

Governance Committee Meeting

Meeting date: Monday, August 3, 2020

Meeting time: 5:02pm – 6:30pm

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	Katie Chieda, Board Chair	X	Ben Chaffee, Jr.
X	Lisa Hivnor, First Vice Chair	X	Mike White
X	Julie Landoll, Second Vice Chair	X	Ken Murray

Board Staff Present:

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Administrative Assistant
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Discussion Items:

- Ms. Cardone shared a few updates with Committee members:
 - Ms. Cardone shared that she and Ms. Morrow met with Ms. Silvia Hernandez and Ms. Hernandez has agreed to serve on the Board. Ms. Cardone sent in Ms. Hernandez's application and the State approved the application. Ms. Cardone shared that the Board will be swearing her in at the August Board meeting.
 - Ms. Cardone shared that the Commissioners were unable to attend the Board meeting last month due to logging in after the meeting had already concluded. Ms. Cardone met with Mr. Terry Boose and discussed a few of the concerns the Commissioners have. Mr. Boose shared that the number of overdoses and suicides reported by the Board are not correct. Ms. Cardone agreed and shared that is due to the Board only receiving reports from 911 and not receiving reports from all departments. Ms. Cardone added that the Board is currently working on how to receive all reports in order to get more accurate data. Ms. Cardone added that Let's Get Real, Inc. is working on building relationships with all first responder departments to get all reports.
 - Ms. Katie Chieda stated that in the future when data is shared (specifically overdose/suicide data) to cite where the data comes from (for example; 911 reports)
 - Mr. Boose discussed mental health and substance abuse supports such as AA/NA and Ms. Cardone shared with him the outreach efforts Board staff has implemented and is currently working on.

- Mr. Boose shared that the Commissioners were a little concerned regarding the Board's adoption of Racism as a public health crisis, stating they feel the county has issues just like everyone else but it is not a crisis. Ms. Cardone shared with Mr. Boose that the declaration was created by OACBHA and the declaration, or similar declarations, were being adopted by Boards throughout the state. Ms. Cardone shared that the goal of the declaration is to declare the Board's dedication to meeting the needs of all community members and to actively address racial disparities in the mental health system.
- Board Attendance (Attachment I)
 - Ms. Cardone reviewed the attendance policy and current attendance tracker with Governance members.
 - Committee members discussed the importance of attendance for Committee/Board meetings to review minutes and be informed on discussions and decisions.
 - Due to the concern of some Board member absences, Committee members discussed that the Board has policies in place and if Board members are not going to follow the policies, there is a process that follows adding, that if policies are in place, they should be enforced. Committee members added that attendance reflects engagement and the Board has to continue to be more active, it is not about feelings, it is about accomplishing what the Board sets out to do.
 - Ms. Cardone shared that she sends letters to each Board member when they have missed too many meetings to remind them of the policy. It was also recommended by Committee members to add another column in the Board attendance tracking document for dates letters are sent.
 - Committee members discussed Board members that have missed multiple meetings throughout the year, when letters were sent, and what the outcome has been since the Board members have received the letters.
 - Recommendation from Committee: Mr. Steven Fawcett to be removed from the Board
 - Ms. Katie Chieda will reach out to Mr. Fawcett and inform him of the decision. A letter will be sent to the appointing authority and the Board will await the final decision.
 - Mr. Ben Chaffee, Jr. recommended reminding Board members of this information softly at Board meetings in addition to making a clear distinction between "absent" and "excused". Ms. Cardone responded that absent is no communication ahead of time and excused is communicated absence.
 - Ms. Katie Chieda suggested Policy committee to review board attendance policy and establish greater clarity.
 - Ms. Cardone will pull ORC (Ohio Revised Code) and the Board's current policy and then Board members can add needed clarification as seen fit. Ms. Cardone will email this information to Mr. Chaffee, Jr., Ms. Chieda, and Ms. Landoll.
- Leases
 - NA/AA, Let's Get Real, and all others
 - Basement codes
 - Ms. Cardone shared her conversations with Mr. Randal Strickler and Mr. Frank Vandresser regarding the leasing of the basement and determining fair market value as requested by the Board. Mr. Vandresser shared that it is difficult to clearly determine fair market value for the basement but estimated it to be around \$500.00 a month which is about 50% of the recommended rental rate for the upstairs of the building.
 - Ms. Cardone shared with the Board the lease agreement created by Mr. Strickler and his recommendation that each organization that uses the space have a different code to access the space.
 - Committee members discussed creating a lease that solely reflects the storage used by individuals using the space in an effort to not charge such a large fee for use of the space. The Board's intent was to allow community organization to utilize that space for free

however a lease is needed to protect the Board from liability and a cost must be associated with the lease.

