

Program Committee Meeting

Meeting date: Monday, May 11, 2020

Meeting time: 5:06pm – 5:50pm

Meeting location:

<https://zoom.us/j/5853755182?pwd=eXhUUGhPNDhCekZHcWJFNHFZWjJoUT09>

Meeting ID: 585 375 5182

Password: 44857

By phone:

+1 929 205 6099 US (New York)

Meeting ID: 585 375 5182

Password: 44857

Recorder: Ashley Morrow

Committee Members Present:

X	Steve Barnes, Committee Chair		Lenora Minor-Absent
X	Ken Murray		Mike White-Excused
X	Julie Landoll, Second Vice Chair	X	Katie Chieda, Board Chair
	DeEtte Zimmerman-Absent		

Board Staff Present:

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

- FY2021 Contracts/RFI's
 - Ms. Cardone reminded Board members about an email she sent last week in which she shared that the Board received a public records request and asked Board members to please send her all correspondence (email and texts) regarding FY21 RFI's. She added that if Board members did not have any documentation to please email her stating this.
 - Regarding FY21 contracts, Ms. Cardone shared that currently funding for FY21 is unknown and therefore the Board will not be voting on FY21 funding in the May Board meeting. As of now, the State has cut \$2.8 million dollars in GRF funds for the remainder of FY20 and that this cut will not directly impact Huron County. However, the amount of funding available for FY21 has not been released.
 - Ms. Cardone stated she emailed summaries of all FY21 RFI's to Board members and asked them if they had any questions. Ms. Cardone stated that if a Board member would like to receive the full proposals, to please contact her and she will email the requested documents. Ms. Cardone stated she did not print and deliver the proposals to all this year as a way to reduce expenses, however, if a Board member would like printed copies of all proposals, she will print and deliver those as requested. She added that the Board will be voting on contracts in June and asked Committee members to please review before the June Board meetings. Committee members have no questions regarding the FY21 RFI's.
- COVID update/agency updates

- Ms. Cardone shared a brief update regarding COVID activities and agency operations. She shared that Family Life Counseling & Psychiatric Services is starting to see clients face to face (depending on the comfort level of the clinician and client). She added she is meeting with FLC later this week to review and monitor the usage of the warmline that was created for COVID to gauge the needed length of operation. Oriana House is currently seeing clients face to face as needed as well as online. Firelands Counseling & Recovery Services is still seeing clients face to face. Ms. Cardone added that she is also working with FCRS and other Boards who work with the agency on creating a chat line in addition to the Crisis Hotline. Ms. Cardone also shared that FCRS is moving out of their current Willard office located in Mercy Health Hospital. She stated they are looking for other properties in Willard to ensure they are able to continuing serving the southern part of the county.
- Ms. Cardone shared an update regarding the 911 reports received every Monday and Thursday. She shared that mental health calls have decreased, and overdoses have increased, however, the number of overdose deaths remain consistent with what the county was seeing prior to COVID. Ms. Cardone added that NAMI Coordinator Kevin Mount is doing follow-phone calls with each mental health and overdose call received in addition to the letters the Board sends out weekly.
- FEMA Grant: Ms. Cardone shared that she had the opportunity to apply for additional funding through a FEMA Grant. The grant allows for reimbursement for non-billable services and this funding will help offset costs normally paid for with Levy Funds which is critical in a time where state and federal funding is unknown and the Board must work to ensure Levy funds are spent appropriately. Ms. Cardone submitted the application on Friday after receiving approval from Board Chair.

