



# HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street  
Norwalk, Ohio 44857

## November 17, 2020 BOARD MEETING AGENDA

### Location: Zoom

<https://us02web.zoom.us/j/85466701851>

Meeting ID: 854 6670 1851, Passcode: 220262

Dial by phone: (929) 205-6099, Meeting ID: 854 6670 1851, Passcode: 220262

\*The Public is now required to call in and will not be admitted to the meeting via video

\*\*The waiting room feature has been enabled. The host will let you in to the meeting at the start time.

### Rules for the Public

- You are only permitted to listen, not participate (until any scheduled public comment time).
- Your phones/computers must be muted during the meeting.
- If you are inadvertently disconnected, you are responsible for calling/logging back in to reconnect to the meeting.
- The meeting will be halted temporarily if it becomes aware that a governing board member was dropped from the meeting until that board member can reconnect.
- Public comment is limited to three minutes for each person.
- Board members are not obligated to respond to comments from the public.

### Rules for Board Members

- Roll call will be taken at the begin of the meeting
- A quorum is still required to conduct the meeting
- If you are inadvertently disconnected from the meeting, you should immediately notify a staff contact running the meeting so that the meeting can be halted until you announce that you have re-connected.
- If a board member knows they have to leave the meeting early, they should inform staff in advance and announce when they are disconnecting.
- Minutes must still be taken
- If executive session is needed for authorized purposes per regular requirements, it should be held at the beginning of the meeting since the public are not permitted to join. The public will then be permitted to join when the board returns to open session in order to take action.

<b>Time</b>		<b>Who</b>
6:02 PM	<b>Call to Order</b>	Board Chair
	<b>Guest Introductions &amp; Public Comment</b>	
	<b>Presentation</b> <ul style="list-style-type: none"> <li>• Family Life Counseling</li> </ul>	
	<b>Approval of Board Minutes</b>	
	<b>Board Chair Report</b>	Board Chair
	<b>Executive Director's Report</b>	Ex. Director
	<b>Committee Meeting Reports</b> <ul style="list-style-type: none"> <li>• Governance Committee <ul style="list-style-type: none"> <li>○ EEO Plan</li> <li>○ December Board meeting</li> <li>○ Records Retention Schedule</li> </ul> </li> <li>• Program Committee <ul style="list-style-type: none"> <li>○ Early Childhood Mental Health proposal</li> <li>○ SOR 2.0</li> </ul> </li> </ul>	
	<b>Old Business</b>	
	<b>Meeting Discussion/New Business</b> <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• October List of Bills</li> <li>• MHAS/DD Shared Funding</li> </ul>	
6:58	<b>Adjournment</b>	Board Chair



**November 17, 2020**

**I. CALL TO ORDER**

Meeting called to order at  6:02  PM.

Board Members in attendance:

X	Katie Chieda	X	Ben Chaffee, Jr.-Left at 6:28	X	Rob Duncan
X	Lisa Hivnor	X	Julie Landoll		Silvia Hernandez-Excused
X	Steve Barnes	X	Dorothy Ruffer		Tom Sharpnack-Absent
X	Lenora Minor	X	Mike White	X	Nora Knople

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Administrative Assistant
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**II. GUEST INTRODUCTIONS & PUBLIC COMMENT**

Dr. Steven Burggraf (Family Life Counseling), Lauren Robinson (Firelands Counseling & Recovery Services), Greg Klima (Let's Get Real), Matt Roche (Norwalk Ohio News), Deanna England (Oriana House), Jessica Dickman (Family Life Counseling), Joanna Gioia (Ohio Guidestone), Terry Boose (Huron County Commissioner), Drew Riley (Peer Supporter), Laura Miller (Firelands Counseling & Recovery Services)

- Mr. Terry Boose requested to address the Board. Mr. Boose thanked the Board for moving public comments to the beginning of the meeting but stated he is still disappointed in the way the public is treated by only being allowed to participate by phone. Mr. Boose stated that thousands of Zoom meetings and Facebook live videos are held daily. Mr. Boose reminded Board members that as of December 1<sup>st</sup> remote meetings are scheduled to end unless that order is extended. Mr. Boose also stated he is disappointed in the status of the Recovery Housing proposal. Mr. Boose stated that the Board has levy money available and he feels some of the Board's policies are too stringent when it comes to funding, adding that he doesn't know how anyone that wants to start something new to help people will be able to start something due to the Board's requirements for funding and he's very disappointed in the recent response from the Board .
  - Mr. Steve Barnes responded that the Board sent a document to the Schwan's regarding questions and concerns related to the proposal and the Board has not received any response to those questions so the Board cannot take action

as the proposal was tabled until responses are received.

- Mr. Boose stated he looked over the concerns the Board had sent and some of the things listed the Schwan's cannot do due to being a new organization, adding that he felt the Board had extreme questions that the Schwan's were unable to answer.

### **III. PRESENTATION**

- Family Life Counseling
  - Dr. Steven Burggraf requested to address the Board regarding Children's Mobile Response & Stabilization Services. This program is a collaborative effort between Family Life Counseling, Huron County Children Services, Family and Children First Council (FCFC) and MHAS.
  - Purpose of the program: Address a community need by providing rapid and effective crisis stabilization for families. The goal of the program is to provide intervention and support at the earliest moment families identify that help is needed. Early intervention increases the opportunity to minimize the likelihood of future crises and supports a child and family's path to success. The program operates through a trauma-informed lens to understand what the family has experienced and then help them cope with the immediate crisis. When there is a crisis, a licensed clinician is available within a set amount of time to help de-escalate, assess, and develop a plan together with the child and family.
  - Process of the program:
    - Step One: the Huron County Children Services case workers identify a family in crisis and in need of crisis stabilization services. The Children Services worker then identifies the level of crisis which will determine what crisis services are provided and the response time.
    - Step 2: Once a level of service is determined, the Children Service's worker will refer the family to the program by calling the Crisis Stabilization number (4195718432) which is available 24/7 and a mobile crisis worker is dispatched.
    - Step 3: The Mobile Crisis Response Worker will respond to the crisis either in person, by phone or telehealth, and provide the intervention services necessary.
    - Step 4: The Mobile Crisis Response Worker will complete an assessment to determine services needed and provide those services for 4-8 weeks depending on the need. A Family Needs Assessment will also be utilized to determine the needs among the rest of the family members.
    - Step 5: During the 4-8-week period recommendations and referrals will be made for ongoing services needed and warm handoff will take place.
    - Step 6: The Mobile Crisis Response Team will schedule monthly team meetings to review the program process and case plans.
  - Proposed program outcomes: By working with birth families, the program will address youth and family needs and stabilize their circumstances, which can prevent the need for higher intensity intervention or additional system involvement, such as entry into foster care. For youth and families who are involved with the child welfare system, this program can support youth and foster parents at the time

of entry into foster care or at any time during the placement, as well as support a child and family following reunification. This program also helps improve relative placement stability and strengthens post-permanency outcomes by supporting children in guardianship and adoptive families. Additional outcomes of the program will be increased number of families that make it through a crisis and see change and increase number of families using coping skills provided by the crisis intervention team.

- Funding of services: Dr. Burggraf shared that the majority of services will be covered by Medicaid, some private insurance, and Board funds. Dr. Burggraf shared that the greatest financial need for sustainability is to offer an incentive for carrying the on-call phone. Dr. Burggraf shared that he will be carrying on the on-call phone as the program begins to ensure the process works and Ms. Jessica Dickman, Site Director of FLC, will be assisting in overseeing the services.

