

Planning and Monitoring Committee Meeting

Meeting date: Monday, October 7, 2019

Meeting time: 5:05pm – 6:49pm

Meeting location: Conference room, 12 Benedict Ave.

Recorder: Kristen Cardone

Committee Members Present:

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

Board Staff Present:

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

- Office Space Update
 - Ms. Cardone shared an update on the inspection of 32 & 34 East Main Street that took place on 10/8/19. She informed committee members that the roof is in good shape however there were concerns around the neighboring buildings roof that is attached to the 34 East Main Street building and the possible issues that it could cause in the future. She added that the second floor of both buildings were also a minor concern because the cost to renovate both spaces would be considerably high and there is no interior access to the second floor.
 - After lengthy discussion, Ms. Wheeler and Mr. Barnes stated they felt it would not be in the Board's best interest to move forward with purchasing the buildings due to the cost to utilize the second floors.
 - Ms. Wheeler asked if the Board should look at other locations, possibly locations the Board has considered in the previous months or if they should contact a realtor to find a location.
 - Ms. Cardone stated she has already been in contact with multiple realtors and the commercial space available in the county is very limited. Ms. Cardone added that if the concern is around the improvements and upkeep needed for the building, the Board would not be responsible for that if they decided to rent instead of purchase.
 - Ms. Chieda shared that Fisher Titus has a building for sale on Executive that the Board may be interested in.
 - Mr. Barnes and Ms. Wheeler viewed the office space on Executive Drive online and think it would be a good fit for the Board, stating it does not appear to need many renovations. Mr. Barnes added he liked that the Fisher Titus location is newer than the downtown location.
 - Mr. White asked why committee members were discussing looking at a new location when his understanding was the Board had already decided on 32 East Main Street as the office location.
 - Committee members asked Ms. Cardone to gather further information on the Executive Drive location.
- Policy Committee

- Ms. Cardone shared that the policy committee met on 9/23/19 and began working on policy updates needed for Culture of Quality. Ms. Cardone added that the requirements for Culture of Quality Certification are lengthy and will require a large amount of Board staff attention.
- The committee members discussed some of the corrections needed such as health and safety requirements.
- Mr. Barnes asked what other agencies do for these requirements when an office space is shared.
 - Ms. Cardone stated that other Boards do not share office space, they either rent or own their own buildings.
- The committee members asked Ms. Cardone to reach out to the individual overseeing the Culture of Quality certification to ask for an extension or what the consequences are if we are unable to meet all the requirements.
- Website - ADA Compliance
 - Ms. Cardone spoke with the Board's legal representation, Assistant Prosecutor Randal Strickler concerning the Board's website being ADA compliant. Mr. Strickler stated that the website does need to meet ADA requirements. Ms. Cardone shared that Ms. Hivnor is providing information regarding a free link the Board can use which helps make websites ADA compliant and she will update the Board as she obtains information.

Discussion Items:

- Presentation Requests
 - Amanda Rowlett with Sojourn (an inpatient treatment facility for older adults in Tiffin) will be presenting at the October 16th Board Meeting.
- Crisis Academy
 - Ms. Cardone shared that she will be participating in a Crisis Academy on October 28th in Columbus that will include other members of the community in law enforcement and treatment services.
- SPF Prevention Grant
 - Ms. Cardone shared that the Board has been awarded money from a SPF Prevention Grant that they applied for. These funds can be used for expanding prevention infrastructure. Ms. Cardone stated the grant will provide \$30,000 annually for the next 5 years. Ms. Cardone stated this grant would cover the expense of a salary for another staff member that would focus solely on prevention services in the community. She shared that this grant could help the Board accomplish all the objectives of the Prevention goal in their Strategic Plan. Ms. Cardone added that the grant also can be given to another organization to expand an existing coalition if the Board did not want the funds.
 - Committee members asked what organizations would be able to use the funds if they were given out. Ms. Cardone said the only other option at this time would be to use the funds to expand the current Tobacco Coalition through Huron County Public Health.
 - There was no further discussion on the use of the grant dollars.
- Capital Plan
 - Ms. Cardone shared that the community capital grant will only consider funding one of the proposed projects the Board had previously discussed per biennium.
 - The Board had discussed two projects: Recovery Housing & a Community Wellness Center.
 - Ms. Cardone discussed alternatives for funding these projects including sending out an RFP (Request For Proposal) for recovery housing and funding recovery housing on a per diem basis vs. capital funds up front. Ms. Cardone also recommended the community wellness center be approached as a community project through partnerships with other community organizations. This collaboration may extend to sharing the costs of opening and operating a community center.

- Mr. Barnes and Ms. Wheeler agreed they felt Recovery Housing was the main priority and would like to move forward with that project.
- Mr. White stated he felt the community center would be the best project to use capital funds for since an RFP can be sent out for recovery housing.
- Ms. Chieda stated she was in favor of using the capital funds for a community center as well.
- Priorities from Strategic Plan (handout)
 - Ms. Cardone shared that Board staff's number one priority is the First Responder Peer Support Training in November. The second priority of Board staff will be preparing for the Culture of Quality certification.
 - Make a Difference Day: Ms. Cardone shared that Board staff will be collaborating with the Norwalk United Fund for Make a Difference Day, October 26th. Ms. Cardone will update the Board as plans are discussed.
 - Ms. Cardone shared that the Teen Challenge Fundraising Banquet is Monday October 14th and that Board staff would like to attend. Ms. Cardone will create a list of other Board members who would like to attend as well.

Action Items:

Potential Motions for Implementation: