



HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street
Norwalk, Ohio 44857

January 14, 2020 BOARD MEETING AGENDA

Location: Grist Room, Fisher Titus Medical Center

Time		Who
6:00 PM	Call to Order	Board Chair
	Guest Introductions	
	Presentations <ul style="list-style-type: none"> • Janet Cok, Willard Community Connectors 	
	Approval of Board Minutes	
	Board Chair Report	Board Chair
	Executive Session	
	Executive Director's Report	Ex. Director
	Committee Meeting Reports <ul style="list-style-type: none"> • Planning and Monitoring Committee <ul style="list-style-type: none"> ○ Peer Support RFP • Implementation Committee <ul style="list-style-type: none"> ○ Approval of Financial Report ○ Approval of December List of Bills ○ OhioMHAS 2019 040 Actual Report 	
	Old Business	
	Meeting Discussion/New Business	
	Guest Introductions/Announcements	
7:35	Adjournment	Board Chair



January 14, 2020

I. CALL TO ORDER

Meeting called to order at _6:00_ PM.

Board Members in attendance:

X	Katie Chieda	X	Ben Chaffee, Jr.	X	Rob Duncan
X	Lisa Hivnor	X	Julie Landoll	X	Kenneth Murray
X	Steve Barnes	X	Dorothy Ruffer	X	Tom Sharpnack
X	Steven Fawcett	X	Mike White	X	DeEtte Zimmerman

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

Jacki Salter (Firelands Counseling & Recovery Services), Carol Knapp (Huron County Development Council), Drew Riley (Peer Supporter), John Cochran (Family Life Counseling), Dr. Steven Burggraf (Family Life Counseling), Jessica Dickman (Family Life Counseling), Kim Eberly (Let's Get Real), Erin Bohne (member of the community)

III. PRESENTATIONS

- Janet Cok, Willard Community Connectors
 - Ms. Cok shared that the Willard Community Connectors program is in its 5th year of providing mentoring services. She shared that the age groups served are 5th, 6th, and 7th grade students in Willard City Schools. The program has 25 girls and 25 boys involved each year. The children are considered at risk but Ms. Cok shared that “really every child needs a mentor” and their mentoring services serve a variety of children. Ms. Cok said their mentors vary in ages, from 18-73. Their mentors attend trainings and lunch and learn sessions and Ms. Cok also suggests activities for mentors to help them as they begin mentoring kids. She added that the program has impacted over 225 people, both kids and mentors. She stated, “it’s changing people’s lives and opening eyes of both the kids and the mentors”.

IV. APPROVAL OF BOARD MEETING MINUTES

MOTION: 1	To approve the December 10, 2019 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on December 16, 2019.
Motion Made By:	Rob Duncan
Seconded:	Ben Chaffee, Jr.

No Opposition

V. BOARD CHAIR REPORT

- Ms. Katie Chieda shared with Board members that Ms. Laura Wheeler has resigned from the Board after 17 years of service. Ms. Wheeler’s service is greatly appreciated and the Board will send a thank you to her for her time and commitment to mental health and addiction services.
- Ms. Chieda informed all in attendance that Board members would be going into Executive Session to discuss the complaint received from Mr. Michael Pack.
- Ms. Chieda stated: “Meetings of the Board, as a public agency, shall be open to the public as required, unless the subject matter under consideration permits an executive session, as provided in section 121.22 (G), of the ORC. Members of a public body may hold an executive session at a regular or special meeting only after a majority of a quorum of the public body determines, by a roll call vote, to hold an executive session for the sole purpose of the consideration of the following matter: **To consider the possible appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.**”

MOTION: 2	To enter Executive Session to consider the possible appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee by division (G)(2) of section 121.22 of the Revised Code.		
Motion Made By:	Lisa Hivnor	Seconded:	Steve Barnes

1	Katie Chieda	5	Ben Chaffee, Jr.	9	Rob Duncan
2	Lisa Hivnor	6	Julie Landoll	10	Kenneth Murray
3	Steve Barnes	7	Dorothy Ruffer	11	Tom Sharpnack
4	Steven Fawcett	8	Mike White	12	DeEtte Zimmerman

No Opposition

Entered Executive Session: 6:20

MOTION: 3	To exit Executive Session to consider the possible appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee by division (G)(2) of section 121.22 of the Revised Code.		
Motion Made By:	Ben Chaffee, Jr.	Seconded:	Ken Murray

1	Katie Chieda	5	Ben Chaffee, Jr.	9	Rob Duncan
2	Lisa Hivnor	6	Julie Landoll	10	Kenneth Murray
3	Steve Barnes	7	Dorothy Ruffer	11	Tom Sharpnack
4	Steven Fawcett	8	Mike White	12	DeEtte Zimmerman

No Opposition

Exited Executive Session: 6:28

- Ms. Chieda stated that as a result of Executive Session, the Board has decided there will be no action taken regarding the complaint.