#### IV. APPROVAL OF BOARD MEETING MINUTES

<b>MOTION:</b> <b>1</b>	To approve the October 27, 2020 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on October 29, 2020.		
<b>Motion Made By:</b>	Ben Chaffee, Jr.	<b>Seconded:</b>	Mike White

4	Katie Chieda	5	Ben Chaffee, Jr.	10	Rob Duncan
3	Lisa Hivnor	6	Julie Landoll		Silvia Hernandez-Excused
2	Steve Barnes	7	Dorothy Ruffer		Tom Sharpnack-Absent
1	Lenora Minor	8	Mike White	9	Nora Knople

**No Opposition**

#### V. BOARD CHAIR REPORT

- Ms. Lisa Hivnor shared that Ms. Katie Chieda will be sending out an email regarding Ms. Cardone’s review to all Board members by the end of the week and asked that Board members send responses back as soon as possible.

#### VI. EXECUTIVE DIRECTOR REPORT

- Ms. Cardone shared the following updates to the Board:
- State/Federal
  - Ms. Cardone shared that OACBHA hosted a meeting with Senator Sherrod Brown and Board Directors throughout the state last week to discuss issues that are being experienced at a local level and to request his assistance with flexible funding and ongoing support of behavioral health.
  - Ms. Cardone stated she has a meeting scheduled with Senator Rob Portman’s office tomorrow to have a similar conversation.
- Local

- Ms. Cardone shared an update on the App. Focus groups for the app will be completed by next week and she hopes to have app published by first week of December.
  - Ms. Cardone shared some ideas on how to promote the App throughout the county.
    - Purchase posters using Crisis Text Line funds and distribute at all locations open to the public including gas stations, groceries stores, schools, etc.
    - Email poster to local employers and community partners asking them to print and hang posters and share app info with employees.
    - Stickers for pizza boxes and other food delivery services with the app information.
    - Ms. Cardone shared that Board staff is also looking into purchasing billboards and radio ads to promote the app and resources.
  - Ms. Cardone shared that she is looking into purchasing a self-screening tool to add to the Board's website. The self-screening tool will allow people to answer questions regarding how they are feeling and be linked with local providers that may assist them based on their responses. Ms. Cardone added that the Board will be able to track usage of the tool, adding that there are multiple screenings available so based on which screening is most utilized the Board will have a better understanding of what the primary concerns are in the county.
  - Ms. Cardone shared that she attended a meeting with the Nord Center, accompanied by Ms. Julie Landoll. The Nord Center shared what services they offer and asked what they can do to support Huron County.
  - Ms. Cardone shared information regarding upcoming CIT (crisis intervention team) trainings. Ms. Cardone shared that the Sheriff's office will be sending four of their officers to upcoming academy.
  - Ms. Cardone shared an update on the agency audits.
  - Ms. Cardone held meetings on November 6, 2020 to review audits and stated that all agencies are doing a very good job.
  - Ms. Cardone shared that some of the local agencies have been greatly impacted by COVID and local treatment providers continue to provide services via telehealth to help meet the need. Firelands is primarily utilizing telehealth services currently due to the outbreak and is only providing in person services based on clinical need.
- Board
    - Ms. Cardone shared that she will be contacting Board members regarding Board member mileage for FY20.
    - Ms. Cardone reminded Board members of their required training that is due.
    - Ms. Cardone asked Board members to check their emails weekly even if there are no upcoming meetings because other information is being sent and shared frequently.
    - Ms. Cardone shared a brief overview of current outreach efforts.
    - Ms. Cardone shared that Board staff is sending out weekly newsletters for engagement and outreach on a variety of topics. Ms. Cardone shared that if Board

members or attendees receive the MHAS newsletter, please share with other contacts and if someone currently does not receive the newsletter and would like to, please let MHAS Board staff know.

- Ms. Cardone shared Board staff is still working on the Mental Health and Addiction in the Workplace initiative. Multiple businesses have already reached out for information for their employees however Board staff would like to expand their reach. Ms. Cardone asked that if you know any businesses are interested in the Mental Health and Addiction in the Workplace webinar or resources to please let MHAS Board staff know.
- Ms. Cardone shared an update on National Drug Take Back Day. MHAS Board staff distributed “Deterra Drug Deactivation Kits” and resource bags to law enforcement. MHAS will continue to distribute and promote for safe disposal of medications. Ms. Cardone asked attendees if they or anyone they know is interested in the deactivation kits please let MHAS Board staff know.
- Ms. Cardone shared that Board staff submitted an Ohio Prevention Network (OPN) Grant to increase access to Naloxone, Medication Assisted Treatment, and expand the Huron County Quick Response Team in an effort to reduce the number of unintentional overdose deaths in Huron County.
- Ms. Cardone shared that Board staff had distributed 305 Resource Bags for the month of October throughout Huron County. MHAS will continue to promote these resources bags.
- Ms. Cardone shared an update on a recent REACT Meeting. First Responders are doing well however from discussion it was determined that MHAS will create and distribute a First Responder Newsletter the first week of every month on different mental health and addiction topics related to first responders.
- Ms. Cardone shared that MHAS is assisting Let’s Get Real in hosting a Peer Support Training in January 2021. MHAS is seeking Huron County residents in recovery minimum of 2 years who are interested in becoming a Certified Peer Recovery Supporter. Ms. Cardone asked if Board members know anyone in recovery that would be interested please contact her at [director@huroncountymhas.org](mailto:director@huroncountymhas.org).
- Ms. Cardone shared that November is Caregiver Appreciation Month and recently Board staff sent emails to local nursing homes and caregiving facilities with resources such as coping skills, stress management tips, and self-care tools to distribute to staff.
- Ms. Cardone shared that The Community Advisory Committee continues to meet monthly. Next meeting is 11/18/20. This committee gathers to discuss current and upcoming outreach efforts and ideas from community members. Ms. Cardone asked if Board members know of anyone who would be interested in being a part of this group, please let MHAS Board staff know.
- Ms. Cardone shared that the Board has received responses from three applicants regarding the open Board seat for an individual in recovery. Ms. Cardone is waiting for the third application but first two have been sent to Commissioners for them to interview.

**VII. COMMITTEE MEETING REPORTS**

- **GOVERNANCE COMMITTEE REPORT**

- **Equal Employment Opportunity Plan (Attachment I)**

- Ms. Cardone shared with the Committee the Equal Employment Opportunity Plan which was recently adopted by the Huron County Commissioners. Committee members reviewed the plan, as shown in Attachment I, and were in support of adopting this plan.

<b>MOTION:</b> 2	To approve and adopt the Equal Employment Opportunity Plan as shown in Attachment I.		
<b>Motion Made By:</b>	Julie Landoll	<b>Seconded:</b>	Rob Duncan

6	Katie Chieda		Ben Chaffee, Jr.-Excused	2	Rob Duncan
7	Lisa Hivnor	5	Julie Landoll		Silvia Hernandez-Excused
8	Steve Barnes	4	Dorothy Ruffer		Tom Sharpnack-Absent
9	Lenora Minor	3	Mike White	1	Nora Knople

**No Opposition**

- **December 2020 MHAS Board meetings**

- Ms. Cardone informed the Committee that at this time there are no agenda items for the December Board meetings. Committee members discussed and recommend cancelling the December Committee meetings and full Board meeting.

