive, and culturally and linguistically mindful.

Families define their own crisis. By working with birth families, MRSS addresses youth and family needs and stabilizes their circumstances, which can prevent the need for higher intensity intervention or additional system involvement, such as entry into foster care. For youth and families who are involved with the child welfare system, MRSS can support youth and foster parents at the time of entry into foster care or at any time during the placement, as well as support a child and family following reunification. MRSS also helps improve relative placement stability, and strengthen post-permanency outcomes by supporting children in guardianship and adoptive families.

How does the MRSS intervention work?

MRSS follows a four-pronged approach:

1. On-site crisis intervention for immediate de-escalation of presenting emotional symptoms and behaviors, including observing, interrupting and shifting dynamics, providing education and skill introduction.
2. Assessment, planning, skill building, psycho-education, and resource linkage to stabilize presenting needs, including understanding strengths, triggers, communication, and other key contexts (medical, mental health, trauma, development, patterns of behavior, collateral outreach, etc.)
3. Assistance to the child and family in returning to baseline or routine functioning, and the prevention of further escalation.
4. Provision of prevention strategies and resources to cope with presenting emotional symptoms, behaviors, and existing circumstances, and create a plan to avoid future crises.

How is MRSS funded?

MRSS is supported through the following sources of funding:

- Medicaid
- Insurance coverage
- Wrap/Flex funds, to support services not covered by Medicaid.

Phase Two Proposal

Phase two of this proposal involves the implementation of short term **Crisis Foster Homes** for children/youth that require placement for safety purposes. The Crisis Foster Home care givers would be trained in the **Therapeutic Crisis Intervention for Families** model, produced by Cornell University, College of Human Ecology. The training is designed to:

- Present strategies for dealing with upset children to prevent and de-escalate potential crises.
- Teach methods to help adults avoid power struggles and enlist a child's cooperation.
- Show how a crisis can be an opportunity for the child to learn new coping skills

The crisis foster home care givers would serve as an integral part of a comprehensive Children's Mobile Response & Stabilization Services team. The objective of the crisis foster home placement will be to provide a short term safe environment while working with the team to safely reintegrate the child/youth back with their family. This component would be implemented when crisis placement criteria is met at the direction of Huron County Children Service

Draft proposal: # 1 – submitted 9/18/2019

Steven Burggraf Ph.D.

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August 28, 2020

Kristen Cardone, LPCC-S, LICDC
Executive Director,
Board of Mental Health and Addiction Services, Huron County
2 Oak Street
Norwalk, Oh 44857

Dear Kristen,

What a pleasure it was to connect with you yesterday. Based on your questions and our discussion, I know that we will love working with your team. As promised, I am sending a detailed plan to support provider agencies with implementing Dialectical Behavior Therapy (DBT). Our first objective will be to identify and solidify goals for implementing DBT (expected outcomes, time frames, key personnel to support, etc.); and our second will be to support you and your agencies with implementing and sustaining programs.

The plan below represents the sequence of training designed to support teams and clinicians with learning, implementing and doing DBT. All training would be provided by DBT-Linehan Board Certified trainers with extensive experience. We are "by the book" DBT practitioners and will do all we can to assist your provider organizations to develop services that meet the desired outcomes.

Training is provided at a rate of \$7,500 per day, plus trainer travel expenses. Huron County would be responsible for all additional costs and preparations associated with hosting all aspects of the training and consultation events including training site, audio visual equipment, catering, reproduction of materials, required treatment manuals, and continuing education credits for staff.

One of the goals will be to identify the core DBT team from each provider agency so that clinicians tasked with learning and implementing DBT can attend the entire sequence of training. The first two trainings (the Overview of DBT and the Skills Training) can accommodate larger audiences and be attended by all relevant staff. The Core Clinical Training will be restricted to the clinical team providing components of DBT. The leadership meeting should include executive leadership (operational, clinical, fiscal, etc.).

I hope this gives you an overview of how to move forward and what the associated costs might be. I'm happy to talk through all of this once you've had a chance to review. I appreciate the chance to respond to your request and hope that we have the opportunity to work together. I look forward to speaking with you again soon.

