



HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street
Norwalk, Ohio 44857

November 22, 2022 BOARD MEETING AGENDA

Location: Huron County Community Library, 33 Pleasant Street, Wakeman

Time: 6:00pm

The public may attend in person or join via Zoom:

<https://us02web.zoom.us/j/87526744265?from=addon>

Meeting ID: 875 2674 4265, Passcode: 673396

Time		Who
6:01 PM	Call to Order	Board Chair
	Guest Introductions & Public Comment	
	Approval of Board Minutes	
	Presentation <ul style="list-style-type: none"> • Let's Get Real 	
	Board Chair Report <ul style="list-style-type: none"> • Onboarding Committee update 	Board Chair
	Board Report	Ex. Director
	Committee Meeting Reports <ul style="list-style-type: none"> • Program Committee 	
	Executive Session	
	Committee Meeting Reports, Continued <ul style="list-style-type: none"> • Finance Committee <ul style="list-style-type: none"> ○ State Opioid Response 3.0 Funding ○ COSSAP ○ Recovery Housing ○ October 2022 Financial Report ○ October 2022 List of Bills 	
	Old Business	
	Meeting Discussion/New Business	
8:13 PM	Adjournment	Board Chair

HURON COUNTY

**BOARD OF MENTAL
HEALTH & ADDICTION
SERVICES**

November 22, 2022

I. CALL TO ORDER

Meeting called to order at __6:01__ PM.

Board Members in attendance:

X	Katie Chieda	X	Ben Chaffee, Jr. arrived at 6:40	X	Mitch Cawrse
X	Laura M. Wheeler arrived at 6:02pm	X	Julie Landoll		Silvia Hernandez-Excused
X	Amber Boldman	X	Nora Knople	X	Tom Sharpnack
X	Lenora Minor	X	John Soisson	X	Sandy Hovest
X	Carol Anderson arrived at 6:04	X	Erin Bohne arrived at 6:11		

Board Staff: Ashley Morrow, Kristen Cardone, Cari Williamson

II. GUEST INTRODUCTIONS & PUBLIC COMMENT

- Devin Pollick, PROSPER; Lara Hozalski, Huron County Human Resources; Jacob Stephens, Huron County Prosecutors Office; Greg Klima, Let's Get Real; Matt Roche, Norwalk Ohio News; Laura Miller, Firelands Counseling & Recovery; Deanna England, Oriana House; Jessica Dickman Family Life Counseling

III. APPROVAL OF BOARD MEETING MINUTES

MOTION: 1	To approve the October 25, 2022 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on October 27, 2022.		
Motion Made By:	John Soisson	Seconded:	Nora Knople

No opposition.

IV. PRESENTATION

- **Let's Get Real (LGR)**
 - Mr. Greg Klima shared a handout that detailed projects Let's Get Real is involved in and provided a scope of the number of people they help in Huron County. The organization was created a decade ago by a group of parents in Vermilion who were having difficulties getting their children in treatment. One of the first functions was connecting people with treatment and getting people to treatment is still their core project.
 - In FY22, they helped 289 separate people in Huron County through outreach desk/peer navigation through collaboration with local organizations such as probation, the Huron County Sheriff's Office, and Public Defender's office. So far this quarter they have helped 45 distinct individuals.
 - Direct peer support is another area where they help the community, though finding good peer

supporters is difficult. The key is walking a road of recovery with someone and giving them the encouragement they need to keep trying until they find their particular formula that works for them. They get referrals from treatment centers, recovery houses and individuals directly. In FY22 they helped 36 individuals and this quarter, 17 people.

- Another big function is getting people places, specifically to detox, inpatient treatment centers, recovery house, and court outside of the county. This doesn't include anything local. The closest detox centers are Erie County Detox and Surest Path. They transported 132 people in FY22 and in the first quarter of FY23 they transported 62 people. If they find an individual placement, they want to take them. This allows the peer supporter to talk about what the individual will do after detox and what their specific continued after-care will look like. The goal is to connect with people and help them along the way.
- ALERT (Area Law Enforcement Recovery Team) WHO (Warm Hand Off) is a hospital project where someone presents to the emergency room with substance use issues and would like treatment the hospital calls LGR. They helped 25 people last year and 11 during the first quarter of this year. Seven of the individuals were alcohol only. Beds in treatment centers are geared towards opiates, trying to get alcohol treatment is hard.
- ALERT police project serves individuals seeking help who present at the police station. Law enforcement will call LGR and a peer supporter will meet the individual at the law enforcement location and help them get into treatment or detox. Last year served 6 individuals, and during the first quarter of this year they have served 6 individuals.
- Jail project involves peer supporters going into the Huron County Jail conducting support groups for both men and women, and also helping with a post release plan. 173 individuals were helped last year and 45 in the 1st quarter of this year.
- Family Dependency Treatment Court: LGR provides peer support for the individuals in this program through the Court. Last year they helped 16 people, this year they have already helped 14 people. The treatment court's goal is to have the individuals be reunited with their children.
- Quick Response Team (QRT) is operated in partnership with treatment providers and the team visits individuals who have recently overdosed to provide them with information about recovery. Last year QRT had 114 visits and in the first quarter for this year 49 visits.
- Local Outreach to Suicide Survivors (LOSS) program provides outreach and support services to individuals who have experienced the death of loved one to completed suicide or fatal overdose. Last year reached out to 31 families and 10 families this quarter.
- Project Dawn site: through the Ohio Department of Health, LGR distributes Narcan and trains people on how to use it.
- The newest project involves going to the jail and administering preliminary mental health and substance use screenings. Initially the jail staff were conducting these screenings and were met with resistance from inmates. Once peer supporters started doing the screening the inmates were more open to the idea of sharing information resulting in a higher participation rate.
- Recovery Ride has been operating for about 6 weeks. They have transported 17 individuals. Currently, they have a lot of the same people, mostly from the recovery houses. They are doing a lot of trips to probation offices. The driver is a certified peer supporter and during the rides he talks to the individuals about their road to recovery and his recovery story. Some of the people he has taken to Norwalk Municipal Court Drug Court have spoken highly of him and the Judge has reached out to LGR to have them be a part of the Drug Court team. They are currently at about 60% compacity.
- LGR services are all provided by people in recovery working to help other people in recovery. They appreciate all the support from the Board and are really pleased by the results.
- Ms. Wheeler asked what he sees for future needs and how can the Board be helpful.
 - Mr. Klima responded with transportation is still a major issue, especially at night. Currently their hours are 9am-5pm. He appreciates the Board Staff for working so hard in finding funding to continue to allow them to provide transportation. Housing is an issue. Vocational resources being more available to people in recovery is another need.

Individuals in recovery need meaningful work, not just something to make a wage but something to get them excited about employment.

- Ms. Landoll asked if the LOSS program is strictly in Huron county and how many people are involved in it? Additionally, will the team go out right after an incident happens?
 - Mr. Klima shared each county has their own LOSS program and Huron county has two people involved on the team. The team has found it better to call the family a couple days after the incident happens, then follow-up later.

V. BOARD CHAIR REPORT

• **Onboarding Committee Update (Attachment I)**

- Ms. Hovest shared the Onboarding Committee met on November 1, 2022 at the Board’s office. Committee members have worked to identify gaps in the current board member onboarding process and have created a detailed and structured onboarding plan that includes what will be covered with the new member and when. The Committee has also provided guidance to improve the Board member manual, making it easier to utilize. This updated process is reflected in the revised Orientation of Board Members Policy which may be found in Attachment I. Additionally, all Board members have a copy of the revised Board member manual in front of them.

MOTION: 2	To approve and adopt the revised Orientation of Board Members Policy as shown in Attachment I.		
Motion Made By:	Amber Boldman	Seconded:	John Soisson

No opposition.