<b>MOTION:</b> 3	To cancel the December 2020 Program Committee meeting on December 14, Finance Committee meeting on December 15, and full Board meeting on December 22.		
<b>Motion Made By:</b>	Rob Duncan	<b>Seconded:</b>	Nora Knople

1	Katie Chieda		Ben Chaffee, Jr. -Excused	8	Rob Duncan
2	Lisa Hivnor	5	Julie Landoll		Silvia Hernandez-Excused
3	Steve Barnes	6	Dorothy Ruffer		Tom Sharpnack-Absent
4	Lenora Minor	7	Mike White	9	Nora Knople

**No Opposition**

- **Records Retention Schedule (Attachment IV)**

- Ms. Cardone shared with Committee members an updated Records Retention Schedule for review. Committee members reviewed the Records Retention Schedule and made minor updates. The final Records Retention Schedule may be found in Attachment IV.



<b>MOTION:</b> <b>4</b>	Approve the Records Retention Schedule as shown in Attachment IV and authorize Executive Director to submit to the Ohio Historical Society for approval.		
<b>Motion Made By:</b>	Dorothy Ruffer	<b>Seconded:</b>	Lenora Minor

9	Katie Chieda		Ben Chaffee, Jr.-Excused	5	Rob Duncan
8	Lisa Hivnor	3	Julie Landoll		Silvia Hernandez-Excused
7	Steve Barnes	2	Dorothy Ruffer		Tom Sharpnack-Absent
6	Lenora Minor	1	Mike White	4	Nora Knople

**No Opposition**

<b>MOTION:</b> <b>5</b>	To approve the November 2, 2020 Governance Committee meeting minutes as sent on November 11, 2020.		
<b>Motion Made By:</b>	Lenora Minor	<b>Seconded:</b>	Julie Landoll

6	Katie Chieda		Ben Chaffee, Jr.-Excused	1	Rob Duncan
7	Lisa Hivnor	3	Julie Landoll		Silvia Hernandez-Excused
8	Steve Barnes	4	Dorothy Ruffer		Tom Sharpnack-Absent
9	Lenora Minor	5	Mike White	2	Nora Knople

**No Opposition**

- **PROGRAM COMMITTEE REPORT**

- **Early Childhood Mental Health Proposal (Attachment II)**

- Ms. Cardone shared that the Board only received one proposal for Early Childhood Mental Health services and that was from Ohio Guidestone. Ms. Cardone shared with Committee members that Ohio Guidestone provides Early Childhood Mental Health services throughout the state and that they have the needed experience and qualifications to provide this service in Huron County.
- There were no questions or concerns regarding the proposal which may be found in Attachment II.

<b>MOTION:</b> <b>6</b>	Authorize Executive Director to enter into a SFY 2021 contract with Ohio Guidestone for Early Childhood Mental Health Services, utilizing OhioMHAS State and Federal Allocations for Fiscal Year 2021, the amount of \$19,998.00.		
<b>Motion Made By:</b>	Lisa Hivnor	<b>Seconded:</b>	Dorothy Ruffer

1	Katie Chieda		Ben Chaffee, Jr.-Excused	8	Rob Duncan
2	Lisa Hivnor	5	Julie Landoll		Silvia Hernandez-Excused
3	Steve Barnes	6	Dorothy Ruffer		Tom Sharpnack-Absent
4	Lenora Minor	7	Mike White	9	Nora Knople

**No Opposition**

- **State Opioid Response (SOR) 2.0 Funding (Attachment III)**
  - Ms. Cardone shared an update with the Committee on SOR 2.0 funding. 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 based on the Board's Strategic Plan, Ms. Cardone created a proposed plan for the funding that may be found in Attachment III. There were no questions or concerns regarding the SOR 2.0 proposed plan.
  - Ms. Cardone will finalize these numbers this week prior to submitting the application on Friday. Due to not having the final numbers at this time, the motion will reflect the maximum amount of funding Ms. Cardone may apply for.
  - Ms. Cardone provided a brief update to the Board regarding the funding request.
    - Ms. Cardone shared that most of funding amounts have been finalized however the main piece she is waiting on is regarding the Drug Free Workplace trainings. Ms. Cardone spoke with Norwalk Economic Development Corporation (NEDC) regarding virtual Drug Free Workplace trainings needed vs. the previous in person trainings. Previously there was no cost associated with these trainings however due to COVID and having to host virtual trainings, the county needs to seek an outside organization to provide this service which will require funding. Ms. Cardone believes that's an expense the SOR funds can be used for. Ms. Cardone reached out to Huron County Development Council (HCDC) for an estimated number of employees in Huron County and that number is just under 15,000. Ms. Cardone stated she is not sure how much funding will be needed at this time but her goal is to estimate high. She will have more information regarding the amount of funding needed for these trainings by Friday however the SOR funding application is due prior so Ms. Cardone would like to ask for a total of \$770,000.00 in funding to ensure needed services are covered.
      - Dr. Mike White asked what Drug Free Workplace Training is and Ms. Cardone responded it is a required training from the state that certain employers must offer employees annually per the requirements of the Bureau of Worker's Compensation. It offers training on a drug free workplace, helps businesses implement or update drug free workplace policies and assists employers in sharing resources for employees who may need help with substance abuse. Ms. Cardone added that she suggests implementing a local training program for the future however due to COVID, they are trying to put the pieces together as quickly as possible.
        - Mr. Terry Boose added that that anyone that does work for federal funds is required to complete this Drug Free Workplace training or they cannot receive funds from the Federal Government.

<b>MOTION:</b> 7	Authorize Executive Director to apply for Fiscal Year 2021 State Opioid Response funding in an amount not to exceed \$770,000.00.
<b>Motion Made By:</b>	Lisa Hivnor
<b>Seconded:</b>	Dorothy Ruffer

9	Katie Chieda		Ben Chaffee, Jr.-Excused	2	Rob Duncan
8	Lisa Hivnor	5	Julie Landoll		Silvia Hernandez-Excused
7	Steve Barnes	4	Dorothy Ruffer		Tom Sharpnack-Absent
6	Lenora Minor	3	Mike White	1	Nora Knople

**No Opposition**

<b>MOTION:</b> 8	To approve the November 9, 2020 Program Committee meeting minutes as sent on November 11, 2020.
<b>Motion Made By:</b>	Lisa Hivnor
<b>Seconded:</b>	Rob Duncan

1	Katie Chieda		Ben Chaffee, Jr.-Excused	8	Rob Duncan
2	Lisa Hivnor	5	Julie Landoll		Silvia Hernandez-Excused
3	Steve Barnes	6	Dorothy Ruffer		Tom Sharpnack-Absent
4	Lenora Minor	7	Mike White	9	Nora Knople

**No Opposition**

**VIII. OLD BUSINESS**

- No old business

**IX. MEETING DISCUSSION/NEW BUSINESS**

- The Finance Committee did not have a quorum and because of this, the Board reviewed the Financial Report and List of Bills during the Board meeting.
- **October 2020 Financial Report (Attachment V)**

<b>MOTION:</b> 9	To approve the Financial Report through October 31, 2020 as included in Attachment V.
<b>Motion Made By:</b>	Lisa Hivnor
<b>Seconded:</b>	Nora Knople

6	Katie Chieda		Ben Chaffee, Jr.-Excused	4	Rob Duncan
7	Lisa Hivnor	1	Julie Landoll		Silvia Hernandez-Excused
8	Steve Barnes	2	Dorothy Ruffer		Tom Sharpnack-Absent
9	Lenora Minor	3	Mike White	5	Nora Knople

**No Opposition**

- **October 2020 List of Bills (Attachment VI)**

<b>MOTION: 10</b>	To approve the October 2020 List of Bills as included in Attachment VI.		
<b>Motion Made By:</b>	Dorothy Ruffer	<b>Seconded:</b>	Rob Duncan

1	Katie Chieda		Ben Chaffee, Jr.-Excused	8	Rob Duncan
2	Lisa Hivnor	5	Julie Landoll		Silvia Hernandez-Excused
3	Steve Barnes	6	Dorothy Ruffer		Tom Sharpnack-Absent
4	Lenora Minor	7	Mike White	9	Nora Knople

**No Opposition**

- **MHAS/DD Shared Funding**

- Ms. Cardone shared that last year the Board approved shared funding with the Board of Developmental Disabilities for just over \$8,000. Ms. Cardone stated that this is renewed funding that was already allocated prior in the year; however, this funding is annually so the motion was not made until now. The amount of this contract is more than the previous year due to being for 13 months not 12 months.

