



HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street
Norwalk, Ohio 44857

September 22, 2020 BOARD MEETING AGENDA

Location: Zoom

<https://us02web.zoom.us/j/81659330788>

Meeting ID: 816 5933 0788, Passcode: 979061

To call in: (929) 205-6099, Meeting ID: 816 5933 0788, Passcode: 979061

*The Public is now required to call in and will not be admitted to the meeting via video

**The waiting room feature has been enabled. The host will let you in to the meeting at the start time.

Rules for the Public

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

Rules for Board Members

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

Time		Who
6:05 PM	Call to Order	Board Chair
	Guest Introductions	
	Approval of Board Minutes	
	Board Chair Report <ul style="list-style-type: none"> • Community Plan 	Board Chair
	Executive Director's Report	Ex. Director
	Committee Meeting Reports <ul style="list-style-type: none"> • Governance Committee • Finance Committee <ul style="list-style-type: none"> ○ Community Transition Program ○ Contract Line Item Changes ○ Approval of Financial Report ○ Approval of August List of Bills ○ Building Updates 	
	Old Business <ul style="list-style-type: none"> • Huron County App 	
	Meeting Discussion/New Business <ul style="list-style-type: none"> • Early Childhood Mental Health (ECMH) RFP 	
	Guest Introductions/Announcements	
7:28	Adjournment	Board Chair



September 22, 2020

I. CALL TO ORDER

Meeting called to order at ___6:05___ PM.

Board Members in attendance:

X	Katie Chieda		Ben Chaffee, Jr. -Excused		Rob Duncan-Excused
X	Lisa Hivnor		Julie Landoll-Excused	X	Kenneth Murray
X	Steve Barnes	X	Dorothy Ruffer	X	Tom Sharpnack
X	Lenora Minor	X	Mike White	X	Nora Knople
X	Silvia Hernandez				

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

- Terry Boose (Huron County Commissioner), Tom and Lavin Schwann (BRASS), Greg Klima (Let's Get Real), Kristina Huntington (Cleveland Clinic), Jessica Dickman (Family Life Counseling)

III. APPROVAL OF BOARD MEETING MINUTES

MOTION:	To approve the August 18, 2020 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on August 20, 2020.		
1			
Motion Made By:	Nora Knople	Seconded:	Dorothy Ruffer

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

No Opposition

IV. BOARD CHAIR REPORT

- Ms. Katie Chieda shared that Ms. Silvia Hernandez has been appointed to the Huron County MHAS Board by the Ohio Department of Mental Health and Addiction Services effective August 12, 2020 and ending June 30, 2024. Ms. Hernandez was sworn in on September 15, 2020 and will serve on the Program Committee.
- Ms. Chieda shared that Mr. Steven Fawcett resigned from the MHAS Board effective September 4, 2020. Ms. Chieda added that Ms. Cardone will contact the Huron County Commissioners to inform them of this vacancy and to discuss a new appointment for the open seat.
- Ms. Chieda shared that Ms. Cardone sent the final version of the SFY 2021 and SFY 2022 Huron County Community Plan to all Board Members on September 3, 2020.

MOTION: 2	To approve the SFY21 and SFY22 Huron County Community Plan as sent on September 3, 2020.		
Motion Made By:	Lisa Hivnor	Seconded:	Nora Knople

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

No Opposition

V. EXECUTIVE DIRECTOR REPORT

- Ms. Cardone shared the following updates with the Board:
 - **State updates:**
 - Ms. Cardone shared an update regarding Telehealth. Ms. Cardone shared that OHMHAS and ODM filed rules with JCARR (Joint Committee on Agency Rule Review) to make telehealth a permanent service. Ms. Cardone will update the Board as more information becomes available.
 - Ms. Cardone shared an update regarding SOR 2.0. Ms. Cardone stated that Ohio received \$96 million in State Opioid Response grants which they are referring to at OhioMHAS as SOR 2.0, a portion of which will be distributed to the local Boards. Ms. Cardone attended a call with OhioMHAS to discuss the funding including the expansion of eligibility which now includes stimulant use disorder in addition to opioid use disorder. Ms. Cardone will update the Board in October once she has more information regarding exactly how much funding the Board can expect to receive at the county level at which time discussions can be had on how to best utilize the funds to meet the needs of the community, based on the Board’s strategic plan.
 - Ms. Cardone shared that on September 16th, Governor DeWine signed House Bill 341, which promotes expanded access to naloxone and increases the number of medical professionals who can provide MAT

(Medication Assisted Treatment) services. Governor DeWine stated that opioid addiction and overdose is a significant public health crisis in Ohio and this is an important next step in addressing the crisis.

○ **Regional Updates:**

- Ms. Cardone gave an update on METRICH, sharing that Huron County is part of a grant, along with multiple other counties in the area, that is to be used to improve and expand local Quick Response Teams (QRT). Ms. Cardone attended a training a couple of weeks ago regarding a data collection tool that the Board will have access to through this grant which will help improve tracking and outcomes for our Quick Response Team. Ms. Cardone met with the person in charge of this data collection tool and will hopefully have our local system ready in less than one month at which time there will be a training for all QRT members. Additionally, there will be access to training to train our Quick Response Team on how to move from responding to overdoses to maintaining an ongoing relationship with individuals who have overdosed by following up with each person on a consistent basis to find out how they are doing and how we can help. Ms. Cardone will be reaching out to all involved parties in the near future to set up a time for this training.

