

Implementation Committee Meeting

Meeting date: Tuesday, July 2, 2019

Meeting time: 12:38pm – 2:05pm

Meeting location: Conference room, 12 Benedict Ave.

Recorder: Kristen Cardone

Committee Members Present:

X	Dave Light, First Vice Chair, Committee Chair	X	Lisa Hivnor
X	DeEtte Zimmerman	X	Dorothy Ruffer
X	Tom Sharpnack		
X	Steven Fawcett		

Invited Staff Present:

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

- Mileage
 - Ms. Cardone shared that she had sent an email to all Board members requesting their starting address from which they travel to Board meetings along with their ending address (the address to which they travel to upon leaving Board meetings). Ms. Cardone asked that if they have not yet sent this information to her to please provide her with that information before the end of the committee meeting.
- Contracts
 - Ms. Cardone shared that contracts are almost complete, and she hopes to send them out by the end of the week.
- Oath of Office and applications for Board seats
 - Ms. Cardone shared that multiple Board members whose terms are up and have decided to stay on the Board will have to fill out and submit new applications and take the Oath of Office in the upcoming Board meeting.
- Nominating Committee
 - Ms. Hivnor shared an email that she had sent Ms. Cardone concerning the current nominations and responses she has received. She stated that Mr. Light has respectfully stepped down as Vice Chair and Committee Chair. She continued that Dr. White was nominated but as respectfully declined.
 - Mr. Light added that he stepped down and declined the nomination due to his current position in the mayoral race. He did not feel that holding a Board seat would be appropriate at this time.

- Ms. Cardone shared feedback from the Planning and Monitoring Committee.
- Ms. Hivnor asked Ms. Cardone to contact the Board's legal representation to find out how the Board proceeds if there is a tie in the nomination process.
 - Ms. Cardone will reach out to the Board's legal representative, Assistant Prosecutor Randal Strickler to get that information. Ms. Cardone also shared that if Board members have not spoken with Ms. Hivnor concerning Board seat nominations yet, please contact her this week as she is working on gathering nominations for Board officer positions.

Discussion Items:

- Review Bills and Financials
 - Ms. Cardone shared that the transition from Keelsra to the new fiscal agent is now complete. The new fiscal agent is doing a lot of work and will be providing weekly reports.
- Willard Community Connectors RFI – **Motion**
 - Ms. Cardone stated that the Willard Community Connectors proposal was tabled until the finalized state budget was released. Ms. Cardone shared that The House and Senate have not reached an agreement on several budget items prior to the July 1 deadline. In place of a finalized two-year budget deal, the House and Senate both passed a 17-day deal as interim state budget. This bill effectively allows state agencies to operate on a temporary basis with continued funding at SFY 2019 levels for the next 17 days. It is possible the budget may be approved by next Tuesday. Ms. Cardone asked to have a discussion around this proposal prior to the meeting so everyone is prepared to vote on this proposal, should the budget be finalized by then. Ms. Cardone shared that as discussed last month, no funding was allocated in the Community Connectors line item of the budget so it is highly unlikely they will add money to this line item. Ms. Cardone asked committee members to review the handout that was given to them.
 - The committee reviewed the proposal and did not have any questions.
- Credit Card
 - Ms. Cardone shared with the committee that currently Board staff uses their personal credit cards for all Board purchases and asked what their thoughts were on a Board credit card.
 - Ms. Hivnor stated the city currently has a policy in place for credit card usage and she could provide Ms. Cardone with a copy.
 - Ms. Cardone will contact both Mastercard and Visa to find out who applies for the credit card from the Board and what the process would include to get a Board credit card.