Sincerely,



Helen Best, M.Ed.
206.251.5134

DBT Training Plan and Costs			
ACTIVITY	PARTICIPANTS	# OF DAYS	COST
<p>Overview of DBT: Orientation and Overview to the structure and scope of DBT.</p> <p>Leadership Planning: Orienting, planning and consultation for Provider Organization Leadership supporting DBT program development</p>	<p>Overview of DBT: All staff</p> <p>Leadership Planning: Administrative and clinical leadership for each identified provider and program</p>	<p>2-Day overview</p> <p>1-Day Leadership Planning Meeting</p>	<p>\$25,500 inclusive of trainer travel expenses</p>
<p>Skills Training: An overview of the four modules of DBT Skills – Emotion Regulation, Distress Tolerance, Mindfulness and Interpersonal effectiveness as well as structuring and running skills training groups</p>	<p>All staff</p>	<p>3-Day</p>	<p>\$25,500 inclusive of trainer travel expenses</p>
<p>Core Clinical Training: Develop teams, programs, structure treatment etc. Requires homework, consultation team meetings, progress reports to trainers and clinical leadership. For selected clinical staff responsible for program development and providing DBT treatment.</p>	<p>Clinical, provider based teams</p>	<p>9 Part I: 3-Days Part II: 3-Days Part III: 3-Days</p>	<p>\$82,500 inclusive of trainer travel expenses</p>
<p>Monthly Implementation Consultation: Regular Zoom Meetings to support all teams (12 x 1.5-hour sessions)</p>	<p>Teams and leadership for each provider organization</p>		<p>\$4,500</p>
<p>Phone Consultation</p>	<p>DBT Clinical team</p>	<p>3 hours per team</p>	<p>\$4500 - \$6000 depending on number of teams</p>
<p>Required Treatment Manuals</p>	<p>For Core DBT Clinical Team</p>		<p>**\$6000 - \$10,000</p>

**Cost – About \$150 per person depending on where the books are sourced. This can be a cost that provider agencies absorb directly. The DBT treatment manuals referenced are:

- Linehan, M. M. (In Press). *DBT® Skills Training Manual: Second Edition* New York: Guilford Press.
- Linehan, M. M. (In Press). *DBT® Skills Training Handouts and Worksheets: Second Edition* New York: Guilford Press.
- Linehan, M. M. (1993a). *Cognitive Behavioral Treatment of Borderline Personality Disorder*. New York: Guilford Press.

Attachment IV

Calendar Year 2020 Receipts and Cash Journal

Sept 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	#DIV/0!	0.00
Title XX	100.100.10165	Fed MH	29,883.00	10,052.00	39,935.00	99.1%	40,285.00
MH Block Grant	100.100.10126	Fed MH	46,152.00	10,576.00	56,728.00	134.1%	42,304.00
ADTR Block Grant	100.100.10122	Fed AOD	94,846.00	47,423.00	142,269.00	75.0%	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	123,621.47	0.00	123,621.47	79.0%	156,526.71
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	375,753.00	161,491.50	537,244.50	61.4%	875,700.00
Recovery Housing	100.100.10123	State AOD	22,950.00	22,950.00	45,900.00	100.0%	45,900.00
AOD Subsidy	100.100.10127	State AOD	162,281.00	12,844.00	175,125.00	111.5%	157,074.50
State Grants	100.100.10166	State MH & Aod	56,611.12	0.00	56,611.12	56.8%	99,694.00
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	536,732.26	0.00	536,732.26	102.2%	525,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	3,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	8,119.36	8,114.61	16,233.97	90.2%	18,000.00
Other Receipts	100.100.10170	Other Receipts	100,131.39	0.00	100,131.39	2002.6%	5,000.00
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	0.0%	10,000.00
TOTAL RECEIPTS:			\$ 1,557,080.60	\$ 273,451.11	\$ 1,830,531.71	84.4%	2,168,176.21
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 3,841,957.08				
Plus: Receipts			273,451.11				
Equals: Total Balance			\$ 4,115,408.19				
Minus: Expenditures			(122,330.02)				
Equals: Ending Balance			\$ 3,993,078.17				
Minus: Encumbrances			(348,141.40)				
Equals:			\$ 3,644,936.77				

