

Program Committee Meeting

Meeting date: Monday, October 16, 2023

Meeting time: 5:02pm-6:22pm

Meeting location: 2 Oak Street, Norwalk

Recorder: Cari Williamson

Committee Members Present:

	Katie Chieda - Excused	X	Lenora Minor
X	Amber Boldman, Committee Chair 5:42pm	X	Laura M. Wheeler
X	Julie Landoll, First Vice Chair 5:06pm	X	Silvia Hernandez
X	Erin Bohne		

Board Staff Present:

X	Kristen Cardone, Executive Director		Ashley Morrow, Community Engagement & Resource Manager
X	Cari Williamson, Office & Fiscal Manager		

Gracyn Shupp, Intern

Unfinished business/updates:

- October Meeting
 - Ms. Kristen Cardone shared the MHAS Board meeting is on Tuesday, October 24, 2023 6:00PM, at Huron County DJFS, 185 Shady Lane Dr, Norwalk, Ohio.
 - Board members and Board staff will begin having their pictures taken at the Board meeting. The Board staff are updating the website and would like all pictures to have consistency.
- CCAO-OACBHA Joint Recommendations on Governing Board Appointments (Attachment I)
 - Ms. Cardone shared that she discussed this change in the Governing Board Appointments with the Board a few months ago. It went into effect on October 3, 2023. She reviewed some of the changes.
 - There are more options to the number of appointed Board members.
 - The Commissioners determine the size of the Board. If they choose to change the size, a representative must attend a Board meeting, speak with Board members, gather feedback, then consider the feedback before deciding. The Board size cannot change more than once every four years. Currently, the Huron County Board has 14 Board members.
 - Ms. Cardone spoke with Huron County Commissioners Mr. Terry Boose and Mr. Harry Brady. They both stated the same thing, there are no issues with the Board, they are fine with the Board remaining the same size, and they would listen to the Board's recommendations.
 - A benefit of a smaller Board would be it would be easier to appoint Board members, but we would run the risk of having a large representation of members from Norwalk.
 - Currently the Board is lacking members from Bellevue, New London, and Plymouth.
 - 1/3 of Board members must be appointed by OhioMHAS and 2/3 of Board members must be appointed by the Commissioners.

- Program Committee members had no further questions or concerns regarding the Joint Recommendations.
- Program Committee members were in favor of the number of the Board remaining at 14 Board members. Ms. Cardone will discuss it with the Finance Committee members.

Discussion Items:

- Disbursements Policy (Attachment II, Motion)
 - Ms. Cardone shared that what prompted this policy was during the Finance Committee Ms. Cari Williamson was discussing how she tracks the list of bills according to funding sources. At the end of the year, when the budget is reconciled, the funding source may change due to underspending in certain allocations. This policy aligns with current fiscal procedures. The attached policy is an updated version of the one emailed.
 - Program Committee members had no further questions or concerns regarding the Disbursements Policy.
 - A motion will be added to the Board meeting agenda regarding the Disbursements Policy.
- SOS Innovations funding
 - Ms. Cardone shared that the past three years, each year, the Board has received \$483,210.00 in SOS Innovations funds and the Board was awarded funding again this year. This past year was a challenge coming up with new ideas to spend the funds and the Board's contracted providers have all been able to utilize the funding. Additionally, the Board has provided technology funding to Huron County government organizations and other organizations that applied for funding and serve individuals with stimulant and/or opioid use disorders.
 - Ms. Cardone shared she will reach out to some of the Board's regional contracted providers that provide services to Huron County residents as well as the new mobile crisis provider in the SOSW Board area to find out if these funds would be beneficial for them in serving Huron County residents.
 - One of the Board members shared there is a new mental health crisis building being built by Erie County Public Health in Sandusky.
 - Board members discussed attempting to request again to use SOS Innovation funds for a rolling/electronic sign. They suggested using other terminology such as "electronic information dissemination", "public notification system" or "emergency information system" and focusing on information sharing and not promotion, such as overdose alerts. They also suggested putting them throughout the county, yet the Board would be able to operate them from the Board's office. Another suggestion was finding an agency to start up a "Peds on Wheels" for behavioral health.
 - Program Committee members had no further questions or concerns regarding the SOR Innovations funding.
 - Ms. Cardone will have conversations with other communities, agencies and OhioMHAS regarding how these funds will be used and keep the Board members informed.
- Program Audit discussion
 - Ms. Cardone shared that in a new director's meeting through OACHBA, she learned that even though the Board is required to audit our contracted agencies annually, the audit does not have to be a clinical or programmatic audit, like Brown Consulting has done for the Board in the past. If a financial audit is done each year on each agency, then the Board is in alignment with the law. Each treatment agency is required to do a CARF (Commission on Accreditation of Rehabilitation Facilities) audit every three years, which is a clinical/programmatic audit. Then yearly they do a Medicaid audit and their own fiscal audit. The fiscal audits are submitted to the Board per their contract and quarterly reports are submitted to the Board, which are thoroughly reviewed.
 - Ms. Cardone shared that she received information from another Board on how they handle audits. They complete their own programmatic audits and contract audits. Ms. Cardone stated