VI. EXECUTIVE DIRECTOR REPORT

- Ms. Cardone shared an updated with Board members on the office space and changes that have occurred since the first of the year. She shared that the new signs have been installed and she is still working with Legends General Contractors and their architect to determine when renovations can begin. She also added that the website has also been updated. Ms. Cardone said she spoke with the Board’s legal representative, Mr. Randall Strickler regarding an open house and he informed her that the office must first be ADA complaint before an open house can take place.
- Ms. Cardone shared that there is an “Addiction 101.1” event at the Sandusky State Theater with Dr. Nicole Labor February 19th at 1pm if anyone is interested in attending.
- Ms. Cardone shared that the Family and Children First Council hired Niki Cross as the new Prevention Director for FCFC. Ms. Cross will start February 3rd.
- Ms. Cardone informed Board members that with the resignation of Ms. Laura Wheeler, the Board has an open seat. Ms. Cardone stated that currently the Board is lacking a consumer of mental health services and if Board members have any recommendations to please let her know.
- Ms. Cardone shared that the Developmental Assets training kicked off its first day of training Tuesday January 14th. She anticipates a positive response to the training and is excited to see the training expand as more people are trained throughout the county.
- Ms. Cardone directed Board members to the QRT report she had handed out prior to the meeting. She shared that from November 1st – January 13th there have been 21 overdoses reported and 9 fatalities. Ms. Cardone added that the numbers reported however are not accurate to the total number of overdoses in the county due to the fact that the Board currently only receives reports from Norwalk PD, Willard PD, and the HCSO and there have been multiple overdoses in surrounding communities that were not reported to the Board. Ms. Cardone shared that she has scheduled a meeting to discuss expanding QRT to the other areas of the county to ensure all residents are being served and that we are receiving accurate data.
- Ms. Cardone shared an overview of the Board’s 040 Budget for FY19
 - Boards total revenue for FY19 \$1,940,904.00 (50% state funds, 27% local levy funds, 23% federal funds)
 - Board total expenses for FY19 \$1,651,054.00

Line Item	Amount	Percentage
Board Administration	\$ 165,865.00	10%
Non-Service related expenses	\$ 71,387.00	4%
Board Services to the community	\$ 23,836.00	1%
Central Pharmacy	\$ 23,951.00	1%
Special Projects	\$ 40,343.00	2%
Treatment Services	\$ 849,777.00	51%
Prevention Services	\$ 120,446.00	7%
Housing Services	\$ 75,307.00	5%
Transportation Services	\$ 11,349.00	1%
Hotline	\$ 49,654.00	3%
Non-Clinical treatment and supports	\$ 219,139.00	13%
Total	\$ 1,651,054.00	100%

- Ms. Cardone shared that she is planning on reaching back out to all agencies involved regarding ALERT once the Board makes a decision regarding peer support proposals. The goal of this meeting will be to inform agencies of the change and to allow the new organization to explain their processes and how they plan to manage moving forward.
- Ms. Cardone shared that Mr. Joe Hintz was recently announced the president of the Board of Commissioners.

VII. COMMITTEE MEETING REPORTS

• PLANNING AND MONITORING COMMITTEE REPORT

- Mr. Barnes shared that the Planning and Monitoring Committee met on Monday, January 6th at the Board offices.
- Mr. Barnes stated that committee members reviewed the peer support proposals received from Family Life Counseling, Let's Get Real, Oriana House, and Sandusky Artisans. After discussion among the committee members, it was decided to invite Family Life Counseling and Let's Get Real to the Board meeting to present and answer the questions committee members had regarding the proposals.
- Mr. Barnes said the Board would like to ask Dr. Burggraf from Family Life Counseling to provide a brief presentation.
 - Dr. Steven Burggraf first wanted to thank the Board for the leadership they provide to the community as well as approving funding for his crisis training.
 - Dr. Burggraf began his presentation with an overview of recovery and peer support to Board members. He stated recovery is: “a process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential”. He added that peer-operated supports and services provide important resources to assist people along their journeys of recovery and wellness. He reviewed what peer recovery services may include such as; supporting individuals in achieving personal independence, encouraging hope, supporting the development of life skills, assisting with accessing and developing natural support systems in the community, and promoting coordination and linkage among providers.
 - Dr. Burggraf said that the current services being provided in the county such as ALERT and QRT are important programs and Family Life is committed to making sure they continue to function.
 - Dr. Burggraf stated that they will pursue opening a Peer Support Center for the purpose of offering support groups and customized individual peer support services. It is their intention to provide space at their new site located at 130 Shady Lane Dr.
 - Dr. Burggraf stated that individuals seeking peer support will be required to complete a Diagnostic Assessment for peer services in order to be funded by Medicaid. He added that they will work with other treatment providers and will accept a diagnosis from other providers if a DA has been completed in the last 12 months. Dr. Burggraf added they will gladly provide peer support services to all clients receiving services from other agencies.
 - Dr. Burggraf said transportation is already a service they provide and they will continue to provide that service for peer support.
 - Dr. Burggraf also reviewed their strategic plan for implementation and expansion