○ **Local Updates:**

- Ms. Cardone shared that Ms. Jacki Salter's last day with Firelands Counseling & Recovery Services was September 15th. Firelands will not be replacing Ms. Salter and the Board will instead be sharing a Site Director, Ms. Laura Miller, with other area counties.
- Ms. Cardone shared that Family Life Counseling recently moved to the Board's old office at 130 Shady Lane and they plan to turn the office space at 34 Woodlawn into a Children's Behavioral Health Center.
- Ms. Cardone shared The Huron County Support Line number is now being transferred to the Ohio CareLine due to a significant drop in utilization in July and August. The Ohio Careline is also a support line and callers will still be assisted by licensed behavioral health professionals who reside in Ohio.

○ **Board updates:**

- Ms. Cardone shared that the Board's website was updated recently and this update will allow for the website to be available in multiple languages once the domain transfer is complete. As previously discussed, the Board's website was not accessible by non-English speaking residents and updating the website is on the Board's strategic plan. The Board also discussed making the website ADA compliant and this is something that will still need to be addressed in the future as it is not feasible to update to an ADA compliant platform given the current financial uncertainties. However, Ms. Cardone did not think it was in the best interest of the community to wait to address the need for a multilingual website as the Board does not know when their financial situation will stabilize.

- Ms. Cardone shared grant application updates. Ms. Cardone shared that the Board did not receive the suicide prevention grant or COPS grant, however, Board staff are still waiting to hear on RCORP grant.
 - **Outreach updates**
 - Ms. Cardone shared that MHAS collaborated with Project Noelle, OhioCAN, and Let's Get Real for an Overdose Awareness Day event on August 30th at Suhr Park. Approximately 40-50 people attended the candlelight vigil and picked up resources.
 - Ms. Cardone shared current outreach efforts to local schools:
 - 4-part newsletter and press release series for "Back To School"
 - School Resource Folder Distribution
 - Ms. Cardone shared that September is Suicide Prevention Month and Board staff have been focused on sharing resources and information related to suicide prevention throughout the community.
 - Ms. Cardone shared that MHAS hosted a "Don't Give Up 5K" for Suicide Prevention Month. Ms. Cardone shared that 29 individuals signed up and participated in the 5K.
 - Ms. Cardone shared a current collaboration with NAMI. Board staff are creating a video and newsletter with NAMI regarding breaking down stigma associated with mental health for Suicide Prevention Month.
 - Ms. Cardone shared that 20 "Don't Give Up" signs were given out to "Caleb Anti-Bullying Cause" for a Suicide Prevention Project.
 - Ms. Cardone shared that Board staff created a Virtual Wellness Fair that was distributed out to the community. This Virtual Wellness document is available on the MHAS website and was also sent out through email, posted on social media, sent out in newsletters.
 - Ms. Cardone shared with Board members a recent Workforce collaborative, working with Norwalk Economic Development(NEDC), Huron County Development Council(HCDC), Huron County Department of Job and Family Services(DJFS) and Family and Children First Council(FCFC) to reach employers with mental health and addiction resources.
 - MHAS will be hosting a "Mental Health and Addiction in the Workplace" seminar for NEDC Sept 30th & Oct 7th.
 - MHAS created a PowerPoint PDF and Video which was sent to the Workforce group to distribute to area employers.
 - Ms. Cardone shared that Frontline Worker Appreciation week is this week.
 - MHAS partnered with REACT for an outreach initiative with Jamie Starcher in the southern part of the county last week dropping off mental health resources and supports for Fire, Law Enforcement & EMS in Willard, Plymouth, Greenwich, and New London. MHAS will continue outreach to the northern part of the county.

- Frontline Appreciation Week: MHAS had a video created and it will be uploaded to our YouTube page to be shared via social media, email, newsletters, etc. Outreach to frontline workers will be scheduled for next week to drop off flash drives with the video and doughnuts and thank you letter
- Ms. Cardone shared an update on the Community Advisory Committee. Eight people have agreed to participate in this committee which will be meeting the 3rd Wednesday of each month to review current outreach efforts and identify gaps.

VI. COMMITTEE MEETING REPORTS

• **GOVERNANCE COMMITTEE REPORT**

MOTION: 3	To approve the August 3, 2020 Governance Committee meeting minutes as sent on September 16, 2020.		
Motion Made By:	Lisa Hivnor	Seconded:	Lenora Minor

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

No Opposition

• **FINANCE COMMITTEE REPORT**

- The Finance Committee met on Tuesday, August 15th via Zoom.
- **Community Transition Program Funding**
 - Ms. Cardone shared with Committee members that the Board has \$17,303.69 in additional carryover funds for the Community Transition Program than originally anticipated and that these funds need to be allocated to one of our contracted treatment agencies. The goal of the Community Transition Program is to link individuals with services upon release from prison. The Board has received this funding annually however these funds are not typically taken advantage of because the County does not have a large number of individuals returning from prison to utilize this funding. In the past, all of this funding has been allocated to Firelands and a portion of these funds have already been allocated to Firelands for FY21. Ms. Cardone recommends allocating the remaining carryover funds to Oriana House because they specialize in corrections and substance use and dividing the funds between two agencies allows for client choice in services. Committee members were in support of this recommendation.

