

Implementation Committee Meeting

Meeting date: Tuesday, August 6, 2019

Meeting time: 12:37pm – 2:15pm

Meeting location: Conference room, 12 Benedict Ave.

Recorder: Kristen Cardone

Committee Members Present:

X	Dave Light, Acting Board Chair, Committee Chair	X	Lisa Hivnor
X	DeEtte Zimmerman		Dorothy Ruffer - Absent
X	Tom Sharpnack		Katie Chieda - Excused
	Steven Fawcett - Excused	X	Ben Chaffee, Jr.
X	Mike White		

Board Staff Present:

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Administrative Assistant
---	-------------------------------------	---	---

Unfinished business/updates:

- Nominating Committee
 - Ms. Hivnor stated that currently there are no new updates to the nominating committee. She added that she plans to nominate Ms. Katie Chieda and would agree to be vice chair.
- Credit card update
 - Ms. Cardone shared that pursuing a Board credit card for purchases is not a viable option at this time. A County credit card can be used for travel expenses including hotel and food, webinars, and internet service provider expenses. She said that County credit cards cannot be used to purchase food for meetings, promotional items, etc. She does not believe Board staff travels enough to justify the hassle of applying and managing a credit card. She shared that Ms. Morrow has worked on reaching out to restaurants and local businesses in the community to find out if any of them are willing to invoice the Board for food for committee meetings. So far, Jimmy's BBQ, Shield's IGA, Pizza Post, Freight House and Dave's Food Mart have agreed to do this.
- Cell phone update
 - Ms. Cardone shared with committee members that she discussed the cell phone issue with the Board's prosecutor, Mr. Randal Strickler. Ms. Cardone shared that Mr. Strickler told her if there was a public records request, all phones used for Board business would be subject to review. Since Board staff have currently been using their personal phones for Board business, they would still be subject to review even if the Board decided to get Board cell phones.
 - Ms. Cardone shared that since personal cell phones would be required as well, she does not feel there is a need to get additional phones for staff.
- Office Space Report (Attachment VII)
 - Ms. Cardone reviewed the office space report handout with committee members.

- After review of the locations listed in the handout, Ms. Zimmerman stated that estimated costs of renovations need to be reviewed before choosing a location.
- Ms. Hivnor asked Ms. Cardone what location she would prefer.
 - Ms. Cardone stated she felt 222 West Main Street (the old Hitching Post) was the best location for multiple reasons such as minimal amount of renovations that need to be done and the additional parking that is available.
 - Ms. Hivnor recognized Ms. Cardone's opinion and stated she is concerned about that property due to financial concerns of the current owner.
- Committee members also voiced their desire for the Board to have a presence downtown.
- Ms. Hivnor asked if Board money can be used for renovations.
 - Ms. Cardone stated that she believes levy money can be used for renovations.
- Mr. Sharpnack suggested getting an estimate on the renovation costs from a professional.
- Mr. Chaffee asked, due to the renovations that will need done, what does the Board do if Board staff can't get in their new office space by September 30th when their current lease is up.
 - It was suggested that Board staff ask NEDC Board for a month to month lease. Ms. Cardone stated she has asked, and was informed by Heather Horowitz, the Executive Director for NEDC, that the NEDC Board will not approve a month to month lease but would be willing to do a 3-month lease.
- FI Community Housing audit findings and report (Attachment I)
 - Ms. Cardone shared a report for the results of FI Community Housing's audit as well as a recent meeting she had with FI Board members which is found in Attachment I.
 - The committee agreed they appreciate the apology, but they are not ready to trust the organization at this time.
- Strategic Plan (Homework handout)
 - Ms. Cardone reviewed the strategic plan handout given to committee members.
 - Ms. Cardone is currently finishing up the community plan which will help drive the Board's strategic plan.
 - Ms. Cardone asked committee members their opinion on how they would prefer to schedule the workdays for strategic planning.
 - Committee members agreed that 2 half days would work best.
 - Committee members decided to schedule strategic planning for September 9th & 10th.
 - Ms. Cardone will resend the Board's old strategic plan as well as a copy of the homework for the new strategic plan.

Action Items/carryover from Planning and Monitoring

- Confidential Email (Attachment II)
 - Ms. Cardone shared with the committee a quote she requested for confidential email. She stated that the Board currently is unable to have a fax line so this would be an option to consider ensuring all information shared remains confidential.
 - This discussion is tabled until Board staff moves to a new location.
- Willard Community Connectors Proposal (Attachment III)
 - Ms. Cardone reviewed the attachment for Willard Community Connectors with committee members.