Sep-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	93,401.90	55.4%	0.00	168,491.00	75,089.10
SUPPLIES 100.100.00175	359.69	9,352.54	62.4%	5,647.46	15,000.00	0.00
EQUIPMENT 100.100.00200	0.00	0.00	0.0%	0.00	2,000.00	2,000.00
CONTRACT REPAIRS 100.100.00275	107,060.19	1,537,167.50	68.1%	321,369.31	2,257,276.21	398,739.40
RESIDENTIAL PROGRAM 100.100.00280	0.00	0.00	#DIV/0!	0.00	0.00	0.00
TRAVEL 100.100.00300	47.09	1,451.53	20.2%	3,048.47	7,200.00	2,700.00
O.P.E.R.S. 100.100.00400	2,108.04	13,687.27	33.8%	0.00	40,438.00	26,750.73
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	1,311.06	53.7%	0.00	2,443.12	1,132.06
OTHER EXPENSES 100.100.00475	50.00	16,932.84	25.5%	18,076.16	66,509.00	31,500.00
HOSPITALIZATION 100.100.00500	2,526.01	22,734.09	63.2%	0.00	36,000.00	13,265.91
TOTAL:	122,330.02	1,696,934.71	65.3%	348,141.40	2,598,558.66	553,482.55

Attachment V

Huron County Audit Trail by Account

Accounts: 100.100.00125 to 100.100.00500
From: 9/1/2020 to 9/30/2020

Account Types: All
Journal Definitions: Multiple

Date	Line Description	Source Document	Debit Amount	Credit Amount
100.100.00125 Salaries				
09/04/2020	Gross: 2020.09.04 Payroll		\$5,019.20	\$0.00
09/18/2020	Gross: 2020.09.18 Payroll		\$5,019.20	\$0.00
100.100.00125 Total:			\$10,038.40	\$0.00
100.100.00175 Supplies				
09/30/2020	Dehumidifier and flash drive from 304517 - 2	CK0000400900-01 PO2020-00156 Amazon Capital Services	\$359.69	\$0.00
100.100.00175 Total:			\$359.69	\$0.00
100.100.00275 Contract Repairs				
09/02/2020	LEVY Criminal Justice Services from 303107 -	CK0000400156-01 PO2020-00157 Friends Counseling & Recovery Ser	\$21.63	\$0.00
09/02/2020	GRF 421 MH JUL 20 Adult Advocacy Services #	CK0000202973-01 PO2020-00157 Catholic Charities Diocese of Toled	\$2,461.25	\$0.00
09/02/2020	Laminare Services from 303107 - 2020.09.02 N	CK0000400160-01 PO2020-00157 Neil Hansberger	\$30.00	\$0.00
09/02/2020	LEVY PEER Support Services from 303107 - 202	CK0000400162-01 PO2020-00157 Friends Counseling & Recovery Ser	\$2,357.00	\$0.00
09/02/2020	LEVY Clinical Exceptions Services from 30310	CK0000400161-01 PO2020-00157 Friends Counseling & Recovery Ser	\$388.49	\$0.00
09/02/2020	AOD State Prevention Inv 1551 from 303107 -	CK0000400159-01 PO2020-00157 Friends Counseling & Recovery Ser	\$2,602.00	\$0.00
09/02/2020	LEVY DINA Services from 303107 - 2020.09.02	CK0000400159-01 PO2020-00157 Friends Counseling & Recovery Ser	\$7.85	\$0.00
09/02/2020	IDAT Services from 303107 - 2020.09.02 Non C	CK0000400159-01 PO2020-00157 Friends Counseling & Recovery Ser	\$488.98	\$0.00