Discussion Items:

- CDC Suicide Prevention grant opportunity
 - Ms. Morrow shared that she currently is working on a suicide prevention grant opportunity in collaboration with The Mental Health and Recovery Services Board of Sandusky, Seneca, and Wyandot Counties. The CDC Suicide Prevention Grant is a funding opportunity for the implementation and evaluation of comprehensive public health approach to suicide prevention. Applicants are required to implement the strategies outlined by the CDC Technical Package in their communities. Ms. Cardone added that these grant opportunities again are necessary as the Board needs to seek additional funding so that if cuts to funding are made, the Board can continue providing the services needed in the community. Committee members were in support of applying for the funding opportunity.
- Financial discussion and policies (Attachment I)
 - Ms. Cardone reviewed the proposed policies attached to the agenda. Ms. Cardone stated the long-term impact of funding cuts is unknown and the Board needs to protect itself and the community to ensure mental health and addiction services continue regardless of funding cuts. Ms. Cardone shared that the Board has had discussions previously surrounding this topic however, especially due to the current health crisis and possible funding cuts Boards are facing, it is time to make a decision on how to approve funding for contracts annually and the amount required to be kept in Levy Reserves. Ms. Cardone reached out other Boards in mid-April to gather information on how they approve contracts and the policies they have surrounding levy amounts in reserves. Ms. Cardone shared that other Boards have policies listing a minimum and maximum amount of funds to be maintained in levy reserves, with the amount between those two numbers serving as a cushion if needed. Any amount above the maximum can be used to provide needed services as identified in the Board's strategic plan. Other Boards have the same once a year RFI process, however, they do not continue to accept proposals throughout the fiscal year. If funding is available for other needed services throughout the year, based on levy reserves, the Board sends out an RFI for those services. The Boards use a targeted approached

so that services requested and identified align with the Board's strategic plan and the Board ensures that the needs of the community are being met with the requested services.

- Committee members agreed a targeted approach to services and a policy regarding levy reserves and proposals was needed.
- SFY 2021 Board meeting schedule (Attachment II)
 - Ms. Cardone reviewed the proposed SFY21 Board Meeting Schedule with Committee members. The Committee members suggested moving the December meetings up a week so they are not so close to Christmas. Ms. Cardone will make those changes and Board members will vote to approve at the May Board meeting.
- Agency promotion
 - When Ms. Cardone reached out to other Boards in mid-April regarding levy funds and contracts, she also asked if they promote other agencies that they do not contract with in their area. All of the Boards stated they only promote (in their newsletters and other printed materials such as brochures) the agencies and organizations they contract with. The reason for this is that Boards have some oversight over the operations of the agencies they contract with and receive reporting on the services they provide. Agencies the Boards do not contract with lack that necessary oversight that is critical to promotion of those particular agencies. It would be unwise to promote agencies that are unknown due to the potential of increased liability.
 - The MHAS Board currently only promotes their contracted agencies in their newsletters and other outreach opportunities, however, MHAS also has a list available to the community that lists all available agencies. This document is available for download on the MHAS website and it is also handed out at events such as the fair. Committee members agreed to continue promoting agencies in this manner due to the lack of oversight and potential of increased liability with non-contracted agencies.

Action Items for Finance:

Authorize Executive Director to apply for CDC Suicide Prevention grant.

Approve and adopt the SFY 2021 Board meeting scheduled as outlined in Attachment II.

Approve and adopt the Board Reserved Funds Policy as outlined in Attachment I.

Approve and adopt the Request for Proposal Policy as outlined in Attachment I.

Attachment I

Current:

The Board shall maintain a Board Levy Reserve Balance Account for future operating expenses in accordance with Ohio Revised Code Section 5705.221 *Additional Levy for Alcohol Drug Addiction and Mental Health Services*. When possible, the Board Levy Reserve Balance Account shall be equivalent to operating costs of at least a quarter of a State Fiscal Year. The Board may utilize its Board Levy Reserve Balance Account to minimize interruptions in the provision of behavioral health care services in the case of funding cuts or funding delays. Any Board Levy Reserve Balance Account funds designated for operating expenses shall be the last dollars spent in any Board Contract or Budget. Any other revenues received during a fiscal year may be used to reduce Board Levy Reserve Balance Account funds obligated in a budget or contracts for operating expenses. All laws, rules, and restrictions applicable to any levy funds are applicable to Board Levy Reserve Balance Account funds.