MOTION: 4	Authorize Executive Director to enter into a SFY 2021 contract addendum with Oriana House Inc. for the Community Transition Program, utilizing OhioMHAS State and Federal Allocations, in an amount not to exceed \$17,303.69.		
Motion Made By:	Nora Knople	Seconded:	Dorothy Ruffer

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

No Opposition

- Line Item Changes (Attachment I)
 - Ms. Cardone shared with the Committee line item changes requested by three agencies funded by the Board and these requests may be found in Attachment I. Committee members discussed the requested changes and were in support of approving. Due to a contract addendum being required, we will need a motion to approve these changes for each agency.

MOTION: 5	Authorize Executive Director to enter into a contract addendum with Huron County Family and Children First Council for budget line item changes in the SFY 2021 contract as shown in Attachment I.		
Motion Made By:	Steve Barnes	Seconded:	Mike White

4	Katie Chieda		Ben Chaffee, Jr. -Excused		Rob Duncan-Excused
5	Lisa Hivnor		Julie Landoll-Excused	3	Kenneth Murray
6	Steve Barnes	8	Dorothy Ruffer	2	Tom Sharpnack
	Lenora Minor-Abstain	9	Mike White	1	Nora Knople
7	Silvia Hernandez				

No Opposition

MOTION: 6	Authorize Executive Director to enter into a contract addendum with Let's Get Real, Inc. for budget line item changes in the SFY 2021 contract as shown in Attachment I in the updated agenda distributed in today's email to Board Members, dated September 22, 2020.		
Motion Made By:	Dorothy Ruffer	Seconded:	Nora Knople

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

No Opposition

MOTION: 7	Authorize Executive Director to enter into a contract addendum with Catholic Charities, Miriam House for budget line item changes in the SFY 2021 contract as shown in Attachment I.			
Motion Made By:	Steve Barnes	Seconded:	Dorothy Ruffer	

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

No Opposition

- August 2020 Financial Report (Attachment II)

MOTION: 8	To approve the Financial Report through August 31, 2020 as included in Attachment II.			
Motion Made By:	Mike White	Seconded:	Dorothy Ruffer	

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

No Opposition

- August 2020 List of Bills (Attachment III)

MOTION: 9	To approve the August 2020 List of Bills as included in Attachment III.			
Motion Made By:	Nora Knople	Seconded:	Lisa Hivnor	

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

No Opposition

- Building Updates (Attachment IV)
 - Ms. Cardone shared with Committee members a quote obtained for an awning on the side of the Board’s office building to cover the outside stairs as requested by Let’s Get Real. Committee members discussed the potential liability risk of the outside stairs, especially in hazardous weather conditions and were in support of approving an enclosure to address this. Committee members discussed the potential need to fully enclose that area if the awning does not fully meet the intended need and Ms. Cardone was asked to reach out to Koch to find out if this is possible. She will provide an update on this.
 - Ms. Cardone spoke with Koch last Friday. Ms. Cardone requested an additional estimate for walls and a door to be added to the awning as requested by Committee members. Walls and a door will be an additional \$15,000.00. Ms. Cardone suggested waiting until after this winter to determine if walls and a door will be needed.

MOTION: 10	Authorize Executive Director to enter into a contract with Koch Aluminum in an amount not to exceed \$4,450.00.		
Motion Made By:	Lisa Hivnor	Seconded:	Dorothy Ruffer

1	Katie Chieda		Ben Chaffee, Jr.-Excused		Rob Duncan-Excused
2	Lisa Hivnor		Julie Landoll-Excused	10	Kenneth Murray
3	Steve Barnes NO	6	Dorothy Ruffer	9	Tom Sharpnack NO
4	Lenora Minor	7	Mike White	8	Nora Knople
5	Silvia Hernandez				

8=Yes 2=No

MOTION: 11	To approve the September 15, 2020 Finance Committee meeting minutes as sent on September 16, 2020.		
Motion Made By:	Mike White	Seconded:	Dorothy Ruffer

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

No Opposition

VII. OLD BUSINESS

- Huron County App
 - Ms. Cardone shared that the Board staff had reached out to various individuals to help assist the Board in creating an App for the county as discussed in the August Board meeting. Those leads did not work out and the individuals contacted were

unable to help with the creation of the App. Ms. Cardone moved forward with utilizing an “App builder” to create an App for Huron County and shared her screen with Board members so they could view what the possible App would look like. The App will share important information and local resources. There are tabs for crisis/emergency numbers, links for various topics (such as stress management, relaxation, gratitude, etc.), treatment provider information, prevention services, recovery support and meeting lists, links to local supports (such as Department of Job and Family Services, United Fund, etc.), links to MHAS videos/YouTube page, local detox, youth, calendar of events, etc.

