



# HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street  
Norwalk, Ohio 44857

## March 10<sup>th</sup>, 2020 BOARD MEETING AGENDA

Location: 2 Oak Street, Norwalk

Time		Who
6:11 PM	<b>Call to Order</b>	Board Chair
	<b>Guest Introductions</b>	
	<b>Presentations</b> <ul style="list-style-type: none"> <li>• Lindsey Ingram – Family Dependency Court</li> </ul>	
	<b>Approval of Board Minutes</b>	
	<b>Board Chair Report</b> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Vice Chair</li> </ul>	Board Chair
	<b>Executive Director’s Report</b>	Ex. Director
	<b>Committee Meeting Reports</b> <ul style="list-style-type: none"> <li>• Planning and Monitoring Committee               <ul style="list-style-type: none"> <li>○ Policy updates</li> <li>○ Office space</li> <li>○ Updated FY20 Board meeting schedule</li> </ul> </li> <li>• Implementation               <ul style="list-style-type: none"> <li>○ Grant applications</li> <li>○ Electrical estimate</li> <li>○ First responder peer support funding</li> </ul> </li> </ul>	
	<b>Old Business</b>	
	<b>Meeting Discussion/New Business</b> <ul style="list-style-type: none"> <li>○ Approval of Financial Report</li> <li>○ Approval of December List of Bills</li> </ul>	
	<b>Guest Introductions/Announcements</b>	
	<b>Executive Session</b>	
7:50	<b>Adjournment</b>	Board Chair



**March 10, 2020**

**I. CALL TO ORDER**

Meeting called to order at  6:11  PM.

Board Members in attendance:

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

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

Erin Bohne (member of the community), Jacki Salter (Firelands Counseling & Recovery Services), Jessica Dickman (Family Life Counseling), Sydney Eddy (member of the community), Terry Boose (Huron County Commissioner), Lindsey Ingram (Huron County Juvenile Court), Dr. Steven Burggraf (Family Life Counseling), Drew Riley (Peer Supporter)

**III. PRESENTATIONS**

- Lindsay Ingram, Family Dependency Court
  - Ms. Ingram oversees the Juvenile Family Dependency Court Program. The program is a collaboration between the courts, DJFS, CASA, and area treatment providers. This program links individuals with substance use disorder who are involved in the juvenile court system in regard to custody of their children to DJFS, child advocacy and treatment. Requirements to participate in the program include: individuals must be an adult that resides in Huron County, must be a parent or guardian of a child who DJFS identifies as neglected/abused/dependent, they must complete an assessment and be diagnosed with substance use disorder, and they must voluntarily agree to participate in the program.
  - Ms. Ingram shared that the program began in 2017 and they had their first

participant in 2018. They have had 16 participants total and they currently have 5 active in the program. Ms. Ingram shared that they have had 7 individuals successfully complete the program however 4 individuals have been terminated unsuccessfully for various reasons.

- Ms. Ingram shared that the greatest challenge they encounter is getting people to want the help. Ms. Ingram stated the program can take up to 10 participants each year. She added that they had 150 neglect/abuse/dependent cases last year that passed through Juvenile Court however only 5 parents were willing to participate in the program.
- Ms. Ingram thanked the Board for helping to address barriers such as transportation for drug screens after hours and thanked Miriam House, LCADA Way, Firelands Counseling & Recovery Services, Family Life Counseling, and Oriana House for their assistance with individuals in the program.

**IV. APPROVAL OF BOARD MEETING MINUTES**

<b>MOTION:</b> <b>1</b>	To approve the February 11, 2020 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on February 18, 2020.		
<b>Motion Made By:</b>	<a href="#">Rob Duncan</a>	<b>Seconded:</b>	<a href="#">Julie Landoll</a>

**No Opposition**

**V. BOARD CHAIR REPORT**

Ms. Katie Chieda shared that Julie Landoll has volunteered to serve as the Second Vice Chair for the Board for the term of March 10, 2020 to June 30, 2021.

<b>MOTION:</b> <b>2</b>	To appoint Julie Landoll as the Second Vice Chair for the Huron County MHAS Board for the term of March 10, 2020 – June 30, 2021.		
<b>Motion Made By:</b>	<a href="#">Ken Murray</a>	<b>Seconded:</b>	<a href="#">Lisa Hivnor</a>

**No Opposition**

**VI. EXECUTIVE DIRECTOR REPORT**

- Ms. Cardone shared with the Board members a few upcoming community events that included Mental Health First Aid Training that will take place March 30-31, LGBTQ training, and Camp Good Grief offered through Stein Hospice for children ages 5-13. She added that flyers were available for anyone who wanted more information.
- Ms. Cardone shared that she will be participating in hazardous materials drill with Huron County EMA.
- Ms. Cardone shared that the state of Ohio has released a State Suicide Prevention Plan, the first ever to be released. Ms. Cardone stated that this prevention plan will be added to the MHAS website for community access.
- Ms. Cardone shared that she attended an OhioMHAS call regarding the coronavirus during which Director Criss discuss the Governor’s state of emergency which limits state employee travel to mission critical and in-state only. It is recommended the Board’s assess meetings and make appropriate determinations around whether or not these meetings can be rescheduled for 30 days out. The department will be reaching out to the Governor to request a temporary order allowing Boards’ and other public bodies to vote over the phone or internet until this has been resolved. Ms. Cardone will keep Board

members informed with any updates. Ms. Cardone shared that also discussed was the potential impact on client's with mental health and substance use disorders as often times this population can be at a higher risk for contracting illnesses due to accompanying medical conditions, weakened immune systems, etc. The department is working to determine how to best support Boards in supporting our local continuum of care including ensuring ongoing access to MAT, overdose reversal drugs and psychiatric meds and potentially using technology for psychiatry and treatment. Ms. Cardone asked the Board to consider approving the use of its Crisis Flex Funds (\$58,000) to support online therapy if needed.

<b>MOTION:</b> <b>3</b>	Approve the Executive Director to use the Crisis Flex Funds, in an amount not to exceed \$58,000.00, to address issues that may arise from the coronavirus as needed.		
<b>Motion Made By:</b>	<b>Lenora Minor</b>	<b>Seconded:</b>	<b>Lisa Hivnor</b>

**No Opposition**

- Ms. Cardone shared that she recently attended a transportation meeting in Tiffin. There is a transportation pilot for mental health and substance use client that Huron County has access. This pilot will help offset a substantial portion of the transportation costs many organizations currently fund and may be used for things such as bus passes, cab fare, gas cards, and minor repair on vehicles. These transportation funds will go directly to the transportation provider and not the client themselves.
- Ms. Cardone shared that she received information for the Ohio Substance Use Disorder Professional Loan Repayment Program from Huron County Public Health. Ms. Cardone will be sending this information to all contracted agencies and hospitals.

**VII. COMMITTEE MEETING REPORTS**

• **PLANNING AND MONITORING COMMITTEE REPORT**

- Mr. Steve Barnes shared that committee members reviewed policy updates for the following policies: Grievance Policy, Expense Policy, and Committee Policy. Committee members also reviewed and approved a new policy, the Intern/Volunteer policy. These policies, which can be found in Attachment I, have been reviewed and approved by Randal Strickler, the Board's legal representative.