she recommends switching to contract audits since the programmatic audits are already being performed by CARF.

- Board members expressed concern about added work for Board staff and recommended Board staff reach out to Brown Consulting to find out if they would be able to complete the contract audits for the Board.
- Ms. Cardone shared that there are funding sources that are either going away or are not guaranteed, such as SOR and COSSAP. The agency this affects the most is Let's Get Real. They are fully funded by the Board. Ms. Cardone has reached out to set up a meeting to discuss sustainability. An option that has been discussed in the past is Let's Get Real getting set up to bill Medicaid for direct peer support services. Ms. Cardone reached out to Brown Consulting to see how much they could charge to fully integrate Let's Get Real with Medicaid. Multiple consultants would work with the agency for five days to get everything set up and ready to bill, their fee is \$6,200.00. Ms. Cardone is recommending the Board pay for this service since the Board will be saving money by not having to pay an agency to do audits.
 - Committee members were in support of this idea. Ms. Cardone will keep the Board members updated.
- Program Committee members had no further questions or concerns regarding the program audit discussion or Medicaid discussion.
- Youth mental health discussion
 - Ms. Cardone shared that MHAS, Family and Children First Council, and Huron County Public Health have been meeting with the schools throughout Huron County. The meetings have involved superintendents, principals, school counselors, curriculum directors, and early intervention specialists. The primary focus for discussion in these meetings is on youth mental health, what are each schools' unique needs, how can these needs be met, what would the schools like to see being taught such as resiliency skills or parenting classes. The responses have varied; however, all districts have been willing to meet to discuss these needs.
 - Program Committee members had no further questions or concerns regarding the youth mental health discussions.
- A Board member asked if being involved in Huron County Handle with Care would be a conflict of interest. Ms. Cardone said it would not be a conflict as the Board will not be funding this program.
 - Handle With Care program is a trauma informed response to child maltreatment and children's exposure to violence.
 - If a child is involved with law enforcement or something happens in their household that involves law enforcement the child's school and/or counselor will be notified. They are only to say handle this child with care. This allows schools or counselors to know the child is going through a rough time without going into details why. It is a way of working together to help the youth.

Attachment I



Joint Recommendation on Changing ADAMH Board Governing Board Size

In anticipation of the October 3rd effective date of the changes to section 340.02 of the Revised Code, that were included in HB 33, that will allow for a determination of the number of members that will be appointed to the governing board of ADAMH Boards, the County Commissioners Association of Ohio (CCAO) and the Ohio Association of County Behavioral Health Authorities (OACBHA) have collaborated and agreed upon recommendations for implementation of the new requirements. The following is a summary of the governing board requirements, both new and unchanged, and the joint CCAO-OACBHA recommendations.

Summary of Requirements

Governing board size:

- County commissioners are authorized to determine the size of governing boards with options of 9, 12, 14, 15 or 18 members. In a joint-county district, all county commissioners must jointly determine board size. In a joint-county district, the decision among the boards of county commissioners must be unanimous.
- To change the size of an existing governing board, the board(s) of county commissioners must send a representative to a meeting of the governing board to solicit feedback on the change and must consider the feedback received. If the commissioners decide to proceed with a change after considering the feedback received, the board(s) of county commissioners must adopt a resolution specifying the selected board size and notify OhioMHAS of the size that has been selected in order to implement the change.
- A change in board size may not occur more frequently than once every four calendar years.
- When a board size decreases, the reduction in board members must be implemented by not filling vacancies as they occur.
- No action is required of existing 18 and 14 member boards that will stay with the current number of members.