MOTION: 3	To approve the November 1, 2022 Onboarding Committee meeting minutes as sent on November 1, 2022.		
Motion Made By:	Laura Wheeler	Seconded:	Carol Anderson

No opposition.

VI. BOARD REPORT

• **Local Updates:**

- *HEALing Communities update:* Ms. Cardone shared the HEALing Communities study is currently focusing on Overdose Education and Naloxone Distribution in Huron County. In our last meeting, the group approved funding for the following initiatives:
 - Naloxone Leave Behind through Norwalk Fire & EMS and the Huron County Quick Response Team, plans to work with others, this is just a pilot.
 - Project Dawn Site at Animal House in Bellevue
 - Harm Reduction Vending Machine at Huron County Public Health
 - Expansion of Medication Assisted Treatment (buprenorphine) through Oriana House
 - Funding to enhance HC Wellness App (MHAS)
 - Huron County Transit vouchers (MHAS), we are the one stop before
 - Funding for the Recovery Ride through Let’s Get Real
 - Gas and housing vouchers for clients at Oriana House (Rigel Recovery Services and NOBARS)
 - Deterra bags for Safer Opioid Disposal (MHAS)
- *Quick Response Team/Community Data for October:* Ms. Cardone shared the following data for October 2022, the data in parentheses is from September 2022.
 - Overdoses: 8 (7)
 - Overdose fatalities: 1 (2)
 - Mental health calls: 10 (9)
 - Suicide attempts/Suicide related calls: 1 (0)

- Completed suicides: 3 (0)
- OVI: 20 (20)
- Disorderly Conduct/Intoxication: 5 (5)

- **Board updates**

- Ms. Cardone shared the Board is planning a winter wellness event for February, in partnership with the Huron County Chamber of Commerce and Norwalk Economic Development (NEDC). The Chamber and NEDC will identify businesses throughout Norwalk that provide services that enhance a healthier lifestyle and increase overall wellness of community members. These businesses will be asked to participate in this event. Community members will visit the businesses during February, interact with staff at that business who will share information with them regarding wellness, and the community members will get a punch or sticker on a card. Once they receive all the punches/stickers they will drop off their wellness card and be entered into a drawing for an opportunity to receive a gift basket. We will also be hosting a wellness event at the end of February to tie the month together and complete the drawing. This is a pilot project in Norwalk and if it is well received then next year it will move throughout Huron County.
- Ms. Cardone shared OhioMHAS recently approved our capital funding reimbursement for the women's recovery house project. The Board will be receiving a total reimbursement of \$194,418.87 which is half of the total cost of the project.
- Ms. Cardone shared the Board's contract with Mitel, our phone provider, is up in January and the Board will be gathering estimates from other companies with the goal of decreasing our expenses. If anyone has any recommendations regarding phone companies, please let us know.
 - The Board office currently has a VoIP phone system, but it does not need to be VoIP. The Board is currently spending \$215 with six lines.

- **Prevention**

- Ms. Cardone shared the Youth Success Committee is planning a 6th grade Youth Summit due to increased demand for youth training and skill development from Huron County schools. 6th grade was identified as the target age group due to lack of extracurricular options and support.
- Ms. Cardone shared Mr. Devin Pollick and herself attended the introductory training for the Drug Free Communities grant on November 15, 2022. During the training we learned that two out of the three necessary grant roles are required to be employees of the organization that was awarded funding. Because of this, we will not be hiring a second prevention position and instead will be managing the grant with current staff.
- Ms. Cardone shared Monroeville high school students, in partnership with Monroeville school staff, requesting a multi-layered mental health project at the school to include advocacy groups, triage, prevention and intervention. PROSPER, prevention coalition, and MHAS will be working with Monroeville schools to help them identify partners and provide support in implementing this initiative.
- Ms. Cardone shared the Regional Youth Summit that took place on November 18, 2022, at the Grace Community Church in Fremont. Approximately 70 students from Huron, Seneca, Sandusky, and Wyandot counties participated.
- Ms. Cardone shared that Mr. Pollick recently submitted his application for his next level of prevention certification. Mr. Pollick is currently certified as a Registered Applicant and has applied for the Ohio Certified Prevention Specialist Assistant. Once he achieves the OCPSA certification, there are two more levels he can achieve.

- **Community Engagement and Outreach**

- Ms. Cardone shared the Board Staff has done the following in Community Engagement and Outreach for October 2022:
 - *Newsletters and Social Media outreach for October:*
 - Gratitude and Mental Health
 - Grief and the Holidays
 - Meet MHAS: Cari Williamson
 - *Resource Bags/MHAS App Cards/Outreach Folders*
 - Blessing Boxes
 - Norwalk Outreach
 - Huron County Public Health
 - Reusable Grocery Bags
 - Monroeville UCC
 - Love Bus
 - Trinity Lutheran Willard
 - Willard Food Bank
 - *Trainings Hosted by MHAS*
 - Mental Health & SUD 101: Trinity Lutheran Church in Willard
 - Mental Health, SUD, & Trauma: Norwalk Ministerial Association
 - *Initiatives*
 - Kiwanis
 - Community Overdose Response Meeting/HEALing Communities
 - Coffee and Conversation with MHAS
 - This month: Let's Get Real
 - WLKR: grief and the holidays
 - Winter Wellness Wonderland: collaborating with Huron County Chamber to implement a wellness month in February 2023.
 - *Presentations and Events*
 - Huron County Public Health presentation
 - Ms. Minor requested for the ages of the overdoses and suicides.
 - Board staff will get her that information.

VII. COMMITTEE MEETING REPORTS

• PROGRAM COMMITTEE REPORT

- Ms. Amber Boldman shared the Program Committee met on Monday, November 14, 2022 at the Board's office. All items discussed that required motions were passed to the Finance Committee for approval and therefore, there are no items requiring the Board's approval.

MOTION: 4	To approve the November 14, 2022 Program Committee meeting minutes as sent on November 17, 2022.		
Motion Made By:	Lenora Minor	Seconded:	Carol Anderson

No opposition.

VIII. EXECUTIVE SESSION

- Mr. Chaffee shared meetings of the Board, as a public agency, shall be open to the public as required, unless the subject matter under consideration permits an executive session, as provided in section 121.22 (G), of the Ohio Revised Code. Members of a public body may hold an executive session at a regular or special meeting only after a majority of a quorum of the public body determines, by a roll call vote, to hold an executive session for the sole purpose of the consideration of the following matter: Ohio Revised Code 121.22 (G)(1) and (G)(3).

MOTION: 5	To enter Executive Session under Ohio Revised Code 121.22(G)(1) and (G)(3).		
Motion Made By:	John Soisson	Seconded:	Mitch Cawrse

1	Katie Chieda	5	Ben Chaffee, Jr.	10	Mitch Cawrse
2	Laura M. Wheeler	6	Julie Landoll		Silvia Hernandez-excused
3	Amber Boldman	7	Nora Knople	11	Tom Sharpnack
4	Lenora Minor	8	John Soisson	12	Sandy Hovest
5	Carol Anderson	9	Erin Bohne		

No opposition.

- Board members entered the Executive Session at 6:44pm with Mr. Jacob Stephens and Ms. Lara Hozalski.

MOTION: 6	To exit Executive Session under Ohio Revised Code 121.22(G)(1) and (G)(3).		
Motion Made By:	Lenora Minor	Seconded:	Amber Boldman

- The Board members exited Executive Session at 8:00pm.