- Ms. Cardone stated that this proposal was tabled until the state budget was approved. Now that the budget has been approved, the Board needs to decide on funding for this proposal.
 - Committee members felt the Board paying 67% of the coordinator's salary was too much. They also felt there seemed to be a conflict of duties outlined in the proposal.
 - Committee members also discussed a concern with the fringe benefits being requested in the proposal and the question arose if the Board has permission to pay for fringe benefits.
 - There were questions surrounding what the total salary was for the coordinator.
 - Ms. Cardone will reach out and obtain answers for the questions asked by the next Board meeting.
 - A motion will be added to the August 13th Board meeting.
- Policies and procedures
 - Ms. Cardone shared with the committee a discussion she and Ms. Wheeler had regarding the creation of a Policy and Procedures committee. Ms. Cardone stated that according to the Board's bylaws, the Board Chair authorizes the formation of the committee.
 - Mr. White stated he would be willing to be on the committee.
 - Mr. Dave Light approved the formation of the Policies & Procedures committee which will consist of Mike White, Lisa Hivnor, and Steve Barnes.
- Community Center/Peer Support Center
 - Ms. Cardone shared that recently there has been discussion amongst Board members surrounding the need of a community/peer center. Ms. Cardone shared that as discussed, a few months ago, Board staff started with 3 options (Let's Get Real, Sandusky Artisans and Michael Pack's proposed 501c3). Let's Get Real was willing to take ALERT on as is but does not want to bill Medicaid and would not be interested at this time in opening a community center here. Sandusky Artisans are not interested in expanding at this time. Ms. Cardone and Ms. Morrow have worked with Mr. Michael Pack over the past few months to assist him in getting his 501c3 off the ground. Board staff has made minimal progress and as of a week ago, Mr. Pack resigned from the ALERT program.
 - Ms. Cardone shared that she has researched if the Board is able to open/hold a community center and program such as this to help get it off the ground and then pass it on to someone who is interested in running it. In order to do this, or to move forward in any way, Ms. Cardone shared that the Board would need to release an RFI to determine if there is anyone else that is willing to operate this service.
 - Mr. Sharpnack suggested having a building large enough to "have everything under one roof". He said it's important to communicate and bring services together. He feels the Board would be doing a disservice to the community by not making this a priority and bringing these services together for the community. He added that from a mental health standpoint, he cannot see anything more important.
 - Ms. Zimmerman agreed that mental health is an important focus and must be a priority for the Board.
 - Mr. Sharpnack asked about the funding available if the Board agreed to move forward with a community center.
 - Ms. Cardone said that the Community Action Grant is available but she is unsure of the actual amount of funding. She stated the Board can apply for it annually.
 - Ms. Cardone's recommendation is to put together an RFI for the Board to review in September. The Board will then develop their strategic plan and if a community center is identified as a priority and the Board approves the RFI, Board staff can move forward with the project.

- Historical Underspend Report (Attachment IV)
 - Ms. Cardone discussed the historical underspend report that Ms. Katie Chieda requested Ms. Cardone create during last month's committee meeting. This report is designed to assist Board members in determining when and how often to accept RFI's throughout each year. She added that if the Board decides to accept proposals multiple times throughout the year, it may be important to begin seeking out alternative funding for specific needs and ask for RFI's to fill those gaps.
 - Ms. Cardone said that historically the Board has spent roughly 71% of the money allocated which leaves approximately 29% left over. However, this is not something the Board can depend on as this is not a guarantee and is based on utilization by contracted agencies which is not something the Board has any control over.
 - The discussion of how and when to accept RFI's throughout each year will be discussed further during strategic planning.

- Audit findings from Special Audit (Attachment V)
 - Ms. Cardone shared with committee members the results of the special audit conducted on the Board for SFY19.

Discussion Items:

- 2020 Interim Budget (Attachment VI)
 - Ms. Cardone said that the 2020 Interim Budget is ready for review and approval. The approved budget is due to the Auditor's office by September 30th.
 - Ms. Cardone pointed out that the new budget format is more specific, breaking down the funding streams and will help the Board better track funds.
 - A motion will be added to the August 13th Board meeting.

- Review Bills and Financials
 - Ms. Cardone reviewed the new financial documents the Board's new fiscal agent provides. The new documents do not include a List of Bills that previously was provided to the Board.
 - The Board asked Ms. Cardone to request that the List of Bills continues.

Action Items:

Motion: To approve the Mercy Health Foundation SFY 2020 proposal for Willard Community Connectors program in the amount of \$X.

Motion: To approve the FY2020 Interim Budget as included in Attachment VI.

Attachment I



FI COMMUNITY HOUSING REPORT

Information

- July 5, 2019, phone call from Rick Buchanan and Tiffany (FI Board members)
 - Phone call to gather information around FI leaving Huron County, asked questions around certain concerns (audit, not being welcome in Huron County, would they be welcome back in Huron County)
 - Request for Board meeting minutes from meeting when FI stated they are leaving Huron County
- July 11, 2019, phone call with Tracey Jones (former FI Board Chair)
 - Stated she is stepping down as Board Chair and voiced her reasons behind this including comingling of funds, concerns over how money is spent, FI being 5 months behind in paying bills in Summit County
 - Email from Tracey
 - Tracey asked how to report fraud concerns
 - Randy recommended she contact the State of Ohio Auditor
 - Ms. Cardone relayed this information to Tracey
- 7/24/2019, phone call from Rick Buchanan and Tiffany
 - Rick Buchanan is now Board Chair
 - Requested meeting on 7/29/2019
- 7/24/2019, phone call from Randy Strickler stating Rick Buchanan called the Prosecutor's office to ask how to report misappropriation of funds
 - Rick was advised to contact NPD and the State of Ohio Auditor
- 7/29/2019 Meeting with Board member and volunteer from FI
 - Board member and volunteer representatives for FI Community Housing requested a meeting the MHAS staff to discuss the previous relationship between FI & MHAS. The goal of the meeting was to identify and discuss concerns that contributed to FI leaving Huron County.
 - Representatives from FI shared the following:
 - There have been dramatic changes in the FI Community Housing Board: new Board members have been brought on with various backgrounds and expertise such as finance, clinical, and medical. There have also been significant staff changes “from top to bottom”.
 - The changes on the Board were necessary to establish strong fiscal management as well as clinical and peer-based models to ensure comprehensive services are being provided.
 - Their vision is providing “long term sustainable recovery solutions” by offering wraparound services, not just peer support.
 - Currently FI is working towards OMHAS certification and is submitting their application 8/2/19. They also are working on diversification of funds. In addition to government

funds, they plan on expanding their funding streams to include foundation, corporate, and individual donors.

- FI representatives repeatedly apologized for any and all issues that had occurred during the time FI was offering services in Huron County. In closing they asked how they can repair the “bridges that have been burned” by previous administration and what/if anything can they do to help fill the needs in Huron County.
- They acknowledged that Huron County might not consider working with their organization again which they understood and respect however if Huron County would possibly consider working with their organization again, they asked what the areas of opportunity would be.
- The following areas were discussed:
 - Tracking
 - Collaboration
 - Transparency & Honesty
 - Communication

Summary of Audit Findings

- The formal Strategic Plan reviewed did not elaborate how the short-term and long-term goals are to be achieved.
- There is no Policy Statement on Client Service Fees or Client Fee Agreement.
- FI Community Housing, Inc. needs to prepare financial statements where certain key figures did match – net income on Statement of Financial Position (Balance Sheet) and Statement of Activities (Profit & Loss); and cash on hand Statement of Financial Position (Balance Sheet) and Statement of Cash Flows
- No formal Business Plan exists for FI Community Housing, Inc. to effectively and efficiently address fiscal and operations challenges
- It is not possible to determine FI Community Housing, Inc.’s overall financial condition as Brown Consulting was not provided with their most recent external independent auditor’s report as requested. The limited financial information provided by the Norwalk facility operation does not allow Brown Consulting to evaluate the FI Community Housing, Inc. as a whole. Questions and requests for additional information to FI Community Housing, Inc. remained unanswered as of June 14, 2019.
- During its initial document request, Brown Consulting requested several documents / reports that could demonstrate performance outcome results, contract deliverables and reporting compliance, etc. The only document received that might address the above was a Power Point presentation demonstrating HCPRCC’s “stats” for the sample period of February 2018 through March 2019.