<b>MOTION: 11</b>	Authorize Executive Director to enter into a SFY21 shared funding agreement with Huron County Board of Developmental Disabilities to provide respite services to client effective October 1, 2020 through October 31, 2021, utilizing Huron County levy reserves, in an amount not to exceed \$8,669.91.		
<b>Motion Made By:</b>	Lisa Hivnor	<b>Seconded:</b>	Julie Landoll

9	Katie Chieda		Ben Chaffee, Jr.-Excused	1	Rob Duncan
8	Lisa Hivnor	5	Julie Landoll		Silvia Hernandez-Excused
7	Steve Barnes	4	Dorothy Ruffer		Tom Sharpnack-Absent
6	Lenora Minor	3	Mike White	2	Nora Knople

**No Opposition**

**X. ADJOURNMENT**

<b>MOTION: 12</b>	To adjourn the November 17 <sup>th</sup> , 2020 Huron County Board of Mental Health and Addiction Services Board meeting.		
<b>Motion Made By:</b>	Rob Duncan	<b>Seconded:</b>	Nora Knople

1	Katie Chieda		Ben Chaffee, Jr.-Excused	8	Rob Duncan
2	Lisa Hivnor		Julie Landoll-Left		Silvia Hernandez-Excused

3	Steve Barnes	5	Dorothy Ruffer		Tom Sharpnack-Absent
4	Lenora Minor	6	Mike White	7	Nora Knople

**No Opposition**

The November 17, 2020 meeting of the Board adjourned at \_\_6:58\_\_p.m.

## **Attachment I**

### **EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) FOR HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES**

#### **POLICY STATEMENT:**

The Huron County Board of Mental Health and Addiction Services (HCMHAS) is an Equal Opportunity Employer (EEO) and does not discriminate based on race, color, ancestry, religion, sex, age, national origin, disability, military status, genetic information, sexual orientation, or other unlawful bias except when such a factor constitutes a bona fide occupational qualification (“BFOQ”). All personnel decisions and practices including, but not limited to, hiring, suspensions, terminations, layoffs, demotions, promotions, transfers, and evaluations, shall be made without regard to the above listed categories. HCMHAS intends for all its policies to comply with federal and state equal employment opportunity principles and other related laws.

HCMHAS condemns and will not tolerate any conduct that intimidates, harasses, or otherwise discriminates against any employee or applicant for employment on the grounds listed above. Anyone who feels that their rights have been violated under this policy should submit a written complaint of discrimination to the Executive Director if the Executive Director is not the alleged perpetrator or to the HCMHAS Board Chair. Each of these persons shall have the authority and responsibility to work with the office of the County Prosecutor to investigate and take appropriate action concerning the complaint.

Reports and details regarding an alleged EEO violation should be in writing, thorough, factual, in chronological order and signed by the person who is the complainant or another who is an observer of the incident. An appropriate investigation will be performed by the Board’s EEO officer. Late reporting of complaints will not, in and of itself, preclude HCMHAS from acting; however, so that a thorough and accurate investigation may be conducted, employees are encouraged to report complaints in an expedient manner following the harassing or offensive incident(s).

#### **EEO OFFICER DUTIES:**

HCMHAS commits to continuously maintaining the appointment of an EEO officer. The officer for HCMHAS is the Executive Director. The EEO officer has the responsibility for effectively administering, promoting, communicating and evaluating HCMHAS’ EEOP. The EEO officer will make recommendations, when needed, to address deficiencies in the EEOP.

#### **PLAN:**

HCMHAS is committed to ensuring that there not be any form of discrimination exhibited in any of its efforts in advertising, recruitment, hiring/placement, promotion/demotion/layoff/termination, compensation and during employment.

No person shall be discriminated against based on any form of protected class such as: race, color, ancestry, religion, sex, age, national origin, disability, military status, genetic information, or sexual orientation.

## **OBJECTIVES:**

### Understanding/Support:

To provide fair, expeditious and impartial processing of any EEO complaint.

To provide a systematic approach for periodically evaluating the effectiveness of HCMHAS' EEOP.

### Recruitment:

Notify all representative sources of new employees that HCMHAS is an equal opportunity employer and will hire any qualified person without regard to race, color, ancestry, religion, sex, age, national origin, disability (unless the disability rises to the level of BFQQ), military status, genetic information, or sexual orientation.

Include "Equal Opportunity Employer/EEO" statement on all advertisement and job postings.

To attempt to increase the representation in HCMHAS work force of any protected group if it is underutilized.

Seek the support and assistance of other responsible and appropriate community agencies, such as schools, colleges, employment services, etc., to help provide qualified minorities.

Be sure that job requirements/position descriptions are relevant to the actual work to be performed and that they are applied equally to all job applicants.

### Skills, Utilization and Upward Mobility:

Provide opportunities equally to all employees to enhance their skills, perform at their highest potential, and advance in accordance with their abilities.

Review the job qualifications of lower level/lower paying positions to ensure equal opportunity for job upgrading according to standards and qualifications which are no higher and no lower than those for other employees.

## **DOCUMENTATION:**

All forms, advertisements, reports, notices, posters and related EEO material shall be disbursed with directions for handling offered by the EEO officer.

The EEO officer will also be responsible for evaluating and responding to the program both orally and in writing as directed by HCMHAS.

Use of the forms supplied by the Civil Rights Commission for annual reporting which includes employment posture, employment activity, and any supplementary forms that may be necessary to analyze the results of the EEOP.

The EEO officer will submit reports to required governmental entities as to the status of the EEOP.

**COMPLIANT PROCEDURE:**

This procedure is established to provide due process standards for the prompt and equitable solution of complaints regarding EEO matters.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Ohio Civil Rights Commission. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies.

Submit all complaints regarding this policy in writing or verbally to:

EEO Officer  
Huron County Board of Mental Health and Addiction Services  
2 Oak Street  
Norwalk, OH 44857

The complaint should be filed within fifteen (15) calendar days after the complainant becomes aware of the alleged violation. Following is a brief description of the information (not all encompassing) that should be contained in the complaint.

Your discrimination complaint must contain the following:

- Your name, address, and telephone number
- A short description of the events that you believe were discriminatory (for example, you were terminated, demoted, harassed)
- Why you believe you were discriminated against (for example, because of your race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information or retaliation)
- A short description of any injury you suffered
- Your signature

After a thorough investigation, a written decision by the EEO Officer will be rendered within fifteen (15) calendar days, with a copy of the complaint and decision maintained as a matter of record.

If the complaint cannot be resolved to the satisfaction of the complainant by the EEO Officer, the complainant may request reconsideration of the decision. This request for reconsideration should be made in writing within fifteen (15) calendar days after receipt of the answer from the EEO Officer, who will then forward the request and said complaint to the HCMHAS Executive Committee and the Office of the County Prosecutor. The complainant may verbally address the Executive Committee prior to their issuing a decision. A written decision will be issued within thirty (30) calendar days.