IX. COMMITTEE MEETING REPORTS, CONTINUED

• **FINANCE COMMITTEE REPORT**

- Mr. Mitch Cawrse shared the Finance Committee met on Tuesday, November 15, 2022 at the Board's Office.
- **State Opioid Response 3.0 Funding**
 - Mr. Cawrse shared Ms. Cardone shared that the Board recently received notification of funding for the Federal Fiscal Year 2023 State Opioid and Stimulant Response funding from OhioMHAS. Local funding determinations were made based on community needs as identified by the community and community partners. The Board will receive 70% of the total funding now, with the remaining 30% being allocated in January or February. Because of this, the numbers reflected in the motion are 70% of the total amount each agency will receive.
 - Mr. Cawrse shared Ms. Cardone provided updates to the committee regarding what each agency will be utilizing funding for, and all four agencies are heavily focused on addressing barriers to services by increasing access to transportation.

MOTION: 7	Authorize the Executive Director to enter into Federal Fiscal Year 2023 contracts with the following agencies, utilizing State Opioid and Stimulant Response 3.0 funding: <ul style="list-style-type: none"> ○ Family Life Counseling & Psychiatric Services \$29,783 ○ Firelands Counseling & Recovery Services \$29,783 ○ Oriana House, Inc. \$71,345.12 ○ Let's Get Real, Inc. \$109,383.20 		
Motion Made By:	Nora Knople	Seconded:	Julie Landoll

15	Katie Chieda	10	Ben Chaffee, Jr.	1	Mitch Cawrse
14	Laura M. Wheeler	9	Julie Landoll		Silvia Hernandez-excused
13	Amber Boldman	8	Nora Knople	4	Tom Sharpnack
12	Lenora Minor	7	John Soisson	5	Sandy Hovest
11	Carol Anderson	6	Erin Bohne		

No opposition.

○ **COSSAP Funding**

- Mr. Cawrse shared for the second and final year, the Board was awarded Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) funding in partnership with the Mansfield Police Department to expand the Huron County Quick Response Team (QRT). A portion of this funding is utilized by Let’s Get Real to pay for the lease and upkeep of a designated vehicle which the team uses when they go on QRT runs.

MOTION: 8	Authorize Executive Director to enter into a State Fiscal Year 23 contract addendum with Let’s Get Real, Inc. in the amount of \$14,300.00, utilizing COSSAP funding.		
Motion Made By:	Laura Wheeler	Seconded:	Nora Knople

9	Katie Chieda	1	Ben Chaffee, Jr.	6	Mitch Cawrse
10	Laura M. Wheeler	2	Julie Landoll		Silvia Hernandez-excused
11	Amber Boldman	3	Nora Knople	7	Tom Sharpnack
12	Lenora Minor	4	John Soisson	8	Sandy Hovest
13	Carol Anderson	5	Erin Bohne		

No opposition.

○ **Recovery Housing**

- Mr. Cawrse shared last year the Board utilized State Opioid Response funding to fund the majority of recovery housing services in Huron County. However, due to funding cuts, the Board did not receive enough State Opioid Response funding for this fiscal year to cover recovery housing. Because of this, the Board will need to utilize levy reserve funding to ensure services are able to continue.

MOTION: 9	Authorize Executive Director to enter into a State Fiscal Year 2023 contract addendum with Family Life Counseling & Psychiatric Services for recovery housing, in an amount not to exceed \$106,824.00, utilizing levy reserve funding.		
Motion Made By:	Julie Landoll	Seconded:	Carol Anderson

1	Katie Chieda	2	Ben Chaffee, Jr.	3	Mitch Cawrse
4	Laura M. Wheeler	5	Julie Landoll		Silvia Hernandez-excused
6	Amber Boldman	7	Nora Knople	8	Tom Sharpnack
9	Lenora Minor	10	John Soisson	11	Sandy Hovest
12	Carol Anderson	13	Erin Bohne		

No opposition.

○ **October 2022 Financial Report (Attachment II)**

- Mr. Cawrse shared Committee members reviewed and discussed the Board’s October 2022 Financial report as shown in Attachment II. A summary of the Board’s financial report as of October 31, 2022, is as follows:
 - Revenues: \$262,504.14
 - Expenditures: \$383,364.04
 - Cash Balance: \$2,681,031.53
 - Encumbrances: \$506,569.40
 - Ending Balance: \$2,174,462.13

MOTION: 10	To approve the October 2022 Financial Report through October 31, 2022 as shown in Attachment II, minus the list of bills.		
Motion Made By:	Laura Wheeler	Seconded:	Carol Anderson

13	Katie Chieda	12	Ben Chaffee, Jr.	11	Mitch Cawrse
9	Laura M. Wheeler	10	Julie Landoll		Silvia Hernandez-excused
8	Amber Boldman	7	Nora Knople	6	Tom Sharpnack
3	Lenora Minor	4	John Soisson	5	Sandy Hovest
2	Carol Anderson	1	Erin Bohne		

No opposition.

- Mr. Chaffee shared there were some concerns regarding approving bills that have already been paid. An additional Finance Meeting will be held to discuss these concerns. The Board requested a special Finance Meeting on Monday, November 28, 2022 at 3:00pm.

MOTION: 11	To approve the November 15, 2022 Finance Committee meeting minutes as sent on November 17, 2022.		
Motion Made By:	Katie Chieda	Seconded:	Sandy Hovest

No opposition.

IX. OLD BUSINESS

- Mr. Chaffee shared the Board would like to make a Motion to hold a special Finance Meeting on Monday, November 28, 2022 at 3:00pm at the Board's office.

MOTION: 12	To approve a Special Finance Meeting on Monday, November 28, 2022 at 3:00pm at MHAS Board Office.		
Motion Made By:	John Soisson	Seconded:	Mitch Cawrse

1	Katie Chieda	6	Ben Chaffee, Jr.	11	Mitch Cawrse
2	Laura M. Wheeler	7	Julie Landoll		Silvia Hernandez-excused
3	Amber Boldman	8	Nora Knople	12	Tom Sharpnack
4	Lenora Minor	9	John Soisson	13	Sandy Hovest
5	Carol Anderson	10	Erin Bohne		

No opposition.

- Mr. Chaffee shared the Board would like to entertain the Motion that no purchases made on behalf of the Huron County Board of Mental Health and Addiction Services or for business of the Board should be made through use of personal accounts, personal credit, or otherwise.

MOTION: 13	No purchases made on behalf of the Huron County Board of Mental Health and Addiction Services or for business of the Board should be made through use of personal accounts, personal credit, or otherwise.		
Motion Made By:	Nora Knople	Seconded:	Amber Boldman

9	Katie Chieda	8	Ben Chaffee, Jr.	3	Mitch Cawrse
10	Laura M. Wheeler	7	Julie Landoll		Silvia Hernandez-excused
11	Amber Boldman	6	Nora Knople	2	Tom Sharpnack
12	Lenora Minor	5	John Soisson	1	Sandy Hovest
13	Carol Anderson	4	Erin Bohne		

No opposition.

X. MEETING DISCUSSION/NEW BUSINESS

- No meeting discussion or new business.

XI. ADJOURNMENT

MOTION:	To adjourn the November 22, 2022 Huron County Board of Mental Health and Addiction Services meeting.		
Motion Made By:	Amber Boldman	Seconded:	Laura Wheeler

No opposition.

The November 22, 2022 meeting of the Board adjourned at _8:13__p.m.

Attachment I

103.3 SECTION 3

Revised: November 18, 2019
November 22, 2022

ORIENTATION OF BOARD MEMBERS

The Board member orientation process shall be led by members of the Board, with staff assisting in compiling the new Board member manual and related administrative tasks. Each new Board member shall be assigned a mentor who shall make themselves available to answer questions and provide insight. The Board member orientation process is as follows:

1. Board Chair shall contact new member once their appointment is confirmed by the appointing authority.
2. Board Chair shall appoint a mentor for new member.
3. Executive Director shall send new member a letter of congratulations and schedule a time to meet to deliver the member's Board manual, introduce mentor, and begin onboarding process.
4. Board chair shall introduce new member to existing members of the Board at next Board meeting.
5. Mentor shall follow the Onboarding Flow Chart as detailed in this policy.