09/02/2020	LEVY MH Inpatient Services from 303107 - 202	CK0000400157-01 PO2020-00157 Friends Counseling & Recovery Ser	\$9,407.34	\$0.00
09/10/2020	082220-092120 Copier Lease and Usage from 30	CK0000400335-01 PO2020-00157 MI Business Technologies	\$232.52	\$0.00
09/10/2020	072320-082120 Water Service from 303411 - 20	CK0000400296-01 PO2020-00157 City of Norwalk	\$16.23	\$0.00
09/10/2020	Aug 20 Cell Phone Reimbursement from 303411	CK0000400334-01 PO2020-00157 Ashley Morrow	\$60.00	\$0.00
09/10/2020	LEVY MH GOSH 081820 from 303411 - 2020.09.10	CK0000400332-01 PO2020-00157 Friends Counseling & Recovery Ser	\$13,575.23	\$0.00
09/10/2020	SAPT TX GOSH 081120 from 303411 - 2020.09.10	CK0000203000-01 PO2020-00157 Oriana House Inc	\$733.26	\$0.00
09/10/2020	072820-082720 Electric Service from 303411 -	CK0000400329-01 PO2020-00157 Ohio Edison	\$160.59	\$0.00
09/10/2020	FY21 GRF 421 MH GOSH 081820 from 303411 - 20	CK0000400327-01 PO2020-00157 Friends Counseling & Recovery Ser	\$9,143.09	\$0.00
09/10/2020	Aug 20 Cell Phone & Zoom Reimbursement from	CK0000400330-01 PO2020-00157 Kristan Cardone	\$74.99	\$0.00
09/10/2020	FY21 SAPT TX GOSH 081820 from 303411 - 2020.	CK0000400331-01 PO2020-00157 Friends Counseling & Recovery Ser	\$1,050.11	\$0.00
09/10/2020	Gambling Prevention GOSH 081820 from 303411	CK0000400333-01 PO2020-00157 Friends Counseling & Recovery Ser	\$1,795.59	\$0.00
09/10/2020	GRF 421 MH GOSH 083120 from 303411 - 2020.09	CK0000203011-01 PO2020-00157 Family Life Counseling and Psychiat	\$279.61	\$0.00
09/10/2020	GRF 421 AOD GOSH 083120 from 303411 - 2020.09	CK0000203011-01 PO2020-00157 Family Life Counseling and Psychiat	\$661.68	\$0.00
09/10/2020	GRF 421 AOD GOSH 082520 from 303411 - 2020.0	CK0000203011-01 PO2020-00157 Family Life Counseling and Psychiat	\$389.96	\$0.00
09/10/2020	GRF 421 MH GOSH 082520 from 303411 - 2020.09	CK0000203011-01 PO2020-00157 Family Life Counseling and Psychiat	\$2,502.68	\$0.00
09/11/2020	Video Production and Editing from 303796 - 2	CK0000400485-01 PO2020-00157 Anthony Edward Schaffer	\$6,193.31	\$0.00
09/16/2020	FY21 TITLE XX GOSH 090820 from 303744 - 2020	CK0000400485-01 PO2020-00157 Friends Counseling & Recovery Ser	\$6,205.23	\$0.00
09/16/2020	Aug 20 Adult Advocacy Services from 303744 -	CK0000203071-01 PO2020-00157 Catholic Charities Diocese of Toled	\$1,952.50	\$0.00
09/16/2020	Sept 19 Adult Advocacy Services from 303744	CK0000203071-01 PO2020-00157 Catholic Charities Diocese of Toled	\$1,182.50	\$0.00

