

Implementation Committee Meeting

Meeting date: Tuesday, April 2, 2019

Meeting time: 12:35pm – 1:40pm

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	X	Dorothy Ruffer
	Tom Sharpnack		Steven Fawcett

Invited Staff Present:

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Administrative Assistant
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Community members Present:

Unfinished business/updates:

Discussion Items:

- New Board member
 - Ms. Cardone informed the Committee that Ben Chaffee will be sworn in on April 9, 2019. Ben is the superintendent of South-Central Schools and will be joining the Planning and Monitoring Committee.
- RFI process – voluntary involvement in presentations
 - Ms. Cardone shared that in the past, it is her understanding that Dr. Beth Williams met with agencies who submitted RFI's, summarized proposals, and shared the summary with the Board Members. Ms. Cardone asked the Committee members if they would be interested in being a part of the presentations.
 - Ms. Hivnor responded that last year the Board was a part of the RFI presentations.
 - Ms. Cardone will send invitations to all Board members once presentations are scheduled in case any Board members would like to be a part of the process.
- Proposal to cancel July Board meeting due to it being summer
 - Ms. Cardone shared that the Planning & Implementation Committee members discussed the possibility of cancelling the July Board meeting as it is summer vacation and some individuals have vacations scheduled at this time.
 - Ms. Hivnor suggested keeping the schedule as it is and if others would like to take time off due to vacations it would be fine but would prefer to continue to meet with other members who are available.
- SFY20 Board meeting schedule

- Ms. Cardone presented the potential SFY20 Board Meeting Schedule to the Committee for review and approval.
 - Motion to approve SFY20 Board meeting Schedule will be added to the April Board meeting agenda.
- Opiate Conference and Moving June Board Meeting
 - Ms. Cardone shared with the Committee that the Board received 2 free tickets for Board staff and/or Board members to attend both days at the Opiate Conference through OACBHA.
 - Ms. Cardone informed the Committee that she would be attending, at the request of the Planning and Monitoring Committee, and invited any other Board Members to go who were interested.
 - Ms. Cardone informed the Committee that the last day of the Opiate Conference conflicts with the June 11th Board meeting. It was recommended by the Planning and Monitoring Committee that the June Board meeting be moved to June 18th to accommodate attendance at the Opiate Conference.
 - The Committee agreed with moving the June 11th Board Meeting to June 18th to accommodate the Opiate Conference.
- Keelsra
 - Ms. Cardone shared with the Committee some concerns the Board staff has with their current financial agency, Keelsra.
 - Committee members requested Ms. Cardone identify alternative options to be discussed in the May Committee meetings.
- Health Insurance Stipend (Attachment I)
 - Ms. Cardone informed the Committee that the health insurance stipend available in the county in the amount of \$1,300 is available to Huron County employees who decline the benefits. The employer portion for the single PPO plan is \$640.61 monthly, a total of \$7,687.32 annually.
 - Ms. Cardone informed the Committee that if they adopted this policy, the stipend amount would come out of the salary line item in the budget.
 - Ms. Hivnor and Mr. Light agreed that it would save the Board money and would agree with adopting the health insurance stipend policy.
 - The Health Insurance Stipend policy will be added as a motion to the April Board meeting.
- Review Bills and Financials
 - Firelands
 - Ms. Cardone met with Firelands on 3/18 to review budget and discuss line item requests.
 - Ms. Cardone shared that Firelands would like to move money they currently have between line items due to unexpected changes in the services needed. All mental health funding will remain within mental health services, and all AoD funding will remain within AoD services.
 - The Committee agreed to the change of line item requests.
 - Miriam House – Attachment III

- Ms. Cardone shared that the Miriam House would like to take \$8,500.00 from Category I (wages and benefits) and move in part to Categories II and III (repair and maintenance and program supplies). This is primarily due to one of their employees not requiring health insurance as they had anticipated.
 - The Committee agreed to the change of line item request.
 - Drug Free Clubs of America – Attachment IV
 - Ms. Cardone shared that Heather Horowitz has requested use of funding remaining in the DFCA budget to plan a year end celebration for the youth who participated in the program and remained drug free for the year.
 - Ms. Cardone passed out the estimated budget (\$6,000) and plan of events that was provided by Ms. Horowitz for the Committee to review.
 - The Committee agreed that it would be a good use of money and a nice reward for the kids in the program.
- Action Items/carryover from Planning and Monitoring
 - Mental Health Awareness month
 - Ms. Cardone shared that The Board has a total of approximately \$5,500 in the budget for FY19 to be used for training/education/prevention. Ms. Cardone and Ms. Morrow have been working on planning multiple events throughout the month of May and would like to utilize some of the funds.
 - Ms. Cardone shared that the Planning & Monitoring agreed on the amount of \$1,000 to be used for events.
 - The Implementation Committee also agreed to the amount of \$1,000.
 - Community Events
 - Fair
 - Ms. Cardone informed the Committee of the plans to be a part of the Huron County Fair again this year and shared that the Planning & Monitoring Committee recommended getting a larger booth if possible.
 - The Implementation Committee agreed to move forward in reserving a booth for the event.
 - Motion will be added to the April Board meeting.
 - Strawberry Festival
 - Ms. Cardone informed the Committee of the plans to be a part of the Strawberry Festival this year.
 - The Committee agreed to move forward in reserving the space for the event.
 - Motion will be added to the April Board meeting.
 - A Wellness Fair (Perkins Family Gym)
 - Ms. Cardone informed the Committee that she and Ms. Morrow signed up to attend a Wellness Fair 4/7/19 at Perkins Family Gym.

- The Committee agreed to the payment for the table at the Wellness Fair.
 - Motion will be added to the April Board meeting.
- Appreciation Week plan
 - Ms. Cardone shared that the Board has received a total of \$1,350.00 from OACBHA to use for Appreciation Week activities. \$350.00 of which can be used for food.
 - Ms. Cardone shared that the plan is to purchase tumblers (handout) along with food (donuts, cookies, etc.) to be delivered to first responders during Appreciation Week. Committee members agreed with this plan.
 - Motion to be added to April Board meeting.

Action Items:

Motion: To approve the update to the Board Policies and Procedures as outlined in Attachment I, Benefits.

Action Items from Planning and Monitoring:

Motion: To approve budget for 2019 Week of Appreciation activities, in an amount not to exceed \$1,350.00.

Motion: To approve budget for FY19 Mental Health Awareness month activities, in an amount not to exceed \$1,000.

Motion: Authorize Executive Director to submit payment for the 2019 Huron County Fair, in an amount not to exceed \$250. (Amount may increase depending on response from the Fair Committee regarding obtaining larger booth space)

Motion: Authorize Executive Director to submit payment for Norwalk Jaycees Strawberry Festival 2019, in an amount not to exceed \$100.

Motion: Authorize Executive Director to submit expense reimbursement in the amount not to exceed \$20 for payment made to Haven Hypnosis and Wellness, LLC for Wellness Fair at Perkins Gym on April 7, 2019.

Attachment I:

Policies & Procedure's modified: Benefits

Adopted: June 1, 1993

Revised: February 21, 2017

Revised: October 16, 2018

Revised: TBD 2019

Section 205.2 Section 2: (New)

Employees who are eligible for health insurance coverage (by working thirty (30) or more hours per week) however decline due to having alternative health insurance coverage are then eligible for a health insurance stipend in the amount not to exceed \$1,300. This amount is dispersed annually as approved by Human Resources and Executive Director.