



# HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

12 Benedict Ave  
Norwalk, Ohio 44857

## December 10, 2019 BOARD MEETING AGENDA

Time		Who
6:03 PM	<b>Call to Order</b>	Board Chair
	<b>Guest Introductions</b>	
	<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>• Planning and Monitoring Committee <ul style="list-style-type: none"> <li>○ Whistleblower Policy</li> <li>○ Grievance Policy</li> <li>○ Health and Safety Policy</li> <li>○ Unusual Incident Policy</li> <li>○ Tobacco Use Policy</li> <li>○ Orientation of Board Members Policy</li> </ul> </li> <li>• Implementation Committee <ul style="list-style-type: none"> <li>○ Approval of Financial Report</li> <li>○ Approval of November List of Bills</li> <li>○ Family Life Counseling proposal</li> <li>○ After prom proposal</li> <li>○ Prevention position</li> <li>○ Mold Estimate</li> <li>○ General contractor estimate</li> </ul> </li> </ul>	
	<b>Old Business</b>	
	<b>Meeting Discussion/New Business</b>	
	<b>Guest Introductions/Announcements</b>	
	<b>Executive Session</b>	
7:35pm	<b>Adjournment</b>	Board Chair



**December 10, 2019**

**I. CALL TO ORDER**

Meeting called to order at \_\_6:03\_\_ PM.

Board Members in attendance:

X	Steve Barnes	X	Ben Chaffee, Jr.		Rob Duncan-Excused
X	Lisa Hivnor	X	Julie Landoll	X	David Light
X	Kenneth Murray	X	Dorothy Ruffer	X	Tom Sharpnack
X	Steven Fawcett		Mike White-Absent	X	DeEtte Zimmerman
X	Laura Wheeler	X	Katie Chieda		

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

- Jacki Salter (Firelands Counseling & Recovery Services), Jessica Dickman (Family Life Counseling), Drew Riley (Peer Supporter), Kim Eberly (Let's Get Real Recovery), Terry Boose (County Commissioner), Erin Bohne

**III. APPROVAL OF BOARD MEETING MINUTES**

<b>MOTION:</b> <b>1</b>	To approve the November 12, 2019 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on November 18, 2019.		
<b>Motion Made By:</b>	Steve Barnes	<b>Seconded:</b>	Tom Sharpnack

**No Opposition**

**IV. BOARD CHAIR REPORT**

- Ms. Chieda presented Mr. Light with a token of appreciation for his service and dedication on the MHAS Board. Mr. Light has served as a Board member for 19.5 years. Ms. Chieda shared the written "thank you" that was engraved on the plaque which stated the following: "In appreciation of your significant and continuous contribution to improving mental health and addiction services for the residents of Huron County. During your 19.5 years on the Board, you have helped light the way with your ongoing support of, and advocacy for, individuals struggling with mental health and addiction issues in the county. Your dedication, compassion, and service are greatly appreciated."

- Mr. Light was deeply moved and stated he feels the MHAS Board is one of the most important Board's in the county and he is grateful for the time he was able to serve on it.

## **V. EXECUTIVE DIRECTOR REPORT**

- Ms. Cardone shared some data that was recently released concerning overdoses and suicide in Ohio. She shared that the Ohio Dept of Health released the 2018 Ohio Drug Overdose Data and key findings include:
  - In 2018, 3,764 people died of unintentional drug overdoses, a decrease of 1,090 compared to 2017 and the lowest number of deaths since 2015.
  - Fentanyl was involved in nearly 73% of overdose deaths in 2018, often in combination with other drugs. That percentage was up from 71% in 2017, 58% in 2016, and nearly 38% in 2015.
  - For the second year in a row, the population with the highest overall overdose death rate was among black non-Hispanic males (49.5 per 100,000 population) followed closely by white non-Hispanic males (48.1 per 100,000 population).
  - Heroin-related overdose deaths declined nearly 28% from 2017 to 2018.
- Ms. Cardone added that while statistics for 2018 show overdose deaths declining, overdose deaths are increasing again in Huron County and she has been made aware of at least 4 overdoses in the past 2 days in Huron County.
- Ms. Cardone also shared that the Ohio Department of Health released its annual state report on suicide, which found that five people died by suicide every day in Ohio, reflecting a growing public-health crisis nationally. In Ohio, 1,836 people died by suicide in 2018. She said it is reported that "Suicide is the leading cause of death among Ohioans ages 10-14 and the second leading cause of death among Ohioans ages 15-34". The report also found that from 2007 to 2018, the number of suicide deaths increased by nearly 45% in Ohio.
- Ms. Cardone shared that the suicide rate is up in Huron County and there have been 9 confirmed suicides as of beginning of November. Ms. Cardone said that in response to 3 youth suicide deaths this year, a mental health taskforce in partnership with Huron County Sheriff's Office, area schools and local mental health agencies has been formed with the first meeting scheduled for December 20<sup>th</sup>.
- Ms. Cardone gave an update on the SPF grant. She has attended two meetings to date with Sandusky, Seneca, & Wyandot Mental Health & Recovery Board to discuss grant requirements and next steps. As Ms. Cardone has previously mentioned in meetings, the goal of the grant is to prevent alcohol and marijuana use among youth ages 9 – 20 and actively participating in the Enhancing Prevention Initiative and Infrastructure Consortium. There will be recommended programs for the county to implement in addition to using the funding to increase prevention capacity. This grant includes a high level of collaboration with other counties, two of which are much further ahead in the development of a well-rounded prevention program and are looking forward to helping Huron develop prevention resources. This grant will also assist the Board in meeting multiple prevention objectives as identified on their strategic plan.
- Ms. Cardone gave an update on the HEALing Communities Study funding which is a total of \$900,000. The goal of this study is to reduce opioid overdose deaths by 40% in 3 years. The implementation for Huron County will start in December 2021.

