

Program Committee Meeting

Meeting date: Monday, November 9, 2020

Meeting time: 5:00pm – 5:56pm

Meeting location:

<https://us02web.zoom.us/j/81583069290>

Meeting ID: 815 8306 9290

Passcode: 661825

Dial by phone: (929) 205-6099

Meeting ID: 815 8306 9290

Passcode: 661825

Recorder: Ashley Morrow

Committee Members Present:

X	Steve Barnes, Committee Chair	X	Lenora Minor
	Ken Murray	X	Mike White
X	Julie Landoll, Second Vice Chair	X	Katie Chieda, Board Chair
X	Silvia Hernandez		

Board Staff Present:

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Community Engagement and Resource Manager
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Unfinished business/updates:

- Open Board Seats
 - Ms. Cardone shared that the Board has received a couple applications for the open Board seat and has two interviews scheduled for tomorrow. Ms. Cardone reminded Committee members that this open Board seat is seeking a person in early recovery.
 - Ms. Cardone shared that Dr. Ken Murray recently announced his resignation effective 11/7/20. The Board will be advertising for that open Board seat soon as well. This Board seat will need to be filled by a person who is a clinician that provides both mental health and substance abuse counseling.
- November presentation
 - Ms. Cardone received a request from Dr. Burggraf requesting a presentation at the November Board meeting to share information with the Board regarding the Children's Mobile Crisis Program.
- Recovery Housing proposal
 - Ms. Cardone shared that she had sent the questions compiled by Board members to Mr. and Mrs. Schwan with a due date of 11/3/20 however as of today, she has not received any responses. As of now the proposal will be tabled until responses to the questions are received.

Discussion Items:

- December Board meeting

- After prior discussions with Ms. Katie Chieda, Ms. Cardone asked Committee members what they thought about possibly cancelling the December Board meetings to give Board members a break after a long year. Ms. Cardone shared that at this time there are no topics on the agenda for the December meeting. All Committee members were in support of taking a break this December and resuming meetings January 2021. Ms. Cardone will add a motion to the agenda.
- Early Childhood Mental Health (ECMH) Proposals (Attachment I, motion)
 - Ms. Cardone shared that the Board only received one proposal for ECMH and that was from OhioGuidestone. The proposal is in Attachment I for Committee members to review. Ms. Cardone shared that after reviewing the proposal, she does not have any concerns.
 - There were no questions or concerns regarding the proposal. There will be a motion added to the Board Agenda.
- SOR 2.0 funding discussion (Attachment II)
 - Ms. Cardone shared an update on SOR 2.0 funding. Ms. Cardone shared that with the funding each Board is guaranteed funding for 2 years but each submitted plan will have to be sustainable for after the funding period ends. Ms. Cardone reminded Committee members that the SOR 2.0 funds are more flexible than before and are allowed to be used for both Opioid Use Disorder and Stimulant Use Disorder clients. After reviewing what services are already in place and what the current needs are, Ms. Cardone created a proposed plan for the funding that is in Attachment II for Committee members to review. Ms. Cardone reminded Committee members that all items on the proposed plan align with the Board's Strategic Plan.
 - There were no questions or concerns regarding the SOR 2.0 proposed plan. A motion will be added to the agenda to approve the application for these funds.
- MHAS and DD partnership
 - Ms. Cardone shared that she recently had a conversation with Ms. Kari Smith at the Board of Developmental Disabilities and how MHAS and the Board of DD can work together. It has come to both MHAS and the Board of DD's attention that there are many clients that can benefit from services both organizations offer and discussions have begun on how the two agencies can collaborate to ensure residents are receiving the services they need. Ms. Cardone said that this will be an ongoing conversation and will continue to keep Board members informed.
- Syringes in local parks
 - Ms. Cardone shared that a few months ago the Board was tagged on a post on Facebook regarding syringes in the local parks. Ms. Cardone researched if and how Boards handle situations regarding discarded syringes however she said it is normally handled by the local public health agency, hospitals, and the city.
 - Ms. Chieda shared that what may be beneficial are "safe disposal stations" at parks to dispose of syringes safely and easily, however, it doesn't help with ensuring people are using clean needles.
 - Ms. Cardone will reach out to Huron County Public Health, the City of Norwalk, and local hospitals to continue the discussion on solutions to reduce the number of discarded syringes in the community.
- Q&A
 - Ms. Silvia Hernandez shared she has individuals ages 13-22 looking for guidance around coping skills and stress management. Ms. Cardone shared that those topics are included in the app that is currently in progress and she will send this information to all Board members so that they can pass it on to those they know interested in being involved. Ms. Cardone stated she will also reach out to contracted treatment providers to see if there is a clinician that would be willing to attend one of the virtual groups and talk to the group about stress management and coping skills.
 - Ms. Lenora Minor shared that they currently implemented an online meditation for staff at The Department of Job and Family Services (DJFS). They will be offering meditation every Monday for their staff.