of peer services in the county. He ended with his timeline for implementation and expansion. He stated that this project will be broken down into two phases. Phase One: February 2020- The transition plan will begin to assure that there is no gap or interruption of current services. He added that this will take 30-60 days. Phase Two: The expansion plan will begin to implement ALERT across the entire county. They will open the peer center to continue expanding peer services and they will become an Assertive Community Treatment provider so that peer support services can be provided to clients with mental health diagnosis.

- There were no questions for Dr. Burggraf regarding his presentation and he was thanked for his time.
- Mr. Barnes than asked Ms. Kim Eberly from Let's Get Real to present.
 - Ms. Kim Eberly said she first wanted to thank the Board for the consideration of her proposal. She shared that she currently operates a peer run organization in Lorain County that provides services almost identical to what is being requested by the Board. She shared with Board members that the current programs they are seeking new oversight for, ALERT and QRT, are programs that were originally modeled after services she currently offers and her programs have been operating in Lorain County for 3-4 years. She stated, "these services you want to offer, this is what we do". She told Board members that she is a stringent supervisor for all peer recovery specialists who work under her and she has taught the peer support specialists how to work with all treatment agencies.
 - Ms. Eberly stated that it is almost impossible to take the \$48,000 away from her budget because she is currently not a Medicaid provider. She added that Peer Support is a continuum of care service and many times the services are considered crisis management. Ms. Eberly added that the funding requested was for a 12-month period.
 - Ms. Eberly stated regarding a peer center location, she does not have a location in mind as of now. She said she was hoping that the basement of the new MHAS building was an option. She added that if she does need to find a space for a peer center, the funding requested will have to increase roughly \$12,000-\$15,000. She added that peer services can be operated from anywhere but the benefit of a peer center is for a place to work and for people to come and meet. She envisions a center that is open 9am-9pm, where peer supporters can complete paperwork, supervision can take place, team meetings can be held, recovery support groups can meet, and people from the community can walk in and get resources and support.
 - Ms. Eberly stated that her proposal is not tied to anyone specifically named in her proposal, she wants to oversee the program and services herself and she personally vets all peer support specialists. Ms. Eberly stated that Mr. Drew Riley worked for Let's Get Real for a few years and they at times disagree but eventually work it out. Although Mr. Riley is mentioned in the proposal, she stated she is the ultimate administrator. She added that she wants this to be a Huron County project. She currently has 3 peer support trainers in Lorain County who are willing to come to Huron County to train peer supporters for "next to nothing". She stated she would like to keep the current peer supporters of the ALERT program but again, she will vet them herself. Ms. Eberly stated she will use Huron County people as much as possible for services and only use her people as backups.

- Ms. Eberly added that she as a Community Foundation grant for Huron County that she has filled out and is ready to submit. She said this grant can be used for additional funds for the peer center if she is chosen to oversee these services.
 - Dr. Mike White asked if the Board’s legal representative, Mr. Randal Strickler, has been included in conversations regarding a peer center in the basement of the MHAS office. Ms. Cardone said they have briefly discussed it and there seemed to be no concerns at the time but she would talk to him more in depth to confirm if it is a liability or not.
- Ms. Chieda asked Board members if they felt they had enough information to make a decision on which organization would receive funding for peer support.
- The Board decided they need more time to review the information provided from the proposals.
- Ms. Chieda stated that the decision is to table the motion until February. Ms. Chieda asked all Board members to review the proposals and answers to the questions so that a decision can be made in the February Board meeting.
- Peer Support RFP (Attachment III)

MOTION: 4	Approval to enter into a contract with X for the remainder of SFY 2020 in an amount not to exceed \$X.		
Motion Made By:	DeEtte Zimmerman	Seconded:	Steve Barnes

Motion Tabled

- Mr. Barnes said that the minutes from the January 6th Planning and Monitoring meeting were sent to the Board on January 8th and may be found on the Board’s website.