Action Items/carryover from Planning and Monitoring

- Title folders advertising (Attachment I)
 - Ms. Cardone met with Carrie from the Huron County Title Office 2 weeks ago regarding advertising in the title folders. In the past, the Board has paid for

advertising on the inside flap of the title folders (Attachment I). They are getting ready to order new folders and would like to know if the Board would like to continue to advertise in the folders at a cost not to exceed \$1,000.00

- The committee members were not in agreement with this request. They felt that it was not a good use of Board funds and that there are better ways to advertise.
- As all committee members were in agreement that this was not a good use of Board funds, this motion will not be placed on the Board agenda.
- Font Selection (Attachment V)
 - Ms. Cardone directed committee members to Attachment V to review multiple different fonts. Ms. Cardone asked committee members to select their top 2 choices for easiest to read. Ms. Cardone shared that as the Board works on updating the policies and procedures, the Board will be changing the font as well due to the fact that there has been feedback received that the current font is difficult to read.
 - Ms. Hivnor selected Georgia font and Mr. Fawcett agreed.
 - The committee agreed on Georgia for the font to use for the updated policies and procedures.
- Culture of Quality (Attachment III)
 - Ms. Cardone and Ms. Morrow met with Fonda from OACBHA in April to review the Board's Culture of Quality certification. Ms. Cardone shared that from that meeting, there were many things to address, and one of those main areas is the office space. Ms. Cardone directed committee members to review Attachment III, a summary of the issues around the office.
 - The committee members asked when the lease is up.
 - Ms. Cardone stated September 30th.
 - The committee members asked Ms. Cardone to contact the NEDC (Norwalk Economic Development Council) Board to make them aware of the issues.
- Office Equipment usage policy (Attachment IV) – **Potential motion**
 - Ms. Cardone shared that she has updated our office equipment usage policy, as required by Culture of Quality, and the proposed policy is attached. Ms. Cardone shared that the updated policy includes cell phones along with a request that staff receive a cell phone stipend each month as both staff members are frequently contacted on their personal cell phones for work related issues.
 - Mr. Light asked what the cost is for a cell phone used strictly for Board purposes.
 - Ms. Hivnor replied it is possible to get a phone for a government organization for about \$55.
 - Mr. Light stated his only concern with the cell phone stipend for personal cell phones was if someone asks for a public records request, they will get business and personal information.

- Ms. Cardone asked Ms. Hivnor to send her the information on what the city does for cell phones.
 - Ms. Cardone will review all information given from the Board and will reach out to Randy Strickler for guidance.
- Strategic Plan
 - Ms. Cardone shared that the Board needs to develop our FY2020 – FY2021 strategic plan. Ms. Cardone asked to discuss when/how Board members would like to do this. In the past it was 2 full days which Ms. Cardone does not believe are necessary as we have the basic outline in place.
 - Committee members agreed that 2 days for strategic planning was not needed.
 - Ms. Cardone shared that the strategic plan will be scheduled for 1 day in September and that day will be decided in August.
 - There was discussion on possibly scheduling the strategic planning for after a Board meeting.
- Fair
 - Ms. Cardone reminded committee members that the fair is coming up August 12 – August 17. Ms. Morrow will be sending an email to all Board members in the next couple of weeks to sign up to help staff the booth at the fair.
- First Responders/ Peer Support (Attachment II)
 - Ms. Cardone shared that Board staff are continuing to work on putting in place resources for first responders. After all the discussions Ms. Cardone has had with first responders, it appears as if peer support and a resource guide are the best first steps to take. Ms. Cardone shared that Jamie Starcher is willing and able to provide peer support training for Fire/EMS/Dispatch at no cost to the county other than the cost for supplies and food. Ms. Cardone added that the FOP will provide this training for law enforcement, again at no cost other than the cost of supplies and food. Ms. Cardone directed committee members to Attachment II where they would see of the costs and schedule of training estimated to take place in mid-fall. Ms. Cardone passed out a sample resource binder that is being put together for first responders that contains the following topics: Peer Support, Trainings, Treatment, and Resources for all members to review.
 - Ms. Cardone asked the committee members what their thoughts were on paying for food and supplies.
 - The committee agreed to the cost of food and supplies for trainings. They asked Ms. Cardone to reach out to the fire and police chiefs to get an idea of what works best for them.