- Policy Updates (Attachment I)

<b>MOTION:</b> <b>4</b>	Approval to adopt the Policy Revisions, collectively, as shown in Attachment I and to include them in the Huron County Board of Mental Health and Addiction Services Policy and Procedure Manual.		
<b>Motion Made By:</b>	<b>Rob Duncan</b>	<b>Seconded:</b>	<b>Lenora Minor</b>

**No Opposition**

- Mr. Barnes shared that committee members discussed permitting use of available space at the Board's office by other mental health and recovery organizations such as AA, NA, NAMI, and Let's Get Real. Committee members suggested having a sign in sheet and calendar to schedule meetings and activities that would occur in the space as well as vet all individuals and groups interested in using the space. Committee members added that the upstairs entrance to the basement should always be locked to ensure MHAS property and private information is secure. Ms. Cardone shared that all organizations that use the

basement will be required to have liability insurance and the Board will need to be added to their liability insurance policy prior to using the Board’s office space. The space will be furnished by the Board and the Board will maintain oversight and discretion around how the space is used at all times. The Committee recommends the Board approve use of the Board’s office space by other mental health and recovery organizations.

- Office space

<b>MOTION:</b> 5	Approve use of the Board’s office space by other mental health and recovery organizations at the discretion of the Executive Director.		
<b>Motion Made By:</b>	Julie Landoll	<b>Seconded:</b>	Ken Murray

**No Opposition**

- Mr. Barnes said that Ms. Cardone proposed an updated Board meeting schedule due to issues with the timing of month end balancing with the Auditor, which must happen prior to creating our monthly financial reports, and the Board’s committee meetings. It is recommended the Board push back committee and Board meetings a week for the remainder of FY20. Committee meetings will take place the second week of the month and the Board meetings will take place the third week of the month. The new Governance committee will meet the first Monday of the month once a quarter.

- SFY 2020 Board meeting schedule (Attachment II)

<b>MOTION:</b> 6	Approval to adopt updated SFY 2020 Board meeting schedule as shown in Attachment II.		
<b>Motion Made By:</b>	Ben Chaffee, Jr.	<b>Seconded:</b>	Lisa Hivnor

**No Opposition**

- Mr. Barnes shared that the minutes from the March 2nd Planning and Monitoring meeting were sent to the Board on March 5th and may be found on the Board’s website.

<b>MOTION:</b> 7	To approve the March 2, 2020 Planning and Monitoring meeting minutes as sent on March 5, 2020.		
<b>Motion Made By:</b>	Lisa Hivnor	<b>Seconded:</b>	Ken Murray

**No Opposition**

**IMPLEMENTATION COMMITTEE REPORT**

- Ms. Lisa Hivnor stated that Ms. Cardone and Ms. Morrow shared two grant opportunities that they would like to apply for. The first opportunity, the Law Enforcement Mental Health and Wellness Act 2020 grant focuses on Peer Support Implementation Projects and National Peer Support Program for Small and Rural Agencies and would be used to expand first responder peer support programming and to support mental health services for first responders. The second opportunity, the Rural Communities Opioid Response Program (RCORP) grant, is a multi-year initiative aimed at reducing the morbidity and mortality of substance use disorder (SUD), including opioid use disorder (OUD). The goal of the funding opportunity is to strengthen and expand SUD/OUD prevention, treatment, and recovery services to enhance rural residents’ ability to access treatment and move towards recovery. The Committee recommends the Board authorize the Executive Director to apply for both funding opportunities.

- Grant applications

<b>MOTION:</b> <b>8</b>	Authorize Executive Director to apply for the Rural Communities Opioid Response Program (RCORP) Implementation grant and the FY2020 Law Enforcement Mental Health and Wellness Act (LEMHWA) grant.				
<b>Motion Made By:</b>	Steve Barnes	<b>Seconded:</b>	Rob Duncan		

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

**No Opposition**

- Ms. Hivnor said that Ms. Cardone shared with Committee members the electrical estimate for electrical services at the office, including fixing Exit lighting, installing security lighting in the parking lot, installing hard-wired smoke detectors, adding a spotlight on the sign in front of the building, and updating to LED to save on future energy costs. The committee members reviewed the line items listed and recommend the Board authorize the Executive Director to enter into a contract for the services as shown in Attachment III.
- Electrical estimate (Attachment III)

<b>MOTION:</b> <b>9</b>	Authorize Executive Director to enter into a contract with BMO Electrical, LLC in an amount not to exceed \$6,683.00 for services as shown in Attachment III.				
<b>Motion Made By:</b>	Dorothy Ruffer	<b>Seconded:</b>	Julie Landoll		

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

**No Opposition**

- Ms. Hivnor stated that Ms. Cardone shared with the Committee the progress that has been made with REACT, the Huron County first responder peer support program, including potential collaboration and expansion with first responders in Erie County. She shared that they are moving forward with a clinician training in April to train local clinicians in how to treat first responders and address their unique needs. She also stated that REACT will be doing another peer support training in the spring to increase the number of first responders involved in the program. Ms. Cardone requested additional funding to cover the clinician training, food, and the additional peer support training. The Committee recommends the Board approve funding for first responder peer support services.

- First Responder peer support funding

<b>MOTION: 10</b>	Approve funding for first responder peer support services including clinician training and training for additional peer supporters in an amount not to exceed \$5,000.00.				
<b>Motion Made By:</b>	Ben Chaffee, Jr.	<b>Seconded:</b>	Dorothy Ruffer		

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

**No Opposition**

<b>MOTION: 11</b>	To approve the March 3, 2020 Implementation meeting minutes as sent on March 5, 2020.				
<b>Motion Made By:</b>	Rob Duncan	<b>Seconded:</b>	Tom Sharpnack		

**No Opposition**

## VII. OLD BUSINESS

There was no old business to discuss

## VIII. MEETING DISCUSSION/NEW BUSINESS

- Financial Report

<b>MOTION: 12</b>	To approve the Financial Report through February 29, 2020 as included in Attachment IV.				
<b>Motion Made By:</b>	Lisa Hivnor	<b>Seconded:</b>	Ben Chaffee, Jr.		

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

**No Opposition**

- February 2020 List of Bills

<b>MOTION: 13</b>	To approve the February 2020 List of Bills as included in Attachment V.				
<b>Motion Made By:</b>	Lisa Hivnor	<b>Seconded:</b>	Julie Landoll		



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

**No Opposition**

**IX. GUEST ANNOUNCEMENTS**

- Mr. Drew Riley wanted to inform the Board that one of the residents at the House of Hope was previously a client from the jail that ALERT worked with. He wanted to share how ALERT is linking inmates with needed services in the community.