MOTION: 5	To approve the January 6, 2020 Planning and Monitoring meeting minutes as sent on January 8, 2020.		
Motion Made By:	Lisa Hivnor	Seconded:	Tom Sharpnack

No Opposition

- **IMPLEMENTATION COMMITTEE REPORT**

- Ms. Lisa Hivnor shared that the Implementation Committee met on Tuesday, January 7th at the Board’s Office.
 - Financial Report
 - Ms. Hivnor said committee members reviewed the Board’s Financial Report through December 31st, the report can be found in Attachment I.

MOTION: 6	To approve the Financial Report through December 31, 2019 as included in Attachment I.		
Motion Made By:	Dorothy Ruffer	Seconded:	Julie Landoll

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

No Opposition

- December 2019 List of Bills
 - Ms. Hivnor shared that in Attachment II is the December 2019 List of Bills. Ms. Hivnor informed Board members that the Huron County Auditor's office closed mid-December for the remainder of the year to balance year end which is why there are not as many bills listed as usual.

MOTION: 7	To approve the December 2019 List of Bills as included in Attachment II.		
Motion Made By:	Mike White	Seconded:	Dorothy Ruffer

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

No Opposition

- Ms. Hivnor stated that the minutes from the Implementation committee meeting were sent to all Board members on January 9th, 2020 and may also be found on the Board's website.

MOTION: 8	To approve the January 7, 2020 Implementation meeting minutes as sent on January 8, 2020.		
Motion Made By:	Steve Barnes	Seconded:	Mike White

No Opposition

VII. OLD BUSINESS

- There was no old business to discuss

VIII. MEETING DISCUSSION/NEW BUSINESS

- OhioMHAS 2019 040 Actual Report

MOTION: 9	To approve the OhioMHAS 2019 040 Actual Report as sent to Board members on January 9, 2020.		
Motion Made By:	Lisa Hivnor	Seconded:	Rob Duncan

1	Katie Chieda	5	Ben Chaffee, Jr.	9	Rob Duncan
2	Lisa Hivnor	6	Julie Landoll	10	Kenneth Murray
3	Steve Barnes	7	Dorothy Ruffer	11	Tom Sharpnack
4	Steven Fawcett	8	Mike White	12	DeEtte Zimmerman

No Opposition

IX. GUEST ANNOUNCEMENTS

- Ms. Carol Knapp requested to speak to the Board.
- Ms. Knapp began by congratulating the Board on their new facility, she stated it is very professional looking and the ability to have confidential conversations is a benefit. She also added that the new signs look great.
- Ms. Knapp shared that she recently had a meeting with Ms. Morrow and Ms. Karmen Ross regarding mental health and the workforce. She is very excited to be collaborating with the Board on this project. She stated many employees and employers are indirectly affected by mental health and addiction and believes this project is a great benefit to not only employers but the community as a whole. She shared that during the meeting, ideas have been discussed on how to roll out the project and she feels this collaboration is going to be very impactful.
- Ms. Knapp also shared that HCDC are working with an organization that handles new market business and tax credit programs and their focus is economic development and community impact projects. She added that the peer center may be a community impact project they would be interested in if the Board decided to go that route. She also shared that HCDC’s Vision 20/20 plan is onboarding of businesses and they would like to include MHAS in their presentations on what the county has to offer.

- Mr. Drew Riley requested to speak to the Board.
- Mr. Riley first thanked Ms. Carol Knapp for her help and guidance as she was instrumental in helping him in starting his 501C3. Mr. Riley stated that he doesn’t want to see peer support die and Ms. Eberly sets the bar for peer services. He also added that Ms. Eberly misspoke and QRT is not immediate help, it is responding 3-4 days after an overdose and that is why it doesn’t work. Mr. Riley stated “QRT isn’t making an impact whatsoever”.

X. ADJOURNMENT

MOTION: 10	To adjourn the January 14 th , 2020 Huron County Board of Mental Health and Addiction Services Board meeting.		
Motion Made By:	Steve Barnes	Seconded:	Ben Chafee Jr.

No Opposition

The January 14, 2020 meeting of the Board adjourned at __7:35__p.m.

