

## Planning and Monitoring Committee Meeting

**Meeting date:** Monday, July 1, 2019

**Meeting time:** 5:06pm – 6:37pm

**Meeting location:** Conference room, 12 Benedict Ave.

**Recorder:** Kristen Cardone

### Committee Members Present:

	Laura Wheeler, Board Chair - excused	X	Steve Barnes, Committee Chair
X	Rob Duncan, Second Vice Chair	X	Ben Chaffee, Jr.
	Julie Landoll - excused	X	Mike White
X	Ken Murray	X	Katie Chieda

### Invited Staff Present:

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Administrative Assistant
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### Executive Director Updates:

Ms. Cardone shared with the committee members that the Huron County Board of DD is starting an Early Childhood Mental Health program. They did not submit a proposal this year as they do not need funds from the Board to operate the program. Ms. Cardone will continue to provide updates to the Board as it progresses.

Ms. Cardone also shared with committee members that Lavin and Tom Schwan will be opening 2 recovery houses in Bellevue, which have been discussed previously in meetings. Ms. Cardone clarified that the recovery houses are not through BRASS. Ms. Cardone will continue to provide updates to the Board as this project progresses.

### Unfinished business/updates:

- Mileage
  - Ms. Cardone shared that she had sent an email to all Board members requesting their starting address from which they travel to Board meetings along with their ending address (the address to which they travel to upon leaving Board meetings). Ms. Cardone asked that if they have not yet sent this information to her to please provide her with that information before the end of the committee meeting.
- Contracts
  - Ms. Cardone shared that contracts are mostly completed and will hopefully be sent out at the end of the week.
- Oath of Office and applications for Board seats

- Ms. Cardone shared that multiple Board members whose terms are up but have decided to stay on the Board will have to fill out and submit new applications and take the Oath of Office in the upcoming Board meeting.
- Willard Community Connectors RFI
  - Ms. Cardone stated that the Willard Community Connectors proposal was tabled until the finalized state budget was released. Ms. Cardone shared that The House and Senate have not reached an agreement on several budget items prior to the July 1 deadline. In place of a finalized two-year budget deal, the House and Senate both passed a 17-day deal as interim state budget. This bill effectively allows state agencies to operate on a temporary basis with continued funding at SFY 2019 levels for the next 17 days. It is possible the budget may be approved by next Tuesday. Ms. Cardone asked to have a discussion around this proposal prior to the meeting so everyone is prepared to vote on this proposal, should the budget be finalized by then. Ms. Cardone shared that as discussed last month, no funding was allocated in the Community Connectors line item of the budget so it is highly unlikely they will add money to this line item. Ms. Cardone asked committee members to review the handout that was given to them for a discussion on the proposal.
    - Ms. Chieda asked if the proposal is to pay for the WCC Coordinators salary.
      - Ms. Cardone said that a portion of the proposal is for the salary.
  - Dr. White asked about the number of programs being offered in Willard City Schools and if we have a list of them.
    - Ms. Cardone shared that the school currently has Willard Community Connectors and Leader in Me.
    - Mr. Chaffee said that Willard City Schools does provide a lot of resources and programs for their school and will ask to see if there is a duplication of services and what students are benefiting from the program.
  - Dr. White stated the numbers in the proposal do not seem to add up and he would like to know the past success of the program.
    - Ms. Cardone will reach out and retrieve those answers for committee members.
- Nominating Committee
  - Ms. Cardone shared an email sent by Ms. Hivnor that was a summary of the responses and nominations that she had received so far concerning open Board seats. In the email Ms. Hivnor stated that Mr. Light was nominated but respectfully declined and has decided to step down as Vice Chair and Committee Chair. Ms. Hivnor also said in her email, herself, Ms. Chieda, Dr. White, and Mr. Barnes were nominated. Mr. Barnes respectfully has declined a Board seat position but agreed to remain committee chair.
  - Dr. White stated he does not want to be considered for a Board officer position at this time.

- Mr. Duncan said that due to the demand of responsibilities as Mayor, he does not feel he would have the time required for the Board Chair position.
- Ms. Chieda stated she would like to gather more information before making a decision.
- Ms. Cardone asked committee members if they have not spoken with Ms. Hivnor yet to please contact her this week as she is working on finalizing the nominations for Board officer positions.