**X. EXECUTIVE SESSION**

Meetings of the Board, as a public agency, shall be open to the public as required, unless the subject matter under consideration permits an executive session, as provided in section 121.22 (G), of the ORC. Members of a public body may hold an executive session at a regular or special meeting only after a majority of a quorum of the public body determines, by a roll call vote, to hold an executive session for the sole purpose of the consideration of the following matter: **To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.**

**Enter Executive Session: 7:20**

<b>MOTION:</b> <b>14</b>	To enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee by division (G)(2) of section 121.22 of the Revised Code.
<b>Motion Made By:</b>	Steve Barnes
<b>Seconded:</b>	Rob Duncan

10	Katie Chieda	6	Ben Chaffee, Jr.	3	Rob Duncan
9	Lisa Hivnor		Julie Landoll -Left at 6:48	2	Steve Barnes
8	Kenneth Murray	5	Dorothy Ruffer	1	Tom Sharpnack
	Steven Fawcett -Excused	4	Mike White		DeEtte Zimmerman-Excused
7	Lenora Minor				

**No Opposition**

**Exit Executive Session: 7:45**

<b>MOTION:</b> <b>15</b>	To exit Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee by division (G)(2) of section 121.22 of the Revised Code.
<b>Motion Made By:</b>	
<b>Seconded:</b>	

	Katie Chieda		Ben Chaffee, Jr.		Rob Duncan
	Lisa Hivnor		Julie Landoll -Left at 6:48		Steve Barnes
	Kenneth Murray		Dorothy Ruffer		Tom Sharpnack
	Steven Fawcett -Excused		Mike White		DeEtte Zimmerman-Excused



Lenora Minor			
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**It was moved and seconded to reconvene into its regular session and there was no opposition**

<b>MOTION: 16</b>	To approve an increase of pay for Ashley Morrow at the rate of \$23.32/hour effective March 15, 2020 with the understanding she will continue to fulfill the duties as she is doing right now with the commitment of the Board to fully transition into a new position as Community Engagement and Resource Manager no later than July 1, 2020.		
<b>Motion Made By:</b>	Lisa Hivnor	<b>Seconded:</b>	Steve Barnes

3	Katie Chieda	9	Ben Chaffee, Jr.	4	Rob Duncan
6	Lisa Hivnor		Julie Landoll -Left at 6:48	7	Steve Barnes
1	Kenneth Murray	5	Dorothy Ruffer	2	Tom Sharpnack
	Steven Fawcett -Excused	10	Mike White		DeEtte Zimmerman- Excused
8	Lenora Minor				

**No Opposition**

**XI. ADJOURNMENT**

<b>MOTION: 17</b>	To adjourn the March 10 <sup>th</sup> , 2020 Huron County Board of Mental Health and Addiction Services Board meeting.		
<b>Motion Made By:</b>	Mike White	<b>Seconded:</b>	Dorothy Ruffer

**No Opposition**

The March 10, 2020 meeting of the Board adjourned at \_7:50\_p.m.

## **Attachment I: Policies**

### **Grievance Policy and Procedures**

#### *Appendix 504.9*

In Ohio's mental health and addiction system, concerns or complaints are addressed through a grievance process. Grievance is an important right for people receiving mental health and addiction services. This process supports recovery and assures people are heard. It also empowers individuals receiving services to become self-advocates and provide input to make the system better for everyone.

The Huron County Board of Mental Health and Addiction Services (HCBMHAS) has an open-door policy whereby individuals and/or groups of individuals may contact the Board with complaints related to contract services (Pursuant to O.R.C. 340.08) and concerns regarding Board operations.

All complaints and grievances involving contract services should first be made with the agency at the lowest and most direct possible level, in the environment where the situation occurred. Please refer to that agency's grievance policy and procedures provided to each client receiving services.

The Board will adhere to the following procedures when receiving a complaint from an individual and/or group of individuals, either in relation to contract services and/or Board operations.

#### **Procedures:**

1. The Board will request a written complaint and supporting evidence signed by the complainant(s). Documentation is to be provided on the Board Complaint Form which will be provided upon request from the Board's designated Clients Rights Officer.
2. The written complaint and supporting evidence will be reviewed by the HCBMHAS Executive Committee.
3. The HCBMHAS Executive Committee will investigate the complaint as it deems necessary based upon the complaint and evidence provided in support thereof.
4. The appropriate party (ies) will be notified of the complaint within three (3) working days of receiving the complaint. A copy of the complaint form will be forwarded to the involved party (ies).
  - a. If the complaint is against a contract service, the appropriate contracting agency (ies) will be notified of the complaint and the response of the Board staff to the individual and/or group of individuals within five (5) working days of receiving the complaint. A copy of the complaint form will be forwarded to the agency.
5. The HCBMHAS Executive Committee will meet with the involved party (ies) within three (3) working days of notifying the party (ies) of complaint.
6. The party (ies) shall respond to the complaint, in writing, within five (5) working days of meeting with the HCBMHAS Executive Committee.

- a. If the complaint is against a contracted service, the agency shall respond to the complaint within 20 working days of notification of the complaint. This includes a written response to the individual and/or group of individuals if consent has been received and a forwarding address provided. A copy of the Agency response shall be sent to the Board.
7. Upon completion of the investigation, the HCBMHAS Executive Committee will share their findings with the party (ies) involved and/or contract agency.
8. After meeting with the party (ies) and/or contract agency, the HCBMHAS Executive Committee will reveal their findings with the full Board and will publicly announce their resolution during the next full Board meeting.
9. The Board will maintain a complaint file and provide a summary of complaints received regarding each party. The summary will include:
  - a. The number of complaints received.
  - b. Nature of complaints received.
  - c. Resolution status of the complaint.

*Summaries of all findings and resolutions will be forwarded to the party (ies) and/or contracting agencies involved in the original complaint.*

### **Appealing a Decision**

The decision about a grievance is called a resolution. If someone is not satisfied with the decision or answer from an agency, he or she can appeal. An appeal is a request for a review of the answer.

To appeal an **agency's** answer to your grievance, contact the Huron County Board of Mental Health and Addiction Services 419-681-6268.

1. Ask for the Client Rights Officer (CRO) at the mental health board.
2. Tell the CRO that you want to file an appeal on the agency's answer to your grievance.
3. A grievance must be in writing, containing the name and address of the person(s) filing it, and briefly describe the action alleged to be prohibited by regulations.
4. The CRO shall conduct an investigation of the grievance to determine its validity.
5. A written decision determining the validity of the grievance shall be issued no later than 30 (thirty) days after its filing.
6. If you are not satisfied with their response, you can appeal their decision to the Ohio Department of Mental Health & Addiction Services (OhioMHAS) using the instructions below.

To appeal a **hospital or mental health board's** answer to your grievance, contact OhioMHAS's Community Supports and Clients Rights Office call (877) 275-6364 (family and consumers only), (614) 466-7228 (all others), TTY (888) 636-4889.

1. Ask to speak with the Office of Community Supports and Clients Rights.

2. Tell them you want to file an appeal on the hospital's or county mental health board's answer to your grievance.

### **Assistance**

If you need assistance at any time during the grievance or appeal process, contact one of the agencies listed below. For agencies with no TTY/TDD number listed, call the Ohio Relay Service TTY at 711 or 800-750-0750.