Attachment I: Financial Report

December 2019							
	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	29,787.00	10,020.00	39,807.00	98.4%	40,467.00
MH Block Grant	100.100.10126	Fed MH	66,771.00	0.00	66,771.00	104.7%	63,793.00
ADTR Block Grant	100.100.10122	Fed AOD	262,412.67	18,932.49	281,345.16	148.9%	189,000.00
ODADAS Medicaid	100.100.10128	Fed AOD Medicaid	0.00	0.00	0.00	#DIV/0!	0.00
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	843,295.00	0.00	843,295.00	116.8%	722,000.00
AOD Subsidy	100.100.10127	State AOD	111,626.00	0.00	111,626.00	55.8%	200,000.00
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	521,833.30	0.00	521,833.30	100.4%	520,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	5,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	16,818.95	0.00	16,818.95	93.4%	18,000.00
Other Receipts	100.100.10170	Other Receipts	34,358.68	1,005.83	35,364.51	117.9%	30,000.00
TOTAL RECEIPTS:			\$ 1,886,902.60	\$ 29,958.32	\$ 1,916,860.92	107.2%	1,788,260.00
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 3,868,896.32				
Plus: Receipts			29,958.32				
Equals: Total Balance			\$ 3,898,854.64				
Minus: Expenditures			(39,373.47)				
Equals: Ending Balance			\$ 3,859,481.17				
Minus: Encumbrances			-				
Equals:			\$ 3,859,481.17				

Dec-19	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	9,384.12	106,614.21	66.6%	0.00	160,000.00	53,385.79
SUPPLIES 100.100.00175	0.00	2,789.05	55.8%	0.00	5,000.00	2,210.95
EQUIPMENT 100.100.00200	0.00	0.00	#DIV/0!	0.00	0.00	0.00
CONTRACT REPAIRS 100.100.00275	25,913.15	1,415,989.61	82.8%	0.00	1,710,000.00	294,010.39
RESIDENTIAL PROGRAM 100.100.00280	0.00	0.00	#DIV/0!	0.00	0.00	0.00
TRAVEL 100.100.00300	84.10	5,482.41	60.9%	0.00	9,000.00	3,517.59
O.P.E.R.S. 100.100.00400	1,206.16	14,387.74	62.3%	0.00	23,100.00	8,712.26
WORKERS' COMP 100.100.00425	0.00	1,590.82	56.8%	0.00	2,800.00	1,209.18
UNEMPLOYMENT 100.100.00450	0.00	0.00	#DIV/0!	0.00	0.00	0.00
MEDICARE 100.100.00460	194.56	1,525.61	49.5%	0.00	3,080.00	1,554.39
OTHER EXPENSES 100.100.00475	25.60	27,158.59	90.5%	0.00	30,000.00	2,841.41
HOSPITALIZATION 100.100.00500	2,565.78	13,487.88	79.2%	0.00	17,040.00	3,552.12
TOTAL:	39,373.47	1,589,025.92	81.1%	0.00	1,960,020.00	370,994.08