- Ms. Knople asked if the App would be bi-lingual and Ms. Cardone will reach out for that information and report back to the Board.
- Ms. Hivnor asked how we can measure the use and effectiveness of the App.
 - Ms. Cardone shared that there is an analytics page that offers information to assist in the monitoring of the App, usage and what tabs individuals are utilizing when they log on.
- Ms. Hivnor shared it is of course a useful tool and asked what the monthly cost is. Ms. Cardone shared that it costs \$960 annually.
- Dr. White asked how it would be marketed.
 - Ms. Cardone stated the Board would create posters and pass them out throughout the county. Ms. Cardone would also partner with other schools, agencies and organization to market and share the App.
- Dr. White asked who is paid the \$960.00 for the App and Ms. Cardone replied it is a company called “Appy Pie”, which is similar to Go Daddy but for apps, and that they are the business that is paid.
- Ms. Chieda stated she feels the cost is reasonable.
- Ms. Hernandez stated an App will be more accessible and useful for getting resources and information to the younger generation.
 - Ms. Cardone stated the Board will move forward with creating focus groups.

VIII. MEETING DISCUSSION/NEW BUSINESS

- Early Childhood Mental Health Request for Proposals (Attachment V)

MOTION: 12	To approve the SFY 2021 Early Childhood Mental Health RFP, as shown in Attachment V, and to authorize the Executive Director to send RFP out to community agencies and other interested collaborators.
Motion Made By:	Nora Knople
Seconded:	Lisa Hivnor

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

No Opposition

IX. GUEST ANNOUNCEMENTS

- Greg Klima asked to address the Board. Mr. Klima offered to the Board members if any organization they are involved in would be interested in Let’s Get Real providing a training or presentation on their services to please let them know.
- Tom and Lavin Schwan asked to address the Board. They shared with Board members that they started a new 501c3 called Faith Recovery Incorporated and have decided to move forward with their goal of starting a recovery house. Their new initiative, The Legacy House, will potentially be housed at the old Firelands Federal Credit Union in Bellevue which is located in Huron County. The Legacy House will intend to house 20-25 men for long term recovery. The average length of stay for an individual is a year to a year and half. They intend for this recovery house to be certified Level 3 housing through Ohio Recovery Housing and OhioMHAS. They currently are working on a business plan and a budget for the project. They stated a main focus for them is the four-county collaboration. All people will be accepted but they look forward to working with all four counties to accept individuals. They intend to house everything needed for recovery under one roof. They will implement a recovery program called “Comprehensive Recovery Living” that will include IOP (Intensive Outpatient Program), case management, lifetime education and management., treatment services, peer support and trauma informed care will also be included in the house. They also hope to have a Certified Nurse Practitioner at the house. They would like the Board to participate and collaborate in any way they can. MHAS Board members are invited next week (Monday September 28th at 6:30pm) to walk through the potential recovery house with Faith Recovery Incorporated Board members.
 - Ms. Cardone asked what the open date is scheduled to be:
 - Mr. Schwan stated the goal is to be open by June 2021.
 - Mr. Schwan shared that Janotta and Herner is currently working through the blueprints to turn the building into a residential living facility.
- Terry Boose asked to address the Board in support of Tom and Lavin Schwan. Mr. Boose stated recovery housing availability in Huron County is very low and is a need. Mr. Boose shared that the Commissioners have looked at recovery housing over the last three years and have also worked with Erie County on the establishment of their women’s facility. Mr. Boose challenged Board members to identify what money or grants are available through MHAS to support this project. Mr. Boose stated he wanted to remind Board members they are sitting on a large amount of money and that MHAS is the only agency in the county that receives money for recovery and addiction services and they are looking to the Board for help and asks that the Board makes a decision before the next Board meeting.

X. ADJOURNMENT

MOTION: 13	To adjourn the September 22 nd , 2020 Huron County Board of Mental Health and Addiction Services Board meeting.		
Motion Made By:	Dorothy Ruffer	Seconded:	Mike White

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

No Opposition

The September 22, 2020 meeting of the Board adjourned at __7:28__p.m.

Attachment I

FCFC Current:

Expenses: Detail in Budget Narrative	Project Expenses
Salaries & Wages, Fringe Benefits, and payroll taxes	16,869
Supplies & Equipment	38,131
Total Expenses:	55,000

FCFC Requested:

Expenses: Detail in Budget Narrative	Project Expenses
Salaries & Wages, Fringe Benefits, and payroll taxes	10,000
Training	10,000
Family Facing Services and Supports	25,000
Prevention-related Services and Supports	10,000
Total Expenses:	55,000

Let's Get Real Current:

Expenses: Detail in Budget Narrative	Project Expenses
Salaries & Wages, Fringe Benefits, and payroll taxes	94,992
Consultants	1,400
Printing & Copying	2,400
Supplies & Equipment	2,500
Total Expenses:	101,292

Let's Get Real Requested:

Expenses: Detail in Budget Narrative	Project Expenses
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Salaries & Wages, Fringe Benefits, and payroll taxes	93,892
Consultants	1,400
Printing & Copying	2,400
Supplies & Equipment	2,500
Miscellaneous	600
Client Food	500
Total Expenses:	101,292

Miriam Current:

Expenses: Detail in Budget Narrative	Project Expenses
Salaries & Wages, Fringe Benefits, and payroll taxes	27,224
Other (Repair and maintenance, transportation, utilities)	16,225
Supplies & Equipment	1,551
Total Expenses:	45,000

Miriam Requested:

Expenses: Detail in Budget Narrative	Project Expenses
Salaries & Wages, Fringe Benefits, and payroll taxes	36,662
Other (Repair and maintenance, transportation, utilities)	5,893
Supplies & Equipment	2,445
Total Expenses:	45,000

Attachment II

Aug-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	83,363.50	49.5%	0.00	168,491.00	85,127.50
SUPPLIES 100.100.00175	1,388.54	8,992.85	60.0%	6,007.15	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	42,377.41	1,430,107.31	63.4%	428,429.50	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	0.00	1,404.44	19.5%	3,095.56	7,200.00	2,700.00
O.P.E.R.S. 100.100.00400	1,405.36	11,579.23	28.6%	0.00	40,438.00	28,858.77
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	1,170.46	47.9%	0.00	2,443.12	1,272.66
OTHER EXPENSES 100.100.00475	214.48	16,882.84	25.4%	18,126.16	66,509.00	31,500.00
HOSPITALIZATION 100.100.00500	2,526.01	20,208.08	56.1%	0.00	36,000.00	15,791.92
TOTAL:	58,090.80	1,574,604.69	60.6%	455,658.37	2,598,558.66	568,295.60

Aug 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		29,883.00	74.2%	40,285.00
MH Block Grant	100.100.10126	Fed MH	46,152.00		46,152.00	109.1%	42,304.00
ADTR Block Grant	100.100.10122	Fed AOD	94,846.00		94,846.00	50.0%	189,692.00
ODADAS Medicaid	100.100.10128	Fed AOD Medicaid	0.00		0.00	#DIV/0!	0.00
Federal Grants	100.100.10167	Federal Grants	89,798.21	33,823.26	123,621.47	79.0%	156,526.71
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	375,753.00		375,753.00	42.9%	875,700.00
Recovery Housing	100.100.10123	State AOD	22,950.00		22,950.00	50.0%	45,900.00
AOD Subsidy	100.100.10127	State AOD	162,281.00		162,281.00	103.3%	157,074.50
State Grants	100.100.10166	State MH & Aod	48,202.30	8,408.82	56,611.12	56.8%	99,694.00
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	536,221.06	511.20	536,732.26	102.2%	525,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00		0.00	0.0%	3,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	8,119.36		8,119.36	45.1%	18,000.00
Other Receipts	100.100.10170	Other Receipts	94,536.56	5,594.83	100,131.39	2002.6%	5,000.00
IDAT	100.100.10168	IDAT	0.00		0.00	0.0%	10,000.00
TOTAL RECEIPTS:			\$ 1,508,742.49	\$ 48,338.11	\$ 1,557,080.60	71.8%	2,168,176.21
CASH JOURNAL							
RECONCILIATION							
Beginning Cash Balance:			\$ 3,851,709.77				
Plus: Receipts			48,338.11				
Equals: Total Balance			\$ 3,900,047.88				
Minus: Expenditures			(58,090.80)				
Equals: Ending Balance			\$ 3,841,957.08				
Minus: Encumbrances			(455,658.37)				
Equals:			\$ 3,386,298.71				