### **Disability Rights Ohio**

800-282-9181 / TTY 800-858-3542

### **Community Client Rights Advocates by County**

#### **OhioMHAS Consumer Advocacy and Protection Specialist**

877-275-6364 (family and consumer only)

614-466-7228 (all others)

TTY 888-636-4889

## **Intern/Volunteer Policy**

### **212.2 Intern/Volunteer Policy**

**Adopted: March 10th, 2020**

#### **Intern/Volunteer Policy**

1. The Huron County Board of Mental Health and Addiction Services may provide volunteer/unpaid intern opportunities to all persons when the organization's need and the individual interest and ability can be appropriately matched.
2. Consistent with definitions and guidance from the U.S. Department of Labor, volunteers are "individuals who volunteer or donate their services, usually on a part-time basis, for public service, religious or humanitarian objectives, not as employees and without contemplation of pay, are not considered employees of the religious, charitable or similar non-profit organizations that receive their services."
3. Volunteers/unpaid interns are uncompensated and provide services without the expectation of pay from the volunteer activity and have no assurance or reason to expect that the Huron County Board of Mental Health and Addiction Services will offer employment following the volunteer period. Volunteers/unpaid interns are not eligible for any Huron County Board of Mental Health and Addiction Services benefits, including unemployment or workers' compensation benefits.
4. To ensure that an individual performing volunteer/unpaid intern services is not an employee for purposes of the Fair Labor Standards Act (FLSA), all of the following criteria must be satisfied in order for the individual to be approved as a volunteer:
  - a. The services are intended to be voluntary and to be rendered without compensation.
  - b. The services must constitute a bona fide effort of the individual to volunteer for humanitarian or public service purpose or for the benefit of education, training or professional experience.
  - c. Individuals volunteer their time for their own personal motives, without promise or expectation of compensation or employment.

- d. Volunteers must not be used in ways that displace or replace regular employees in the performance of their normal duties.

### **Definition of Unpaid Internship**

Individuals who wish to volunteer for the purposes of educational or professional interest as part of a formal or informal educational program must be assessed under the following factors from the Department of Labor to determine whether an unpaid internship status exists:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee-and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

If the factors listed above are met, an employment relationship typically does not exist under the FLSA, and the Act's minimum wage and overtime provisions do not apply to the unpaid intern. Further, the individual is not eligible for any Huron County Board of Mental Health and Addiction Services benefits, including, but not limited to unemployment or workers' compensation.

### **Procedure**

1. The Executive Director must approve the use of all volunteers/unpaid interns.
2. Volunteers and unpaid interns are subject to and must abide by all applicable Huron County Board of Mental Health and Addiction Services policies, procedures and rules, including but not limited to those relating to health and safety, confidentiality, intellectual property, protected health information, non-discrimination, computer use, ethics, conflict of interest, criminal background check, drug use and anti-violence.
3. Volunteers or unpaid interns cannot replace or be substituted for current employees or perform work that would otherwise require another individual to be employed. Volunteer services are generally limited to educational training (normally for unpaid interns), humanitarian, charitable or public service purposes and normally are rendered on a part-time and temporary nature.
4. All volunteers/unpaid interns will be asked to sign a confidentiality agreement in the event the tasks they are assigned provide access to confidential information.
5. All volunteers/unpaid interns are required to sign a HIPAA, Ethics and Confidentiality Agreement.

6. Selection and supervision of the volunteer/unpaid intern will be dependent upon the nature of the task assigned. Volunteer/unpaid intern supervision will follow the requirements of the organization placing the intern. All duties will be written and clearly defined with both parties signing the acknowledgement. This documentation will be placed in the individual's file.
7. An orientation process concerning Board policies and procedures will be provided to all volunteers/unpaid interns. All volunteers and unpaid interns must satisfactorily complete all applicable training and orientation appropriate to the role prior to commencing activities. Depending on the nature of the service, training may include HIPAA requirements, health and safety precautions, or customer/client service requirements.
8. Volunteers and unpaid interns are expected to conduct themselves consistent with standards of professional behavior common to Huron County Board of Mental Health and Addiction Services and all public employees. Volunteer or unpaid intern opportunities approved under this policy may be terminated at any time without cause or prior notice. Email accounts, keys, ID badges and other equipment issued to a volunteer or unpaid intern remain the property of the Huron County Board of Mental Health and Addiction Services and must be returned upon termination.
9. Acceptance of a volunteer or unpaid intern is subject to a satisfactory reference check. A criminal background check must be satisfactorily completed prior to the assignment. The background checks should normally be coordinated through the Huron County Sheriff at the cost of the Board.
- 10.

## **Expense Policy**

### **208 EXPENSES**

**Adopted: June 1, 1993**

**Revised: February 21, 2017**

**Revised: February 6, 2018**

**Revised: March 2, 2020**

### **208.1 Section 1:**

### **EXPENSES**

#### **A. POLICY**

**Generally:** Employees shall be reimbursed for the following expenses incurred while traveling on official Employer business pursuant to the within policy as follows:

1. **Meetings, Conferences, and Conventions:** Upon prior authorization of the Director and/or the employee's immediate supervisor, employees may attend meetings, conferences, and conventions related to the employee's position. The Huron County Board of Mental Health and Addiction Services will reimburse employees for the necessary and reasonable expenses (as defined herein) incurred through the attendance of such authorized meetings, conferences, and conventions. The Employer may pre-pay when pre-payment is required and the employee's request is made and

approved in a timely manner prior to the registration deadline for the event. Employees will not be reimbursed for costs related to non-approved or unattended meetings, conferences, or conventions.

**2. Mileage, Parking, Tolls, and Vehicle Rental:**

- a. Employees shall be reimbursed for actual miles driven in their personal vehicle, on official Employer business, at the current rate as determined by the IRS. Such payment is considered to be total reimbursement of all vehicle-related expenses (e.g. gas, oil, depreciation, insurance, etc.). Mileage reimbursement is payable to only one (1) of the two (2) or more employees traveling on the same trip, in the same automobile.
- b. Charges incurred for parking at the destination, and any highway tolls, are reimbursable at the actual amount paid.
- c. Charges incurred for vehicle rental or taxi service at the destination, if necessary, are reimbursable at the actual amount for business purposes only.
- d. No expense reimbursement is paid for travel between home and work.
- e. Receipts for parking costs, highway tolls, vehicle rentals, or taxi services are required to be submitted to receive reimbursement therefor.

**3. Meals:**

- a. Meals will not be reimbursed while on official Employer business during a normal meal period when traveling in state for a “one day” event. In the event overnight travel is required, the evening meal will be reimbursed. If meals are included in registration fees, duplicate meals shall not be reimbursable.
- b. Meals will be reimbursed for travel within the County, when business is conducted during such meals, i.e. “working lunches”.
- c. Tips for meals are allowable up to an amount of 20% of the total bill.
- d. The U.S. General Services Administration has established average cost of meals, based upon per diem rates for metropolitan areas within the State of Ohio. The 2020 average standard meal reimbursement rates based on the \$55.00 per diem rate are as follows:

Breakfast	Lunch	Dinner	Incidentals
\$13.00	\$14.00	\$23.00	\$5.00

In subsequent years after 2020, the most recent U.S. General Services Administration per diem rate shall be utilized for meal reimbursement rates relative to this policy.

4. **Lodging:** Upon prior authorization of the Board Executive Director, the actual cost of a motel room (single room rate) will be reimbursed in full when an employee travels on official Employer business and such travel requires an overnight stay for a reasonable amount; taking into account the venue.