- Committee members asked Ms. Cardone to discuss this decision with Mr. Strickler to determine if the Board is able to just lease storage space and not the whole basement.
- Quarterly Reports (Email Attachment)
 - Ms. Cardone shared that the numbers of individuals receiving services are down consistently across all agencies due to COVID.
 - Ms. Cardone shared that prevention services (Reach Our Youth & Willard Community Connectors) suffered due to COVID but both organizations went out of their way to continue reaching the youth in the community.
 - Ms. Cardone added that regarding the other quarterly reports, there were no major changes or issues but asked Committee members to please review.
- Strategic Plan (Attachment II)
 - Ms. Cardone shared that one of the goals of the Governance Committee will be to review the strategic plan quarterly.
 - Mr. Chaffee, Jr. shared that schools need a social emotional connection with return to school plans. Schools could use a lot of help from MHAS.
 - Ms. Cardone shared that Board staff is currently working on a plan for the schools and asked Committee members to provide suggestions and continued support and help for students, teachers, and parents.
 - Ms. Cardone asked Committee members to please send input on GOAL 6: Board member participation and engagement.
 - After review, Committee members had no questions on the Strategic Plan as of now.
- Virtual governing Board trainings (Attachment III)
 - Ms. Cardone reminded Committee members that every year Board members must do 3 hours of training. Ms. Cardone shared that OACBHA is offering online trainings for Board members to complete so that everyone can meet their requirements.
 - Ms. Cardone will send other options to Board members for free trainings to ensure they meet the requirements.
- Committee meeting format (Attachment IV)
 - Ms. Cardone shared that she would like to add questions to each Committee meeting to help create discussions among Board members and gather more information about what is going on in the community.
 - Committee members did not have an issue with this addition to committee meetings however suggested to be mindful of everyone's time regarding the length of the meetings.
- FY20 and FY21 audit
 - Ms. Cardone shared that audits for contracted agencies were scheduled in April but are now taking place in October. She added that there is the possibility of doing both fiscal years at once. The goal will be to do a full audit for FY20 and partial audit for FY21 just in case something happens and an audit is again postponed in the future due to COVID.
- Liability Insurance
 - Ms. Cardone shared that the Board had to purchase separate liability insurance for the building because it was not originally covered. She added that it was not a significant amount of money but wanted to make Board aware.
- School support
 - Ms. Cardone asked that school support be an ongoing conversation and if Board staff can help in any way to please let us know.
 - Mr. Chaffee, Jr. added that at some point schools will be blended learning and there is a concern on how to ensure kids still get mental health services if they are not in the schools fulltime to see clinicians.
 - Ms. Cardone shared that the State is working to ensure telehealth remains an option.

- Mr. Chaffee, Jr. shared that in his district in particular, low internet, no internet service, or no device to access services can be a barrier.
- There was further discussion regarding kids using the school Chrome Books and having school tech disable identified “firewalls” to allow kids to connect with Mental Health Counselors.
- Ms. Chieda stated that resiliency is needed at this time and as leaders, the Board needs to focus on building that.
- Healthy Ashland app
 - Ms. Cardone shared an app that Ashland County is operating that provides links to services and resources in their county. Ms. Cardone asked that Committee members download the app and play with it to discuss it further in committee meetings.
 - Ms. Cardone acknowledged that currently money is an issue and levy funds would need to be used for this if the Board decides to create one for Huron County however the app could be a great benefit and a way to reach people in the new world we are living in. The app could also help save money and offset the costs of paper and printing for current outreach and engagement efforts in the community.