Attachment III

Huron County
Expense Audit Trail Report

Accounts: 100,100,00125 to 100,100,00500
From: 8/1/2020 to 8/31/2020
Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount	
100,100,00125 Salaries							
PR2020080001-072	08/07/2020	Gross: 2020.08.07 Payroll			\$5,019.20	\$0.00	
PR2020080002-055	08/21/2020	Gross: 2020.08.21 Payroll			\$5,019.20	\$0.00	
100,100,00125 Total:					\$10,038.40	\$0.00	
100,100,00175 Supplies							
EJ2020080002-011	08/05/2020	Office Supplies-Copy Paper, Tr	CK0000399565-01	PO2020-00156 Amazon Capital Services	\$46.73	\$0.00	
EJ2020080002-025	08/05/2020	Brochures from 301576 - 2020.	CK0000399565-01	PO2020-00156 Laser Images Inc	\$489.00	\$0.00	
EJ2020080002-111	08/05/2020	Office Supplies-White Envelope	CK0000399565-01	PO2020-00156 Research Associates Inc	\$17.99	\$0.00	
EJ2020080002-031	08/19/2020	Folders, copy paper, paper bag	CK0000399565-01	PO2020-00156 Amazon Capital Services	\$554.82	\$0.00	
EJ2020080002-087	08/26/2020	Presentation Folder Label from	CK0000400013-01	PO2020-00156 Insight Type & Graphics	\$280.00	\$0.00	
100,100,00175 Total:					\$1,389.54	\$0.00	
100,100,00275 Contract Repairs							
EJ2020080002-035	08/05/2020	Legal Services from 301576 - 2	CK0000399565-01	PO2020-00157 Christina Shaynak Diaz	\$227.50	\$0.00	
EJ2020080002-037	08/05/2020	GRF 421 MH GOSH 072820 #	CK0000202650-01	PO2020-00157 Family Life Counseling and Ps	\$14.27	\$0.00	
EJ2020080002-039	08/05/2020	CRISIS Flex Fund COVID-19 S	CK0000202650-01	PO2020-00157 Family Life Counseling and Ps	\$11,438.00	\$0.00	
EJ2020080002-041	08/05/2020	Gambling TX GOSH 072820 #	CK0000202650-01	PO2020-00157 Family Life Counseling and Ps	\$266.51	\$0.00	
EJ2020080002-043	08/05/2020	GRF 421 MH GOSH 070720 #	CK0000202650-01	PO2020-00157 Family Life Counseling and Ps	\$296.19	\$0.00	
EJ2020080002-129	08/05/2020	Landscape Services from 30157	CK0000399565-01	PO2020-00157 Neil Hansberger	\$60.00	\$0.00	
EJ2020080002-151	08/05/2020	062720-072720 Electric Servc	CK0000399565-01	PO2020-00157 Ohio Edison	\$178.59	\$0.00	
EJ2020080002-155	08/05/2020	July 20 Cell Phone Reimburse	CK0000399565-01	PO2020-00157 Ashley Morrow	\$60.00	\$0.00	
EJ2020080002-173	08/05/2020	08/05/2020 Cell Phone Reimburse	CK0000399565-01	PO2020-00157 Kristin Cardone	\$60.00	\$0.00	
EJ2020080017-085	08/12/2020	062220-072320 Water & Sewer	CK0000202728-01	PO2020-00157 City of Norwalk	\$14.75	\$0.00	
EJ2020080017-109	08/12/2020	072420-082420 Copier Lease	CK0000399565-01	PO2020-00157 US Bank Equipment Finance	\$286.28	\$0.00	
EJ2020080017-129	08/12/2020	061520-071520 Gas Service #	CK0000399565-01	PO2020-00157 Columbia Gas of Ohio	\$35.99	\$0.00	
EJ2020080017-199	08/12/2020	09/0120-09/3120 Cloud Services	CK0000399565-01	PO2020-00157 Miel	\$220.86	\$0.00	
EJ2020080025-002	08/19/2020	VOID Print for Inv 20-0357	LN SH	CK0000398716-01	PO2020-00157 City of Norwalk	\$0.00	\$35.00
EJ2020080021-005	08/19/2020	FY20 ATP Services from 3023	CK0000399565-01	PO2020-00157 Friends Counseling & Recov	\$1,115.77	\$0.00	
EJ2020080021-069	08/19/2020	FY20 LGBT Training from 3023	CK0000399565-01	PO2020-00157 Friends Counseling & Recov	\$4,975.50	\$0.00	
EJ2020080021-073	08/19/2020	Trash Service from 302300 - 2	CK0000399565-01	PO2020-00157 Cyclone Services Inc	\$110.00	\$0.00	
EJ2020080021-113	08/19/2020	FY20 QRP Training from 3023	CK0000202818-01	PO2020-00157 Friends Counseling & Recov	\$467.30	\$0.00	
EJ2020080021-117	08/19/2020	MH GOSH 080420 from 30230	CK0000202818-01	PO2020-00157 Family Life Counseling and Ps	\$346.58	\$0.00	
EJ2020080021-119	08/19/2020	AOD GOSH 080420 from 3023	CK0000202818-01	PO2020-00157 Family Life Counseling and Ps	\$170.43	\$0.00	
EJ2020080021-121	08/19/2020	MH GOSH 080420 from 30230	CK0000202818-01	PO2020-00157 Family Life Counseling and Ps	\$473.52	\$0.00	
EJ2020080021-123	08/19/2020	Support Line Services from 302	CK0000202818-01	PO2020-00157 Family Life Counseling and Ps	\$8,250.00	\$0.00	
EJ2020080021-131	08/19/2020	Remote Support Services from	CK0000202819-01	PO2020-00157 ES Consulting Inc	\$75.00	\$0.00	
EJ2020080021-145	08/19/2020	June 20 Financial Management	CK0000399565-01	PO2020-00157 Mental Health & Recovery Ser	\$2,500.00	\$0.00	