### **Discussion Items:**

- Presentation Requests
  - Ms. Cardone shared that Bayshore Counseling will be presenting at the July Board meeting
- Community Events
  - Ms. Cardone reminded committee members that the fair is coming up August 12 – August 17. Ms. Morrow will be sending an email to all Board members in the next couple of weeks to sign up to help staff the booth at the fair.
- Font Selection (Attachment V)
  - Ms. Cardone directed committee members to Attachment V to review multiple different fonts. Ms. Cardone asked committee members to select their top 2 choices for easiest to read. Ms. Cardone shared that as the Board works on updating policies and procedures, the Board will be changing the font as well due to the fact there has been feedback received that the current font is difficult to read.
  - Dr. White and Mr. Chaffee stated they prefer 12pt Times New Roman because it is a common font and size. The committee agreed to that font selection.
- Culture of Quality (Attachment III)
  - Ms. Cardone and Ms. Morrow met with Fonda from OACBHA in April to review the Board’s Culture of Quality certification. Ms. Cardone shared that from that meeting, there were many things to address, and one of those main areas is the Board staff office space. Ms. Cardone directed committee members to review Attachment III, a summary of the issues around the office space.
  - Mr. Chaffee asked what the construction costs would be to ensure confidentiality and privacy in the office.
    - Ms. Cardone stated she was told about \$5,000 but that would only be to expand the wall for her office space.
  - Mr. Duncan stated that there is plenty of other office space available around town and suggested looking into another space.
  - Dr. White and Ms. Chieda asked if Board staff can approach Norwalk Economic Development Council’s Board (NEDC) and ask them to assist in correcting these issues or if it would be easier to look for a new space.
  - Ms. Chieda asked if the Board is required to give notice before leaving.
    - Ms. Cardone replied that there is nothing stating a notice is required and that the lease is good through September 30th.

- The committee members asked Ms. Cardone to reach out the NEDC one more time to try and resolve the issues.
  - Ms. Cardone will email the Executive Director and will update Board members on the response.
- Title folders advertising (Attachment I)– **Potential motion for Implementation**
  - Ms. Cardone met with Carrie from the Huron County Title Office 2 weeks ago regarding advertising in the title folders. In the past, the Board has paid for advertising on the inside flap of the title folders (Attachment I). They are getting ready to order new folders and would like to know if the Board would like to continue to advertise in the folders at a cost not to exceed \$1,000.00
    - Mr. Duncan stated that if the Board moves forward with the advertising, he suggests reducing the wording and making it easier to read.
    - Mr. Chaffee agreed that he thinks it is worth the cost because it will go into many hands throughout the county.
- Office Equipment usage policy (Attachment IV) – **Potential motion for Implementation**
  - Ms. Cardone shared that she has updated our office equipment usage policy, as required by Culture of Quality, and the proposed policy is attached. Ms. Cardone shared that the updated policy includes cell phones along with a request that staff receive a cell phone stipend each month as both staff members are frequently contacted on their personal cell phones for work related issues.
    - Mr. Duncan stated if Board staff use their cell phones for work, he thinks a reimbursement is a good idea.
    - Committee members agreed to a reimbursement for Board staff cell phones.
- Strategic Plan
  - Ms. Cardone shared that the Board needs to develop our FY2020 – FY2021 strategic plan. Ms. Cardone asked to discuss when/how Board members would like to do this. In the past it was 2 full days which Ms. Cardone does not believe is necessary as the Board currently has a basic outline in place.
    - Committee members agreed that 2 days for strategic planning was not needed.
    - Ms. Cardone will email all Board members the old strategic plan for review.
  - Mr. Duncan suggested scheduling a day in September due to August being so busy for many.
    - Ms. Cardone agreed and asked committee members to begin looking at their schedules for possible dates and the Board will discuss a potential date in the August Board meeting.
- First Responders/ Peer Support (Attachment II)
  - Ms. Cardone shared that Board staff are continuing to work on putting in place resources for first responders. After all the discussions Ms. Cardone has had with first responders, it appears as if peer support and a resource guide are the best first

steps to take. Ms. Cardone shared that Jamie Starcher is willing and able to provide peer support training for Fire/EMS/Dispatch at no cost to the county other than the cost for supplies and food. Ms. Cardone added that the FOP will provide this training for law enforcement, again at no cost other than the cost of supplies and food. Ms. Cardone directed committee members to Attachment II where they would see of the costs and schedule of training estimated to take place in mid-fall. Ms. Cardone passed out a sample resource binder that is being put together for first responders that contains the following topics: Peer Support, Trainings, Treatment, and Resources for all members to review.