Attachment I

Summary:

OhioGuidestone proposes to provide both ECMHC family-centered and classroom consultation for children under the age of 6 in Huron County. The proposed ECMHC service offers a specialized, center-based treatment approach designed to assist preschools and daycare centers with addressing the needs of children enrolled in their centers, and strengthen and support teachers who serve these children, in an effort to promote social-emotional development and reduce preschool expulsions. The ECMHC services follow the Ohio Model of IECMH Consultation.

The program's initial goals for the Classroom Consultation will be to have four (4) classroom sites, providing eight (8) weeks per site, at four (4) hours per week, for a total of thirty-two (32) hours per classroom site. The program's initial goals for the Family-centered consultation will be to have five (5) Family-Centered consultations, with each receiving six (6) sessions at two (2) hours per week, for a total of twelve (12) hours per family of family-centered service. While the consultations are traditionally provided in-person, we realize that with the inherent uncertainty that the Covid-19 crisis has brought, the program must remain flexible, to maintain the safety of all involved as well as following state and local policies, and we exploring telehealth options that would allow the consultations to be provided virtually.

Organizational history and experience:

For over 30 years, OhioGuidestone has provided services for children ages 0-6 years and their families. Over that time, a broad continuum of specialized services was developed. Included in that continuum are Bright Beginnings, Help Me Grow, Mom's First, Early Childhood Mental Health, Classroom Consultation and Intervention, Incredible Years® programming, psychiatric and psychological services, Maternal Depression Counseling and Adoption Mental Health Counseling. Most recently, OhioGuidestone has become the Early Childhood Mental Health Consultants for 26 counties in the state of Ohio for the EI/DD ECMH Consultation project, where we are partnering with Early Intervention teams to support the work done for this population.

Timeline:

December 2020: Hire and train any new staff.

January 2021: Begin marketing, outreach, and introductions to the Huron County systems, as well as the daycares and preschools.

February 2021- June 2021: Service provision of both Classroom and Family-Centered Consultation.

Sustainability:

OhioGuidestone has and will continue to have a commitment to providing ECMH programming in the county and region. If chosen as the vendor for the early childhood mental health consultation services, OhioGuidestone will operate out of our Lorain, Ohio office. This office has longstanding history of providing Whole Child Matters Classroom Consultation and Family Centered programming in the region, having been providing services since 2009, and funded by Whole Child Matters since 2016.

Additionally, OhioGuidestone currently provides Ohio Children's Trust Fund Grant programming to families with children birth to age 12 through our Nurturing Parenting Program in Huron County, and so already have staff locally in place to further serve families in Huron County when there is an identified need for further services and supports. OhioGuidestone provides Early Childhood Mental Health Consultation to Huron County's Early Intervention teams through our EI/DD grant. OGS also has staff support from neighboring Erie County as well, whom are already providing Behavioral Health Services in Huron County, and we anticipate continuing to link area children with our Medicaid billable services.