If the decision rendered by the Executive Committee is not to the satisfaction of the complainant, the complainant may request further reconsideration of the decision. This request for further reconsideration should be made in writing fifteen (15) calendar days after receipt of the answer from



the Executive Committee. The complaint will then be set for hearing by the HCMHAS Board. An open meeting of this governing board will precede the vote. A determination will be made within thirty (30) calendar days of the hearing, and the decision of this governing board will be final.

In the event the complainant is not satisfied, a complaint may be filed with the Ohio Civil Rights Commission:

OCRC – Cleveland Regional Office  
615 W. Superior Ave. #885  
Cleveland, OH 44113

Any complaint must be filed within six (6) months of the alleged EEO violation.

effective: 11-2020

## **Attachment II**

### **Summary:**

Ohio Guidestone 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.



OhioGuidestone			
Huron County (MHAS) ECMH			
7 Month - 12/01/2020 to 06/30/2021			
Service Hours	197.22		
<b>SALARIES</b>			
Supervisor	2.5%	1,185	
ECMH Worker	25.0%	8,500	
Total Payroll	27.5%	9,685	
<b>SALARY RELATED</b>			
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	
<b>OTHER EXPENSES</b>			
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 III

### 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: **\$22,500**
      - Up to \$75/person annually
      - Estimated number of clients served: 300
  - 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 for expanded services: **\$72,000**
      - Estimated WHO number served: 20 per month
        - \$150 per engagement, \$100 for ongoing services
        - \$5,000 per month
        - \$60,000
      - Estimated number served for FDC: 5/month
        - \$20/hour, meet once per week with each
        - Total expense: \$400/month
        - \$4,800
      - Estimated number served at jail: 15 per month
        - \$20/hour, meet 2x/month
        - Total expense: \$600/month
        - \$7,200
    - Admin expense: **\$7,200**
  - Laptops for new peer supporters and for peer support trainings
    - Estimated expense: **\$5,000**
      - \$1,000 per laptop
      - 5 laptops
  - Portable hotspots for peers
    - Estimated expense: **\$2,000**
  - **Total expense for Peer Support Expansion: \$86,200**

- Recovery Housing expansion – House of Hope
  - Utilities: \$5,255
  - Transportation to and from treatment and court for residents: \$2,000
  - Renovations to expand by 4 beds: \$30,000
  - Per Diem: \$300 per month per individual for no more than 3 months
    - Estimated number of clients served: 10
    - \$9,000 total
  - Laptop for residents to use for job searches, recovery meetings, etc.: \$1,500
  - Training for two staff: \$3,000
    - Ohio Recovery Housing training
    - Evidenced based trainings for recovery and recovery housing
  - Admin Expense: \$5,000
    - **Total expense for Recovery Housing: \$55,755**
- Drug Free Workplace trainings for Huron County employers
  - Estimated expense TBD
- Personal Protective Equipment (PPE)
  - **Total expense for PPE: \$2,000**
    - \$500 per agency (FLC, Firelands, LGR, Oriana)

## Attachment IV

### SCHEDULE OF RECORDS RETENTION AND DISPOSITION SHEET Huron County Board of Mental Health and Addiction Services

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period *RC-3 Required by OHS	(4) Type of Record	(4) Media Type	<i>to!</i> For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
mhas-01-01	Advertisements for Vacant Position	Six months after position filled	Administrative	Paper & Electronic		
mhas-01-02	Annual Client Grievances and Complaints Report	Two years after complaint is resolved & two years after audit	Administrative	Paper & Electronic		
mhas-01-03	Applications & Resumes for Employment	Six months after position filled	Administrative	Paper & Electronic		
mhas-01-04	Board Committee Meeting Agenda & Minutes	Five years and after Fiscal & Compliance Audit	Administrative	Paper & Electronic		
mhas-01-05	Board Office Manual	Permanent	Administrative	Paper & Electronic		
mhas-01-06	Civil Commitments	Seven years provided audited	Administrative	Paper & Electronic		
mhas-01-07	Executive Correspondence (s)	One year	Administrative	Paper & Electronic		
mhas-01-08	Facsimile Log	Until no longer of administrative value	Administrative	Paper & Electronic		
mhas-01-09	Forensic Monitoring	Seven years provided audited	Administrative	Paper & Electronic		
mhas-01-10	General Correspondence (s)	Until no longer of administrative value	Administrative	Paper & Electronic		
mhas-01-11	Emails	Retain according to content using correspondence record series	Administrative	Paper & Electronic		
mhas-01-12	Voicemails	Until no longer of administrative value	Administrative	Paper & Electronic		
mhas-01-13	Incident Reports (Staff/Board Members/Visitors)	Until no longer of administrative value	Administrative	Paper & Electronic		
mhas-01-14	Interview Evaluations Forms and Records	Six months after position filled	Administrative	Paper & Electronic		
mhas-01-15	Inventory and Depreciation Schedule	Five years provided audited	Administrative	Paper & Electronic		
mhas-01-16	Lease Agreement	Five years provided audited	Administrative	Paper & Electronic		
mhas-01-17	Levy Campaign Materials	Two years	Administrative	Paper & Electronic		
mhas-01-18	Levy Planning Committee Minutes	Two years	Administrative	Paper & Electronic		
mhas-01-19	Ohio MHAS Program Reports: Forensic, Gambling, Title XX.	3 years after SAR Review	Administrative	Paper & Electronic		
mhas-01-20	Provider Peer Review Audit	Two years after State & Ohio MHAS Audit	Administrative	Paper & Electronic		
mhas-01-21	Provider Reports: Program, Outcomes, quality assurance, etc.	Seven years provided audited	Administrative	Paper & Electronic		
mhas-01-22	Public Records Request	Two years beyond request & information provided	Administrative	Paper & Electronic		
mhas-01-23	Transient Records (telephone message slips, post-it notes)	Until no longer of administrative value	Administrative	Paper & Electronic		
mhas-01-24	Board Employee/Personnel Files	Seven years after termination	Administrative	Paper & Electronic		
mhas-01-25	Administrative files	One year	Administrative	Paper & Electronic		
mhas-02-01	Cash Receipts	Seven years provided audited	Fiscal	Paper & Electronic		
mhas-02-02	Claim Files	Seven years provided audited	Fiscal	Paper & Electronic		
mhas-02-03	Contracts (all)	Seven years provided audited	Fiscal	Paper & Electronic		
mhas-02-04	End of the Month Fiscal Reports	Seven years provided audited	Fiscal	Paper & Electronic		
mhas-02-05	Funding Requests (received and/or disbursed)	Seven years provided audited	Fiscal	Paper & Electronic		
mhas-02-06	Grant Awards and Accompanying Reports	Seven years provided audited	Fiscal	Paper & Electronic		
mhas-02-07	Journal of Expenses and Revenues	Seven years provided audited	Fiscal	Paper & Electronic		
mhas-02-08	Ohio MHAS 040 Fiscal Report- Actual	Seven years provided audited	Fiscal	Paper & Electronic		
mhas-02-09	Ohio MHAS 040 Budget	Seven years provided audited	Fiscal	Paper & Electronic		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period *RC-3 Required by OHS	(4) Type of Record	(4) Media Type	CJI For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
mhas-03-02	Board By-laws	Permanent	Historical	Paper & Electronic		
mhas-03-03	Board Meeting Minutes, Agendas, Motions and Resolutions	Permanent	Historical	Paper & Electronic		
mhas-03-04	Board Audit Reports	Permanent	Historical	Paper & Electronic		
mhas-03-05	Board Member Appointment/ Oath of Office	Ten years after leaving office	Historical	Paper & Electronic		
mhas-03-06	Board Member Roster and Committee Designation	Permanent	Historical	Paper & Electronic		
mhas-03-07	Board Policies & Procedures	Permanent	Historical	Paper & Electronic		
mhas-03-08	Board Strategic Plan	Permanent	Historical	Paper & Electronic		
mhas-03-09	Capital Projects	Permanent or three years after property is sold	Historical	Paper & Electronic		
mhas-03-10	Community Plan	Permanent	Historical	Paper & Electronic		
mhas-03-11	Ohio MHAS Compliance (SAR) Review	Permanent	Historical	Paper & Electronic		
mhas-03-12	Public Records Commission documents	Permanent	Historical	Paper & Electronic		
mhas-03-13	Salary Worksheets	Permanent	Historical	Paper & Electronic		
mhas-04-01	Insurance policies: includes D&O, Bond and Commercial	five years after expiration of policy, provided all claims settled	Legal	Paper & Electronic		
mhas-04-02	Legal Opinions	Permanent	Legal	Paper & Electronic		
mhas-04-03	Litigations involving MHAS Board	Permanent	Legal	Paper & Electronic		
mhas-02-10	Ohio MHAS Allocation Guidelines	Two years after released. Available through Ohio MHAS	Fiscal	Paper & Electronic		
mhas-02-11	Ohio MHAS Fiscal Reports: Forensic, Title XX, Gambling	Seven years provided audited	Fiscal	Paper & Electronic		
mhas-02-12	Provider Fiscal & Audit Reports	Seven years provided audited	Fiscal	Paper & Electronic		
mhas-02-13	Purchase Orders/Requisitions (all)	Seven years provided audited	Fiscal	Paper & Electronic		
mhas-02-14	Vouchers/Invoices (all)	Seven years provided audited	Fiscal	Paper & Electronic		
mhas-03-01	Board Annual Reports	Permanent	Historical	Paper & Electronic		