New:

PURPOSE

To establish a policy for the Board to maintain adequate reserves and cash flow to assure continuation of programs and services.

POLICY

It is the policy of the Board to assure financial responsibility and discharge its financial obligations in a timely manner. The Board shall maintain Board Levy Reserved Funds for future operating expenses.

ACCOUNTABILITY

Finance Committee, Executive Director

PROCEDURE

1. The Board may utilize the Board Levy Reserved Funds to minimize interruptions in the provision of behavioral health services and/or for any special community projects to cover current behavioral health system gaps.
2. Any consideration of the use of the Board Levy Reserved Funds shall be a balance between the need to meet current demands for services and the fiscal responsibility required to maintain service stability in the future years.
3. Annually at the January Board meeting, the Board will review and approve a required reserve amount based on the following formula:

BOARD LEVY RESERVED FUND BALANCE

NO LESS THAN: Average monthly expenditures x 6 months

NO MORE THAN: Average monthly expenditures x 12 months

Average monthly expenditures are calculated taking in consideration the last three calendar years. Example: (At the January 2021 Board meeting, the Board will review the CY2020, CY2019 and CY2018 average monthly expenditure).

FORMULA TO CALCULATE AVERAGE MONTHLY EXPENDITURE:

Total expenditures for the last three calendar years /36 months = Average monthly expenditure

Policy:

Annually, the Board will publish Request for Proposals (RFP) for funding for the following state fiscal year. The Board may solicit Request for Proposals (RFP), outside of annual proposal process, when a need for a project, program or service is identified and funds are available. When the determination is made to issue a RFP the following procedures will be followed.

The Board reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the Board considers to be excessive, compared to existing market conditions, or determines it exceeds the available funds of the Board.

The Board reserves the right to reject, in whole or in part, any proposal that the Board has determined would not be in the best interest of the county.

The Board may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

Procedure:

Request for Proposals (RFP) Development – Once a decision has been made by the Board to seek proposals; specifications for the release of an RFP are developed by appropriate Board staff taking into consideration the population(s) to be served, applicable funding requirements or restrictions and current best practices. The Board's request and goals must be articulated in the RFP so that they are considered throughout the entire contracting process.

Components of the RFP Process:

- A. Public Notice – The Board will distribute the availability of the RFP using the means most likely to result in responses to the RFP (i.e. newspaper; direct mailing; electronic distribution; posting on the website, etc.). Some solicitations may only be made based on the necessary state certification needed to provide the program or services such as prevention services, mental health or alcohol and other drug treatment services.

B. Review/Recommendation Process:

1. Preliminary Proposal Review-Board staff will examine each proposal to ensure it was submitted prior to the established deadline and that it meets the minimum requirements and mandatory conditions specified in the RFP.

2. Review Committee Process - All proposals meeting the requirements of the preliminary proposal review will be reviewed, evaluated, and rated by Program Committee. This group will evaluate each proposal against the criteria specified in the RFP using a standard scoring tool. As determined by the Board, the Committee may include outside representatives in the review process including representatives of the RFP specialty area and other community representatives. Outside representatives will not include applicants to the RFP or anyone else who may have a conflict of interest that would prohibit a fair and equitable review process. Each reviewer will be given a review packet which includes:
 - RFP Review Instructions and tips for reviewing the proposal;
 - the proposals to be reviewed;
 - a Reviewers Checklist scoring tool worksheet for each proposal;
 - a copy of the Request for Proposals;

Each reviewer evaluates each proposal and completes his/her individual score sheets prior to the group review session. The Program Committee will use a discussion and consensus process to determine the final scoring for each proposal. The final group proposal score sheet will be the review document that will be retained by Board as the review document of record.