Attachment II: December 2019 List of Bills

Huron County Audit Trail by Account

Accounts: 100.100.00125 to 100.100.00500
From: 12/1/2019 to 12/31/2019

Account Types: All
Journal Definitions: Multiple

Date	Line Description	Source Document	Debit Amount	Credit Amount
100.100.00125 Salaries				
12/13/2019	Gross: 2019.12.13 Payroll		\$4,692.06	\$0.00
12/27/2019	Gross: 2019.12.27 Payroll		\$4,692.06	\$0.00
100.100.00125 Total:			\$9,384.12	\$0.00
100.100.00275 Contract Repairs				
12/11/2019	Levy electric service at new location from 2	CK0000393625-01 PO2019-00380 Ohio Edison	\$266.13	\$0.00
12/11/2019	Levy Nov 19 Cell Phone Reimbursement from 28	CK0000393633-01 PO2019-00380 Kristen Cardone	\$60.00	\$0.00
12/11/2019	GRF 421 Comm Invest ALERT Services from 2888	CK0000393631-01 PO2019-00380 Amber R Pugh	\$260.00	\$0.00
12/11/2019	ECMH July-Oct 19 Services from 288842 - 201	CK0000393628-01 PO2019-00380 Bayshore Counseling Services	\$4,805.04	\$0.00
12/11/2019	Levy Oct 19 Age Exchange Program Services fr	CK0000193607-01 PO2019-00380 Services for Aging Inc	\$5,271.00	\$0.00
12/11/2019	GRF 421 MH GOSH Services from 288842 - 2019	CK0000193608-01 PO2019-00380 Family Life Counseling and Psychiat	\$396.68	\$0.00
12/11/2019	GRF 421 AOD GOSH Services from 288842 - 2019	CK0000193608-01 PO2019-00380 Family Life Counseling and Psychiat	\$822.95	\$0.00
12/11/2019	GRF 421 Comm Invest ALERT Services from 2888	CK0000393624-01 PO2019-00380 Drew Riley	\$430.00	\$0.00
12/11/2019	GRF 421 Comm Invest ALERT Services from 2888	CK0000393627-01 PO2019-00380 Kay Smith	\$50.00	\$0.00
12/11/2019	GRF 421 Comm Invest ALERT Services from 2888	CK0000393630-01 PO2019-00380 Sandra Kocher	\$568.85	\$0.00
12/11/2019	Levy fingerprinting services from 288842 - 2	CK0000393623-01 PO2019-00380 North Point Educational Service Cen	\$30.00	\$0.00
12/11/2019	Levy QRT Services from 288842 - 2019.12.11 N	CK0000393632-01 PO2019-00380 Kevin Christopher Mount	\$12.50	\$0.00
12/11/2019	GRF 421 Comm Invest ALERT Services from 2888	CK0000393632-01 PO2019-00380 Kevin Christopher Mount	\$180.00	\$0.00
12/11/2019	Levy Aug & Nov 19 Fiscal Services from 28884	CK0000393629-01 PO2019-00380 Mental Health & Recovery Services B	\$5,000.00	\$0.00
12/11/2019	Levy Engagement Essentials of Asset Building	CK0000393626-01 PO2019-00380 Search Institute	\$7,700.00	\$0.00
12/11/2019	Levy Nov 19 Cell Phone Reimbursement from 28	CK0000393622-01 PO2019-00380 Ashley Morrow	\$60.00	\$0.00
100.100.00275 Total:			\$25,913.15	\$0.00
100.100.00300 Travel				
12/11/2019	Levy Nov 19 mileage reimbursement from 28884	CK0000393633-01 PO2019-00382 Kristen Cardone	\$84.10	\$0.00
100.100.00300 Total:			\$84.10	\$0.00
100.100.00400 OPERS				
12/18/2019	Matching for OPERS 2129-08 (Matching PERS) f	CK0000019179-04 O.P.E.R.S.	\$603.08	\$0.00
12/18/2019	Matching for OPERS 2129-08 (Matching PERS) f	CK0000019179-48 O.P.E.R.S.	\$603.08	\$0.00
100.100.00400 Total:			\$1,206.16	\$0.00
100.100.00460 Medicare				
12/02/2019	Matching for Medicare (Matching Medicare) f	CK0000019176-05 Civista Bank - Payroll Taxes	\$62.46	\$0.00
12/16/2019	Matching for Medicare (Matching Medicare) f	CK0000019180-61 Civista Bank - Payroll Taxes	\$66.05	\$0.00
12/30/2019	Matching for Medicare (Matching Medicare) f	CK0000019186-18 Civista Bank - Payroll Taxes	\$66.05	\$0.00
100.100.00460 Total:			\$194.56	\$0.00

1/6/2020 10:36 AM

Page 1 of 2

V.3.16

Audit Trail by Account From: 12/1/2019 to 12/31/2019

Date	Line Description	Source Document	Debit Amount	Credit Amount
100.100.00475 Other Expenses				
12/11/2019	Levy meeting expenses from 288842 - 2019.12.	CK0000393622-01 PO2019-00379 Ashley Morrow	\$25.60	\$0.00
100.100.00475 Total:			\$25.60	\$0.00
100.100.00500 Hospitalization				
12/03/2019	Deduction: Hartford Life Insurance 10,000 AI	CK0000393487-26 The Hartford	\$3.34	\$0.00
12/27/2019	Employer Health Insurance-December from 2900	CK0000394138-01 Huron County Treasurer	\$2,562.44	\$0.00
100.100.00500 Total:			\$2,565.78	\$0.00
Grand Total:			\$39,373.47	\$0.00

Attachment III: Peer Support RFP proposal summaries

- 1. Organization: Family Life Counseling**
- 2. Plan:**

Describe proposed model for taking over ALERT program:

FLCPS will, as soon as possible, meet with current ALERT staff and begin to construct and implement a transition plan. FLCPS will also meet with law enforcement leadership to establish an effective collaborative process for the continuation of ALERT services. This will also offer an opportunity to address any immediate improvements that they would recommend.

It is FLCPS's intention to adopt the current procedures including the utilization of the ALERT Hotline. In addition FLCPS will continue embedded services in local jail facilities. The key during the transition period is to omit any disruption of services. FLCPS also is committed to interview all current ALERT program staff to enquire of their interest in continuing on with the program and to determine if they are a good fit moving forward. If FLCPS is given the privilege all appropriate peer support services for Medicaid eligible clients will be billed to Medicaid.

Plan for expanding peer support services throughout the county:

The plan for expansion will include meeting with law enforcement and other community leaders across Huron County that does not have an ALERT program operational and present the model to them. If they are willing then we will begin to recruit and train competent ALERT staff from or near that community to serve that community. FLCPS have been able to establish a decentralized infrastructure to support and supervise services in other communities. The utilization of encrypted programs like Zoom will enable ALERT staff in those more rural settings to stay connected to needed support and supervision. The infrastructure will expand as the ALERT program grows across the county to assure adequate oversight and quality assurance. Decisions on what communities are targeted first will be determined in conjunction with input from the Huron County Mental Health and Addiction Services Board and statistics concerning community need. The overarching goal will be to have an operational ALERT program across the entire county. A robust training program will be established to expand and enhance program effectiveness.

- 3. Number of proposed staff/staffing plan for HC:**

FLCPS is willing to maintain and hire current ALERT program staff if they meet certification qualifications and they wish to continue with the program. FLCPS is committed to recruit and maintain sufficient staff to meet community need. It is our intension to hire permanent full time/part time staff as we seek to fully incorporate Peer Support Services into FLCPS continuum of care.

- 4. Collaboration with local agencies:**

Family Life Counseling and Psychiatric Services (FLCPS) highly values colaberation with other social service organizations. FLCPS is active member of the Huron County Children and Family First Committee, Suicide Prevention Committee and the Quick Response Team which is organized to meet with individuals that overdose on drugs.

Recently FLCPS begun a colaberation with Huron County Children Services to iniate the Children's Mobile Response & Stabilization Services program.

5. Timeline:

The implementation plan will consist of two phases:

Phase One: February 2020 – The transition plan will begin to assure that there is no gap or interruption of services. This phase will take 30 to 60 days.

Phase Two: March 2020 – The expansion plan will begin to implement ALERT across the entire county. A list of communities will be constructed with the assistance of HCMHASB to develop a prioritized list and the implementation process will begin. Dr. Steven Burggraf will assist the team with this important effort. Phase Two will continue until all identified and willing Huron County communities have an operational and effective ALERT program.

6. Experience:

FLCP’s facilitates a Peer Support service program as a part of a collaborative effort with the Richland County Children Services as a part of the START program. We are moving into our second year of being a part of that important program. Family Life Counseling and Psychiatric Services (FLCPS) has been operating in multipule comunities across North Central Ohio for twenty years.

7. Medicaid and financial stability plan:

FLCPS is able to bill Medicaid for Peer Support Services and therefore all community and office based services for Medicaid eligible clients will have a funding source. The HCMHASB has offered ongoing financial support for jail based services which are not able to be billed to Medicaid.

8. Mental Health? Not specifically addressed

9. Transportation? Not addressed

10. Peer Center? Not addressed

11. Financial request: \$10,417

12. Questions:

- a. Do you plan on serving clients from other treatment agencies? If so, what is the plan for that?
- b. Will clients be required to complete a diagnostic assessment and a full intake as required for therapy clients?
- c. Do you plan to transport clients? If so, what is the plan for that?
- d. Will you pursue opening a peer center and offer support groups? If so, what is the plan for that?

1. Organization: Let’s Get Real

2. Plan:

It is our goal to work with and enhance the current ALERT program. We appreciate all the hard work that has gone into building the program and the relationships that have

been made. The first step will be to meet with the ALERT peers to get to know them better, their availability, and goals in working with the ALERT program. That will provide us with a better picture of the current capacity as we work to expand programs.

We have already talked to two trainers about offering a peer support training in Huron County for Huron County residents seeking CPRS certification, and the expense of this training is not reflected in the proposed budget because it will not be at the expense of Huron County Board of Mental Health and Addiction Services. Our next step will be to work towards setting up a training and finding candidates that are interested in going through the training and pass our currently successful vetting process. When we find people interested, we work with them to help through the certification process, which can be arduous.

We would also reach out to the appropriate contacts within the police departments, hospitals, and Huron County organizations that we will be working with moving forward. This will provide us with a better picture of the overall need and potential within Huron County. This will also provide better insight into training and addiction education that may be needed. We have found in Lorain County that law enforcement and medical staff have a desire to help, but they do not know what they can do.

Once we get started and feel the WHO project with Fisher Titus Medical Center is running seamlessly, we will reach out to Mercy in Willard to discuss an expansion of the program into their emergency department. We have close ties with the director of emergency services in Mercy Regional Medical Center Lorain and hope that we can use our already established relationships to expand programs in Huron County.

Opening and staffing the peer support center would be a top priority and happen simultaneously to getting acquainted with the ALERT projects and peers. With Drew Riley's assistance, we already have leads on donated office equipment and furniture to reduce initial expenses and expedite the launch of the new center. Once the peer support center is up and running, we will reach out to local media to get some coverage on the ALERT program and what is available to residents in need. In Lorain County, we have found this to be an effective way to publicize our services. We will also work on reaching out to local churches and nonprofits with information on services.