The following information shall be included in the Board manual and mentor will be review with new Board member:

Section A: Community Board

Board Member Roster (A-1)

1. List of Board Members and contact information
2. Board Member Bios

Board Committees and Structure (A-2)

1. Program Committee
2. Finance Committee
3. Governance Committee
4. Board Meeting ground rules

Roles and Responsibilities (A-3)

1. Board Member Job Description
2. OACBHA Roles and Responsibilities training
3. Removal from office

Governance Policies (A-4)

1. Board By-Laws/Board Governance Section 100

Board Information (A-5)

1. Calendar of Board and Committee Meetings
2. Board Meeting Minutes (most recent)
3. Annual Report
4. Newsletter

Services & Providers (A-6)

1. Huron County Resource List

Section B: Behavioral Health

Ohio's Behavioral Healthcare System (B-7)

1. Ohio's Alcohol, Drug Addiction, and Mental Health Boards
2. Auditor of State Behavioral Health Handbook

OACBHA-Ohio Association of County Behavioral Health Authorities (B-8)

1. Who is OACBHA
2. OACBHA Services

Section C: Laws & Legislation

Ohio Revised Code Chapter 340 (C-9)

1. Chapter 340 ORC

Ohio's Sunshine Laws & Public Meetings (C-10)

1. The Sunshine Laws and Public Meetings

Section D: Reference Materials

Robert's Rules of Order (D-11)

1. Introduction to Robert's Rules of Order

The Fundamental Roles & Responsibilities of a Board (D-12)

1. What are the fundamental roles and responsibilities of a board?

Ohio Ethics Laws (D-13)

1. Ohio Ethics Training

HIPAA (D-14)

1. HIPAA Training

Acronyms/Abbreviations (D-15)

1. Abbreviations list

Information Sharing (D-16)

1. Where to find information

Section E: Board Office

Staff (E-17)

1. Table of Organization
2. Employee Job Descriptions

Personnel Policies (E-18)

1. Board Personnel Policies and Procedures Section 200

Section F: Strategic Plan

Strategic Framework (F-19)

1. Mission, Vision, Values
2. Strategic Plan

Section G: Financials

Financials (F-20)

1. Monthly Financial Statements
2. Preparation of Fiscal Year Budget (July through June)
3. Board Levy Reserve
4. Fiscal Year Revenue Budget (most recent)
5. Fiscal Year Expense Budget (most recent)
6. Fiscal Year Revenue YTD (most recent)
7. Fiscal Year Expenses YTD (most recent)
8. Fiscal Policies
 - a. Board Fiscal Policies Section 400

Huron County MHAS Board Onboarding Process

Within 30 days of Board appointment

In person meeting with MHAS Executive Director, mentor, and new Board member

Review the following information:

- MHAS Board Handbook Sections
 - Purpose of Board & brief history (A-4)
 - Roles and responsibilities (Board vs. staff, fiscal role) (A-3, D-12)
 - Current contracted providers (A-6)
- Logistics
 - Board roster & bios (A-1)
 - Committees & structure (A-2)
 - Board meeting schedule (A-5)
 - Board by-laws (A-4)
 - Google login, Board email, Chromebook (if requested) (email)
 - Acronym list (D-15)
- Homework
 - Videos: Roberts Rules of Order (D-11), Sunshine Laws (C-10), Roles & Responsibilities (A-3)
 - Read history of the Board (B-7) & ORC Chapter 340 (C-9)
 - Review OACBHA slides (Board training) and OACBHA information (B-8)
 - Read Board by-laws (A-4)

Date:
Initials:

After 1st Board meeting but prior to 2nd Board meeting

In person meeting with mentor and new board member

Review the following information:

- Relevant rules and laws
 - Sunshine law, transparency (C-10)
 - Ethics, conflict of interest (D-13)
 - Confidentiality, HIPAA (D-14)
- Meeting Operations
 - Roberts Rules of Order (D-11)
 - Contracts and budgetary actions (F-20)
 - Financial overview & fiscal year (F-20)
- Strategic Plan & Board Staff
 - Mission, vision, values, goals, targeted objectives (F-19)
 - MHAS staff & ED duties (E-17)
 - Information Sharing (D-16)
- Homework
 - Videos: HIPAA (D-14), Ohio Ethics Laws (D-13)
 - Review personnel policies (E-18)
 - Read fiscal policies (F-20)

Date:

Initials:

Mentor will contact new board member via phone or email at least once per month in between meetings

9 months after joining the Board

In-person meeting with mentor and new Board member

- Questions about any topic to date
- Pick a CE topic, assign a video segment, and discuss that topic
- Feedback on onboarding process

Date:
Initials:

5 months after joining the Board

In-person meeting with mentor and new Board member

- Questions about any topic to date
- Pick a CE topic, assign a video segment, and discuss that topic
- Feedback on onboarding process