Expense Audit Trail Report
From: 8/1/2020 to 8/31/2020

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2020080032-027	08/26/2020	Lanncare Services from 30267	CK0000400016-01 PO2020-00157 Neil Hansberger	20-0355	\$60.00	\$0.00
EJ2020080032-125	08/26/2020	07 1520-08 1520 Gas Service #	CK0000400016-01 PO2020-00157 Columbia Gas of Ohio	20-0350 Acct 2070	\$35.51	\$0.00
EJ2020080032-135	08/26/2020	08 1420-09 1320 MIP Program #	CK0000400019-01 PO2020-00157 FTG of Greater Ohio LLC	20-0351 Inv 27617	\$199.00	\$0.00
EJ2020080032-167	08/26/2020	08 1620-09 1520 Phone & Intern	CK0000400015-01 PO2020-00157 Time Warner Cable Northeast	20-0356 Inv 31486	\$114.86	\$0.00
EJ2020080032-175	08/26/2020	July-Sept 20 Financial Manage	CK0000400017-01 PO2020-00157 Mental Health & Recovery Ser	20-0354 Inv 2020-	\$7,500.00	\$0.00
EJ2020080032-191	08/26/2020	Office Renovations/Repairs to	CK0000400014-01 PO2020-00157 Russwood Enterprises LTD	20-0353 Inv 2020-	\$1,735.00	\$0.00
100.100.00275 Total:					\$42,412.41	\$35.00
100.100.00400 OPERS						
EJ2020080006-021	08/12/2020	Matching for OPERS 2129-08 (CK000020060-08 O.P.E.R.S.	Inv_115726	\$702.68	\$0.00
EJ2020080006-261	08/12/2020	Matching for OPERS 2129-08 (CK000020060-19 O.P.E.R.S.	Inv_116637	\$702.68	\$0.00
100.100.00400 Total:					\$1,405.36	\$0.00
100.100.00460 Medicare						
EJ2020080014-039	08/10/2020	Matching for Medicare (Match)	CK000020061-59 Chssta Bank - Payroll Taxes	Inv_117326	\$70.30	\$0.00
EJ2020080030-049	08/24/2020	Matching for Medicare (Match)	CK000020064-47 Chssta Bank - Payroll Taxes	Inv_118237	\$70.30	\$0.00
100.100.00460 Total:					\$140.60	\$0.00
100.100.00475 Other Expenses						
EJ2020080002-153	08/05/2020	PinkMonkey Subscription Remb	CK000039956-01 PO2020-00158 Ashley Morrow	20-0422	\$120.00	\$0.00
EJ2020080002-171	08/05/2020	Zoom Subscription and Control	CK000039956-01 PO2020-00159 Kristen Cardone	20-0423	\$27.99	\$0.00
EJ2020080032-203	08/26/2020	Flowers for L McShirney from 3	CK0000400020-01 PO2020-00159 Betschmans Flowers on Main	20-0349	\$66.50	\$0.00
100.100.00475 Total:					\$214.49	\$0.00
100.100.00500 Hospitalization						
EJ2020080004-051	08/05/2020	Deduction: Hartford Life Insura	CK000039957-15 The Hartford	Inv_116642	\$3.34	\$0.00
EJ2020080026-027	08/21/2020	Health Insurance-August from	CK000039985-01 Huron County Treasurer	August	\$2,528.67	\$0.00
100.100.00500 Total:					\$2,532.01	\$0.00
Mental Health Totals:					\$58,125.80	\$35.00
Fund: 100 Total:					\$58,125.80	\$35.00
Grand Total:					\$58,125.80	\$35.00

Attachment IV

KOCH ALUMINUM MFG., INC.
1615 E. PERKINS AVE
SANDUSKY, OHIO 44870

PHONE: 419-625-5956
FAX: 419-625-4953
SINCE 1952

QUOTATION

DATE: September 11, 2020

TO: Huron County 2 Oak St. Norwalk, Ohio 44857
Attn: Kristen Cardone 419-681-6268

WE ARE PLEASED TO PROPOSE THE FOLLOWING:

We will furnish & install (1) 3" thick x 22' wide x 6' projection Temo insulated roof with built in gutter system with (1) downspout. The color will for the roof, gutter, fascia, beam, and (3) posts will be white. We will slightly move the downspout on the Southeast corner of the building to allow the new roof to cover the corner of the stair well.

Price for work above **\$4,450.00**

Any Building Permits will be Extra

This Quote is Good for 30 Days
Half Down or PO#, Any Balance Upon Completion

Customer Approved

Date Approved

Randy E. Mapus
Randy E. Mapus
Vice President
Koch Aluminum Mfg., Inc.

Attachment V

Huron County Board of Mental Health and Addiction Services (MHAS) *Request for Proposals for Early Childhood Mental Health Services in Huron County*

Released September 23, 2020

1. Project Purpose and Overview

This Request for Proposals (RFP) is published to solicit proposals from Vendors for the provision of early childhood mental health consultation services. Early childhood mental health consultation involves a credentialed professional consultant, adhering to the Ohio Model of IECMH Consultation working collaboratively with early care and education staff, programs and families to improve their ability to prevent, identify, and respond to social emotional and mental health issues among children in their care. In contrast to direct therapeutic services, ECMHC offers an indirect approach to reducing problem behaviors in young children and, more broadly, promoting positive social and emotional development. This project will serve the youth in our county by providing an early childhood mental health consultation services for children at risk in pre-schools and elementary schools. The purpose of the sought project will be to expand the continuum of care in Huron County by offering early childhood mental health consultation services.

