

Implementation Committee Meeting

Meeting date: Tuesday, March 3, 2020

Meeting time: 12:40pm – 1:34pm

Meeting location: Conference room, 2 Oak Street

Recorder: Ashley Morrow

Committee Members Present:

X	Lisa Hivnor, First Vice Chair, Committee Chair	X	DeEtte Zimmerman
	Katie Chieda, Board Chair - Excused	X	Dorothy Ruffer
X	Tom Sharpnack		
X	Steven Fawcett		

Board Staff Present:

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

- Summary of P&M
 - Ms. Cardone shared an overview of the discussions from the Planning & Monitoring Committee meeting.
 - Ms. Cardone reminded committee members that there will be a Board training at 5pm before the March 10th Board meeting. This training will be part of the three-hour training Board members must have each year. The focus of this training will be Crisis Services. A representative from Firelands Counseling & Recovery Services will share an overview of current crisis services offered in Huron County, giving Board members a better understanding of what the process is and what assessments look like.
 - Ms. Cardone updated the Board that Ms. Julie Landoll had contacted her and agreed to take the position of 2nd Vice Chair.
 - Ms. Cardone reviewed the 2018 Ohio Overdose and Suicide Report with committee members. She stated she has tried to obtain more current data however she has been unable to. She hopes to meet with Dr. Harwood soon so that she can receive current data more frequently so the Board can track and monitor data and trends for Huron County. Ms. Cardone stated she is also going to reach out to the Huron County 911 coordinator to seek assistance on receiving the information regarding current overdose and suicide incidences.
 - Ms. Cardone shared that she currently had a meeting regarding QRT and they are seeking to expand the program to include outreach to reports related to suicide attempts.
 - Ms. Cardone reviewed with committee members the results from the Board member survey sent out regarding committee meetings structure.
 - Board will be adding a Governance Committee and this committee will meet quarterly to review agency reports, Board policies, Board staff evaluations, etc. The Program Committee will focus on programming, and the Finance Committee will focus on the Board's financials. She added that the goal is to help differentiate what committee does so that Board members have a better understanding of their responsibilities and roles for each committee.

- It was determined that the addition of a Governance Committee will include updating the current Board policy which will be sent to the Board's legal representative, Mr. Randal Strickler, for approval.
- Ms. Cardone stated that due to some conflicts in upcoming Board meetings as well as feedback from the committee survey, it is recommended to push back committee and Board meetings a week for the remainder of FY20. The committee members stated they did not have any problems with the proposed changes. Ms. Cardone stated that upon approval from the remainder of Board members, committee meetings will take place the second week of the month and the Board meetings will take place the third week of the month. Ms. Cardone will update the Board meeting schedule to reflect the changes and send to all Board members for review and approval.
- Ms. Cardone reviewed the Intern, Expense, and Complaint policy approved by the Planning and Monitoring Committee and there were no questions regarding the policies.

Action Items/carryover from Planning and Monitoring

- Law Enforcement Funding Opportunity
 - Ms. Cardone shared that Ms. Morrow received notification of a funding opportunity related to the Law Enforcement Mental Health and Wellness Act 2020. She stated the focus of this grant is for Peer Support Implementation Projects and National Peer Support Program for Small and Rural Agencies. Ms. Cardone asked the committee members if they approved for Board staff to apply for the funding opportunity.

Ms. DeEtte Zimmerman made the motion to: Recommend the Board authorize the Executive Director apply for the LEMHWA funding opportunity. Ms. Dorothy Ruffer seconded the motion.

1. Tom Sharpnack
2. Lisa Hivnor
3. Steven Fawcett
4. Dorothy Ruffer
5. DeEtte Zimmerman

- First Responder Peer Support (Motion)
 - Ms. Cardone shared that last week the Board staff hosted a meeting for the first responder peer support group, REACT. The meeting was well attended and the members of the group are engaged and there was good discussion and feedback regarding the status of the program. Ms. Cardone shared that they are moving forward with a clinician training in April. A trainer from the state will be conducting the training for a minimal fee and the Board will provide food. She added that REACT will also be looking to do another peer support training in the spring to increase the number of first responder peer supporters. She stated Erie County first responders have expressed interest in joining the REACT efforts which can be a great benefit, allowing for additional peer supporters and clinicians to be trained. Many first responders have stated they would not feel comfortable seeking treatment where they currently reside or work so expanding to other counties will be beneficial. Ms. Cardone stated the additional funding would cover the clinician trainings, the food, and the additional peer support training.
 - Committee members unanimously agreed to the peer support funding.