Attachment I – Board Attendance FY20

SFY20 Board Member Attendance

Name	Committee excused	Committee absent	Board excused	Board absent
Julie Landoll	5		3	1
Ken Murray	1		1	
Katie Chieda	3		2	
Lenora Minor		1		
Steve Barnes	1			
Steven Fawcett	3	4	6	1
Ben Chaffee Jr.	4	3	3	1
Mike White	3	1	2	1
Rob Duncan	2	4	3	
Lisa Hivnor	1			
Tom Sharpnack	1	2	1	
DeEtte Zimmerman	1	1	2	
Dorothy Ruffer	1			1

REMOVAL FROM OFFICE

Section 340.02 ((G) of the ORC states that any member of the Board may be removed from office by the appointing authority for:

1. Neglect of duty;
2. Misconduct;
3. Malfeasance in office; or
4. Conflicts of interest.

Neglect of duty in office is the absence of a Board member within one year from either four Board meetings or from two Board meetings without prior notice. If that occurs, the Board is to notify the Appointing Authority of the offending Board member, which may vacate the appointment and appoint another person to complete that member's term.

Misconduct in office is the commission of conduct not befitting a public official such as neglect of duty, gross immorality, drunkenness, misfeasance, malfeasance or nonfeasance.

Malfeasance in office is the commission of an unlawful act, done in an official capacity, which affects the performance of official duties, such as a Board member acting unilaterally without full Board authorization in any Board matter.

Conflicts of interest in office are defined in Section 103.2 Section 2 of these Policies and Procedures.

A Board member who meets criteria to be removed from office shall be informed in writing of the charges and afforded an opportunity for a hearing.

Attachment II



Huron County Board of MENTAL HEALTH and ADDICTION SERVICES

SFY 2020 – SFY 2022 Strategic Plan

MISSION

Provide access to mental health and addiction services and resources for prevention, treatment, and recovery supports while educating and advocating for community members.

VISION

For Huron County to be a community where all individuals are mentally and emotionally healthy and addiction free.

VALUES

- Transparency
- Integrity
- Respect
- Accountability
- Collaboration
- Responsiveness
- Service

TARGETED OUTCOMES

- Increase collaboration and unity amongst the Board, community agencies, treatment providers, schools & community stakeholders
- Increase focus on mental health and crisis services and programming
- Increase community outreach and engagement
- Increase recovery supports
- Increase and improved access to prevention services and resources
- Increase Board member engagement
- Improve Board functionality

The Strategic Plan will be reviewed by the Board at a minimum of every twelve months to ensure appropriate progress is being made toward the Goals and Objectives. If decided, Goals and Objectives may be added or modified during review.

Goal 1: To develop and foster an environment of collaboration and unity amongst key parties.

Objective 1a: Schedule quarterly collaboration meetings with contracted providers aimed at increased coordination, problem solving, and level setting.

- **Timeline:** Beginning October 2019, quarterly
 - **FY2020 Q1:** November 25, 2019
 - **FY2020 Q2:** March 9, 2020

- **Beginning March 24, 2020:** Weekly meeting with Oriana, FLC, Firelands

Objective 1b: Identify and implement strategies to attract and retain qualified behavioral health professionals.

- **Timeline:** Beginning SFY 2020, ongoing
 - **April 20, 2020:** began biweekly agency wellness challenges for all contracted agencies
 - **July 2020:** thank you cards and masks sent to all contracted agencies

Objective 1c: Increased collaboration and partnership with area schools through consistent contact and sharing of resources.

- **Timeline:** Beginning SFY 2020, ongoing
 - **Fall 2019:** Partnering with schools on Wellness funds
 - Meetings with Monroeville, South Central, New London, Bellevue, Willard
 - Collaboration with schools on expansion of FCFC to include Wraparound services
 - **Beginning Fall 2019:** K-12 Funding
 - **Beginning March 2020:** email schools at least once a month to check in and offer support and assistance

Objective 1d: Continuous assessment of needs by attending meetings with community partners and community.

- **Timeline:** Beginning SFY 2020, ongoing
 - **April 2020:** Survey Monkey on Facebook
 - Meetings with community partners ongoing (ED calendar)

Goal 2: To increase community outreach and engagement.

Objective 2a: Increase community awareness of services and resources through participation in scheduled community events, hosting community events/trainings at least once per quarter, social media marketing, and improved website utilization.