- Ms. Cardone asked the committee members what their thoughts were on paying for food and supplies.
  - Ms. Chieda and Dr. White both were in support.
  - Mr. Duncan stated he feels it will be very difficult to get first responders there for 2 days and that all trainings are already budgeted.
  - Mr. Chaffee asked if it would be possible for this training to be included in the CEU's police and fire need.
    - Ms. Cardone will reach out to Jamie Starcher and ask if he has any information on training and CEU's.
- Proposal procedure
  - Ms. Cardone shared that the Board currently accepts proposals at any time during the year, with one main proposal period in the spring of each year for the upcoming fiscal year. Ms. Cardone said that as the Board is allocating all the funds we receive from the state prior to the start of each fiscal year, she would like the Board to consider changing this procedure to only accepting proposals once a year unless the Board releases an RFI during the year for a specific service to meet an identified need.
    - Ms. Chieda suggested possibly accepting proposals 2x a year. She then asked Ms. Cardone how other Boards accept proposals.
      - Ms. Cardone stated that many Boards only accept proposals 1x a year. She added that Lucas County does accept proposals on an as needed basis throughout the year when they release RFI's.
  - Ms. Chieda asked what the historical underspend/overspend is for the Board annually.
    - Ms. Cardone will look into it and report back to the Board.

### **Action Items:**

Motion: To approve the Mercy Health Foundation SFY 2020 proposal for Willard Community Connectors program in the amount of \$X.

### **Potential Motions for Implementation:**

Potential motion: To approve funding for advertising for the MHAS Board on the Title folders distributed by the Huron County Clerk of Courts in an amount not to exceed \$1,000.00.

Potential motion: To approve funding for First Responder Peer Support training in an amount not to exceed \$3,000.00.

Potential motion: To approve a cell phone stipend for Board staff in the amount of \$60.00 per staff member, per month.

**Attachment I**



**THE HURON COUNTY BOARD OF MENTAL HEALTH and ADDICTION SERVICES (MHAS)**

*Contracts for Affordable and Effective Mental Health and Addiction Treatment, Prevention and Support Services*  
130 Shady Lane Drive Building D • Norwalk Ohio 44857 • Phone: 419-668-8649 • Fax: 419-663-8649 • huron.oh.networkofcare.org

Optimize the function of your child's brain: **START TALKING!!**  
*Prevention Message to Parents*

**The human brain is 3 pounds of the most complex and powerful material discovered in the universe.**

... and emerging science tells us that **brain development is not complete until a person is at least 25 years old.**

While developing brains are particularly good at learning and remembering new things, their ability to soak up new stimuli makes them **more susceptible to the damage of alcohol and other drugs.**

**Research shows that stating your disapproval of your children's use of substances is the most powerful deterrent to their use. So parents, **START TALKING!** to your children before they start drinking!!**

**Access to Treatment Guaranteed for Huron County Youths with NO Out-of-Pocket Cost for Assessments**  
The Huron County MHAS Board assures accessible treatment for children and teens by guaranteeing no out-of-pocket costs to parents for any mental health or chemical dependency Diagnostic Assessment of a Huron County Youth at Firelands Counseling & Recovery Services of Huron County (419-663-3737). No other Board in Ohio offers this guarantee!  
**Huron County Crisis/Suicide Hotline - 1-800-826-1306**

A Certificate of Title is required on a longer and all outboard motors 1 or more hp. A canoe or kayak does not require a Certificate of Title. A procedure is the same as for motor and wave runners with 10 hp. or more.

**TITLING BOATS AND OUTBOARDS**

All purpose vehicles and off-highway vehicles must be titled before they can be registered.

**APV'S AND OFF-ROAD MOTOR VEHICLES**

No person can sign for you with notary power of attorney form. attorney is attached to your file and thereof. Forms are available at your local courts office.

**POWER OF ATTORNEY**

on the vehicle. You must also have a serial number. The out of state title must be properly transferred to you. If buying from a dealer, a bill of sale is required.

**WHEN YOU BUY A CAR OUT OF STATE**

A sole owner may add one or more names to his title.

**BENEFICIARY**

Never make any alterations or additions to a title. If this is done, the title is void, and a replacement title must be obtained. If two names are to appear on the title, both signatures are required for all names. You may also add a beneficiary (WROS) to a title with your signature.