Action Items:

Potential motion: To approve funding for First Responder Peer Support training in an amount not to exceed \$3,000.00.

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

Tabled until additional information is gathered:

Potential motion: To approve a cell phone stipend for Board staff in the amount of \$60.00 per staff member, per month.

Attachment I:



THE HURON COUNTY BOARD OF MENTAL HEALTH and ADDICTION SERVICES (MHAS)

Contracts for Affordable and Effective Mental Health and Addiction Treatment, Prevention and Support Services
130 Shady Lane Drive Building D • Norwalk Ohio 44857 • Phone: 419-668-8649 • Fax: 419-663-8649 • huron.oh.networkofcare.org

Optimize the function of your child's brain: **START TALKING!**

The human brain is 3 pounds of the most complex and powerful material discovered in the universe.

... and emerging science tells us that **brain development is not complete until a person is at least 25 years old.**

While developing brains are particularly good at learning and remembering new things, their ability to soak up new stimuli makes them **more susceptible to the damage of alcohol and other drugs.**

Research shows that stating your disapproval of your children's use of substances is the most powerful deterrent to their use. So parents, **START TALKING! to your children before they start drinking!!**

Access to Treatment Guaranteed for Huron County Youths with NO Out-of-Pocket Cost for Assessments

The Huron County MHAS Board assures accessible treatment for children and teens by guaranteeing no out-of-pocket costs to parents for any mental health or chemical dependency Diagnostic Assessment of a Huron County youth at Firelands Counseling & Recovery Services of Huron County (419-663-3737). No other Board in Ohio offers this guarantee!

Huron County Crisis/Suicide Hotline - 1-800-826-1306

WHEN YOU BUY A CAR

Never make any alterations or Certificate of Title. If this is done, null and void, and a replacement title obtained. If two names are to appear both signatures are required for all the State of Ohio. You may also add Survivorship (WROS) to a title with

BENEFICIARY

A sole owner may add one or more to his title.

WHEN YOU BUY A CAR OUT O

The out of state title must be properly. If buying from a dealer, a bill of You must also have a serial number v on the vehicle.

POWER OF ATTORNEY

No person can sign for you with notarized power of attorney form. attorney is attached to your file and thereof. Forms are available at your Courts Office.

APV'S AND OFF-ROAD MOTOR

All purpose vehicles and off-highway must be titled before they can be reg

TITLING BOATS AND OUTBOA

A Certificate of Title is required on: or longer and all outboard motors. A canoe or kayak does not require procedure is the same as for motor and wave runners with 10 h.p. or mor

Attachment II

Plan for Peer Support for First Responders

1. Meeting with Chiefs to educate (reduce stigma) and discuss how to identify appropriate peer supporters.
 - a. Separate meeting with Fire/EMS/Dispatchers and Law Enforcement
 - b. Meeting with Fire/EMS/Dispatchers in September
 - c. Meeting with Law Enforcement TBD
2. Schedule 2 separate trainings
 - a. First training in October
 - b. Second training in January/February
 - c. Need to be on the weekend for Fire/EMS/Dispatchers
3. Annual refresher training with both branches at the same time

Training details

1. 2-day training
 - a. QPR
 - b. Awareness
 - c. Clinical piece (warning signs, body language, communication)
 - d. Value of peer support
 - e. Must complete pre-requisites prior to attending (online courses in MHFA, stress training, etc.)
2. Food and supplies to be provided by the Board
3. Location options: MHAS Conference room, EMA office, EHOVE

Next Steps:

Kristen

1. Meet with Law Enforcement to determine if they hold county Chief's meeting and if so, get on schedule for next meeting
2. Develop list of pre-requisites for training and review with Jamie
3. Meet with Jamie after July Board meeting to continue to develop plan and identify if there is a need for mid-level between peer support and clinical services
4. Review curriculum for training
5. Identify individuals from clinical side who may be willing to participate in training
 - a. QPR
 - b. Steven Click
 - c. Clinicians with trauma focus
6. Solidify plan for counseling services by August

Jamie

1. Contact OAPFF regarding sending someone here for trainings
2. Reach out to doctor in Columbus

Attachment III

Culture of Quality

Office Corrections Needed

Confidentiality

- Our confidential documents (PHI) need to be double secured – meaning in a locked filing cabinet which is stored behind a locked door with only MHAS having access to.