- **Timeline:** Beginning SFY 2020, quarterly
 - **March 2020:**
 - Biweekly press releases (Norwalk Ohio News, Norwalk Reflector, Willard Times-Junction)
 - Posting on social media at least 6x/day
 - Created Instagram and Twitter pages
 - **June 2020:**
 - Approved Community Engagement and Resource Manager position whose job will focus primarily on increasing community awareness
 - Daily posts on social media (including Facebook, Twitter, and Instagram)
 - Implemented “Coffee and Conversation with MHAS”, sharing videos of discussions between MHAS and local providers
 - Weekly/Biweekly newsletters sent out via IContact Email.
 - **July 2020:**
 - Daily posts on social media (including Facebook, Twitter, and Instagram)
 - Implemented “Mental Health & Addiction in the Workplace” initiative
 - Implemented the distribution of Resource Bags that contain information related to support for mental health and addiction.
 - Continued “Coffee & Conversation with MHAS”, sharing videos of discussions between MHAS and local providers.
 - Weekly/Biweekly newsletters sent out via IContact Email.
 - Created a new Youtube account to post “Coffee & Conversation with MHAS” and other motivational and informative videos.

- Self-care and coping skills resource folders sent to Huron County Public Health staff.
- Assist REACT members in the distributing resources to local first responder departments.

Objective 2b: Partner with HOLA and/or Starting Point to develop a plan on how to best serve Hispanic community.

- **Timeline:** Beginning SFY 2021
 - **July 2020:** Contacted Silvia Hernandez with Starting Point Outreach to extend offer of serving on the Board.

Objective 2c: Increase functionality of Board website and include multiple language options.

- **Timeline:** By June 30, 2022

Objective 2d: Increase accessibility throughout the county.

- **Timeline:** By June 30, 2022

Goal 3: Increase access to and utilization of recovery support services to increase likelihood of success in recovery from mental health and addiction.

Objective 3a: Reduce transportation barriers by increasing knowledge of and access to available and affordable options.

- **Timeline:** By June 30, 2022
 - **Beginning July 2019:** SOR funding for transportation
 - **Fall 2019:** Transportation pilot

Objective 3b: Plan, fund, and implement recovery housing resources and assist community partners in planning and implementing additional forms of housing resources.

- **Timeline:** By June 30, 2022
 - **FY2020:** Expansion of House of Hope by 6 beds
 - **May 2020:** Grant application
 - Submitted RCORP-Implementation grant application which includes funding for expansion of recovery housing

Objective 3c: Continued expansion and utilization of peer support services including the addition of mental health peer support.

- **Timeline:** Beginning SFY 2020, ongoing
 - **February 2020:** Contracted with Let's Get Real for expansion of peer support services including mental health peer support

Objective 3d: Plan, fund, and implement community wellness center.

- **Timeline:** By June 30, 2021
 - **May 2020:** Board approved entering into a lease with Let's Get Real to utilize basement of Board building for community wellness center and walk in peer support services

Goal 4: To increase focus and access to prevention services.

Objective 4a: Identify and evaluate current prevention services.

- **Timeline:** Beginning SFY 2020, ongoing
 - **Fall 2019:** Contracted with FCFC to serve as lead for prevention

Objective 4b: Meet with school administrators to discuss current needs and assist in planning additional efforts.

- **Timeline:** Beginning SFY 2020, ongoing
 - **Fall 2019:** Partnering with schools on Wellness funds
 - Meetings with Monroeville, South Central, New London, Bellevue, Willard
 - Collaboration with schools on expansion of FCFC to include Wraparound services
 - **Fall 2019:** K-12 Funding
 - **Beginning March 2020:** Ongoing contact with superintendents around needs and ways MHAS can provide support and assistance
 - **April 2020:** Distributed resources and frisbees to all local schools

Objective 4c: Fund and implement 40 Developmental Assets program.

- **Timeline:** Beginning January 2020, ongoing
 - **January 14 and 15, 2020:** training held
 - Trained 18 individuals
 - **Spring 2020:** FCFC taking over as lead on implementing Developmental Assets program in Huron County

Objective 4d: Host quarterly Prevention Coalition Meetings.

- **Timeline:** Beginning SFY 2020, quarterly
 - **Meetings held:**
 - October 1, 2019
 - November 20, 2019
 - February 11, 2020
 - April 2, 2020
 - **Spring 2020:** FCFC will be taking over the lead on Prevention Coalition meetings

Objective 4e: Fund and implement First Responder Peer Support training.

- **Timeline:** Beginning November 2019, ongoing
 - **November 2019:** First training held at Willard Fire
 - Trained 15 individuals
 - **May 2020:** Submitted LEMHWA-COPS (Law Enforcement) grant application which includes funding for additional first responder peer support trainings and services

Objective 4f: Provide LGBTQ training to behavioral health providers and fund services and programs for this population.