Public Records Requests

- Tracey Jones requested a copy of FI’s final billing invoice submitted to the Board (emailed)
- Rick Buchanan requested a copy of Board meeting minutes from X meeting during which FI shared they will no longer be providing services in Huron County (emailed)
- Rick Buchanan requested a copy of all FI’s billing invoices

- Rick Buchanan requested copies of the past 2 years of Board meeting minutes, stating he is concerned with how FI staff treated the clients, Board staff, and Board members

Attachment II
Confidential Email

ES|CONSULTING
TECHNOLOGY SOLUTIONS PROVIDER

3849 Park Avenue West, Ontario, OH 44903
Phone 419-756-1889 FAX 419-529-8833

Q U O T E

Number ESIQ8333
Date Jul 9, 2019

Sold To	
Huron Co Mental Health & Addiction Svc	
Kristen Cardone	
12 Benedict	
Norwalk, OH 44857	
United States	
Phone	(419) 668-9858
Fax	

Ship To	
ES Consulting Inc	
Timothy Nyman	
50 North Linwood Avenue	
Norwalk, OH 44857	
United States	
Phone	
Fax	

vCIO		Quote Expires		Terms	
Timothy Nyman		8/8/2019		Upon Receipt	
Qty	Description	Unit Price	Total		
2	Virtru email privacy - monthly	\$10.00	\$20.00		
1	Onboarding: One time Setup fee	\$150.00	\$150.00		

Purchasing Notes:

ES Consulting Professional Consulting and Installation Services is an estimate and will be based on actual time needed to complete project to client satisfaction. Labor is not included in the total line of quote and will be billed separately. Professional Service after normal business hours will be billable at time and half.

Disclaimer
CUSTOMER HEREBY RELEASES, INDEMNIFIES AND HOLDS HARMLESS ES CONSULTING, INC. FROM ANY AND ALL LIABILITY FOR ANY CLAIMS AND DAMAGES OF ANY KIND OR DESCRIPTION, INCLUDING BUT NOT LIMITED TO ATTORNEY FEES AND COURT COSTS THAT MAY ARISE AS RESULT OF DECLINING THE ABOVE RECOMMENDED SERVICE.

Sub-Total	\$170.00
Shipping	\$0.00
Tax	\$0.00
Total	\$170.00
Mthly Chrgs	\$0.00

Attachment III

Willard Community Connectors

CAS	Fund Group	Fund	ALI	ALITitle	As Passed by the Senate FY 2020	As Passed by the Senate FY 2021	As Reported by Conference Committee FY 2020	As Reported by Conference Committee FY 2021
EDU	SLF	7017	2006 29	Community Connectors	\$0	\$0	\$0	\$0

Janet's list of responsibilities includes:

- Identifying partner agencies and individuals to supply mentors
- Mentor background checks, orientation and training
- Mentor matching and scheduling
- Working with school to identify children who need mentoring
- Mentee intake (student and parent)
- Creating the mentor curriculum for orientation and ongoing professional development
- Gathering all needed supplies for mentors/mentees (teaching and curriculum supplies; mentor resources)
- Coordinating mentor/mentee schedules with classroom teachers
- Data collection for outcome reporting (mentor hours, mentee hours, documenting progress toward goals)
- Data input for funder reports and advisory board updates
- Communication and meeting coordination with advisory board
- Communication with parents
- Developing community events for mentors, mentees and parents
- Securing donated resources or sponsorships for program; assisting with grant writing
- Budget tracking

I do not know how her original compensation was derived (I did not work for Mercy), but I did compare it to the average full-time teacher salary in Willard City Schools, which is about \$51,500, so it seems reasonable for a coordinator role. She has a bachelor's degree, is working toward her MBA, and has a work history in volunteer coordination, school programming and grant management. I have attached her resume. This role requires her to work very independently because we can't offer the school any compensation for their services.

For the grant that ended 6/30/19, Janet was paid \$38,942 for her 188-day contract (182 working days and 6 paid holidays) and fringes in the amount of \$23,623. We have done a 2% cost of living increase in the salary both years that I have been responsible for the grant. Lynn Detterman, on behalf of the advisory board, agreed to a cost of living increase from 18-19 to 19-20 because they have been very happy with her performance.

Attachment IV

Historical Underspend Report

SFY 2018

	Approved Budget Amount	Spent	Percentage of funding utilized
Firelands	\$1,169,568	\$814,803	71.72%
All Expenses	\$1,879,580	\$1,348,118	71.63%

SFY 2017

	Approved Budget Amount	Spent	Percentage of funding utilized
Firelands	\$1,132,743	\$775,814	68.49%
All Expenses	\$1,713,741	\$1,229,889	71.77%

Attachment V

Special Audit Findings

We conducted a special review of the Huron County Mental Health and Addiction Services Board. We reviewed the payroll of the Executive Director and the Assistant to the Executive Director. We verified that they were paid according to the agreed salary rate approved at the board meeting. We did not note any overtime payments and the rate paid for the sick and vacation balance on their last day of employment was based on the agreed salary rate.

A total of 36 disbursement transactions were tested, of which 20 were disbursements for non-claims, supplies and mileage reimbursements. We noted:

- a. One instance when the mileage computed and reimbursed was higher by \$2. We recommend computation of mileage be reviewed to avoid over or understating reimbursements; and
- b. Two instances when the support for mileage reimbursement for a training attended did not include documentation for the type of training attended. We recommend that registration forms or other supporting documents always be included in the file.

In general, all disbursements were properly supported by invoice, purchase order and warrants. However, all of these are reviewed and signed off by the Executive Director only. Since the Executive Director is the only person overseeing and approving all payments, we recommend a more active participation by the board in reviewing payments/reimbursements made to the Executive Director.

Attachment VI
2020 Interim Budget

Huron County	
VIP Analytics Budget Entry For 100 Mental Health	
	2020 Interim Budget
100 Mental Health	
100.100.10100 Real Estate Tax	525,000.00
100.100.10101 Tangible Personal Tax	3,000.00
100.100.10102 Taxes- Rollback & Homestead	18,000.00
100.100.10121 MH State Allocations	807,969.00
100.100.10122 Federal AOD Block Grant	189,692.00
100.100.10123 Recovery Housing	45,000.00
100.100.10126 MH Block Grant	42,304.00
100.100.10127 AOD State Allocation	76,176.00
100.100.10128 ODADAS Medicaid	0.00
100.100.10160 Title 19	0.00
100.100.10165 Title XX	40,285.00
100.100.10166 State Grants	19,998.00
100.100.10167 Federal Grants	127,112.00
100.100.10168 IDAT	10,000.00
100.100.10170 Other Receipts	3,000.00
100 Mental Health Total	1,907,536.00
	2020 Interim Budget
100 Mental Health	
100.100.00125 Salaries	168,491.00
100.100.00175 Supplies	5,000.00
100.100.00200 Equipment	500.00
100.100.00275 Contract Repairs	1,858,536.81
100.100.00280 Residential Program	0.00
100.100.00300 Travel	4,500.00
100.100.00400 OPERS	23,588.74
100.100.00425 Workers Compensation	3,201.33
100.100.00450 Unemployment	0.00
100.100.00460 Medicare	2,443.12

100.100.10121 MH State Allocations
GRF 421 MH
GRF 421 Community Investments
4221 C Community Investments 75k
4224 Q Forensic Monitoring
Psychotropic Medication

100.100.10122 Federal AOD Block Grant
SAPT BG Treatment
SAPT BG Prevention

100.100.10123 Recovery Housing
Recovery Housing Allocation

100.100.10126 MH Block Grant
MH BG Base

100.100.10127 AOD State Allocation
GRF 421 AOD
406 AOD Primary Prevention
406 Prevention Services EBP
4254 C SUD Gambling

100.100.10165 Title XX
Title XX

100.100.10166 State Grants
ECM 5AU0
Specialized Docket

100.100.10168 IDAT
IDAT funds

100.100.10170 Other Receipts
OACBHA mini grants
Donations
Other reimbursements

100.100.00475 Other Expenses	36,509.00
100.100.00500 Hospitalization	17,040.00
	2,119,810.00

2019 Budget Worksheet	
100 Mental Health	
Breakdown of available revenue for appropriation:	
December 31st, 2019 Unencumber Balance	315,145.00
Estimated 2020 Revenue (from worksheet)	1,907,536.00
Grand Total	2,222,681.00
Breakdown of proposed expenses for 2020:	
Total Project Expenditures for 2020 (from worksheet)	2,119,810.00
Anticipated December 31st, 2020 Balance	102,871.00
Grand Total	2,222,681.00
Difference between Revenue and Expense	0.00
<i>Tanya Kemmer, Fiscal Manager</i>	
Name of Person preparing this budget and Title	
Please Return to Auditor's office by September 30th, 2019	

Attachment VII



OFFICE SPACE REPORT

UPDATES ON CURRENT SPACE

Ashley and I met with Heather Horowitz on 7/9/2019 to discuss the Culture of Quality requirements for our office space. Below is a list of those requirements and the response we received.