Attachment II

HURON COUNTY BOARD OF MENTAL HEALTH & ADDICTION SERVICES STATEMENT OF ACTIVITIES FISCAL YEAR 2023

OCTOBER YTD	MONTH TO DATE	YEAR TO DATE	ANNUAL	\$OVER/UNDER	% OF BUDGET
<u>INCOME</u>	ACTIVITES	ACTIVITES	BUDGET	BUDGET	
REAL ESTATE TAX	\$0.00	\$238,062.20	\$540,000.00	(\$301,937.80)	44.09%
TANGIBLE PERSONAL TAX	\$0.00	\$0.00	\$80.00	(\$80.00)	0.00%
TAXES-ROLLBACK & HOMESTEAD	\$0.00	\$7,318.53	\$16,000.00	(\$8,681.47)	45.74%
MH SUBSIDY	\$180,525.25	\$466,738.00	\$874,832.00	(\$408,094.00)	53.35%
ADTR BLOCK GRANT	\$47,423.00	\$144,846.00	\$189,692.00	(\$44,846.00)	76.36%
RECOVERY HOUSING	\$0.00	\$22,950.00	\$45,900.00	(\$22,950.00)	50.00%
MH BLOCK GRANT	\$10,576.00	\$21,152.00	\$42,304.00	(\$21,152.00)	50.00%
AOD SUBSIDY	\$7,980.00	\$45,624.00	\$131,870.50	(\$86,246.50)	34.60%
TITLE XX	\$0.00	\$10,019.00	\$40,285.00	(\$30,266.00)	24.87%
STATE GRANTS	\$6,250.00	\$16,826.00	\$74,998.00	(\$58,172.00)	22.44%
FEDERAL GRANTS	\$6,982.36	\$0.00	\$156,526.71	(\$156,526.71)	0.00%
IDAT	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
OTHER RECEIPTS	\$2,767.53	\$9,225.15	\$5,000.00	\$4,225.15	184.50%
TOTAL INCOME	\$ 262,504.14	\$ 982,760.88	\$2,117,488.21	(\$1,134,727.33)	46.41%
<u>EXPENSES</u>					
ADMIN	\$31,355.49	\$131,693.36	\$416,381.80	(\$284,688.44)	31.63%
ADULT ADVOCACY	\$3,685.00	\$3,685.00	\$30,000.00	(\$26,315.00)	12.28%
BROWN CONSULTING	\$0.00	\$0.00	\$28,350.00	(\$28,350.00)	0.00%
BUILDING REPAIRS	\$5,250.00	\$5,250.00	\$15,000.00	(\$9,750.00)	35.00%
DARE/SRO CONTRACTS	\$0.00	\$9,000.00	\$12,000.00	(\$3,000.00)	75.00%
CARLA DAVIS	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
FAMILY & CHILDREN FIRST COUNCIL	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
FAMILY LIFE COUNSELING	\$6,600.94	\$15,954.30	\$128,466.00	(\$112,511.70)	12.42%
FAMILY LIFE COUNSELING-RECOVERY HOUSING	\$26,922.41	\$26,922.41	\$45,900.00	(\$18,977.59)	58.65%
FAMILY LIFE COUNSELING-RECOVERY HOUSING (LEVY)	\$348.37	\$348.37	\$0.00	\$348.37	#DIV/0!
FIRELANDS COUNSELING & RECOVERY	\$124,344.58	\$184,573.32	\$748,478.10	(\$563,904.78)	24.66%
GEISLER IT-GOSH	\$0.00	\$0.00	\$2,500.00	(\$2,500.00)	0.00%
GUARDIANSHIP LEGAL FEES	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)	0.00%
HURON COUNTY JUVENILE COURT	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	100.00%
HURON COUNTY SCHOOLS-AFTERPROM	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)	0.00%
HURON COUNTY SHERIFF-PSYCH JAIL MEDS	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
LET'S GET REAL	\$0.00	\$0.00	\$85,000.00	(\$85,000.00)	0.00%
MHFA ADMIN-A. MORROW INSTRUCTOR REIMBURSEMENT	\$0.00	\$600.00	\$0.00	\$600.00	#DIV/0!
MHRBS CLARKE, GREENE, MADISON-GOSH	\$2,625.00	\$5,250.00	\$10,000.00	(\$4,750.00)	52.50%
MHRBS SOSW	\$0.00	\$3,000.00	\$12,000.00	(\$9,000.00)	25.00%
MIRIAM HOUSE	\$6,389.34	\$12,258.72	\$45,000.00	(\$32,741.28)	27.24%
NAMI NW - CISM & CIT	\$0.00	\$37,220.00	\$38,000.00	(\$780.00)	97.95%
OACHBHA	\$0.00	\$7,000.00	\$7,000.00	\$0.00	100.00%
OHIO GUIDESTONE	\$228.15	\$228.15	\$19,998.00	(\$19,769.85)	1.14%
ORIANA HOUSE	\$3,504.11	\$42,092.62	\$165,918.00	(\$123,825.38)	25.37%
PREVENTION	\$60.00	\$2,771.58	\$34,202.00	(\$31,430.42)	8.10%
PROMO-Board Operating Expenses	\$1,643.32	\$7,375.98	\$35,000.00	(\$27,624.02)	21.07%
REACH OUR YOUTH	\$0.00	\$0.00	\$40,000.00	(\$40,000.00)	0.00%
SERVICES FOR AGING	\$0.00	\$0.00	\$20,516.00	(\$20,516.00)	0.00%
ORIGINAL CONTRACT TOTAL	\$242,956.71	\$525,223.81	\$1,986,709.90	(\$1,461,486.09)	26.44%
Additional Funding					
ADDITIONAL TREATMENT PROGRAM (ATP) & CARRYOVER	\$2,527.31	\$6,737.95	\$70,248.05	(\$63,510.10)	9.59%
COMMUNITY TRANSITION PROGRAM (CTP) CARRYOVER	\$0.00	\$0.00	\$42,693.91	(\$42,693.91)	0.00%
IDAT	\$867.53	\$867.53	\$0.00	\$867.53	#DIV/0!
MHBG COVID MITIGATION FUNDING CARRYOVER	\$0.00	\$1,343.39	\$7,026.38	(\$5,682.99)	19.12%
MRSS	\$47,746.04	\$82,621.63	\$114,598.00	(\$31,976.37)	72.10%
MULTI-SYSTEM ADULT	\$0.00	\$0.00	\$10,170.00	(\$10,170.00)	0.00%
PSYCH JAIL MEDS	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
SAPT AUD COVID MITIGATION FUNDING	\$0.00	\$0.00	\$7,611.84	(\$7,611.84)	0.00%
SAPT COVID AUD TX ADULT WITH AUD (CARRYOVER THROUGH 3/14/2023)	\$0.00	\$572.29	\$23,165.42	(\$22,593.13)	2.47%
ADDITIONAL FUNDING TOTAL	\$51,140.88	\$92,142.79	\$275,513.60	(\$183,370.81)	33.44%
SUBTOTAL	\$294,097.59	\$617,366.60	\$2,262,223.50	(\$1,644,856.90)	27.29%
FEDERAL FY22					
SOR 2.0 (9/30/21-9/29/22)	\$19,025.47	\$305,431.80	\$345,379.92	(\$39,948.12)	88.43%
SOR 2.0 CARRYOVER (9/30/21-9/29/22)	\$43,882.31	\$202,935.91	\$196,694.27	\$6,241.64	103.17%
COSSAP (OCTOBER 2021-OCTOBER 2022)	\$1,475.00	\$18,743.07	\$31,370.74	(\$12,627.67)	59.75%
DRUG FREE COMMUNITIES (10/1/22-9/30/23)	\$169.76	\$0.00	\$125,000.00	\$125,000.00	0.00%
FEDERAL FISCAL YEAR TOTAL	\$64,552.54	\$527,110.78	\$698,444.93	(\$171,334.15)	75.47%
TOTAL EXPENSES	\$358,650.13	\$1,052,334.59	\$2,685,154.83	(\$1,632,820.24)	39.19%
REPORTING PERIOD THRU	10/31/2022	% OF BUDGET / YTD (OVER/UNDER)		-60.81%	
		YTD % OF ANNUAL BUDGET		-53.59%	
RESERVES	\$2,174,462.13				

Calendar Year 2022 Receipts and Cash Journal

October 2022							
	Account Number	Description	Accumulated From Previous Report	Current Month's Report	Accumulated Year-to-Date	% of Anticipated Revenue	Anticipated CY Revenue
FEDERAL FUNDS							
Title XX	100.100.10165	Fed MH	39,802.00	0.00	39,802.00	98.8%	40,285.00
MH Block Grant	100.100.10126	Fed MH	41,378.58	10,576.00	51,954.58	122.8%	42,304.00
ADTR Block Grant	100.100.10122	Fed AOD	249,880.84	47,423.00	297,303.84	156.7%	189,692.00
Federal Grants	100.100.10167	Federal Grants	817,197.83	6,982.36	824,180.19	526.5%	156,526.71
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	663,339.75	180,525.25	843,865.00	96.5%	874,832.00
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	63,332.00	7,980.00	71,312.00	54.1%	131,870.50
State Grants	100.100.10166	State MH & Aod	24,726.00	6,250.00	30,976.00	41.3%	74,998.00
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	562,607.42	0.00	562,607.42	104.2%	540,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	80.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	14,748.09	0.00	14,748.09	92.2%	16,000.00
Other Receipts	100.100.10170	Other Receipts	14,816.65	2,767.53	17,584.18	351.7%	5,000.00
IDAT	100.100.10168	IDAT	4,591.04	0.00	4,591.04	#DIV/0!	0.00
TOTAL RECEIPTS:			\$ 2,542,320.20	\$ 262,504.14	\$ 2,804,824.34	132.5%	2,117,488.21
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 2,801,891.43				
Plus: Receipts			262,504.14				
Equals: Total Balance			\$ 3,064,395.57				
Minus: Expenditures			383,364.04				
Equals: Ending Balance			\$ 2,681,031.53				
Minus: Encumbrances			506,569.40				
Equals:			\$ 2,174,462.13				