- **Timeline:** Beginning SFY 2020
 - Training originally scheduled for March 2020, cancelled due to COVID-19
 - **June 2020:** Training held virtually (Firelands)

Objective 4g: Contract with provider to deliver prevention services and community trainings including Mental Health First Aid, QPR, etc.

- **Timeline:** By June 30, 2022
 - **February 2020:** Contracted with NAMI Coordinator, Kevin Mount. NAMI is working on partnership with Mental Health America to offer virtual MHFA trainings
 - **April 2020:** Began offering virtual QPR trainings multiple times per month

Objective 4h: Increase access to support groups throughout the county.

- **Timeline:** By June 30, 2022
 - **February 2020:** Contracted with NAMI Coordinator, Kevin Mount, to expand NAMI's reach in Huron County including increased support groups
 - **February 2020:** Contracted with Let's Get Real for expansion of peer support services including support groups

Goal 5: To increase focus and access to mental health and crisis services.

Objective 5a: Fund, implement, and support Critical Incident Stress Management (CISM) team.

- **Timeline:** Beginning SFY 2021, ongoing

Objective 5b: Develop and implement Mental Health QRT team.

- **Timeline:** By June 30, 2021
 - **February 2020:** Contracted with Darrell Shumpert, LOSS Coordinator

Objective 5c: Build Trauma Informed Community.

- **Timeline:** Beginning SFY 2020, ongoing
 - **January 7, 2020:** Phone call with Kim Kehl, OhioMHAS lead on Trauma Informed Care
 - **March 2020:** Trauma Informed Care training sponsored by Monroeville City Schools

Objective 5d: Implement solutions to reduce wait times for treatment services.

- **Timeline:** Beginning SFY 2020, ongoing
 - **May 2020:** Grant application
 - Submitted two Grant Applications which include solutions for addressing wait times for treatment services
 - RCORP-Implementation
 - CDC Comprehensive Suicide Prevention

Goal 6: To increase Board member participation and engagement.

Objective 6a: Board members will increase awareness and education.

- **Timeline:** Beginning September 2019, ongoing

Objective 6b: Increase Board member attendance at meetings.

- **Timeline:** Beginning September 2019, ongoing

Objective 6c: Increase Board member participation at community events.

- **Timeline:** Beginning SFY 2020, ongoing

Objective 6d: Develop structured Board member orientation.

- **Timeline:** Beginning SFY 2020, ongoing
 - **December 2019:** Policy implemented in Board meeting

Objective 6e: Schedule Board retreat during which Board members will visit local providers, both funded and non-funded, to increase awareness and understanding of services in the community.

- **Timeline:** By June 30, 2022

Goal 7: To improve functionality of the Board.

Objective 7a: Obtain new office space.

- **Timeline:** Decision by September 30, 2019, move by December 31, 2019
 - **December 30, 2019:** Move completed

Objective 7b: Create Committee to review policies and procedures manual.

- **Timeline:** By September 30, 2019

- Meetings held:
 - September 23, 2019
 - November 18, 2019

Objective 7c: Obtain Culture of Quality certification.

- **Timeline:** By March 31, 2020 (change to By September 30, 2021)
 - Placed on hold by OACBHA due to COVID-19
 - Rescheduled for September 9-10, 2021

Objective 7d: Develop structured approach to contracts, reviews, and policies.

- **Timeline:** By June 30, 2022

Attachment III

GOVERNING BOARD TRAININGS

We now have three recorded trainings available for Governing Board Members. We have Board Member Roles, Rights, and Responsibilities; Sunshine Laws; and Ethics Laws. There are all fairly brief modules that can be accessed by your Governing Board Members. In addition, we're willing to conduct live, virtual Board trainings upon request.

- Roles, Rights, and Responsibilities - https://oacbha.org/roles_rights_and_responsibil.php
- Sunshine Laws - https://oacbha.org/sunshine_laws.php
- Ohio Ethics Laws - https://oacbha.org/ohio_ethics_laws.php

Attachment IV

1. What do you see as being the needs in Huron County based on the parts of the community you interact with on a regular basis?
2. What ideas or recommendations do you have regarding services or areas of improvement?
3. Have you heard any negative feedback regarding the Board or mental health and/or addiction services in the county?