- Posted signs on front windows/throughout office
 - Heather will need to get approval from her Board to post these documents. She has been resistant to these signs being posted in the past.
- Document storage
 - Proposed solutions include storing the documents on the third floor of the building in a locked room which requires us having a key for the upstairs as well as for the room. The second proposed solution was storing documents that include PHI but that we need access to on a regular basis in a lock box in a locked cabinet in the kitchen.
- Privacy of office space
 - Heather shared with us a quote received from Janotta and Herner which estimates the cost of enclosing the space at just under \$4,000. Our Board would be required to pay at least half of this as we are the ones who want it enclosed, they do not. The NEDC Board would need to determine if they are willing to pay half of enclosing the space. If they do not approve, we would be required to pay the full amount.
 - The door to the ED office would need replaced which would be an additional cost for the MHAS Board.
 - This solution addresses privacy concerns for the ED but not for the Administrative Assistant, who frequently handles calls from the public which require privacy.
- Month to month lease
 - In response to whether or not the Board is able to go month to month with our lease agreement with NEDC, Heather stated the NEDC Board will agree to a 3 month lease, but not a month to month lease.

LOCATIONS WE HAVE CONSIDERED/CALLED/LOOKED AT

- Key Bank Building
 - Shared space with Eric and Nick Smith
 - 3 offices and access to large conference room for Board meetings
 - Would require building a ramp to make handicap accessible
 - Would need to determine how handle if renters decide to end their lease
 - Parking – lot with approximately 8 – 10 spaces
 - Public lot directly across the street
 - \$500/month
- Summit Building (across the street from Dave's Food Mart)
 - Parking lot
 - \$645/month plus utilities
 - 850 square feet
 - Would need to utilize DJFS conference room for Board meetings, but has conference room large enough for Committee meetings
 - Parking lot that will accommodate needs for Board meetings
- Woolworth's Building

- \$1,500/month
- 14,000 square feet
- Could also serve as community center
- Extremely expensive utility bills make this a poor choice
- No allocated parking
- Commissioners
 - The Commissioner's stated they are able to provide the Board with temporary/emergency office space if needed and would be happy to do so. This space may be able to become permanent, but they are not able to make that determination at this point.
- (Old Comfort Keeper's building)
 - Next to a bar
 - Owned by the bar
- Space in Pat Catan's building
 - Have not heard back from them

LOCATIONS THAT WILL WORK FOR THE BOARD (ALL ADA COMPLIANT)

- 24 West Main
 - 2 offices, entry way, conference room, basement
 - Would require painting, minor repairs, new windows (our cost)
 - \$675/month plus utilities
 - 1,691 square feet + basement
 - Parking – same lot currently used by Board members (behind Berry's)
 - Owned by the Odd Fellows and the money from rent will be spent to help others in the community
- 30 Benedict Avenue
 - 3 floors
 - Purchase price of \$104,500
 - Issues in the basement with wall bowing out, water on the floor
 - Realtor stated owner is aware of the issues, has had an architect and contractor look at the space and is willing to fix prior to sale
 - Would need minor updates prior to moving in
 - Parking in the lot behind Berry's, street parking
- 38 Benedict Avenue
 - \$800.00 for first year, \$900.00 second year then \$1000.00 per month thereafter for a five year lease.
 - This space can be built out to suit our needs at no additional cost to the Board
 - 1,800 square feet
 - Parking in the lot behind Berry's, street parking
- Building space connected to Pizza Post (old Hitching Post)
 - Large space for Board meetings
 - One large room that can be used as office for ED (will need drywall hung to enclose), second space that can be converted into an additional office
 - Plenty of storage space
 - Plenty of parking
 - Large outdoor area that can be used by Board for community events
 - \$500 per month
 - Electric and gas reasonable each month (last month \$70 for electric with on and off use in building)

NEXT STEPS

- Decision needed as to move vs. not move
- If move, decision needed on location