- C. Administrative Review - Following the detailed scoring by members of the Program Committee, a recommendation for the RFP award will be presented to the Board for consideration. The final determination of all contract awards will be conducted at a Board meeting.

- D. Award and denial letters are sent to all offerors who submitted proposals following the Board's approval of the recommended RFP award.

Attachment II

State Fiscal Year 2021

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 2020 (*Independence Day – 4th*)**
 - Monday, July 13 - 5:00 P.M. - Program Committee
 - Tuesday, July 14 - 12:30 P.M. - Finance Committee
 - Tuesday, July 21 - 6:00 P.M. - Board Meeting
- **AUGUST 2020**
 - Monday, August 3 - 5:00 P.M. – Governance Committee
 - Monday, August 10 - 5:00 P.M. - Program Committee
 - Tuesday, August 11 - 12:30 P.M. - Finance Committee
 - Tuesday, August 18 - 6:00 P.M. - Board Meeting
- **SEPTEMBER 2020 (*Labor Day – 7th*)**
 - Monday, September 14 - 5:00 P.M. - Program Committee
 - Tuesday, September 15 - 12:30 P.M. - Finance Committee
 - Tuesday, September 22 - 6:00 P.M. - Board Meeting
- **OCTOBER 2020 (*Columbus Day – 12th*)**
 - Monday, October 19 - 5:00 P.M. - Program Committee
 - Tuesday, October 20 - 12:30 P.M. - Finance Committee
 - Tuesday, October 27 - 6:00 P.M. - Board Meeting
- **NOVEMBER 2020 (*Veterans Day – 11th; Thanksgiving – 26th*)**
 - Monday, November 2 - 5:00 P.M. – Governance Committee
 - Monday, November 9 - 5:00 P.M. - Program Committee
 - Tuesday, November 10 - 12:30 P.M. - Finance Committee
 - Tuesday, November 17 - 6:00 P.M. - Board Meeting
- **DECEMBER 2020 (*Christmas – 25th*)**
 - Monday, December 7 - 5:00 P.M. - Program Committee
 - Tuesday, December 8 - 12:30 P.M. - Finance Committee
 - Tuesday, December 15 - 6:00 P.M. - Board Meeting
- **JANUARY 2021 (*New Year’s Day – 1st; MLK, Jr. Birthday – 18th*)**
 - Monday, January 11 - 5:00 P.M. - Program Committee
 - Tuesday, January 12 - 12:30 P.M. - Finance Committee

Tuesday, January 19 - 6:00 P.M. - Board Meeting

- **FEBRUARY 2021 (*President's Day – 15th*)**

Monday, February 1 - 5:00 P.M. – Governance Committee

Monday, February 8 - 5:00 P.M. - Program Committee

Tuesday, February 9 - 12:30 P.M. - Finance Committee

Tuesday, February 16 - 6:00 P.M. - Board Meeting

- **MARCH 2021**

Monday, March 8 - 5:00 P.M. - Program Committee

Tuesday, March 9 - 12:30 P.M. - Finance Committee

Tuesday, March 16 - 6:00 P.M. - Board Meeting

- **APRIL 2021 (*Easter – 4th*)**

Monday, April 12 - 5:00 P.M. - Program Committee

Tuesday, April 13 - 12:30 P.M. – Finance Committee

Tuesday, April 20 - 6:00 P.M. - Board Meeting

- **MAY 2021 (*Memorial Day – 31st*)**

Monday, May 3 - 5:00 P.M. – Governance Committee

Monday, May 10 - 5:00 P.M. - Program Committee

Tuesday, May 11 - 12:30 P.M. - Finance Committee

Tuesday, May 18 - 6:00 P.M. - Board Meeting

- **JUNE 2021**

Monday, June 7 - 5:00 P.M. - Program Committee

Tuesday, June 8 - 12:30 P.M. - Finance Committee

Tuesday, June 15 - 6:00 P.M. - Board Meeting