Governing board appointments:

- 1/3 of members must be appointed by OhioMHAS and 2/3 by the county commissioners.
- The current requirement for the members of a joint-county ADAMH Board's governing board to be appointed by each county in as nearly as possible the same proportion of each county's population to the total population of the ADAMH Board's service district, with at least one member appointed from each county, remains unchanged.

- Also unchanged is the requirement for governing boards to reflect the composition of the population of the ADAMH Board's service district as to race and sex.
- The requirement for certain categories of appointments to be filled by the appointing authorities remains. If a governing board size provides for fewer than 6 appointments by OhioMHAS, the board(s) of county commissioners will also be responsible for ensuring these appointments are made. These categorical appointments are:
 - At least one person who has received or is receiving mental health services;
 - At least one parent or other relative of a person who has received or is receiving mental health services;
 - At least one person who has received or is receiving addiction services;
 - At least one parent or other relative of a person who has received or is received addiction services;
 - At least one clinician with experience in the delivery of mental health services;
 - At least one clinician with experience in the delivery of addiction services;
 - The clinician requirements may be fulfilled by a single board member if that person meets both qualifications.

Joint CCAO-OACBHA Recommendations

In consideration of the questions and considerations that will occur with the implementation of the new requirements, CCAO and OACBHA make the following joint recommendations:

- If an ADAMH Board is currently a 14-member governing board or will change to a 14-member governing board, it is recommended that to comply with the new requirement for 2/3 of members to be appointed by the county commissioners and 1/3 by OhioMHAS, 9 appointments should be board(s) of county commissioners' appointments and 5 should be OhioMHAS appointments. This split provides for county commissioners to appoint 64% of members which is as close to the required 66% as possible.
- If a change will be made to the size of a joint-county ADAMH district's governing board, it is recommended that, prior to deciding which county will appoint new members or lose them through attrition, the entity should determine if the existing board appointments are proportional to county size as currently required. This determination will inform what alterations need to be made with the forthcoming change in board size and allow the entity to factor in any needed re-basing.
- If either a board of county commissioners or an ADAMH Board is interested in a change in the size of the existing governing board, it is recommended they communicate about a potential change prior to engaging in the statutory process required to implement a change.

Please contact your respective Association with any questions about the requirements or these recommendations.

Attachment II

401.2 Section 2

CURRENT:

DISBURSEMENTS

Payroll

Payroll Certification is to be prepared on a computer printout every other Friday (the Fridays between paydays) to reflect the hours for which employees will be paid during that week and the previous week. Certification is to be in the form of signature by the Executive Director, or in that individual's absence, by the Finance Director. It is to be taken to the Payroll Department of the County Auditor's office within the timeframe required by that office.

Sick leave and/or vacation time used, mileage accumulated, and/or telephone/fax usage is to be recorded periodically by the Board Finance Director. This report is to be copied and filed in the Board's *Payroll Records* file/notebook.

Electronic notices of the distribution of county employees' pay generally are made ready for distribution by the County Auditor's office to employees after noon on the Thursday following the end of the payroll period.

Payments/Vouchers

Any bills/invoices received by the Board are to be reviewed by the Board's Finance Director or staff to verify that they are legitimate expenses of the Board and that they are within the dollar amounts budgeted by the Board for those obligations.

A bill is prepared for the Auditor's office by being attached to a *Voucher*. There needs to be a federal identification number on file for each vendor paid and a Social security number for each individual paid.

Each *Voucher* is to include the name of the vendor, the amount to be paid, the appropriate category of fund from which the bill is to be paid, the county code number and *Purchase Order* number.

Each *Voucher* is to indicate the line item code from which the funds are to be drawn from the Board's Calendar Year County Budget. These line items include:

- | | | |
|----|------|----------------------|
| 1. | 0125 | Salaries |
| 2. | 0175 | Supplies and Postage |
| 3. | 0200 | Equipment |
| 4. | 0275 | Board Contracts |
| 5. | 0280 | Residential HAP |
| 6. | 0300 | Travel |
| 7. | 0400 | OPERS |
| 8. | 0475 | Other Expenses |

Generally, *Purchase Orders* are prepared for each bill being processed. However, several bills that are to be paid from the same line item listed on a *Voucher* may be put together under one *Purchase Order*. For example, payments to agencies for Contract Services can be included on one *Purchase Order* made out with the code for Contract Services, 100-00275-100. *Purchase Orders* are to be signed by the Executive Director or Finance Director in the Executive Director's absence. These accompany the *Vouchers* and bills to the County Auditor's office. Bills are paid only after the Board Executive Director, or designee, reviews/signs the vouchers and only after the vouchers have been submitted to the County Auditor in a manner preferred by that office.