October 2022	EXPENDITURES					
LINE ITEM ACCOUNT	BUDGETED APPROPRIATION	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	YEAR-TO-DATE PERCENTAGE	* OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE
SALARIES 100.100.00125	172,000.00	16,464.64	171,762.31	99.9%	0.00	237.69
SUPPLIES 100.100.00175	25,116.00	1,911.20	23,237.02	92.5%	1,878.98	0.00
EQUIPMENT 100.100.00200	2,000.00		0.00	0.0%	0.00	2,000.00
CONTRACT REPAIRS 100.100.00275	3,643,917.74	351,872.28	3,148,045.19	86.4%	495,872.55	0.00
RESIDENTIAL PROGRAM 100.100.00280	0.00		0.00	#DIV/0!	0.00	0.00
TRAVEL 100.100.00300	5,066.75	752.99	4,757.63	93.9%	309.12	0.00
O.P.E.R.S. 100.100.00400	25,800.00	2,708.92	23,261.42	90.2%	0.00	2,538.58
WORKERS' COMP 100.100.00425	2,150.00		119.69	5.6%	0.00	2,030.31
UNEMPLOYMENT 100.100.00450	0.00		0.00	#DIV/0!	0.00	0.00

MEDICARE	2,500.00	371.46	2,421.11	96.8%	0.00	78.89
100.100.00460						
OTHER EXPENSES	50,025.99	5,596.10	41,517.24	83.0%	8,508.75	0.00
100.100.00475						
HOSPITALIZATION	52,000.00	3,686.45	36,492.85	70.2%	0.00	15,507.15
100.100.00500						
TOTAL:	3,980,576.48	383,364.04	3,451,614.46	86.7%	506,569.40	22,392.62

Attachment III

Huron County Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500

From: 10/1/2022 to 10/31/2022

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount	
100.100.00175 Supplies							
EJ2022100003-221	10/05/2022	LEVY Plexiglass, Paper Towels	CK0000420370-01	PO2022-00276 Amazon Capital Services	22-0701 Inv 1YWR	\$85.86	\$0.00
EJ2022100016-103	10/13/2022	LEVY PROMO T-shirts for Rec	CK0000420507-01	PO2022-00276 Nobils Sports & Trophies	22-0726 Inv 35358	\$1,578.00	\$0.00
EJ2022100016-111	10/13/2022	LEVY PROMO White boards &	CK0000420517-01	PO2022-00276 Kristen Cardone	22-0735 Sept 22 E	\$27.08	\$0.00
EJ2022100016-119	10/13/2022	LEVY Business Cards from 34	CK0000420506-01	PO2022-00276 Insight Type & Graphics	22-0725 Inv 14827	\$50.50	\$0.00
EJ2022100031-215	10/26/2022	DFC Easel pads, Easel, Post-it	CK0000420933-01	PO2022-00276 Amazon Capital Services	22-0765 Inv 16NP-	\$169.76	\$0.00
100.100.00175 Total:					\$1,911.20	\$0.00	
100.100.00275 Contract Repairs							
EJ2022100003-191	10/05/2022	SOR 2.0 WRH B Electric Servic	CK0000420381-01	PO2022-00277 Ohio Edison	22-0713 Acct 1101	\$269.54	\$0.00
EJ2022100003-193	10/05/2022	Ofc Electric Services 082722-0	CK0000420381-01	PO2022-00277 Ohio Edison	22-0712 Acct 1101	\$180.76	\$0.00
EJ2022100003-195	10/05/2022	LEVY Building Repairs Outside	CK0000420380-01	PO2022-00277 Johns Painting LLC	22-0711 Painting	\$4,250.00	\$0.00
EJ2022100003-197	10/05/2022	GRF 421 MH GOSH 092722 fr	CK0000420372-01	PO2022-00277 Firelands Counseling & Recov	22-0710 FY23 MH	\$9,991.17	\$0.00
EJ2022100003-199	10/05/2022	GRF421 AOD GOSH 092722 fr	CK0000420376-01	PO2022-00277 Firelands Counseling & Recov	22-0710 FY23 SU	\$111.11	\$0.00
EJ2022100003-201	10/05/2022	LEVY FY22 GOSH 092722 fro	CK0000420379-01	PO2022-00277 Firelands Counseling & Recov	22-0710 FY22 MH	\$1,863.39	\$0.00
EJ2022100003-203	10/05/2022	CRISIS INFRA Inpatient Servic	CK0000420374-01	PO2022-00277 Firelands Counseling & Recov	22-0709 Inv 2654	\$42,799.18	\$0.00
EJ2022100003-205	10/05/2022	GRF 421 MH WRAP EMS from	CK0000420371-01	PO2022-00277 Firelands Counseling & Recov	22-0708 Inv 2653	\$14,858.61	\$0.00
EJ2022100003-207	10/05/2022	GRF 421 MH WRAP Group Ho	CK0000420378-01	PO2022-00277 Firelands Counseling & Recov	22-0707 Inv 2652	\$9,149.60	\$0.00
EJ2022100003-209	10/05/2022	LEVY FY22 Clinical Exceptions	CK0000420377-01	PO2022-00277 Firelands Counseling & Recov	22-0706 Inv 2643	\$107.28	\$0.00
EJ2022100003-211	10/05/2022	LEVY FY22 MH Inpatient from	CK0000420375-01	PO2022-00277 Firelands Counseling & Recov	22-0705 Inv 2642	\$18,935.12	\$0.00
EJ2022100003-213	10/05/2022	Crisis Infra After-hours crisis se	CK0000420373-01	PO2022-00277 Firelands Counseling & Recov	22-0704 Inv 2638	\$2,285.59	\$0.00
EJ2022100003-215	10/05/2022	GRF 421 MH GOSH 092722 fr	CK0000209332-01	PO2022-00277 Family Life Counseling and Ps	22-0703 FY23 MH	\$2,305.43	\$0.00
EJ2022100003-217	10/05/2022	LEVY FY22 MH GOSH 092722	CK0000209332-01	PO2022-00277 Family Life Counseling and Ps	22-0703 FY22 MH	\$2,597.95	\$0.00
EJ2022100003-219	10/05/2022	GRF 421 MH AAS July 2022 S	CK0000209333-01	PO2022-00277 Catholic Charities Diocese of	22-0702 AAS July	\$3,685.00	\$0.00
EJ2022100016-095	10/13/2022	LEVY Sept 22 Cell Phone Stipe	CK0000420513-01	PO2022-00277 Devin Pollick	22-0734 Expenses	\$60.00	\$0.00
EJ2022100016-099	10/13/2022	SAPT TX GOSH 100422 from	CK0000209404-01	PO2022-00277 Oriana House Inc	22-0728 Inv SUD	\$3,504.11	\$0.00
EJ2022100016-101	10/13/2022	ECMH Consultation from 3453	CK0000420509-01	PO2022-00277 OhioGuidestone	22-0727 Inv 14039	\$228.15	\$0.00
EJ2022100016-113	10/13/2022	SOR 2.0 CO GoDaddy.com for	CK0000420517-01	PO2022-00277 Kristen Cardone	22-0735 Sept 22 E	\$591.98	\$0.00
EJ2022100016-115	10/13/2022	LEVY PROMO White boards &	CK0000420517-01	PO2022-00277 Kristen Cardone	22-0735 Sept 22 E	\$122.87	\$0.00
EJ2022100016-121	10/13/2022	LEVY Steering Committee Me	CK0000420508-01	PO2022-00277 Huron County Public Health	22-0724 2023-202	\$5,500.00	\$0.00
EJ2022100016-123	10/13/2022	ATP Family Dependency Court	CK0000420512-01	PO2022-00277 Huron County Juvenile Court	22-0723 FDC Admi	\$1,257.00	\$0.00
EJ2022100016-125	10/13/2022	5TZ0 Comm Invest Family Dep	CK0000420512-01	PO2022-00277 Huron County Juvenile Court	22-0722 FDC	\$30,000.00	\$0.00
EJ2022100016-127	10/13/2022	COSSAP QRT Sept 2022 from	CK0000420510-01	PO2022-00277 Firelands Counseling & Recov	22-0721 Inv 2667	\$375.00	\$0.00
EJ2022100016-129	10/13/2022	SAPT TX SUD GOSH 100422 f	CK0000209405-01	PO2022-00277 Family Life Counseling and Ps	22-0720 FY23 SU	\$613.86	\$0.00
EJ2022100016-131	10/13/2022	GRF 421 MH GOSH 100422 fr	CK0000209405-01	PO2022-00277 Family Life Counseling and Ps	22-0720 FY23 MH	\$1,569.26	\$0.00
EJ2022100016-133	10/13/2022	LEVY FY22 GOSH 100422 fro	CK0000209405-01	PO2022-00277 Family Life Counseling and Ps	22-0720 FY22 GO	\$835.42	\$0.00
EJ2022100016-135	10/13/2022	Ofc lawn maintenance Sept 20	CK0000420511-01	PO2022-00277 Cutting Time LLC	22-0718 Inv 2049	\$280.00	\$0.00
EJ2022100016-137	10/13/2022	Ofc LGR copier service 092222	CK0000209406-01	PO2022-00277 ComDoc Inc	22-0719 Inv IN525	\$13.45	\$0.00
EJ2022100016-139	10/13/2022	SOR 2.0 WRH B water & sewe	CK0000209407-01	PO2022-00277 City of Norwalk	22-0717 Acct D274	\$108.60	\$0.00