**5. Exceptions:** The following are not reimbursable:

- Tips in excess of 20% of the bill
- Alcoholic beverages
- Entertainment
- Laundry and dry cleaning
- Room service charges
- Expenses of spouse or other family member traveling with employee
- Movies (in room or otherwise)
- Traffic violations

6. **Sales Tax Exemption:** Employees shall submit a sales tax exemption form for travel expenses whenever applicable to eliminate the need to pay sales tax when traveling on HCMHAS business.



7. **Receipts:** Receipts for all reimbursable expenses must be kept by employees and submitted with requests for reimbursement. An affidavit may be filed for expenses where no receipt was provided or the receipt is not available, with reimbursement of these expenses to be considered per the Executive Director’s discretion.
8. **Disabled employees:** When considering any employee request for job-related travel, the Employer will consider the special needs of an employee with a permanent disability that substantially affects the employee’s ability to drive, see, hear, etc. The Employer will not deny job-related travel opportunities to employees with a disability due to such disability.

**B. PROCEDURE**

**1. Executive Director:**

- a. Mileage and expenses shall be submitted to the Board Chair and Finance Committee Chair on the 1<sup>st</sup> and 15<sup>th</sup> of each month. If the 1<sup>st</sup> and 15<sup>th</sup> fall on a weekend or holiday, expenses are to be submitted on the next business day. The Board Chair and Finance Committee Chair will review and if approved, will email approval to the Board’s financial consultant. Upon approval, expenses shall be submitted to the County Auditor for payment.

**2. Employees:**

- a. Mileage and expenses shall be submitted to the Executive Director on the 1<sup>st</sup> and 15<sup>th</sup> of each month. If the 1<sup>st</sup> and 15<sup>th</sup> fall on a weekend or holiday, expenses are to be submitted on the next business day. The Executive Director will review and if approved, will email approval to the Board’s financial consultant. Upon approval, expenses shall be submitted to the County Auditor for payment.

**105 ARTICLE VI: COMMITTEES**

**Adopted: August 31, 1993**

**Revised: March 2, 1999**

**Revised: June 27, 2000**

**Revised: February 21, 2017**

**Revised: March 10, 2020**

Committees are essential to effective Board functioning and have specialized roles. Most Board work is concentrated in committees. Committees make recommendations to the full Board for ratification.

**105.1 SECTION 1:**

**STANDING COMMITTEES**

All committees of the Board, whether ad hoc or standing, make recommendations to the Board about Board business. While ad hoc committees are time-limited, standing committees are not time-limited and normally meet the week before a Board Meeting is scheduled to be convened.

In compliance with the Auditor of State’s **Behavioral Health Handbook** (2016), the Board shall form no Executive Committee. In the **Behavioral Health Handbook**, under the *Frequently Asked Questions* about Powers and Duties of the Board, the following is stated regarding such a committee: “the possibility of inadvertently

violating requirements of the ‘Sunshine Law,’ ORC 121.22, is so great that creation of an executive committee is not recommended.”

The Chairperson shall designate the Chair of each standing committee. The Chairperson of the Board shall endeavor to appoint a cross section of the entire Board to the committees and shall endeavor to have representation on each committee of the Board members appointed by the Ohio Department of Mental Health and Addiction Services. All members of each committee must be members of the Board but the Committee Chairperson may request the participation of any member of the community who can provide skill or expertise to assist the committee on specific issues. Committee meetings will be called by the committee chair as required.

Standing committees of the Board shall be as follow:

1. Governance Committee;
2. Program Committee; and
3. Finance Committee.

The purpose of each standing committee is delineated as follows:

Governance Committee: The Committee shall be responsible for making recommendations to the full Board on matters concerning the internal operations of the Board, which shall include Personnel Policies, Salary Ranges, Executive Director's evaluations, Recruitment of Board members, determining content of Orientation for new Board members, Board training, Board self-evaluation, Peer Certification, and other related issues, including recommending legislative and advocacy efforts on behalf of the Board. The Committee shall also be responsible for initiating long-range planning to include principles, goals and strategies for the Board's direction, and undertake an annual review of current Strategic Plan.

Program Committee: The Committee shall be responsible for making recommendations to the full Board related to the planning and evaluation of alcohol, drug addiction and mental health services, shall study community needs, develop and recommend program priorities, develop and recommend policies for evaluating contracted services, review program compliance audits of contracted services and initiate long-range planning to include principles, goals and strategies for the Board's direction, and undertake an annual review of current Strategic Plan.

Finance Committee: The Committee shall be responsible for the fiscal management of the Board, shall develop and recommend fiscal policies (funding methodology, agency fiscal accountability) develop and recommend allocations for services in accordance with priorities established by the Program Committee, plan for solicitation and procurement of local funds (levy) for support of contracted services, review and recommend the Board's annual administration budget, select and appoint a financial auditor for the Board, and review fiscal audits of contracting agencies.

## Attachment II: SFY 2020 Board meeting schedule

### State Fiscal Year 2020 Huron County Board of Mental Health and Addiction Services (MHAS)

#### CALENDAR OF BOARD AND COMMITTEE MEETINGS

(Meetings convened in the MHAS Board Room unless otherwise arranged.)

- **JULY 2019 (*Independence Day – 4th*)**
  - Monday, July 1 - 5:00 P.M. - Planning/Monitoring Committee
  - Tuesday, July 2 - 12:30 P.M. - Implementation Committee
  - Tuesday, July 9 - 6:00 P.M. - Board Meeting
  
- **AUGUST 2019**
  - Monday, August 5 - 5:00 P.M. - Planning/Monitoring Committee
  - Tuesday, August 6 - 12:30 P.M. - Implementation Committee
  - Tuesday, August 13 - 6:00 P.M. - Board Meeting
  
- **SEPTEMBER 2019 (*Labor Day – 2nd*)**
  - Monday, September 9 - 5:00 P.M. - Planning/Monitoring Committee
  - Tuesday, September 10 - 12:30 P.M. - Implementation Committee
  - Tuesday, September 17 - 6:00 P.M. - Board Meeting
  
- **OCTOBER 2019 (*Columbus Day – 14th*)**
  - Monday, October 7 - 5:00 P.M. - Planning/Monitoring Committee
  - Tuesday, October 8 - 12:30 P.M. - Implementation Committee
  - Tuesday, October 15 - 6:00 P.M. - Board Meeting
  
- **NOVEMBER 2019 (*Veterans Day – 11th; Thanksgiving – 28th*)**
  - Monday, November 4 - 5:00 P.M. - Planning/Monitoring Committee
  - Tuesday, November 5 - 12:30 P.M. - Implementation Committee
  - Tuesday, November 12 - 6:00 P.M. - Board Meeting
  
- **DECEMBER 2019 (*Christmas – 25th*)**
  - Monday, December 2 - 5:00 P.M. - Planning/Monitoring Committee
  - Tuesday, December 3 - 12:30 P.M. - Implementation Committee
  - Tuesday, December 10 - 6:00 P.M. - Board Meeting
  
- **JANUARY 2020 (*New Year’s Day – 1st; MLK, Jr. Birthday – 20st*)**
  - Monday, January 6 - 5:00 P.M. - Planning/Monitoring Committee
  - Tuesday, January 7 - 12:30 P.M. - Implementation Committee
  - Tuesday, January 14 - 6:00 P.M. - Board Meeting
  
