

Planning and Monitoring Committee Meeting

Meeting date: Monday, March 2, 2020

Meeting time: 5:06pm – 6:25pm

Meeting location: Conference room, 2 Oak Street

Recorder: Ashley Morrow

Committee Members Present:

X	Steve Barnes, Committee Chair	X	Rob Duncan
X	Ken Murray	X	Mike White
X	Julie Landoll		Ben Chaffee, Jr. -Excused
X	Lenora Minor		

Board Staff Present:

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

- Presentation for February: Lindsey Ingram, Family Dependency Court
 - Ms. Cardone shared that Lindsey Ingram from Family Dependency Court would be presenting at the March 10th Board Meeting to update the Board on the current status of the program.
- Office space updates
 - Ms. Cardone shared that construction is still underway at the new office however it is projected to be complete by the end of the week so that the March 10th Board meeting can be held in the new conference room.
- Meeting changes
 - Ms. Cardone shared the feedback received from Board members regarding the committee days/times survey that was sent out. She stated not everyone responded to the survey however from the responses she did receive it was determined there would be changes to the current committees and schedules.
 - It was determined that the Board will be adding a Governance Committee and this committee will meet quarterly to review agency reports, Board policies, Board staff evaluations, etc.
 - Ms. Cardone stated that due to some conflicts in upcoming Board meetings as well as feedback from the committee survey, it is recommended to push back committee and Board meetings a week for the remainder of FY20. The committee members stated they did not have any problems with the proposed changes. Ms. Cardone stated that upon approval from the remainder of Board members, committee meetings will take place the second week of the month and the Board meetings will take place the third week of the month. Ms. Cardone will update the Board meeting schedule to reflect the changes and send to all Board members for review and approval.
- 2nd Vice Chair
 - Ms. Cardone stated that the 2nd Vice Chair position is still open and if anyone is interested to please let Ms. Lisa Hivnor know.
- April Committee meeting time change (6pm, Motion)
 - Potentially not needed depending on approval of new Board schedule
- May Board meeting reschedule (Motion)

- Potentially not needed depending on approval of new Board schedule
- Board training March – Crisis services and overview
 - Ms. Cardone reminded committee members that there will be a Board training at 5pm before the March 10th Board meeting. This training will be part of the three-hour training Board members must have each year. The focus of this training will be Crisis Services. A representative from Firelands Counseling & Recovery Services will share an overview of current crisis services offered in Huron County, giving Board members a better understanding of what the process is and what assessments look like.

Discussion Items:

- 2018 Overdose and Suicide Death Report
 - Ms. Cardone reviewed a handout with committee members that gave an overview of the overdose and suicide data for 2018. She shared that she tried to obtain these statistics locally however has been unable to do so. As a result, the information presented was gathered and given to her from the Sandusky, Seneca, and Wyandot County Mental Health & Recovery Services Board’s Executive Director who retrieved it from the state. Ms. Cardone shared that currently Huron County is below the state average for overdoses but above the state average for suicides. She added that the tentative numbers for 2019 are expected to be higher than 2018.
 - Ms. Cardone stated she is currently working with the local school’s crisis team to finalize a postvention plan for the schools to implement and once that is complete, they will work on incorporating more prevention. She added that the Ohio Suicide Prevention Plan was just released from the state which is the first plan ever.
- Crisis information
 - Ms. Cardone shared that the state is offering 6 crisis academies throughout the year and she has attended two of them. She shared that the state is putting great emphasis on crisis and crisis stabilization, especially for mental health. She shared that there currently is a crisis system in place for substance use such as recovery housing, peer support and other recovery services, however there is still a giant gap for individuals struggling with mental health. Ms. Cardone shared that this is an area of need and there will be further discussion regarding crisis stabilization and mental health in the future as more information is gathered. She stated that there has been discussion with the SSW Board and Erie/Ottawa Board to possibly fund a consultant to assess our current crisis system and make recommendations based on best practices.
- Grant opportunity (Potential motion for Implementation)
 - Ms. Cardone shared that there is a grant opportunity that Board staff has been working on and would like to apply for. Ms. Morrow shared an overview of the RCORP grant opportunity. She shared that the Rural Communities Opioid Response Program (RCORP) grant is a multi-year initiative aimed at reducing the morbidity and mortality of substance use disorder (SUD), including opioid use disorder (OUD). The goal of the funding opportunity is to strengthen and expand SUD/OUD prevention, treatment, and recovery services to enhance rural residents’ ability to access treatment and move towards recovery.
 - Ms. Cardone added that this is a very beneficial grant due to the fact that it is open to substance use and not just opioid use. She stated the Board must approve Board staff to apply for grant opportunities and asked committee members for their feedback and/or concerns.
 - Committee members were in full support of applying for the grant and unanimously recommended to pass this onto Implementation for a motion to be voted on at the March 10th Board meeting.
- Policies: Intern Policy, Complaint Policy, Expenses Policy (handouts)

