

Implementation Committee Meeting Minutes

Meeting date: Tuesday, March 5, 2019

Meeting time: 1:03pm – 2:06pm

Meeting location: Conference room, 12 Benedict Ave.

Recorder: Kristen Cardone

Committee Members Present:

X	Dave Light, First Vice Chair, Committee Chair	X	Lisa Hivnor
X	DeEtte Zimmerman		Dorothy Ruffer
	Tom Sharpnack		

Invited Staff Present:

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

- RFI Update
 - The RFI has been updated since last year to include more specific information vs. high level narrative. Information will be used as a guide for contract requirements to help set realistic expectations and to develop reporting requirements.
 - RFI's were sent out February 25th and are due April 30th.
 - RFI's were posted on Facebook and the MHAS website.
 - Committee discussed revised RFI and voiced approval.
- Scanning/Archiving
 - Scanning and archiving began March 4th
- Computers Ordered
 - Arrived March 5th
- Audits of Firelands, Family Life, and FI being scheduled
 - Firelands is scheduled for the end of March.
- Training Reminder
 - Training for the Board will be held March 12th before the Board Meeting at 5pm.

Discussion Items:

- Whiteboard – Potential Motion
 - Ms. Cardone explained the need for a whiteboard and noise machine in the office. Ms. Cardone asked if there could be a potential motion for the purchase of these items, at an amount not to exceed \$125.

- The Committee did not see a motion as necessary and gave Ms. Cardone consent to purchase the items needed for the office.
- Review Bills and Financials
 - Ms. Cardone provided Committee members with a list of bills and financials for their review.
- New Copier
 - Ms. Cardone presented to the Committee current issues with the office copier including frequent “ghosting” when printing multiple documents. Ms. Cardone shared that she had been in contact with another service provider, MT Business Technologies, and they are able to provide a newer machine, buy out the current contract the Board holds with ONNYX, and the monthly amount will be just over \$5 less.
 - The Committee agreed to add a motion to enter into a contract with MT Business Technologies for a new copy machine. **Motion will be added to the March 12th Board meeting.**
- Action Items/carryover from Planning and Monitoring
 - Bridge Device.
 - Family Life Counseling and Psychiatric Services requested funding to purchase 2 bridge devices to be used by Huron County Public Health.
 - Committee questioned why Huron County Public Health did not request these for themselves.
 - Ms. Cardone will reach out to Huron County Public Health and further discussion will take place after all questions have been resolved.
 - 4/11 and 4/12 Director Conference
 - Ms. Cardone will be attending a Director’s Conference in April and needs approval for an overnight hotel stay.
 - **Motion will be added to the March 12th Board meeting.**
 - Catering approval for March 12th Training
 - Dinner for the March 12th training will be catered by Catering By Design. Total cost of dinner will be \$201.00. Committee agreed for payment of service.
 - MH Block Grant
 - The Ohio Department of Mental Health and Addiction Services is making available to all Boards a one-time allocation totaling \$3,000,000 from the Mental Health Block Grant to support the needs of youth involved in multiple public systems (e.g., mental health, child protective services, juvenile court, etc.). These funds are available for use March 1st and must be expended by June 30, 2019.
 - Huron County has received from that funding a total of \$24,467.
 - Ms. Cardone met with the director of Huron County Department of Job and Family Services to discuss ways to utilize the funding.

- Ms. Cardone received confirmation that the funding can be used for children in need of residential treatment services and can help cover the room and board costs associated with that type of service.
 - The Committee agreed for the funding to be given to the Huron County Department of Job and Family Services to fund residential room and board costs for youth inpatient treatment.
 - **Motion will be added to the March 12th Board meeting.**
- Mental Health Awareness Event for May
 - May is Mental Health Awareness Month and the Board is working on creating an event in the community that will bring agencies and organizations together to bring awareness to mental health, educate the community and provide resources available in Huron County for individuals struggling with mental health.
 - The Board agreed to move forward with the event.
- UTMC Contract Update
 - Have not received a response from UTMC to questions at this time.
 - Tabled/No motion made.

Action Items:

Motion: Authorize Executive Director to enter into a contract for FY19 with Huron County Department of Job and Family Services for funding of residential room and board costs in an amount not to exceed \$24,467. *This is MH Block Grant funding for Huron County.*

Motion: Authorize Executive Director to purchase hotel stay at Mohican State Park for the night of April 11, 2019, in an amount not to exceed \$125.00.

Motion: Authorize Executive Director to enter into contract with MT Business Technologies for the purpose of supplying the office with a new copy machine. *The Implementation Committee requested for this motion to be added to the agenda.*