- **FEBRUARY 2020 (*President’s Day – 17th*)**
  - Monday, February 3 - 5:00 P.M. - Planning/Monitoring Committee
  - Tuesday, February 4 - 12:30 P.M. - Implementation Committee
  - Tuesday, February 11 - 6:00 P.M. - Board Meeting (Fisher Titus Grist Room)

- **MARCH 2020**
  - Monday, March 2 - 5:00 P.M. - Planning/Monitoring Committee
  - Tuesday, March 3 - 12:30 P.M. - Implementation Committee
  - Tuesday, March 10 - 6:00 P.M. - Board Meeting
  
- **APRIL 2020 (*Easter – 12st*)**
  - Monday, April 13 - 5:00 P.M. - Program Committee
  - Tuesday, April 14 - 12:30 P.M. – Finance Committee
  - Tuesday, April 21 - 6:00 P.M. - Board Meeting
  
- **MAY 2020 (*Memorial Day – 25th*)**
  - Monday, May 4 - 5:00 P.M. – Governance Committee
  - Monday, May 11 - 5:00 P.M. - Program Committee
  - Tuesday, May 12 - 12:30 P.M. - Finance Committee
  - Tuesday, May 19 - 6:00 P.M. - Board Meeting
  
- **JUNE 2020**
  - Monday, June 8 - 5:00 P.M. - Program Committee
  - Tuesday, June 9 - 12:30 P.M. - Finance Committee
  - Tuesday, June 16 - 6:00 P.M. - Board Meeting

**Attachment III: Electrical estimate**

# Estimate

**BMO Electrical, LLC**  
Ohio License # 47089

Date: February 4, 2020  
Estimate #: 512  
Customer ID: HCMH

**Bill To:** Huron County Mental Health

419-681-6268

2 Oak St.  
Norwalk, OH 44857

Salesperson	Job	Terms	Due Date
Brandon	Electrical upgrades throughout building	Valid for 10 days	2/14/20
Description of work	Repair/replace existing electrical, upgrade light fixture, fans, exit/emergency lights, devices. Add smoke/CO2 detectors throughout building. Bring current electrical system up to current building and electrical code standards.		

Qty	Description	Unit Price	Line Total
1.00	Convert 22 existing Fluorescent lights to LED	\$ 583.00	\$ 583.00
1.00	Replace 5 hall lights with new LED can lights	300.00	300.00
1.00	Add/replace exit/emergency lights throughout building	1,150.00	1,150.00
1.00	Add smoke/CO2 alarm system throughout	600.00	600.00
1.00	Replace 10 6" cans in front office with LED cans	650.00	650.00
1.00	Replace 3 bath fan/light combos with new	750.00	750.00
1.00	Add outlet in basement for hot water tank (extention cord is currently being used)	250.00	250.00
1.00	Replace existing basement lighting with 10 new LED strip lights	1000.00	1,000.00
1.00	Add LED spot light to illuminate outdoor sign	550.00	550.00
1.00	Demo/remove 6 existing chandeliers that will not be used	250.00	250.00
1.00	Add light for outside basement steps	300.00	300.00
1.00	Permits/plans/registration fees	300.00	300.00
<b>Subtotal</b>			<b>\$ 6,683.00</b>

## Attachment IV: Financial Report

Feb-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	9,384.06	18,768.18	11.1%	0.00	168,491.00	149,722.82
SUPPLIES 100.100.00175	229.65	1,874.61	37.5%	3,125.39	5,000.00	3,125.39
EQUIPMENT 100.100.00200	0.00	0.00	0.0%	0.00	500.00	500.00
CONTRACT REPAIRS 100.100.00275	76,318.84	445,569.51	24.0%	1,412,967.30	1,858,536.81	1,412,967.30
RESIDENTIAL PROGRAM 100.100.00280	0.00	0.00	#DIV/0!	0.00	0.00	0.00
TRAVEL 100.100.00300	14.60	301.20	6.7%	4,198.80	4,500.00	4,198.80
O.P.E.R.S. 100.100.00400	1,313.78	2,627.56	11.1%	0.00	23,588.74	20,961.18
WORKERS' COMP 100.100.00425	895.98	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	131.12	262.24	10.7%	0.00	2,443.12	2,180.88
OTHER EXPENSES 100.100.00475	220.38	2,766.97	7.6%	32,242.03	36,509.00	33,742.03
HOSPITALIZATION 100.100.00500	2,526.01	5,052.02	29.6%	0.00	17,040.00	11,987.98
<b>TOTAL:</b>	<b>91,034.42</b>	<b>478,118.27</b>	<b>22.6%</b>	<b>1,452,533.52</b>	<b>2,119,810.00</b>	<b>1,641,691.73</b>

February 2020							
	Account Number	Description	Accumulated From Previous Report	Current Month's Report	Accumulated Year-to-Date	% of Anticipated Revenue	Anticipated CY Revenue
<b>FEDERAL FUNDS</b>							
Title 19	100.100.10165		0.00	0.00	0.00	#DIV/0!	0.00
Title XX	100.100.10165	Fed MH	0.00	0.00	0.00	0.0%	40,285.00
MH Block Grant	100.100.10126	Fed MH	0.00	35,576.00	35,576.00	84.1%	42,304.00
ADTR Block Grant	100.100.10122	Fed AOD	0.00	47,423.00	47,423.00	25.0%	189,692.00
ODADAS Medicaid	100.100.10128	Fed AOD Medicaid	0.00	0.00	0.00	#DIV/0!	0.00
Federal Grants	100.100.10167	Federal Grants	14,000.00	24,549.30	38,549.30	24.6%	156,526.71
<b>STATE FUNDS</b>							
MH Subsidy	100.100.10121	State MH	24,001.50	161,491.50	185,493.00	21.2%	875,700.00
Recovery Housing	100.100.10123	State AOD	0.00	11,475.00	11,475.00	25.0%	45,900.00
AOD Subsidy	100.100.10127	State AOD	55,694.50	12,844.00	68,538.50	52.0%	131,870.50
State Grants	100.100.10166	State MH & Aod	0.00	8,750.00	8,750.00	11.7%	74,998.00
<b>LOCAL FUNDS</b>							
Real Estate Tax	100.100.10100	Huron Levy	0.00	0.00	0.00	0.0%	525,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	3,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	0.00	0.00	0.00	0.0%	18,000.00
Other Receipts	100.100.10170	Other Receipts	426.42	13,835.06	14,261.48	285.2%	5,000.00
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	0.0%	10,000.00
<b>TOTAL RECEIPTS:</b>			<b>\$ 94,122.42</b>	<b>\$ 315,943.86</b>	<b>\$ 410,066.28</b>	<b>19.4%</b>	<b>2,118,276.21</b>
<b>CASH JOURNAL RECONCILIATION</b>							
Beginning Cash Balance:			\$ 3,868,896.32				
Plus: Receipts			315,943.86				
Equals: Total Balance			\$ 4,184,840.18				
Minus: Expenditures			(39,373.47)				
Equals: Ending Balance			\$ 4,145,466.71				
Minus: Encumbrances			-				
Equals:			\$ 4,145,466.71				