### Attachment V

Oct 2020							
	Account Number	Description	Accumulated From Previous Report	Current Month's Report	Accumulated Year-to-Date	% of Anticipated Revenue	Anticipated CY Revenue
<b>FEDERAL FUNDS</b>							
Title 19	100.100.10165		0.00	0.00	0.00	#DIV/0!	0.00
Title XX	100.100.10165	Fed MH	39,935.00	0.00	39,935.00	99.1%	40,285.00
MH Block Grant	100.100.10126	Fed MH	56,728.00	10,576.00	67,304.00	159.1%	42,304.00
ADTR Block Grant	100.100.10122	Fed AOD	142,269.00	0.00	142,269.00	75.0%	189,692.00
ODADAS Medicaid	100.100.10128	Fed AOD Medicaid	0.00	0.00	0.00	#DIV/0!	0.00
Federal Grants	100.100.10167	Federal Grants	123,621.47	29,864.00	153,485.47	98.1%	156,526.71
<b>STATE FUNDS</b>							
MH Subsidy	100.100.10121	State MH	537,244.50	5,829.00	543,073.50	57.9%	938,131.00
Recovery Housing	100.100.10123	State AOD	45,900.00	0.00	45,900.00	100.0%	45,900.00
AOD Subsidy	100.100.10127	State AOD	175,125.00	0.00	175,125.00	111.5%	157,074.50
State Grants	100.100.10166	State MH & Aod	56,611.12	0.00	56,611.12	56.8%	99,694.00
<b>LOCAL FUNDS</b>							
Real Estate Tax	100.100.10100	Huron Levy	536,732.26	0.00	536,732.26	102.2%	525,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	3,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	16,233.97	300.54	16,534.51	91.9%	18,000.00
Other Receipts	100.100.10170	Other Receipts	100,131.39	702.11	100,833.50	2016.7%	5,000.00
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	0.0%	10,000.00
<b>TOTAL RECEIPTS:</b>			<b>\$ 1,830,531.71</b>	<b>\$ 47,271.65</b>	<b>\$ 1,877,803.36</b>	<b>84.2%</b>	<b>2,230,607.21</b>
<b>CASH JOURNAL RECONCILIATION</b>							
Beginning Cash Balance:			<b>\$ 3,993,078.17</b>				
Plus: Receipts			<b>47,271.65</b>				
Equals: Total Balance			<b>\$ 4,040,349.82</b>				
Minus: Expenditures			<b>(354,252.04)</b>				
Equals: Ending Balance			<b>\$ 3,686,097.78</b>				
Minus: Encumbrances			<b>(313,018.93)</b>				
Equals:			<b>\$ 3,373,078.85</b>				

Oct-20	EXPENDITURES					
LINE ITEM ACCOUNT	CURRENT MONTH	YEAR-TO-DATE	YEAR-TO-DATE	* OUTSTANDING	BUDGETED	UNENCUMBERED
	EXPENDITURES	EXPENDITURES	PERCENTAGE	ENCUMBRANCES	APPROPRIATION	BALANCE
SALARIES	15,057.60	108,459.50	64.4%	0.00	168,491.00	60,031.50
100.100.00125						
SUPPLIES	438.56	9,791.10	65.3%	5,208.90	15,000.00	0.00
100.100.00175						
EQUIPMENT	0.00	0.00	0.0%	0.00	2,000.00	2,000.00
100.100.00200						
CONTRACT REPAIRS	334,319.71	1,871,487.21	82.9%	287,049.60	2,257,276.21	98,739.40
100.100.00275						
RESIDENTIAL PROGRAM	0.00	0.00	#DIV/0!	0.00	0.00	0.00
100.100.00280						
TRAVEL	195.61	1,647.14	22.9%	2,852.86	7,200.00	2,700.00
100.100.00300						
O.P.E.R.S.	1,405.36	15,092.63	37.3%	0.00	40,438.00	25,345.37
100.100.00400						
WORKERS' COMP	0.00	895.98	28.0%	0.00	3,201.33	2,305.35
100.100.00425						
UNEMPLOYMENT	0.00	0.00	#DIV/0!	0.00	0.00	0.00
100.100.00450						
MEDICARE	140.60	1,451.66	59.4%	0.00	2,443.12	991.46
100.100.00460						
OTHER EXPENSES	168.59	17,101.43	25.7%	17,907.57	66,509.00	31,500.00
100.100.00475						
HOSPITALIZATION	2,526.01	25,260.10	70.2%	0.00	36,000.00	10,739.90
100.100.00500						
<b>TOTAL:</b>	<b>354,252.04</b>	<b>2,051,186.75</b>	<b>78.9%</b>	<b>313,018.93</b>	<b>2,598,558.66</b>	<b>234,352.98</b>