Expense Audit Trail Report
From: 10/1/2022 to 10/31/2022

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2022100016-141	10/13/2022	SOR 2.0 WRH A water & sewe	CK0000209407-01 PO2022-00277 City of Norwalk	22-0716 Acct D274	\$146.40	\$0.00
EJ2022100016-143	10/13/2022	Ofc water & sewer 082322-092	CK0000209407-01 PO2022-00277 City of Norwalk	22-0715 Acct E041	\$15.00	\$0.00
EJ2022100025-155	10/19/2022	LEVY Admin Sept 22 Zoom &	CK0000420726-01 PO2022-00277 Ashley Morrow	22-0764 Sept 22 C	\$74.99	\$0.00
EJ2022100025-157	10/19/2022	LEVY Annual Membership Due	CK0000420715-01 PO2022-00277 The Kiwanis Club of Norwalk	22-0755 Members	\$160.00	\$0.00
EJ2022100025-159	10/19/2022	LEVY WHOH-B Internet servic	CK0000420724-01 PO2022-00277 Spectrum	22-0762 #: 836110	\$76.43	\$0.00
EJ2022100025-161	10/19/2022	LEVY WHOH-A Internet servic	CK0000420724-01 PO2022-00277 Spectrum	22-0761 #: 836110	\$76.43	\$0.00
EJ2022100025-163	10/19/2022	SOR 2.0 Recovery Navigator S	CK0000209473-01 PO2022-00277 Oriana House Inc	22-0760 Inv AR169	\$6,437.11	\$0.00
EJ2022100025-165	10/19/2022	LEVY Ofc phone service 11012	CK0000420723-01 PO2022-00277 Mitel	22-0759 Inv 41359	\$206.33	\$0.00
EJ2022100025-167	10/19/2022	GRF 421 MH 2QFY23 GOSH	CK0000420721-01 PO2022-00277 MHRD of Clark Green & Madi	22-0758 Inv 2491	\$2,625.00	\$0.00
EJ2022100025-169	10/19/2022	COSSAP Personnel & Auto fro	CK0000209474-01 PO2022-00277 Lets Get Real Inc	22-0757 Sept 2022	\$1,100.00	\$0.00
EJ2022100025-171	10/19/2022	SOR 2.0 Services & Transporta	CK0000209474-01 PO2022-00277 Lets Get Real Inc	22-0756 Sept 2022	\$32,599.00	\$0.00
EJ2022100025-173	10/19/2022	LEVY Miriam House August 20	CK0000209475-01 PO2022-00277 Catholic Charities Diocese of	22-0736 August 20	\$6,389.34	\$0.00
EJ2022100025-175	10/19/2022	SOR 2.0 WHOH-A Gas service	CK0000420725-01 PO2022-00277 Columbia Gas of Ohio	22-0737 #: 207031	\$83.77	\$0.00
EJ2022100025-177	10/19/2022	SOR 2.0 WHOH-B Gas service	CK0000420725-01 PO2022-00277 Columbia Gas of Ohio	22-0738 #: 207031	\$41.04	\$0.00
EJ2022100025-179	10/19/2022	LEVY Ofc trash services Oct 2	CK0000420708-01 PO2022-00277 Cyclone Services Inc	22-0739 Inv 10334	\$133.00	\$0.00
EJ2022100025-181	10/19/2022	LEVY WHOH Oven Repair Ser	CK0000420712-01 PO2022-00277 J & C Appliance	22-0754 Repair	\$195.51	\$0.00
EJ2022100025-183	10/19/2022	QPR FY23 from 345806 - 2022	CK0000420709-01 PO2022-00277 Firelands Counseling & Recov	22-0753 Inv 2676	\$1,345.61	\$0.00
EJ2022100025-185	10/19/2022	IDAT Aug 22 from 345806 - 20	CK0000420716-01 PO2022-00277 Firelands Counseling & Recov	22-0752 Inv 2620	\$835.55	\$0.00
EJ2022100025-187	10/19/2022	IDAT Credit & July 22 from 34	CK0000420722-01 PO2022-00277 Firelands Counseling & Recov	22-0751 Inv 2567	\$31.98	\$0.00
EJ2022100025-189	10/19/2022	Crisis Flex Funds FY23 from 3	CK0000420718-01 PO2022-00277 Firelands Counseling & Recov	22-0750 Inv 2672	\$4,375.00	\$0.00
EJ2022100025-191	10/19/2022	ATP Huron County Juv Court fr	CK0000420713-01 PO2022-00277 Firelands Counseling & Recov	22-0749 Inv 2668	\$310.85	\$0.00
EJ2022100025-193	10/19/2022	GRF 421 MH Clinical Exceptio	CK0000420714-01 PO2022-00277 Firelands Counseling & Recov	22-0748 Inv 2675	\$2,592.77	\$0.00
EJ2022100025-195	10/19/2022	GRF 421 AOD Clinical Excepti	CK0000420719-01 PO2022-00277 Firelands Counseling & Recov	22-0748 Inv 2675	\$130.94	\$0.00
EJ2022100025-197	10/19/2022	GRF 421 MH Out of State Crisi	CK0000420710-01 PO2022-00277 Firelands Counseling & Recov	22-0747 Inv 2674	\$600.20	\$0.00
EJ2022100025-199	10/19/2022	GRF 421 MH Out of County M	CK0000420717-01 PO2022-00277 Firelands Counseling & Recov	22-0746 Inv 2673	\$365.34	\$0.00
EJ2022100025-201	10/19/2022	GRF 421 MH GOSH 101122 fr	CK0000420711-01 PO2022-00277 Firelands Counseling & Recov	22-0745 MH GOS	\$27,752.03	\$0.00
EJ2022100025-203	10/19/2022	GRF 421 AOD GOSH 101122 f	CK0000420720-01 PO2022-00277 Firelands Counseling & Recov	22-0745 SUD GOS	\$129.25	\$0.00
EJ2022100025-205	10/19/2022	GRF 421 MH GOSH 101122 fr	CK0000209476-01 PO2022-00277 Family Life Counseling and Ps	22-0744 MH GOS	\$730.63	\$0.00
EJ2022100025-207	10/19/2022	SAPT TX GOSH 101122 from	CK0000209476-01 PO2022-00277 Family Life Counseling and Ps	22-0744 SUD GOS	\$204.62	\$0.00
EJ2022100025-209	10/19/2022	Recovery Housing MHOH July	CK0000209476-01 PO2022-00277 Family Life Counseling and Ps	22-0740 July 2022	\$6,659.54	\$0.00
EJ2022100025-211	10/19/2022	Recovery Housing MHOH Aug	CK0000209476-01 PO2022-00277 Family Life Counseling and Ps	22-0741 August 20	\$7,176.48	\$0.00
EJ2022100025-213	10/19/2022	Recovery Housing WHOH July	CK0000209476-01 PO2022-00277 Family Life Counseling and Ps	22-0742 July 2022	\$7,035.52	\$0.00
EJ2022100025-215	10/19/2022	Recovery Housing WHOH Aug	CK0000209476-01 PO2022-00277 Family Life Counseling and Ps	22-0743 August 20	\$6,050.87	\$0.00
EJ2022100031-187	10/26/2022	LEVY Ofc Internet Services 10	CK0000420935-01 PO2022-00277 Spectrum	22-0777 Inv 01577	\$217.96	\$0.00
EJ2022100031-189	10/26/2022	LEVY Outside building repairs f	CK0000420936-01 PO2022-00277 Legends LLC	22-0775 Inv 2022-	\$1,000.00	\$0.00
EJ2022100031-191	10/26/2022	Crisis Infra After-hours crisis se	CK0000420938-01 PO2022-00277 Firelands Counseling & Recov	22-0774 Inv 2691	\$7,389.22	\$0.00
EJ2022100031-193	10/26/2022	SOR 2.0 CO Transportation, W	CK0000420940-01 PO2022-00277 Firelands Counseling & Recov	22-0773 Inv 2688	\$918.17	\$0.00
EJ2022100031-195	10/26/2022	SOR 2.0 Transportation, Wage	CK0000420939-01 PO2022-00277 Firelands Counseling & Recov	22-0773 Inv 2688	\$3,018.21	\$0.00
EJ2022100031-197	10/26/2022	Forensic Monitoring Q1FY23 fr	CK0000420937-01 PO2022-00277 Firelands Counseling & Recov	22-0772 Inv 2687	\$468.96	\$0.00
EJ2022100031-199	10/26/2022	MRSS Mileage, Radio, Wages	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0771 Inv 1404	\$42,551.91	\$0.00
EJ2022100031-201	10/26/2022	ATP GT Cab Services from 34	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0770 Inv 1403	\$959.46	\$0.00
EJ2022100031-203	10/26/2022	SOR 2.0 CO Transportation, W	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0769 Inv 1402	\$10,430.12	\$0.00
EJ2022100031-205	10/26/2022	SOR 2.0 HOH Expenses from	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0769 Inv 1402	\$3,366.80	\$0.00
EJ2022100031-207	10/26/2022	MRSS Non-Medicaid billing fro	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0768 Inv 1401	\$5,194.13	\$0.00
EJ2022100031-209	10/26/2022	SAPT TX GOSH 101822 from	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0767 SUD GOS	\$179.56	\$0.00
EJ2022100031-211	10/26/2022	GRF 421 MH GOSH 101822 fr	CK0000209562-01 PO2022-00277 Family Life Counseling and Ps	22-0767 MH GOS	\$997.58	\$0.00