# Attachment V: List of Bills

## Huron County Audit Trail by Account

Accounts: 100.100.00125 to 100.100.00500  
From: 2/1/2020 to 2/29/2020

Account Types: All  
Journal Definitions: Multiple

Date	Line Description	Source Document	Debit Amount	Credit Amount
<b>100.100.00125 Salaries</b>				
02/07/2020	Gross: 2020.02.07 Payroll		\$4,692.00	\$0.00
02/21/2020	Gross: 2020.02.21 Payroll		\$4,692.06	\$0.00
100.100.00125 Total:			\$9,384.06	\$0.00
<b>100.100.00175 Supplies</b>				
02/05/2020	Levy presentation folder labels from 291808	CK0000395031-01 PO2020-00156 Insight Type & Graphics	\$150.00	\$0.00
02/12/2020	LEVY postage reimbursement from 292113 - 202	CK0000395169-01 PO2020-00156 Ashley Morrow	\$66.70	\$0.00
02/26/2020	LEVY name plate from 293285 - 2020.02.26 Non	CK0000395655-01 PO2020-00156 Roesch Associates Inc	\$12.95	\$0.00
100.100.00175 Total:			\$229.65	\$0.00
<b>100.100.00275 Contract Repairs</b>				
02/05/2020	GRF 421 Comm Invest ALERT Services from 2918	CK0000395037-01 PO2020-00157 Stacie Lynne Hannon	\$177.00	\$0.00
02/05/2020	Levy Jan 20 Financial Management Services fr	CK0000395039-01 PO2020-00157 Mental Health & Recovery Services B	\$2,500.00	\$0.00
02/05/2020	GRF 421 MH GOSH 012820 from 291808 - 2020.02	CK0000201210-01 PO2020-00157 Family Life Counseling and Psychiat	\$213.42	\$0.00
02/05/2020	GRF 421 AOD GOSH 012820 from 291808 - 2020.0	CK0000201210-01 PO2020-00157 Family Life Counseling and Psychiat	\$102.31	\$0.00
02/05/2020	GRF 421 Comm Invest Dec 19 Pharmacy Services	CK0000395032-01 PO2020-00157 OhioMHAS Ohio Pharmacy Services	\$2,486.35	\$0.00
02/05/2020	Levy 011620-021520 Internet service from 291	CK0000395035-01 PO2020-00157 Time Warner Cable Northeast	\$135.47	\$0.00
02/05/2020	Levy MIP Program from 291808 - 2020.02.05 No	CK0000395033-01 PO2020-00157 ONNYX LLC	\$258.70	\$0.00
02/05/2020	Levy essentials of asset building training f	CK0000395036-01 PO2020-00157 Search Institute	\$7,700.00	\$0.00
02/05/2020	Levy 122719-012720 Electric Service from 291	CK0000395038-01 PO2020-00157 Ohio Edison	\$189.82	\$0.00
02/05/2020	Levy rekey new office from 291808 - 2020.02.	CK0000395034-01 PO2020-00157 Betschman Security Inc	\$450.00	\$0.00
02/12/2020	LEVY Jan 20 Cell Phone Reimbursement from 29	CK0000395169-01 PO2020-00157 Ashley Morrow	\$60.00	\$0.00
02/12/2020	GRF 421 MH Indigent Lab Patients from 292113	CK0000395173-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$341.14	\$0.00
02/12/2020	GRF 421 AOD GOSH 020420 from 292113 - 2020.0	CK0000201233-01 PO2020-00157 Family Life Counseling and Psychiat	\$27.00	\$0.00
02/12/2020	GRF 421 MH GOSH 020420 from 292113 - 2020.02	CK0000201233-01 PO2020-00157 Family Life Counseling and Psychiat	\$21.79	\$0.00
02/12/2020	LEVY Therapeutic CIT from 292113 - 2020.02.1	CK0000201233-01 PO2020-00157 Family Life Counseling and Psychiat	\$1,757.80	\$0.00
02/12/2020	GRF 421 Comm Invest ALERT Services from 2921	CK0000395171-01 PO2020-00157 Amber R Pugh	\$75.00	\$0.00
02/12/2020	LEVY Jan 20 Cell Phone Reimbursement from 29	CK0000395179-01 PO2020-00157 Kristen Cardone	\$60.00	\$0.00
02/12/2020	ECMH Nov-Jan Services from 292113 - 2020.02.	CK0000395177-01 PO2020-00157 Bayshore Counseling Services	\$3,603.78	\$0.00
02/12/2020	GRF 421 Comm Invest ALERT Services from 2921	CK0000395178-01 PO2020-00157 Drew Riley	\$145.00	\$0.00
02/12/2020	GRF 421 Comm Invest ALERT Services from 2921	CK0000395176-01 PO2020-00157 Kay Smith	\$100.00	\$0.00
02/12/2020	LEVY Willard High School After-Prom from 292	CK0000395174-01 PO2020-00157 Willard City Schools	\$875.00	\$0.00
02/12/2020	GRF 421 Comm Invest ALERT Services from 2921	CK0000395172-01 PO2020-00157 Sandra Kocher	\$582.75	\$0.00
02/12/2020	GRF 421 MH Inpatient Inv 1268 from 292113 -	CK0000395170-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$6,390.03	\$0.00
02/12/2020	GRF 421 Comm Invest ALERT Services from 2921	CK0000395175-01 PO2020-00157 Stacie Lynne Hannon	\$20.00	\$0.00
02/20/2020	Void Pmt for Inv 20-0056 Inv 1194 Ln GRF 421	CK0000394563-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$0.00	\$4,057.40
02/20/2020	GRF 421 Comm Invest ALERT Services from 2925	CK0000395421-01 PO2020-00157 Drew Riley	\$160.00	\$0.00