Privacy

- There needs to be privacy for conversations that can include confidential information, which would require an office that has complete privacy – both physical privacy and sound privacy.

Safety officer

- Identified in position description
- Documentation of health and safety activities and reviews for office such as:
 - annual fire drill
 - safety checks
 - safety authorities to come check office space
 - maintains copies of inspections (get from Heather)

Written emergency/disaster plan

- Posted Evacuation Plan in building (and testing of plan)
- Response plan for after-hours emergencies for office

Safety

- Board has provisions to address security of staff and visitors
- Security system
- Visitors badge/sign in sheets
- Copies of safety inspections for building and office space are needed
- First Aid Kits (already have)
- Fire extinguishers (have they been inspected? Needs completed annually)

Need state laws and required notices posted on window at front door

- Fire safety
- Smoking
- Concealed Weapons
- Drug Free Workplace
- Etc.

Attachment IV

Replace Section 202.9 Section 9:

202.9 Section 9:

OFFICE EQUIPMENT USAGE

Office equipment is to be utilized for official Board business, although moderate/limited personal use by Board employees of equipment, including, but not limited to, telephone, computer and copier, may occur. Moderate/limited use shall be defined, and authorized, by the Executive Director. Any excess personal use of Board equipment by a Board employee may result in the employee being charged fees for the use of the equipment and for any paper used, and may result in the Board employee having his/her hours worked reduced by the time spent using the Board equipment for personal matters. Any fees incurred by the Board (e.g., for telephone calls) due to personal use of Board equipment shall be billed to the employee who caused the fees to be incurred. Under no circumstances may a Board employee use the Board's equipment for any partisan political issue or candidate. Under no circumstances may a Board employee frank personal mail with the Board's postage meter. Violation of policies regarding personal use of Board equipment may be grounds for discipline up to and including dismissal.

Board employees also shall comply with all HIPAA COMPLIANCE policies and procedures in the 700 Section of this Manual, inclusive of "Uses of Desktops, Laptops and Tablets" under 708 FACILITY SECURITY, reprinted below and incorporated into the Personnel Policies by reference:

Personal Use

Occasional and reasonable use of Board-owned/leased electronic desktops, laptops and/or tablets for non-business activities is permissible provided that use does not violate any federal, state or local laws or established HCBMHAS Policy, does not interfere with assigned work tasks/performance and is consistent with professional conduct. In no case, shall a Board employee install personally owned/licensed software on any Board equipment.

Accessing, downloading, saving, receiving or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent or defamatory language is a violation of this policy.

Users should have no expectation of privacy while using HCBMHAS-owned or leased equipment. Information passing through or stored on HCBMHAS equipment can and will be monitored. Infringements of this policy will be investigated on a case-by-case basis. Violation of the policy may result in disciplinary action up to and including termination of employment.

Each HCBMHAS employee will notify his/her immediate supervisor of any threatening or unwelcome communications received.

During orientation, each new Board employee will review this policy, which also is in the Board's Personnel Policies, and will be requested to sign a document acknowledging receipt and review of all Board Personnel Policies.

Desktop Password Protection

Access to Board computers shall be password protected.