Expense Audit Trail Report
From: 10/1/2022 to 10/31/2022

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2022100031-213	10/26/2022	Ofc Gas Services 091422-1013	CK0000420934-01 PO2022-00277 Columbia Gas of Ohio	22-0766 # 207031	\$44.24	\$0.00
100.100.00275 Total:					\$351,872.28	\$0.00
100.100.00300 Travel						
EJ2022100003-189	10/05/2022	LEVY FY22 Board Member Mil	CK0000420382-01 PO2022-00278 Thomas Sharpnack	22-0714 Mileage	\$203.58	\$0.00
EJ2022100016-097	10/13/2022	Travel expenses Sept 22 from	CK0000420513-01 PO2022-00278 Devin Pollick	22-0730 Sept 22 M	\$61.25	\$0.00
EJ2022100016-117	10/13/2022	Travel expenses Sept 22 from	CK0000420517-01 PO2022-00278 Kristen Cardone	22-0732 Sept 22 M	\$90.43	\$0.00
EJ2022100016-145	10/13/2022	Board member travel for FY22 f	CK0000420515-01 PO2022-00278 Katie Chieda	22-0733 FY22 Mile	\$171.17	\$0.00
EJ2022100016-147	10/13/2022	Travel expenses Sept 22 from	CK0000420514-01 PO2022-00278 Carolyn Williamson	22-0731 Sept 22 M	\$47.06	\$0.00
EJ2022100025-151	10/19/2022	LEVY Admin Sept 22 Travel Ex	CK0000420726-01 PO2022-00278 Ashley Morrow	22-0763 Sept 2022	\$179.50	\$0.00
100.100.00300 Total:					\$752.99	\$0.00
100.100.00400 OPERS						
EJ2022100009-189	10/19/2022	Matching for OPERS 2129-08 (CK0000020233-33 O,P,E,R,S.	Inv_162743	\$1,354.46	\$0.00
EJ2022100009-225	10/19/2022	Matching for OPERS 2129-08 (CK0000020233-34 O,P,E,R,S.	Inv_163674	\$1,354.46	\$0.00
100.100.00400 Total:					\$2,708.92	\$0.00
100.100.00460 Medicare						
EJ2022100001-153	10/03/2022	Matching for Medicare (Matchi	CK0000020231-39 Civista Bank-Payroll Taxes	Inv_163676	\$140.28	\$0.00
EJ2022100022-079	10/17/2022	Matching for Medicare (Matchi	CK0000020234-41 Civista Bank-Payroll Taxes	Inv_164483	\$122.56	\$0.00
EJ2022100041-121	10/31/2022	Matching for Medicare (Matchi	CK0000020236-40 Civista Bank-Payroll Taxes	Inv_165380	\$108.62	\$0.00
100.100.00460 Total:					\$371.46	\$0.00
100.100.00475 Other Expenses						
EJ2022100016-093	10/13/2022	SOR 2.0 CO Radio Ads for Rec	CK0000420516-01 PO2022-00279 WEOL-WKFM-WLKRFM-AM	22-0729 Ref 41011	\$480.00	\$0.00
EJ2022100016-105	10/13/2022	SOR 2.0 CO Bags for outreach	CK0000420517-01 PO2022-00279 Kristen Cardone	22-0735 Sept 22 E	\$4,417.04	\$0.00
EJ2022100016-107	10/13/2022	LEVY PROMO Baskets for gift	CK0000420517-01 PO2022-00279 Kristen Cardone	22-0735 Sept 22 E	\$38.24	\$0.00
EJ2022100016-109	10/13/2022	LEVY Food for committee meet	CK0000420517-01 PO2022-00279 Kristen Cardone	22-0735 Sept 22 E	\$193.95	\$0.00
EJ2022100025-153	10/19/2022	LEVY Admin Sept 22 Sandusk	CK0000420726-01 PO2022-00279 Ashley Morrow	22-0764 Sept 22 O	\$166.87	\$0.00
EJ2022100031-185	10/26/2022	LEVY Ray of Hope Awards Din	CK0000420941-01 PO2022-00279 NAMI Northwest	22-0776	\$300.00	\$0.00
100.100.00475 Total:					\$5,596.10	\$0.00
100.100.00500 Hospitalization						
EJ2022100004-003	10/05/2022	October Life Insurance Credit-	CK0000420397-01 The Hartford	September	\$0.00	\$1.67
EJ2022100004-023	10/05/2022	Deduction: Hartford Life Insura	CK0000420397-19 The Hartford	Inv_162736	\$6.68	\$0.00
EJ2022100039-009	10/28/2022	Health Insurance from 344692	CK0000421074-01 Huron County Treasurer	October	\$3,681.44	\$0.00
100.100.00500 Total:					\$3,688.12	\$1.67
Mental Health Totals:					\$366,901.07	\$1.67
Fund: 100 Total:					\$366,901.07	\$1.67
Grand Total:					\$366,901.07	\$1.67