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Date	Line Description	Source Document	Debit Amount	Credit Amount
09/16/2020	FY21 SAPT TX GOSH 090820 from 303744 - 2020.	CK0000400572-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$1,354.00	\$0.00
09/16/2020	FY20 MH GOSH 090820 from 303744 - 2020.09.16	CK0000400568-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$2,339.87	\$0.00
09/16/2020	FY21 GRF 421 MH GOSH 090820 from 303744 - 20	CK0000400569-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$15,957.66	\$0.00
09/16/2020	GOSH 090820 from 303744 - 2020.09.1	CK0000400570-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$157.77	\$0.00
09/16/2020	Ju-Aug 20 LOSS Team Services from 303744 - 2	CK0000203074-01 PO2020-00157 Darrell L Shuppert	\$1,320.00	\$0.00
09/16/2020	100120-103120 Cloud Services from 303744 - 2	CK0000400571-01 PO2020-00157 Miel	\$9.24	\$0.00
09/16/2020	GRF 421 AOD GOSH 090820 from 303744 - 2020.0	CK0000203076-01 PO2020-00157 Family Life Counseling and Psychiat	\$748.64	\$0.00
09/16/2020	GRF 421 MH GOSH 090820 from 303744 - 2020.09	CK0000203076-01 PO2020-00157 Family Life Counseling and Psychiat	\$162.11	\$0.00
09/23/2020	081320-091420 Gas Service from 304216 - 2020	CK0000400741-01 PO2020-00157 Columbia Gas of Ohio	\$36.95	\$0.00
09/23/2020	SAPT TX GOSH 091420 from 304216 - 2020.09.23	CK0000203143-01 PO2020-00157 Oriana House Inc	\$540.63	\$0.00
09/23/2020	FY20 GOSH MH 091420 from 304216 - 2020.09.23	CK0000400742-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$1,165.85	\$0.00
09/23/2020	FY21 GRF 421 AOD GOSH 091420 from 304216 - 2	CK0000400745-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$178.73	\$0.00
09/23/2020	FY21 GRF 421 MH GOSH 091420 from 304216 - 20	CK0000400740-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$1,516.79	\$0.00
09/23/2020	FY21 GRF 421 AOD GOSH 091420 from 304216 - 20	CK0000203144-01 PO2020-00157 Family Life Counseling and Psychiat	\$14.48	\$0.00
09/23/2020	091420-101320 MIP Program Services from 3042	CK0000400743-01 PO2020-00157 FTG of Greater Ohio LLC	\$414.38	\$0.00
09/23/2020	Lamcare Services from 304216 - 2020.09.23 N	CK0000400746-01 PO2020-00157 Neil Hantkeger	\$199.00	\$0.00
09/23/2020	July-Aug 20 Service Coordinator from 304216	CK0000400747-01 PO2020-00157 Huron County Family & Children Firs	\$60.00	\$0.00
09/23/2020	EBP July-Aug 20 Services from 304216 - 2020.0	CK0000203148-01 PO2020-00157 Reach Our Youth (ROY) Inc	\$738.88	\$0.00
09/23/2020	FY20 GOSH AOD 091420 from 304216 - 2020.09.2	CK0000400744-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$5,253.77	\$0.00
09/30/2020	082420-092420 Copier Lease and Usage from 30	CK0000400901-01 PO2020-00157 US Bank Equipment Finance	\$179.35	\$0.00
09/30/2020	091620-101520 Phone & Internet Service from	CK0000400904-01 PO2020-00157 Time Warner Cable Northeast	\$336.48	\$0.00
09/30/2020	Ju-Aug 20 Mirram House Recovery Housing Ser	CK0000400904-01 PO2020-00157 Time Warner Cable Northeast	\$239.98	\$0.00
09/30/2020	Trash Service from 304517 - 2020.09.30 Non C	CK0000203177-01 PO2020-00157 Catholic Charities Diocese of Toled	\$6,112.31	\$0.00
09/30/2020	Office Electrical Work from 304517 - 2020.09	CK0000400903-01 PO2020-00157 Cytone Services Inc	\$110.00	\$0.00
	100.100.00275 Total:		\$2,500.00	\$0.00
	100.100.00300 Travel		\$107,060.19	\$0.00
09/23/2020	Sept 20 Mileage Reimbursement from 304216 -	CK0000400749-01 PO2020-00159 Ashley Morrow	\$47.09	\$0.00
	100.100.00300 Total:		\$47.09	\$0.00
	100.100.00400 OPERS			
09/23/2020	Matching for OPERS 2129-08 (Matching PERS)†	CK0000020071-53 O.P.E.R.S.	\$702.68	\$0.00
09/23/2020	Matching for OPERS 2129-08 (Matching PERS)†	CK0000020071-49 O.P.E.R.S.	\$702.68	\$0.00
09/23/2020	Matching for OPERS 2129-08 (Matching PERS)†	CK0000020071-37 O.P.E.R.S.	\$702.68	\$0.00
	100.100.00400 Total:		\$2,108.04	\$0.00
	100.100.00460 Medicare			
09/09/2020	Matching for Medicare (Matching Medicare)†	CK0000020069-66 Civista Bank - Payroll Taxes	\$70.30	\$0.00
09/21/2020	Matching for Medicare (Matching Medicare)†	CK0000020072-64 Civista Bank - Payroll Taxes	\$70.30	\$0.00
	100.100.00460 Total:		\$140.60	\$0.00
	100.100.00475 Other Expenses			
09/23/2020	Gift Card Reimbursement from 304216 - 2020.0	CK0000400748-01 PO2020-00159 Ashley Morrow	\$50.00	\$0.00
	100.100.00475 Total:		\$50.00	\$0.00

Audit Trail by Account
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Source Document

Date	Line Description	Source Document	Debit Amount	Credit Amount
	100.100.00500 Hospitalization			
09/03/2020	Deduction: Hartford Life Insurance 10,000 AI	CK0000400300-29 The Hartford	\$3.34	\$0.00
09/23/2020	Health Insurance-September from 303435 - CEB	CK0000400725-01 Huron County Treasurer	\$2,522.67	\$0.00
	100.100.00500 Total:		<u>\$2,526.01</u>	<u>\$0.00</u>
	Grand Total:		\$122,330.02	\$0.00