WITH

202.9 Section 9:

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1. Telephone Usage and Accountability

- a. Business Calls: Board staff may make calls relating to the operation of the Board ("Business Purposes"). This will include calls related to the provision of services to Board consumers and calls related to the provision of services to Board-appointed members.
 - i. Collect Calls: Board employee may accept collect calls only for Business Purposes and under limited circumstances authorized by the Board's Executive Director.
- b. Personal Calls: Board employee may make or accept a personal call related to their own or a family member's illness - or in the event of a death in the family. Calls related to illness should be of an emergent nature. Long distance phone calls must be made using a personal cell phone. Occasional local calls are permissible; however, all incoming personal calls should be strictly limited in frequency and duration.
- c. Personal business, which involves an activity undertaken for profit or gain of any kind, shall never be conducted from the Board office. This will result in immediate termination. Employees are discouraged from circulating the Board office telephone number as a number where they can be reached for personal business.

2. Cellular Telephones and Data Plans

- a. The Board's staff uses their personal cell phones during any travel for the Board, as well as after business hours.
- b. Board staff prefers to use their personal cell rather than carry a second Board-issued phone. The Board recognizes that cell phones consume data on the staff's personal cell phone/data plans. Therefore, the Board authorizes payment to each of the Board staff in the amount of \$60 monthly. Payment will be made through submission of the employee's Travel and Expenses report on a reimbursement basis along with a copy of this policy.

3. Copier and Printer Equipment

- a. The copier and printer machines are provided for the usage of copying, printing and/or scanning documents to be disseminated for Business Purposes.

- b. The copy machine is not to be used by an employee for personal use, without the prior authorization of the Executive Director. (Prior authorization by the Board Chairperson in the case of the Executive Director.) Any personal use must be done before or after hours of business of the Board office.
- c. Reimbursement for an authorized personal copy will be made by written notification to the Executive Director of the date and the number of copies made, as well as if the copies were color. A check will be issued to the Board in the amount indicated for the personal copies.

4. Computer Equipment

- a. When referring to Computer equipment and resources, this includes but is not limited to the computer and other technological equipment and resources such as electronic mail, internet and all programs. Computer equipment and resources are the property of the Huron County Board of Mental Health and Addiction Services.
- b. Computer equipment and resources are provided to efficiently perform one's job. It is not to be used by an employee for personal use, without the prior authorization of the Executive Director. (Prior authorization by the Board Chairperson in the case of the Executive Director.) Any authorized personal use must be done before or after business hours of the Board office.
- c. Employees should not expect that they have and do not have a legitimate expectation of privacy with respect to electronic mail, internet use, and other electronic information and communication. By using computer equipment and resources, employees consent to have such use monitored by designated staff at the Board's discretion.
- d. Employees shall not use a pass code, access computer equipment and resources or retrieve stored communications other than when expressly authorized. All laptops must be pass code protected. All employee computer pass codes must be provided to the Executive Director. No pass code may be used that is not provided to the Executive Director.
- e. Employees may not post information or documentation on the Internet while using computer equipment and resources without the express prior approval of the Executive Director. (In the case of the Executive Director, the Board Chairperson.)
- f. Employees are prohibited from the use of unprofessional, threatening, harassing or discriminatory language in any electronic mail, Internet usage, or other electronic transmission.
- g. Employees are prohibited from the use of computer equipment and resources from making discriminatory, retaliatory, defamatory, and/or sexually explicit comments.
- h. Employees are prohibited from using computer equipment and resources to access unprofessional, racist, and/or sexually explicit materials.
- i. Confidential communications relating to the Huron County Mental Health and Addiction Services Board business shall only be sent by non-electronic means.

Board employees also shall comply with all HIPAA COMPLIANCE policies and procedures in the 700 Section of this Manual, inclusive of “Uses of Desktops, Laptops and Tablets” under 708 FACILITY SECURITY, reprinted below and incorporated into the Personnel Policies by reference:

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Attachment V

Font selection for Policies and Procedures

Which font is easier to read? (Times New Roman)

Which font is easier to read? (Arial)

Which font is easier to read? (Calibri Light)

Which font is easier to read? (Franklin Gothic Book)

Which font is easier to read? (Segoe UI)

Which font is easier to read? (Georgia)