Monthly *Lists of Bills* are to be prepared and presented to the Board for affirmation at its meetings. Each *List of Bills* shall reflect the monthly expenditures authorized by the Executive Director. Each bill shall include the vendor's name, the category code number of the auditor's fund from which monies will be taken to pay the bill and the dollar amount of the

bill. Board action shall be taken regarding each *List of Bills*. Board members shall sign each Board-approved *List of Bills*. Each Board member-signed *List of Bills* is then sent in a timely manner to the County Auditor.

In Section 340.10 of the ORC, it is stipulated that a Board shall authorize payment of a bill and endorse payment by the County Auditor before any funds of the Board may be expended. The responsibility for the approval of payment may be delegated to the Executive Director if a Board so desires and shall be considered so delegated by this Board. The Board passed Motion #3 at its 6/30/1989 Board meeting delegating such authority to its Executive Director, which is included in the 100 APPENDIX (101.170).

The determination as to whether an expense constitutes a valid public purpose is to be made solely by the Board. The Office of the County Auditor shall not substitute its judgement for that of the Board regarding what constitutes an expense for a public purpose. If the Board determines that a payment is within the Board's authority to make and the County Auditor refuses to issue a warrant on the county treasury to pay the voucher, the Board, pursuant to section 319.16, Revised Code, may seek a writ of mandamus from the court to compel the Auditor to issue the warrant.

Warrants (i.e., checks issued by the Auditor's office) are provided to the Board by the County Auditor's office. A copy of each warrant is to be made by Board fiscal staff and attached to a copy of the corresponding *Voucher*. Warrants are then to be mailed, or otherwise distributed, to vendors. All warrants are to be entered into QuickBooks with date paid, vendor and amount. All copies of *Vouchers* processed and warrants issued within a month are to be kept together in a file.

Journal Entries

Some expenditures of the Board are paid by the County Auditor and do not require vouchers to be prepared by the Board staff. System Payroll deductions (federal withholding taxes, Medicare, etc.) are automatically charged to the Board, as would be any premiums for the county health insurance. Notifications of these journal entries are sent to the Board when such transactions occur. These expenditures, like all others, are placed on the List of Bills for Board approval and are entered into the *County Cash Reconciliation* book.

PROPOSED:

DISBURSEMENTS

Payroll

Payroll Certification is to be prepared on a computer printout every other Friday (the Fridays between paydays) to reflect the hours for which employees will be paid during that week and the previous week. Certification is to be in the form of signature by the Executive Director, or in that individual's absence, by the Finance Director. It is to be entered into the Huron County Auditor's Office VIP system. ~~It is to be taken to the Payroll Department of the County Auditor's office within the timeframe required by that office.~~

Sick leave, vacation time, and flex time usage and balances will be recorded bi-weekly by the Executive Director. ~~mileage accumulated, and/or telephone/fax usage is to be recorded periodically by the Board Finance Director. This report is to be copied and filed in the Board's Payroll Records file/notebook.~~

Electronic notices of the distribution of county employees' pay generally are made ready for distribution by the County Auditor's office to employees after noon on the Thursday following the end of the payroll period.

Payments/Vouchers

Any business or individual who requests payment or reimbursement will need to be entered into the Auditor's VIP system as remit to for MHAS. Any business or person providing a service will need to submit a completed W-9 form from the Department of the Treasury Internal Revenue Service. Any independent contractors who are not employed by a "business entity" will additionally need to submit a completed OPERS Independent Contractor/Worker Acknowledgement form.

Any bills/invoices received by the Board are to be reviewed by the Board's Fiscal Officer Finance Director or staff to verify that they are legitimate expenses of the Board and that they are within the dollar amounts budgeted by the Board for those obligations. All vouchers are to be entered into the Auditor's VIP system.