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V.3.16

**Audit Trail by Account**  
From: 2/1/2020 to 2/29/2020

Date	Line Description	Source Document	Debit Amount	Credit Amount
02/20/2020	LEVY RES QRT Services from 292549 - 2020.02.	CK0000395421-01 PO2020-00157 Drew Riley	\$25.00	\$0.00
02/20/2020	LEVY shared funding agreement for Dodson fro	CK0000395410-01 PO2020-00157 Huron County Board of DD	\$448.20	\$0.00
02/20/2020	LEVY IT/DATA hardware installation from 2925	CK0000395416-01 PO2020-00157 Rzynt LLC	\$293.50	\$0.00
02/20/2020	LEVY 012420-022420 Copier Lease and Usage fr	CK0000395413-01 PO2020-00157 US Bank Equipment Finance	\$279.82	\$0.00
02/20/2020	LEVY drug testing from 292549 - 2020.02.20 N	CK0000395412-01 PO2020-00157 Fisher-Titus Medical Center	\$48.00	\$0.00
02/20/2020	LEVY independent peer review from 292549 - 2	CK0000395408-01 PO2020-00157 Brown Consulting LTD	\$6,743.25	\$0.00
02/20/2020	GRF 421 Comm Invest ALERT Services from 2925	CK0000395414-01 PO2020-00157 Sandra Koehler	\$395.00	\$0.00
02/20/2020	GRF 421 Comm Invest ALERT Services from 2925	CK0000395415-01 PO2020-00157 Stale Lynne Hannon	\$75.00	\$0.00
02/20/2020	LEVY Norwalk High School After Prom from 292	CK0000395418-01 PO2020-00157 Norwalk City School District	\$875.00	\$0.00
02/20/2020	LEVY Water & Sewer Service from 292549 - 202	CK0000395407-01 PO2020-00157 City of Norwalk	\$48.01	\$0.00
02/20/2020	LEVY South Central High School After Prom fr	CK0000395411-01 PO2020-00157 South Central Local School District	\$875.00	\$0.00
02/20/2020	GRF 421 Comm Invest ALERT Services from 2925	CK0000395409-01 PO2020-00157 Kay Smith	\$50.00	\$0.00
02/20/2020	LEVY GOSH License Renewal from 292549 - 2020	CK0000395417-01 PO2020-00157 Geisler IT Services LLC	\$2,500.00	\$0.00
02/20/2020	LEVY Phone Services from 292549 - 2020.02.20	CK0000395406-01 PO2020-00157 Mitel Cloud Services Inc	\$640.02	\$0.00
02/20/2020	GRF 421 AOD GOSH 021120 from 292549 - 2020.0	CK0000201328-01 PO2020-00157 Family Life Counseling and Psychiat	\$1,687.76	\$0.00
02/20/2020	GRF 421 MH GOSH 021120 from 292549 - 2020.02	CK0000201328-01 PO2020-00157 Family Life Counseling and Psychiat	\$1,158.96	\$0.00
02/20/2020	LEVY Feb 20 Trash Service from 292549 - 2020	CK0000395419-01 PO2020-00157 Cyclone Services Inc	\$110.00	\$0.00
02/20/2020	GRF 421 Comm Invest ALERT Services from 2925	CK0000395420-01 PO2020-00157 Amber R. Pugh	\$30.00	\$0.00
02/26/2020	Void Pmt for Inv 20-0090 Inv OSS0116374 Ln G	CK0000395032-01 PO2020-00157 OhioMHAS Ohio Pharmacy Services	\$0.00	\$2,486.35
02/26/2020	LEVY Office 365 Annual Subscription from 293	CK0000201382-01 PO2020-00157 ES Consulting Inc	\$294.00	\$0.00
02/26/2020	GRF 421 MH Peer Support Services from 293285	CK0000395661-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$225.25	\$0.00
02/26/2020	GRF 421 AOD GOSH 021820 from 293285 - 2020.0	CK0000201383-01 PO2020-00157 Family Life Counseling and Psychiat	\$303.32	\$0.00
02/26/2020	GRF 421 MH GOSH 021820 from 293285 - 2020.02	CK0000201383-01 PO2020-00157 Family Life Counseling and Psychiat	\$1,781.87	\$0.00
02/26/2020	SAPT TX GOSH 021820 from 293285 - 2020.02.26	CK0000395663-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$1,647.74	\$0.00
02/26/2020	GRF 421 Comm Invest Jan 20 Services from 293	CK0000395657-01 PO2020-00157 OhioMHAS Ohio Pharmacy Services	\$3,796.52	\$0.00
02/26/2020	Title XX GOSH 021820 from 293285 - 2020.02.2	CK0000395659-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$9,260.73	\$0.00
02/26/2020	Title XX GOSH 021120 from 293285 - 2020.02.2	CK0000395660-01 PO2020-00157 Firelands Counsel & Recovery Servic	\$1,273.34	\$0.00
02/26/2020	MAT Services from 293285 - 2020.02.26 Non CI	CK0000395665-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$2,316.63	\$0.00
02/26/2020	GRF 421 MH GOSH 021120 from 293285 - 2020.02	CK0000395668-01 PO2020-00157 Firelands Counsel & Recovery Servic	\$2,948.20	\$0.00
02/26/2020	GRF 421 MH GOSH 021820 from 293285 - 2020.02	CK0000395664-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$11,665.71	\$0.00
02/26/2020	LEVY 021620-031520 Internet Services from 29	CK0000395667-01 PO2020-00157 Time Warner Cable Northeast	\$131.97	\$0.00
02/26/2020	LEVY New London High School After Prom from	CK0000395658-01 PO2020-00157 New London School District	\$875.00	\$0.00
02/26/2020	LEVY 021420-031320 MIP Program from 293285 -	CK0000395666-01 PO2020-00157 ONNYX LLC	\$199.00	\$0.00
02/26/2020	LEVY 011720-021720 Gas Service from 293285 -	CK0000395662-01 PO2020-00157 Columbia Gas of Ohio	\$100.27	\$0.00
02/26/2020	SAPT Prev GOSH 021820 from 293285 - 2020.02.	CK0000395656-01 PO2020-00157 Firelands Counseling & Recovery Ser	\$1,328.16	\$0.00
100.100.00275 Total:			\$82,862.59	\$6,543.75
<b>100.100.00300 Travel</b>				
02/12/2020	LEVY Jan 20 mileage reimbursement from 29211	CK0000395179-01 PO2020-00158 Kristen Cardone	\$14.60	\$0.00
100.100.00300 Total:			\$14.60	\$0.00
<b>100.100.00400 OPERS</b>				
02/19/2020	Matching for OPERS 2129-08 (Matching PERS) f	CK0000020009-48 O.P.E.R.S.	\$656.89	\$0.00
02/19/2020	Matching for OPERS 2129-08 (Matching PERS) f	CK0000020009-48 O.P.E.R.S.	\$656.89	\$0.00
100.100.00400 Total:			\$1,313.78	\$0.00

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**Audit Trail by Account**  
From: 2/1/2020 to 2/29/2020

Date	Line Description	Source Document	Debit Amount	Credit Amount
<b>100.100.00425 Workers Compensation</b>				
02/12/2020	BWC Premiums for policy year 2019		\$895.98	\$0.00
100.100.00425 Total:			\$895.98	\$0.00
<b>100.100.00460 Medicare</b>				
02/10/2020	Matching for Medicare (Matching Medicare) f	CK0000020010-24 Civista Bank - Payroll Taxes	\$65.56	\$0.00
02/24/2020	Matching for Medicare (Matching Medicare) f	CK0000020013-63 Civista Bank - Payroll Taxes	\$65.56	\$0.00
100.100.00460 Total:			\$131.12	\$0.00
<b>100.100.00475 Other Expenses</b>				
02/12/2020	LEVY glass award from 292113 - 2020.02.12 No	CK0000395181-01 PO2020-00159 Noblis Sports & Trophies	\$85.00	\$0.00
02/12/2020	LEVY meeting luncheon from 292113 - 2020.02.	CK0000395180-01 PO2020-00159 Pizza Post	\$52.80	\$0.00
02/20/2020	LEVY planter for M Gordon from 292549 - 2020	CK0000395422-01 PO2020-00159 Betschmans Flowers on Main	\$82.58	\$0.00
100.100.00475 Total:			\$220.38	\$0.00
<b>100.100.00500 Hospitalization</b>				
02/04/2020	Deduction: Hartford Life Insurance 10,000 AI	CK0000395139-28 The Hartford	\$3.34	\$0.00
02/21/2020	Health Insurance-February from 292134 - CEBC	CK0000395635-01 Huron County Treasurer	\$2,522.67	\$0.00
100.100.00500 Total:			\$2,526.01	\$0.00
Grand Total:			\$97,578.17	\$6,543.75