Our goal is not to take over the existing projects but to leave ALERT under the LGR umbrella, utilizing our vast knowledge and experience in peer support services to complement and enhance the existing ALERT project.

We would like to continue our goal of filling the gaps in recovery support services with our groups in Huron County. All of our support groups are peer-to-peer and run by volunteer facilitators. We offer SMART Recovery, Adult children of Alcoholics, Life Recovery Bible, a family and children's group, and a grief support group for those who have lost someone to addiction.

3. Number of proposed staff/staffing plan for HC:

Our intent is to utilize the existing peer supporters in ALERT and from Huron County. We have the capacity to provide “overflow” support with our existing peer supporters. Our goal is to keep that peer supporters for ALERT/WHO local Huron County natives. Discussion has already been done to perform an additional peer support training and get more Huron County locals certified. As several peer support trainers are also affiliated with Let’s Get Real, Inc and have already committed to a training.

4. Collaboration with local agencies:

Utilizing a client-centered approach, we intend to solidify existing relationships with Family Life Counseling, Firelands, Oriana House, and House of Hope Men’s Sober Living of Willard. If selected, we would start by reaching out to each police department to review the project procedures and to talk to them about the needs of the county as they see it through the lens of law enforcement. We will also reach out to the Director of the Emergency Department at Fischer-Titus, as well as the heads of nursing and social work for the emergency department, as we have found the people in those positions to be strong advocates for what we are trying to accomplish.

5. Timeline:

Steps laid out but specifics regarding when are not clear.

6. Experience:

LGR opened as a Recovery Community Organization (RCO) in August 2013. In 2013, LGR started offering peer recovery support services, matching a specially trained individual with long-term sobriety with someone just beginning the recovery journey. The Alcohol and Drug Addiction Services (ADAS) Board of Lorain County retained LGR to provide peer recovery support services as part of a number of special projects.

7. Medicaid and financial stability plan:

We currently bill through the Mental Health and Addiction Services Board of Lorain County, Erie County Detoxification, and Firelands Counseling and Recovery Services. We already have in existence a secondary bank account that we will utilize for the ALERT projects to maintain transparency. Additionally, our intent is to have all Huron County peer supporters paid through ADP payroll system to minimize mistakes and provide the board with the transparency they deserve.

Although we cannot currently bill Medicaid directly for peer support services, we are working towards that goal. All of our peer supporters have gone through the process of attaining an NPI number, so they are certified to be billed under Medicaid. We have had meetings with representatives from CareSource and Buckeye, and have consulted with other organizations within the treatment community on the process. We have reached out to and are working with a consultant that specializes in helping organizations navigate the Medicaid billing process. With the help of the consultant, we are estimating by April we will be able to bill under Medicaid for some peer support services.

As we become established in Huron County, we can further explore grant opportunities and fundraising efforts to help fund the ALERT program. We will continue in the process of becoming Medicaid certified, so we can bill directly for peer support services as allowable.

We are confident we will receive donations of furniture and equipment for the peer support center. We have approached a new private foundation opening in January 2020 and have a verbal commitment of \$10,000 to go towards Huron County recovery support services. In addition to private foundation grants, with the assistance of Ohio Citizens Advocates for Addiction Recovery, we monitor the availability of new state and federal grants.

Although not mandatory, we have an independent auditor that conducts an annual audit. As a board-run 501c3, there is a clear checks and balance system. We are reviewed and audited by our board on a monthly basis. CPA services are provided by Park and Illenberger, CPAs of Lorain, and we also employ an additional certified public accountant that reviews our billing processes, accounts payable and receivables on a monthly basis. Annual reports, tax statements, and additional documentation can be supplied upon your request.

8. Mental Health? Yes

9. Transportation? Yes

10. Peer Center?

Opening and staffing the peer support center would be a top priority and happen simultaneously to getting acquainted with the ALERT projects and peers. With Drew Riley's assistance, we already have leads on donated office equipment and furniture to reduce initial expenses and expedite the launch of the new center.

11. Financial request: \$85,700

12. Questions:

- a. Will the \$48,000 in funding for CPRS go away once the organization is able to bill Medicaid?
- b. What are their plans for the future? Do they plan to hand off the program to individuals named in the proposal? If so, what does that handoff look like?
- c. Is this proposal tied to individuals as named in the proposal?
- d. The request seems low to include a peer center, explanation of the budget in greater detail is wanted. Does the budget include the cost of rental for a peer center and if not, how would the budget increase if renting a space is required?
- e. Is the funding request for a whole fiscal year or just the remainder of FY20?