~~A bill is prepared for the Auditor's office by being attached to a Voucher. There needs to be a federal identification number on file for each vendor paid and a Social security number for each individual paid.~~

Every week the Fiscal Officer will prepare invoices to be entered into the VIP system on Voucher by Week spreadsheet. Each line will ~~each Voucher is to include~~ the date of warrant or EFT, the voucher number, the name of the vendor, the appropriate category of fund from which the bill is to be paid and purpose/description of invoice, the fiscal year, the line-item number, the county code, the fund to be charged, the amount and Purchase Order number. The Vouchers by Week will be approved by the Executive Director by signing the printed spreadsheet and saved in the fiscal folder under voucher approval.

Each Voucher is to indicate the line-item code from which the funds are to be drawn from the Board's Calendar Year County Budget. These line items include:

1. 0125 Salaries
2. 0175 Supplies and Postage
3. 0200 Equipment
4. 0275 Contract Repairs ~~Board Contracts~~
5. 0280 Residential HAP
6. 0300 Travel
7. 0400 OPERS
8. 0475 Other Expenses

~~Generally, Purchase Orders are prepared for each bill being processed. However, several bills that are to be paid from the same line item listed on a Voucher may be put together under one Purchase Order. For example, payments to agencies for Contract Services can be included on one Purchase Order made out with the code for Contract Services, 100 00275 100. Purchase Orders are to be signed by the Executive Director or Finance Director in the Executive Director's absence. These accompany the Vouchers and bills to the County Auditor's office. Bills are paid only after the Board Executive Director, or designee, reviews/signs the vouchers and only after the vouchers have been submitted to the County Auditor in a manner preferred by that office.~~

Vouchers will be entered into the County VIP system exactly as they are listed on the Vouchers by Week spreadsheet. The Fiscal Officer will ensure the information is entered accurately. Once the vouchers have been thoroughly reviewed, the Fiscal Officer will submit them for approval and payment by the Auditor's Office.

Monthly Lists of Bills are to be prepared and presented to the Board for affirmation at its meetings. Each List of Bills shall reflect the monthly expenditures authorized by the Executive Director. Each bill shall include the vendor's name, the category code number of the auditor's fund from which monies will be taken to pay the bill, transaction description, date the warrant was issued, and the dollar amount of the bill. Included in the transaction description is the initial funding source used to pay the invoice and a brief description of the invoice. The initial funding source is subject to change as other funds become available or at the end of year reconciliation of the fiscal year's budget. Board action shall be taken regarding each List of Bills. Board members shall sign each Board-approved List of Bills. Each Board member-signed List of Bills is then sent in a timely manner to the County Auditor.

In Section 340.10 of the ORC, it is stipulated that the Board shall authorize payment of a bill and endorse payment by the County Auditor before any funds of the Board may be expended. The responsibility for the approval of payment may be delegated to the Executive Director if a Board so desires and shall be considered so delegated by this Board. The Board

passed Motion #3 at its 6/30/1989 Board meeting delegating such authority to its Executive Director, which is included in the 100 APPENDIX (101.170).

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Warrants (i.e., checks issued by the Auditor's office) and Electric Funds Transfers (EFT) are provided to the Board by the County Auditor's office. A copy of each warrant or EFT is to be made by the Fiscal Officer ~~Board fiscal staff~~ and attached to a copy of the corresponding invoice ~~Voucher~~. Warrants are then to be mailed, or otherwise distributed, to vendors. A copy of the warrant and invoice are to be scanned to the computer, then saved in the appropriate calendar year VIP downloads folder. The saved invoices will be labeled with the voucher number and vendor information. ~~All warrants are to be entered into QuickBooks with date paid, vendor and amount. All copies of Vouchers processed and warrants issued within a month are to be kept together in a file.~~

Journal Entries

Some expenditures of the Board are paid by the County Auditor and do not require vouchers to be prepared by the Board staff. System Payroll deductions (federal withholding taxes, Medicare, etc.) are automatically charged to the Board, as would be any premiums for the county health insurance. These expenditures are listed on the Expense Audit Trail from the County Auditor's VIP system. The expenditures are then logged into Revenues & Expenses spreadsheets. ~~Notifications of these journal entries are sent to the Board when such transactions occur. These expenditures, like all others, are placed on the List of Bills for Board approval and are entered into the County Cash Reconciliation book.~~