Ms. Lisa Hivnor made the motion to: Recommend the Board approve funding for the first responder peer support program in the amount of \$5,000.00. Ms. Dorothy Ruffer seconded the motion.

1. DeEtte Zimmerman
2. Tom Sharpnack
3. Lisa Hivnor

4. Steven Fawcett
5. Dorothy Ruffer

- Grant opportunity (Motion)
 - Ms. Cardone shared that there is a grant opportunity that Board staff has been working on and would like to apply for. Ms. Morrow shared an overview of the RCORP grant opportunity. She shared that the Rural Communities Opioid Response Program (RCORP) grant is a multi-year initiative aimed at reducing the morbidity and mortality of substance use disorder (SUD), including opioid use disorder (OUD). The goal of the funding opportunity is to strengthen and expand SUD/OUD prevention, treatment, and recovery services to enhance rural residents' ability to access treatment and move towards recovery. Ms. Morrow added that this grant offers a great benefit in the fact that it includes substance abuse, not just opioid use.
 - Ms. Cardone stated the Board must approve Board staff to apply for grant opportunities and asked committee members for their feedback and/or concerns.
 - Committee members were in full support of applying for the grant and unanimously approved Board staff to apply for the funding opportunity.

Ms. Lisa Hivnor made the motion to: Recommend the Board authorize the Executive Director to apply for the RCORP Funding Opportunity. Mr. Tom Sharpnack seconded the motion.

1. Steven Fawcett
2. Dorothy Ruffer
3. DeEtte Zimmerman
4. Tom Sharpnack
5. Lisa Hivnor

Discussion Items:

- Conference Room furniture
 - Ms. Cardone informed committee members that chairs for the conference room need to be ordered soon. She shared a couple options she has found and stated she will be discussing this further with the Board Chair, Ms. Katie Chieda.
- Electrical estimate (Attachment I, Motion)
 - Ms. Cardone shared the electrical estimate for installation of new lights at the office, including updating to LED to save on future energy costs. The committee members reviewed the line items listed and agreed to approve the estimate.

Mr. Tom Sharpnack made the motion to: Recommend the Board authorize the Executive Director to contract with BMO Electric in the amount of \$6,683.00 for services as shown in Attachment I. Ms. Dorothy Ruffer seconded the motion.

1. Steven Fawcett
2. Lisa Hivnor
3. DeEtte Zimmerman
4. Tom Sharpnack
5. Dorothy Ruffer

Attachment I

Estimate

BMO Electrical, LLC

Ohio License # 47089

Date: February 4, 2020

Estimate #: 512

Customer ID: HCMH

Bill To: Huron County Mental Health

419-681-6268

2 Oak St.
Norwalk, OH 44857

Salesperson	Job	Terms	Due Date
Brandon	Electrical upgrades throughout building	Valid for 10 days	2/14/20

Description of work
Repair/replace existing electrical, upgrade light fixture, fans, exit/emergency lights, devices. Add smoke/CO2 detectors throughout building. Bring current electrical system up to current building and electrical code standards.

Qty	Description	Unit Price	Line Total
1.00	Convert 22 existing Fluorescent lights to LED	\$ 583.00	\$ 583.00
1.00	Replace 5 hall lights with new LED can lights	300.00	300.00
1.00	Add/replace exit/emergency lights throughout building	1,150.00	1,150.00
1.00	Add smoke/CO2 alarm system throughout	600.00	600.00
1.00	Replace 10 6" cans in front office with LED cans	650.00	650.00
1.00	Replace 3 bath fan/light combos with new	750.00	750.00
1.00	Add outlet in basement for hot water tank (extention cord is currently being used)	250.00	250.00
1.00	Replace existing basement lighting with 10 new LED strip liahs	1000.00	1,000.00
1.00	Add LED spot light to illuminate outdoor sign	550.00	550.00
1.00	Demo/remove 6 existing chandeliers that will not be used	250.00	250.00
1.00	Add light for outside basement steps	300.00	300.00
1.00	Permits/plans/registration fees	300.00	300.00
Subtotal			\$ 6,683.00