## Attachment VI

# Huron County Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500  
From: 10/1/2020 to 10/31/2020

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount	
<b>100.100.00125 Salaries</b>							
PR2020100001-030	10/02/2020	Gross: 2020.10.02 Payroll			\$5,019.20	\$0.00	
PR2020100003-083	10/16/2020	Gross: 2020.10.16 Payroll			\$5,019.20	\$0.00	
PR2020100005-058	10/30/2020	Gross: 2020.10.30 Payroll			\$5,019.20	\$0.00	
100.100.00125 Total:					\$15,057.60	\$0.00	
<b>100.100.00175 Supplies</b>							
EJ2020100004-025	10/07/2020	Cleaning Supplies from 304881	CK0000401054-01	PO2020-00156 Amazon Capital Services	10-0500 1TNX-VT	\$29.99	\$0.00
EJ2020100023-121	10/15/2020	File Cabinets from 305164 - 20	CK0000401220-01	PO2020-00156 Amazon Capital Services	20-0508 1P1N-HC	\$273.36	\$0.00
EJ2020100033-033	10/21/2020	File Cabinets from 305702 - 20	CK0000401442-01	PO2020-00156 Amazon Capital Services	20-0519 1K1V-731	\$70.99	\$0.00
EJ2020100033-101	10/21/2020	Bags and stamps from 305702	CK0000401450-01	PO2020-00156 Ashley Morrow	20-0534	\$64.22	\$0.00
100.100.00175 Total:					\$438.56	\$0.00	
<b>100.100.00275 Contract Repairs</b>							
EJ2020100004-013	10/07/2020	SOR FFY20 Services from 304	CK0000401068-01	PO2020-00157 Firelands Counseling & Recov	20-0499 Inv 1574R	\$4,270.21	\$0.00
EJ2020100004-031	10/07/2020	LEVY Clinical Exceptions Servi	CK0000401059-01	PO2020-00157 Firelands Counseling & Recov	20-0495 Inv 1581	\$1,181.18	\$0.00
EJ2020100004-033	10/07/2020	GRF 421 AOD GOSH 092920 f	CK0000203204-01	PO2020-00157 Family Life Counseling and Ps	20-0489 GOSH 09	\$544.16	\$0.00
EJ2020100004-035	10/07/2020	LEVY MH GOSH 042120 from	CK0000203204-01	PO2020-00157 Family Life Counseling and Ps	20-0488 GOSH 04	\$444.57	\$0.00
EJ2020100004-037	10/07/2020	GRF 421 MH GOSH 092920 fr	CK0000203204-01	PO2020-00157 Family Life Counseling and Ps	20-0489 GOSH 09	\$795.30	\$0.00
EJ2020100004-041	10/07/2020	SOR FFY20 Services from 304	CK0000401057-01	PO2020-00157 Firelands Counseling & Recov	20-0497 Inv 1531R	\$4,367.68	\$0.00
EJ2020100004-045	10/07/2020	Southeast Stainwell Repairs fro	CK0000401066-01	PO2020-00157 Koch Building Products	20-0501 Inv 7477	\$2,225.00	\$0.00
EJ2020100004-047	10/07/2020	Guardianship Pleadings from 3	CK0000401067-01	PO2020-00157 Mark Corlell LPA	20-0507 Inv 874 &	\$1,325.00	\$0.00
EJ2020100004-091	10/07/2020	082820-092820 Electric Servc	CK0000401063-01	PO2020-00157 Ohio Edison	20-0504 11014148	\$149.10	\$0.00
EJ2020100004-107	10/07/2020	LEVY Clinical Exceptions Servi	CK0000401055-01	PO2020-00157 Firelands Counseling & Recov	20-0495 Inv 1580	\$92.08	\$0.00
EJ2020100004-121	10/07/2020	LEVY MH GOSH 042120 from	CK0000401070-01	PO2020-00157 Firelands Counseling & Recov	20-0490 GOSH 04	\$28,666.17	\$0.00
EJ2020100004-123	10/07/2020	IDAT Services from 304881 - 2	CK0000401056-01	PO2020-00157 Firelands Counseling & Recov	20-0493 Inv 1582	\$535.96	\$0.00
EJ2020100004-141	10/07/2020	LEVY MH GOSH 092120 from	CK0000401062-01	PO2020-00157 Firelands Counseling & Recov	20-0491 GOSH 09	\$1,228.46	\$0.00
EJ2020100004-143	10/07/2020	Sept 20 Cell Phone Reimburse	CK0000401071-01	PO2020-00157 Ashley Morrow	20-0505	\$60.00	\$0.00
EJ2020100004-149	10/07/2020	LEVY After Hours CRISIS fro	CK0000401069-01	PO2020-00157 Firelands Counseling & Recov	20-0492 Inv 1206	\$32,955.06	\$0.00
EJ2020100004-157	10/07/2020	GRF 421 MH GOSH 092120 fr	CK0000401065-01	PO2020-00157 Firelands Counseling & Recov	20-0491 GOSH 09	\$1,568.00	\$0.00
EJ2020100004-173	10/07/2020	LEVY AOD GOSH 092120 fro	CK0000401061-01	PO2020-00157 Firelands Counseling & Recov	20-0491 GOSH 09	\$234.42	\$0.00
EJ2020100004-179	10/07/2020	SOR FFY20 Services from 304	CK0000401064-01	PO2020-00157 Firelands Counseling & Recov	20-0498 Inv 1561R	\$15,116.81	\$0.00
EJ2020100004-181	10/07/2020	Lawncare Services from 30488	CK0000401060-01	PO2020-00157 Neil Hansberger	20-0503	\$60.00	\$0.00
EJ2020100004-183	10/07/2020	LEVY Jul-Aug Peer Support Se	CK0000203210-01	PO2020-00157 Lets Get Real Inc	20-0502	\$15,013.00	\$0.00
EJ2020100004-193	10/07/2020	LEVY IFast Home Based Thera	CK0000401058-01	PO2020-00157 Firelands Counseling & Recov	20-0494 Inv 1579	\$339.61	\$0.00
EJ2020100004-203	10/07/2020	Sept 20 Cell Phone Zoom Appy	CK0000401072-01	PO2020-00157 Kristen Cardone	20-0506	\$353.99	\$0.00
EJ2020100023-009	10/15/2020	MH GOSH 092920 from 30516	CK0000401227-01	PO2020-00157 Firelands Counseling & Recov	20-0510 GOSH 09	\$23,048.03	\$0.00
EJ2020100023-015	10/15/2020	Clinical Exception from 305164	CK0000401221-01	PO2020-00157 Firelands Counseling & Recov	20-0512 Inv 1586	\$2,184.11	\$0.00
EJ2020100023-113	10/15/2020	082120-092120 Water Service	CK0000203239-01	PO2020-00157 City of Norwalk	20-0509 ED414040	\$33.20	\$0.00