- Ms. Cardone reviewed policy handouts with committee members. The first policy to review was the expense policy. Ms. Cardone shared that she updated the policy to reflect the current rates for 2020, she updated the policy to reflect the requirement for all expenses to be reviewed and approved prior to submission, and she changed the reimbursement for meals section. Ms. Cardone shared that recently one of her expenses for a lunch was not approved due to not having it included in the policies. However, this lunch expense was due to Ms. Cardone being invited to a lunch with a provider agency. Ms. Cardone stated this expense was work related and other Board policies reflect reimbursement for such expenses.
- The committee agreed that the policy should be updated to reflect payment for meals associated with work up to the amount identified in the policy.
- Ms. Lenora Minor questioned the section of the policy that stated lodging and food will not be reimbursed for stays less than 60 miles away. Ms. Minor stated that if Ms. Cardone would be attending a training out of town for a couple days and the location was just under the 60 mile requirement, it would not make sense for her to drive to the location and back multiple days in a row, and that lodging in that case should be reimbursed.
- Committee members agreed with Ms. Minor that the policy should be updated to reflect reimbursement for lodging.
- Ms. Minor suggested Ms. Cardone review the county policies to see how they handle expenses and reimbursements.
- Ms. Cardone asked committee members to review the Intern policy in their handout. She stated the Board discussed this policy previously however there was never a decision on it. She added this policy would allow the Board to utilize interns which could be a great benefit in helping the Board staff accomplish tasks and goals outlined by the Board.
- The committee reviewed and approved the Intern Policy
- Ms. Cardone reviewed the updated Complaint Policy with committee members. This policy was reviewed the previous month at committee meetings however, Dr. White suggested combining the grievance policies to have one cohesive policy. Board staff re-worked the multiple policies and created one as suggested. Committee members reviewed and approved the updated policy.
- All policies presented to committee members are still being reviewed by Mr. Randal Strickler, the Board's legal representative and once he approves them, Ms. Cardone will present them to the Board for a motion to approve.
- First Responder Peer Support (Potential motion for Implementation)
 - Ms. Cardone shared that last week the Board staff hosted a meeting for the first responder peer support group, REACT. The meeting was well attended and the members of the group are engaged and there was good discussion and feedback regarding the status of the program. Ms. Cardone shared that they are moving forward with a clinician training in April. A trainer from the state will be conducting the training for a minimal fee and the Board will provide food. She added that REACT will also be looking to do another peer support training in the spring to increase the number of first responder peer supporters. She stated Erie County first responders have expressed interest in joining the REACT efforts which can be a great benefit, allowing for additional peer supporters and clinicians to be trained. Many first responders have stated they would not feel comfortable seeking treatment where they currently reside or work so expanding to other counties will be beneficial. Ms. Cardone stated the additional funding would cover the clinician trainings, the food, and the additional peer support training.
 - Committee members unanimously recommended to pass this onto Implementation for a motion to be voted on at the March 10th Board meeting.
- Basement use (Motion)

- Ms. Cardone shared that as construction on the office space is almost complete, the Board members need to decide on what they want to do with the basement. Ms. Cardone said that the Board's legal representative stated that the space does not have to be ADA complaint for other organizations to use it, Ms. Cardone stated however if they did have someone seeking services who required ADA compliance, they could utilize the MHAS office space upstairs upon request. She shared that the Board's legal representative also stated that anyone who uses the Board's office space is required to include the Board on their liability insurance policy.
- Committee members suggested having a sign in sheet and calendar to schedule list of meetings and activities that would occur in the space as well as vet all individuals and groups interested in using the basement. Committee members added that the upstairs entrance to the basement should always be locked to ensure MHAS property and private information is secure.
- Ms. Cardone shared that she spoke with the Board Chair, Ms. Katie Chieda regarding the space and it was suggested that the Board furnish the basement with furniture and other necessary items so that there are no issues in the future with determining ownership of property.
- The Committee agreed that offering to use the space for peer support and community meetings would be a great opportunity for the Board to increase awareness and outreach.
- Additional Discussion:
 - Dr. Ken Murray asked for an update on the status of the NAMI position.
 - Ms. Cardone shared that a person has been identified to oversee NAMI Huron County and a meeting has been scheduled for this Wednesday March 4th with a representative from NAMI Ohio to discuss details and next steps. Ms. Cardone added that the contract for the LOSS position is being finalized and services should begin soon.

Action Items for Implementation:

To approve budget for First Responder Peer Support activities in an amount not to exceed \$5,000.00.

Authorize Executive Director to apply for RCORP Implementation grant.

Approval to adopt the Policy Revisions, collectively, as shown in Attachment X and to include them in the Huron County Board of Mental Health and Addiction Services Policy and Procedure Manual.