Specifically, the Vendor is required to provide the following:

- Develop and maintain relationships with local preschools and elementary schools throughout Huron County.
- Develop and maintain relationship/referral process for other programs in the area aimed at this population (e.g. creation of an MOU with Help Me Grow).
- Foster a positive attitude toward early childhood mental health and achieve a shared vision for how to approach early childhood mental health.
 - **Address stigma** issues that may present barriers to collaboration and service utilization, with attention to cultural influences on attitudes towards mental health.
 - Advocate and educate those with whom you will be working of the importance of early childhood mental health.
 - **Clearly demonstrate the values** underlying an effective approach to mental health service delivery and underscore why each is important.
- Support and empower caregivers to "become early childhood trauma informed" and infuse promotion, prevention, and intervention strategies into their everyday routines at home and in the classroom.
 - **Educate** caregivers on key child development and early childhood mental health topics, such as developmental milestones and "red flags", the importance of caregiver/child relationships, and managing challenging behaviors.
 - Collaborate with caregivers to develop home, classroom-based, and center based strategies that address young children's social/emotional needs, while ensuring that caregivers can feasibly implement those strategies (i.e., strategies are aligned with caregiver values, abilities and resources).

- **Provide strategy implementation support** to caregivers, such as observation, feedback, data, and when necessary modeling with educators in the classroom.
- **Offer reflective practices, empathy, and professional support** to caregivers, managing young children's challenging or troubling behaviors.
- Administer formalized assessments (DECA) at daycare centers.
- All services under this program must be entered into Ohio's ECMH Centralized database at OhioGuidestone.
- Serve as a conduit for access to center based or tele health mental and behavioral health services and supports for children, families, providers, and programs.
 - **Recommend various best practice strategies** that programs, parents and providers might implement to address a specific issue facing an individual child or family.
 - **Facilitate mental health screenings and observations** to ensure that young children's mental health needs are detected as early and accurately as possible.
 - **Provide crisis services** when caregivers need assistance in managing a difficult situation.
 - Facilitate referrals to supports and services outside of the HS/EHS program. including TANF, SNAP, Help Me Grow Home Visiting and DODD Early Intervention services.

2. Project/RFP Timeline

The immediate goal of this RFP is to announce the Huron County MHAS Board's need and intent to proceed in funding and supporting the developing of an early childhood mental health services program. Prospective applicants may submit questions, in writing, until October 16, 2020. Prospective applicants may direct questions to Kristen Cardone, Executive Director at director@huroncountymhas.org. Applicants may be asked to present to the Board prior to a decision being made.

Specific Planning Dates:

RFP announcement	September 23, 2020
Deadline for submission of questions	October 16, 2020
Follow-on written questions	until October 23, 2020
Deadline for actual proposal	October 30, 2020
Decision and announcement of provider	on or before November 18, 2020
Begin Implementation of Plan	December 1, 2020

*These dates may be adjusted based on the quality of applications and the ability to locate an appropriate provider.

3. Information to be included in eventual RFP

The combined page limit for the proposal narrative and applicant qualifications and experience sections is eight (8) single-spaced pages in 12-point Times New Roman font. This page limit

does not include the cover sheet, the budget table and budget narrative. Proposals must include the following:

- A. **Cover Sheet**, including:
 - a. Name of applicant, address, phone number; executive director name and contact information including email address; fiscal officer name and contact information; and applicant's federal tax ID
 - b. Brief abstract of proposal (300 words or less)
- B. **Proposal Narrative**
 - a. Project Description- The applicant will be expected to support the Whole Child Matters Initiative by providing a project goal and projected measurable objectives with a detailed implementation timeline for implementing the services listed in Section 1 of this RFP.
- C. **Applicant Qualifications and Experience** (Preference will be given to proposals demonstrating the capacity to quickly and effectively implement services and with experience in ECMH service provision).
 - a. Organizational history, experience, and abilities to provide sought services
 - b. List of agency certifications, licenses, and staffing competence
- D. **Sustainability**
 - a. Grantees will be expected to address sustainability planning in their proposals to the extent that grant or other funding is available and demonstrate past or existing efforts to support ECMH services in collaboration with other local funders or revenue sources.
- E. **Budget and Budget Narrative**
 - a. Proposals must include a budget that identifies all costs to complete the tasks described in the proposal. The budget must encompass all aspects of the proposed work, including any travel necessary for completing the work. All travel must be at State of Ohio rates. The budget narrative must outline each resource assigned to a task, including the resource's annual or hourly rate, and the estimated number of hours that the resource is expected to expend on the task. Administrative fees cannot exceed 5% of the total award. You must use the Budget Expenditure Form (Attachment I) and Budget Narrative

4. Funding and Support

Please complete included budget forms for funding request. This Fiscal Year 2021 funding opportunity ends June 30, 2021. The financial support for this project shall not exceed \$19,998.00.

5. Confidentiality Notice

All responses and attachments to this RFP are intended for the specific purpose of this RFP only. As such all information submitted will be restricted to the review associated to this RFP and will be kept confidential to the reviewers representing the Huron County MHAS Board involved in

examining the proposals. If applicants submit information proprietary in their application it should be noted as such, but applicants must recognize that even with the intent to restrict such information MHAS, as a public entity, is required to follow state law in regard to the open records act. Information submitted should therefore be considered in such light.

6. Evaluation

The primary evaluation for this award will be the experience and plan of the provider to assure a sound concept and thorough implementation of the planned activity with sustainability and accountability. This plan should meet Huron County's level of need and continuum of care.

MHAS Contact

Kristen Cardone, LPCC-S, LICDC
Executive Director
Huron County MHAS Board
2 Oak Street
Norwalk, Ohio 44857
419-681-6268
director@huroncountymhas.org