**WHEN YOU BUY A CAR**

## Attachment II

### **Plan for Peer Support for First Responders**

1. Meeting with Chiefs to educate (reduce stigma) and discuss how to identify appropriate peer supporters.
  - a. Separate meeting with Fire/EMS/Dispatchers and Law Enforcement
  - b. Meeting with Fire/EMS/Dispatchers in September
  - c. Meeting with Law Enforcement TBD
2. Schedule 2 separate trainings
  - a. First training in October
  - b. Second training in January/February
  - c. Need to be on the weekend for Fire/EMS/Dispatchers
3. Annual refresher training with both branches at the same time

### **Training details**

1. 2-day training
  - a. QPR
  - b. Awareness
  - c. Clinical piece (warning signs, body language, communication)
  - d. Value of peer support
  - e. Must complete pre-requisites prior to attending (online courses in MHFA, stress training, etc.)
2. Food and supplies to be provided by the Board
3. Location options: MHAS Conference room, EMA office, EHOVE

### **Next Steps:**

Kristen

1. Meet with Law Enforcement to determine if they hold county Chief's meeting and if so, get on schedule for next meeting
2. Develop list of pre-requisites for training and review with Jamie
3. Meet with Jamie after July Board meeting to continue to develop plan and identify if there is a need for mid-level between peer support and clinical services
4. Review curriculum for training
5. Identify individuals from clinical side who may be willing to participate in training
  - a. QPR
  - b. Steven Click
  - c. Clinicians with trauma focus
6. Solidify plan for counseling services by August

Jamie

1. Contact OAPFF regarding sending someone here for trainings
2. Reach out to doctor in Columbus



### Attachment III

## Culture of Quality

### Office Corrections Needed

#### Confidentiality

- Our confidential documents (PHI) need to be double secured – meaning in a locked filing cabinet which is stored behind a locked door with only MHAS having access to.

#### Privacy

- There needs to be privacy for conversations that can include confidential information, which would require an office that has complete privacy – both physical privacy and sound privacy.

#### Safety officer

- Identified in position description
- Documentation of health and safety activities and reviews for office such as:
  - annual fire drill
  - safety checks
  - safety authorities to come check office space
  - maintains copies of inspections (get from Heather)

#### Written emergency/disaster plan

- Posted Evacuation Plan in building (and testing of plan)
- Response plan for after-hours emergencies for office

#### Safety

- Board has provisions to address security of staff and visitors
- Security system
- Visitors badge/sign in sheets
- Copies of safety inspections for building and office space are needed
- First Aid Kits (already have)
- Fire extinguishers (have they been inspected? Needs completed annually)

#### Need state laws and required notices posted on window at front door

- Fire safety
- Smoking
- Concealed Weapons
- Drug Free Workplace
- Etc.

## Attachment IV

Replace Section 202.9 Section 9:

### 202.9 Section 9:

#### **OFFICE EQUIPMENT USAGE**

Office equipment is to be utilized for official Board business, although moderate/limited personal use by Board employees of equipment, including, but not limited to, telephone, computer and copier, may occur. Moderate/limited use shall be defined, and authorized, by the Executive Director. Any excess personal use of Board equipment by a Board employee may result in the employee being charged fees for the use of the equipment and for any paper used, and may result in the Board employee having his/her hours worked reduced by the time spent using the Board equipment for personal matters. Any fees incurred by the Board (e.g., for telephone calls) due to personal use of Board equipment shall be billed to the employee who caused the fees to be incurred. Under no circumstances may a Board employee use the Board's equipment for any partisan political issue or candidate. Under no circumstances may a Board employee frank personal mail with the Board's postage meter. Violation of policies regarding personal use of Board equipment may be grounds for discipline up to and including dismissal.

Board employees also shall comply with all HIPAA COMPLIANCE policies and procedures in the 700 Section of this Manual, inclusive of "Uses of Desktops, Laptops and Tablets" under 708 FACILITY SECURITY, reprinted below and incorporated into the Personnel Policies by reference:

#### Personal Use

Occasional and reasonable use of Board-owned/leased electronic desktops, laptops and/or tablets for non-business activities is permissible provided that use does not violate any federal, state or local laws or established HCBMHAS Policy, does not interfere with assigned work tasks/performance and is consistent with professional conduct. In no case, shall a Board employee install personally owned/licensed software on any Board equipment.

Accessing, downloading, saving, receiving or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent or defamatory language is a violation of this policy.

Users should have no expectation of privacy while using HCBMHAS-owned or leased equipment. Information passing through or stored on HCBMHAS equipment can and will be monitored. Infringements of this policy will be investigated on a case-by-case basis. Violation of the policy may result in disciplinary action up to and including termination of employment.

Each HCBMHAS employee will notify his/her immediate supervisor of any threatening or unwelcome communications received.

During orientation, each new Board employee will review this policy, which also is in the Board's Personnel Policies, and will be requested to sign a document acknowledging receipt and review of all Board Personnel Policies.

#### Desktop Password Protection

Access to Board computers shall be password protected.

WITH

## 202.9 Section 9:

### OFFICE EQUIPMENT USAGE

Office equipment is to be utilized for official Board business, although moderate/limited personal use by Board employees of equipment, including, but not limited to, telephone, computer and copier, may occur with prior approval and as outlined below. Under no circumstances may a Board employee use the Board's equipment for any partisan political issue or candidate. Violation of policies regarding personal use of Board equipment may be grounds for discipline up to and including dismissal.