**Expense Audit Trail Report**  
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Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2020100023-145	10/15/2020	IDAT Services from 305164 - 2	CK0000401224-01	PO2020-00157 Firelands Counseling & Recov	20-0511 Inv 1587	\$40.00 \$0.00
EJ2020100023-147	10/15/2020	Clinical Exception from 305164	CK0000401228-01	PO2020-00157 Firelands Counseling & Recov	20-0513 Inv 1588	\$184.83 \$0.00
EJ2020100023-153	10/15/2020	Nov 20 Services from 305164 -	CK0000401225-01	PO2020-00157 Mitel	20-0515 Inv 34933	\$198.27 \$0.00
EJ2020100023-165	10/15/2020	SOR FFY20 Services from 305	CK0000401223-01	PO2020-00157 Firelands Counseling & Recov	20-0514 Inv 1606	\$7,523.09 \$0.00
EJ2020100023-171	10/15/2020	AOD GOSH 092920 from 3051	CK0000401222-01	PO2020-00157 Firelands Counseling & Recov	20-0510 GOSH 09	\$5,044.70 \$0.00
EJ2020100023-207	10/15/2020	Lawncare services from 30516	CK0000401226-01	PO2020-00157 Nell Hansberger	20-0516	\$60.00 \$0.00
EJ2020100023-215	10/15/2020	FY20 Family Matters Program	CK0000203245-01	PO2020-00157 Oriana House Inc	20-0517 Inv AR161	\$27.72 \$0.00
EJ2020100023-217	10/15/2020	LEVY NOBARS FY21 Services	CK0000203245-01	PO2020-00157 Oriana House Inc	20-0518 Inv AR164	\$117,260.00 \$0.00
EJ2020100036-002	10/21/2020	Void Pmt for Inv 20-0385 Inv 4	CK0000399255-01	PO2020-00157 Norwalk Heating Co Inc	20-0385 Inv 46309	\$0.00 \$125.00
EJ2020100033-023	10/21/2020	GRF 421 MH GOSH 100720 fr	CK0000203363-01	PO2020-00157 Family Life Counseling and Ps	20-0523 GOSH 10	\$506.91 \$0.00
EJ2020100033-025	10/21/2020	GRF 421 AOD GOSH 100720 f	CK0000203363-01	PO2020-00157 Family Life Counseling and Ps	20-0523 GOSH 10	\$645.60 \$0.00
EJ2020100033-027	10/21/2020	GRF 421 MH GOSH 101320 fr	CK0000203363-01	PO2020-00157 Family Life Counseling and Ps	20-0524 GOSH 10	\$129.74 \$0.00
EJ2020100033-031	10/21/2020	GRF 421 MH GOSH 100720 fr	CK0000401447-01	PO2020-00157 Firelands Counseling & Recov	20-0525 GOSH 10	\$14,854.99 \$0.00
EJ2020100033-039	10/21/2020	091420-101320 Gas Service fr	CK0000401443-01	PO2020-00157 Columbia Gas of Ohio	20-0521 20703166	\$37.00 \$0.00
EJ2020100033-043	10/21/2020	ST20 Family Dependency Cour	CK0000401448-01	PO2020-00157 Huron County Juvenile Court	20-0526	\$30,000.00 \$0.00
EJ2020100033-079	10/21/2020	092220-102120 Copier Usage f	CK0000401446-01	PO2020-00157 Mt Business Technologies	20-0529 Inv IN435	\$10.17 \$0.00
EJ2020100033-083	10/21/2020	SAPT TX GOSH 100720 from	CK0000203366-01	PO2020-00157 Oriana House Inc	20-0530 GOSH 10	\$404.76 \$0.00
EJ2020100033-085	10/21/2020	SAPT TX GOSH 101320 from	CK0000203366-01	PO2020-00157 Oriana House Inc	20-0531 GOSH 10	\$130.65 \$0.00
EJ2020100033-087	10/21/2020	Tree Removal Services from 3	CK0000401449-01	PO2020-00157 Quality One Tree Service LLC	20-0532 INV0114	\$650.00 \$0.00
EJ2020100033-089	10/21/2020	Trash Service from 305702 - 2	CK0000401444-01	PO2020-00157 Cyclone Services Inc	20-0522 Inv 73090	\$110.00 \$0.00
EJ2020100033-131	10/21/2020	GRF 421 AOD GOSH 100720 f	CK0000401445-01	PO2020-00157 Firelands Counseling & Recov	20-0525 GOSH 10	\$3,937.53 \$0.00
EJ2020100033-133	10/21/2020	GRF 421 MH Sept 20 Adult Ad	CK0000203370-01	PO2020-00157 Catholic Charities Diocese of	20-0520	\$2,530.00 \$0.00
EJ2020100040-041	10/28/2020	SOR FFY20 Services from 306	CK0000401615-01	PO2020-00157 Firelands Counseling & Recov	20-0536 Inv 1615	\$173.00 \$0.00
EJ2020100040-043	10/28/2020	Furnish and Install Insulated pa	CK0000401611-01	PO2020-00157 Koch Building Products	20-0527-7606	\$4,550.00 \$0.00
EJ2020100040-055	10/28/2020	101620-111520 Phone & Intern	CK0000401610-01	PO2020-00157 Time Warner Cable NE	20-0540 Inv 31486	\$119.86 \$0.00
EJ2020100040-063	10/28/2020	092420-102420 Copier Lease	CK0000401608-01	PO2020-00157 US Bank Equipment Finance	20-0533 Inv 42521	\$324.97 \$0.00
EJ2020100040-117	10/28/2020	LEVY Sept 20 Recovery Housl	CK0000203406-01	PO2020-00157 Catholic Charities Diocese of	20-0535	\$2,841.59 \$0.00
EJ2020100040-129	10/28/2020	GRF 421 MH Peer Support Ser	CK0000401614-01	PO2020-00157 Firelands Counseling & Recov	20-0538 Inv 1626	\$1,639.25 \$0.00
EJ2020100040-147	10/28/2020	101420-111520 Services from	CK0000401613-01	PO2020-00157 FTG of Greater Ohio LLC	20-0539 Inv 28000	\$199.00 \$0.00
EJ2020100040-149	10/28/2020	ATP FY21 Services from 3060	CK0000401612-01	PO2020-00157 Firelands Counseling & Recov	20-0537 Inv 1625	\$1,421.23 \$0.00
EJ2020100040-151	10/28/2020	2QFY21 GOSH Services from	CK0000401609-01	PO2020-00157 MHRD of Clark Green & Madl	20-0528/000173	\$2,098.75 \$0.00
<b>100.100.00275 Total:</b>					<b>\$334,444.71</b>	<b>\$125.00</b>
<b>100.100.00300 Travel</b>						
EJ2020100004-145	10/07/2020	Sept 20 Mileage Reimburse	CK0000401071-01	PO2020-00158 Ashley Morrow	20-0505	\$72.33 \$0.00
EJ2020100004-201	10/07/2020	Sept 20 Mileage Reimburse	CK0000401072-01	PO2020-00158 Kristen Cardone	20-0506	\$63.71 \$0.00
EJ2020100033-099	10/21/2020	Oct 20 Mileage Reimbursemen	CK0000401450-01	PO2020-00158 Ashley Morrow	20-0534	\$59.57 \$0.00
<b>100.100.00300 Total:</b>					<b>\$195.61</b>	<b>\$0.00</b>
<b>100.100.00400 OPERS</b>						
EJ2020100042-041	10/30/2020	Matching for OPERS 2129-08 (	CK0000020083-53	O.P.E.R.S.	Inv_119784	\$702.68 \$0.00
EJ2020100042-061	10/30/2020	Matching for OPERS 2129-08 (	CK0000020083-24	O.P.E.R.S.	Inv_120498	\$702.68 \$0.00
<b>100.100.00400 Total:</b>					<b>\$1,405.36</b>	<b>\$0.00</b>
<b>100.100.00460 Medicare</b>						
EJ2020100002-125	10/05/2020	Matching for Medicare (Matchl	CK0000020076-28	Civista Bank - Payroll Taxes	Inv_120495	\$70.30 \$0.00

**Expense Audit Trail Report  
From: 10/1/2020 to 10/31/2020**

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2020100031-001	10/19/2020	Matching for Medicare (Matchi	CK0000020079-64 Civista Bank - Payroll Taxes	Inv_121357	\$70.30	\$0.00
100.100.00460 Total:					\$140.60	\$0.00
<b>100.100.00475 Other Expenses</b>						
EJ2020100004-147	10/07/2020	First Responder Appreciation G	CK0000401071-01 PO2020-00159 Ashley Morrow	20-0505	\$123.64	\$0.00
EJ2020100004-199	10/07/2020	First Responder Appreciation G	CK0000401072-01 PO2020-00159 Kristen Cardone	20-0506	\$44.95	\$0.00
100.100.00475 Total:					\$168.59	\$0.00
<b>100.100.00500 Hospitalization</b>						
EJ2020100005-027	10/07/2020	Deduction: Hartford Life Insura	CK0000401098-32 The Hartford	Inv_119772	\$3.34	\$0.00
EJ2020100035-027	10/21/2020	Health Insurance-October from	CK0000401591-01 Huron County Treasurer	October	\$2,522.67	\$0.00
100.100.00500 Total:					\$2,526.01	\$0.00
Mental Health Totals:					\$354,377.04	\$125.00
Fund: 100 Total:					\$354,377.04	\$125.00
<b>Grand Total:</b>					\$354,377.04	\$125.00