Huron County Board of Mental Health and Addiction Services

Budget Narrative

Project Title:	ECMH Services - Huron County	Budget Year:	2021
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Applicant:	OhioGuidestone		
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	Project Expenses	MHAS Grant Expenses	Other Funds/ In-Kind
Expenses: Detail in Budget Narrative			
Salaries & Wages:	9,685	9,685	0
The ECMH therapist (0.25 FTE) will serve and support the early childhood mental health needs of children served. The Supervisor (0.025 FTE) will provide direct supervision of program staff.			
Fringe Benefits and payroll taxes:	5,310	5,310	0
These benefits are part of the agency's standard benefit program. Workers Compensation @ 2%, Retirement @ 4.57%, AD&D @ 0.51% and employer's portion of Health Insurance.			
Travel (miles X rate at IRS allowable rate):	750	750	0
This includes mileage costs for OhioGuidestone staff to travel to provide services. This is calculated at the current State of Ohio approved rate, \$0.575/mile traveling approx 1,304 miles.			
Supplies & Equipment:	1,950	1,950	0
This includes IT Equipment and office supplies (such as paper, pens, etc) calculated as a percentage of program size.			
In addition, this includes program related materials such as DECA documents for child assessments (\$1p/piece), and PPE supplies consisting of personnel safety masks, sanitizing spray and wipes.			
Printing & Copying	10	10	0
This includes printing & copying supplies such as paper, ink, etc. Also the program's portion of the copier lease. Calculated as a percentage of program size.			
Other (specify):	2,293	2,293	0
Phone/Utilities costs cover office phone, internet charges and staff cell phone costs, as well as heat, electric, water and waste management for the office location, calculated as a percentage of program size.			
Rent/Maintenance & Repair/Depreciation are where the staff members are located and calculated as a percentage of program size.			
Administration/Indirect costs includes the cost of the Finance, Human Resources, IT and Communications departments as well as the cost of the President of the Agency. This is calculated at the RFP approved rate of 5% on direct expense.			
Liability Insurance is required by the agency and is allocated based on program size.			
Total Expenses:	19,998	19,998	0

OhioGuidestone		
Huron County (MHAS) ECMH		
7 Month - 12/01/2020 to 06/30/2021		
Service Hours	197.22	
SALARIES		
Supervisor	2.5%	1,185
ECMH Worker	25.0%	8,500
Total Payroll	27.5%	9,685
SALARY RELATED		
Social Security	7.65%	741
Workers Compensation	2.00%	194
Retirement	4.57%	443
AD&D	0.51%	49
Health Insurance		3,884
Total Payroll Related		5,310
Total Payroll and Related:		14,996
OTHER EXPENSES		
Supplies - PPE Cleaning	165	Includes additional costs for Covid-19 PPE products
Supplies - Office	25	% of Program
		Deca License \$300
		DECA Kit: \$230
		DECA Block Assessments: \$280
		Manuals: \$100
		Promote Resilience books: \$160
		Additional \$ in Program Supplies for Consultant= \$500
		Total in DECA and related supplies= \$1570
Supplies - Program	1,570	
Supplies - Printing	10	
IT Equipment	190	New ECMH Worker Position Laptop \$1300 per Ed
Phone/Utilities	720	Includes new cell phone access for ECMH Worker - \$55 p/month line access
Equipment Lease	-	
Rent & Maintenance	306	% of Program - less funds to balance out total budget
Depreciation	165	% of Program
Insurance	150	% of Program
Travel (State of Ohio Rates \$0.575)	750	% of Program - Plus funds to balance out total budget
Total Other Expenses	4,050	
Total Direct Expenses	19,046	
Administration Costs (Capped 5% per RFP)	952	RFP states Indirect Costs are to be capped at 5% of Direct Expense
Total Program Expense	19,998	
Total Budget	19,998	
Under/(Over Budget)	(0)	

Attachment II

SOR 2.0 Proposed Plan

- Recovery Navigator at FLC, Firelands and Oriana House
 - Transportation
 - Estimated expense: **\$145,000**
 - \$60,000 Firelands
 - \$60,000 FLC
 - \$25,000 Oriana House
 - Contingency Management
 - Estimated expense: **\$21,000**
 - Up to \$75/person annually
 - Estimated number of clients served: 280
 - Funding for position (\$50,000 per staff, per agency)
 - Estimated expense: **\$150,000**
 - Laptops for each
 - Estimated expense: **\$3,000**
 - \$1,500 each for FLC and Oriana House
 - Total expense for Recovery Navigator: **\$319,000**
- Peer Support expansion
 - Jail, Court, Warm Handoffs with local hospitals
 - Estimated expense: **\$50,000**
 - Laptops for new peer supporters and for peer support trainings
 - Estimated expense: **\$7,500**
 - \$1,500 per laptop
 - Portable hotspots for peers
 - Estimated expense: **\$3,000**
- Recovery Housing expansion
 - Per diem or operational costs for expansion of House of Hope
 - Replace \$25,717 of approved levy funds with SOR funds to free up levy funding
 - Estimated expense: **\$75,000**
- Withdrawal management
 - Estimated expense TBD
- Personal Protective Equipment (PPE)
 - Estimated expense: **\$2,000**
 - \$500 per agency (FLC, Firelands, LGR, Oriana)