#### 1. Telephone Usage and Accountability

- a. Business Calls: Board staff may make calls relating to the operation of the Board ("Business Purposes"). This will include calls related to the provision of services to Board consumers and calls related to the provision of services to Board-appointed members.
  - i. Collect Calls: Board employee may accept collect calls only for Business Purposes and under limited circumstances authorized by the Board's Executive Director.
- b. Personal Calls: Board employee may make or accept a personal call related to their own or a family member's illness - or in the event of a death in the family. Calls related to illness should be of an emergent nature. Long distance phone calls must be made using a personal cell phone. Occasional local calls are permissible; however, all incoming personal calls should be strictly limited in frequency and duration.
- c. Personal business, which involves an activity undertaken for profit or gain of any kind, shall never be conducted from the Board office. This will result in immediate termination. Employees are discouraged from circulating the Board office telephone number as a number where they can be reached for personal business.

#### 2. Cellular Telephones and Data Plans

- a. The Board's staff uses their personal cell phones during any travel for the Board, as well as after business hours.
- b. Board staff prefers to use their personal cell rather than carry a second Board-issued phone. The Board recognizes that cell phones consume data on the staff's personal cell phone/data plans. Therefore, the Board authorizes payment to each of the Board staff in the amount of \$60 monthly. Payment will be made through submission of the employee's Travel and Expenses report on a reimbursement basis along with a copy of this policy.

#### 3. Copier and Printer Equipment

- a. The copier and printer machines are provided for the usage of copying, printing and/or scanning documents to be disseminated for Business Purposes.

- b. The copy machine is not to be used by an employee for personal use, without the prior authorization of the Executive Director. (Prior authorization by the Board Chairperson in the case of the Executive Director.) Any personal use must be done before or after hours of business of the Board office.
- c. Reimbursement for an authorized personal copy will be made by written notification to the Executive Director of the date and the number of copies made, as well as if the copies were color. A check will be issued to the Board in the amount indicated for the personal copies.

#### 4. Computer Equipment

- a. When referring to Computer equipment and resources, this includes but is not limited to the computer and other technological equipment and resources such as electronic mail, internet and all programs. Computer equipment and resources are the property of the Huron County Board of Mental Health and Addiction Services.
- b. Computer equipment and resources are provided to efficiently perform one's job. It is not to be used by an employee for personal use, without the prior authorization of the Executive Director. (Prior authorization by the Board Chairperson in the case of the Executive Director.) Any authorized personal use must be done before or after business hours of the Board office.
- c. Employees should not expect that they have and do not have a legitimate expectation of privacy with respect to electronic mail, internet use, and other electronic information and communication. By using computer equipment and resources, employees consent to have such use monitored by designated staff at the Board's discretion.
- d. Employees shall not use a pass code, access computer equipment and resources or retrieve stored communications other than when expressly authorized. All laptops must be pass code protected. All employee computer pass codes must be provided to the Executive Director. No pass code may be used that is not provided to the Executive Director.
- e. Employees may not post information or documentation on the Internet while using computer equipment and resources without the express prior approval of the Executive Director. (In the case of the Executive Director, the Board Chairperson.)
- f. Employees are prohibited from the use of unprofessional, threatening, harassing or discriminatory language in any electronic mail, Internet usage, or other electronic transmission.
- g. Employees are prohibited from the use of computer equipment and resources from making discriminatory, retaliatory, defamatory, and/or sexually explicit comments.
- h. Employees are prohibited from using computer equipment and resources to access unprofessional, racist, and/or sexually explicit materials.
- i. Confidential communications relating to the Huron County Mental Health and Addiction Services Board business shall only be sent by non-electronic means.

Board employees also shall comply with all HIPAA COMPLIANCE policies and procedures in the 700 Section of this Manual, inclusive of “Uses of Desktops, Laptops and Tablets” under 708 FACILITY SECURITY, reprinted below and incorporated into the Personnel Policies by reference:

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During orientation, each new Board employee will review this policy, which also is in the Board's Personnel Policies, and will be requested to sign a document acknowledging receipt and review of all Board Personnel Policies.

**Attachment V**

**Font selection for Policies and Procedures**

Which font is easier to read? (Times New Roman)

Which font is easier to read? (Arial)

Which font is easier to read? (Calibri Light)

Which font is easier to read? (Franklin Gothic Book)

Which font is easier to read? (Segoe UI)

Which font is easier to read? (Georgia)