- Ms. Cardone shared that the Family Dependency Court held its 7<sup>th</sup> graduation in November in which the first male participant in the program successfully completed.
- Ms. Cardone shared that the first quarterly agency meeting was held on November 25<sup>th</sup> to review first quarter of FY2020. Members in attendance discussed successes, challenges, trends and areas in which we can collaborate to assist one another.
- Ms. Cardone shared about the K-12 Funding. She said the state recently announced they will be awarding K-12 prevention funding to each county and Huron will be receiving just over \$111,000. The goal of this funding is to increase collaboration between Boards and schools and the schools will be required to complete a short assessment to assist them in identifying needs. The results of this will then be used to develop a plan on how to best use the funding.

## **VI. COMMITTEE MEETING REPORTS**

### **• PLANNING AND MONITORING COMMITTEE REPORT**

- Policy Revisions (Attachment VII)
  - Dr. Ken Murray shared that the Planning and Monitoring Committee met on Monday, December 2<sup>nd</sup> at the Board offices. The committee members reviewed policy update recommendations from the Policy Committee and are in approval of the following policy updates: Whistleblower Policy, Grievance Policy, Health and Safety Policy, Unusual Incident Policy, and Tobacco Use Policy. These policies were reviewed and updated per the requirements of the Culture of Quality Certification process. The Orientation of Board Members Policy was also reviewed and approved by the Committee. Adoption of this policy meets Objective 6D of the Board's Strategic Plan.

<b>MOTION:</b> <b>2</b>	Approval to adopt the Policy Revisions, collectively, as shown in Attachment VII and to include them in the Huron County Board of Mental Health and Addiction Services Policy and Procedure Manual.		
<b>Motion Made By:</b>	Laura Wheeler	<b>Seconded:</b>	Ben Chaffee, Jr.

#### **No Opposition**

- Dr. Murray stated that the minutes from the December 2, 2019 Planning and Monitoring meeting were sent to the Board on December 6<sup>th</sup> and may be found on the Board's website.

<b>MOTION:</b> <b>3</b>	To approve the December 2, 2019 Planning and Monitoring meeting minutes as sent on December 5, 2019.		
<b>Motion Made By:</b>	Dave Light	<b>Seconded:</b>	Tom Sharpnack

#### **No Opposition**

### **• IMPLEMENTATION COMMITTEE REPORT**

- Financial Report
  - Ms. Hivnor shared that the Implementation Committee met on Tuesday, December 3rd at the Board's Office. She directed Board members to

Attachment I, the Board's financial report through November 30, 2019, to review and approve.

<b>MOTION:</b> <b>4</b>	To approve the Financial Report through November 30, 2019 as included in Attachment I.		
<b>Motion Made By:</b>	Tom Sharpnack	<b>Seconded:</b>	Ken Murray

7	Steve Barnes	4	Ben Chaffee, Jr.		Rob Duncan-Excused
11	Lisa Hivnor	3	Julie Landoll	1	David Light
8	Kenneth Murray	6	Dorothy Ruffer	5	Tom Sharpnack
2	Steven Fawcett		Mike White-Absent	9	DeEtte Zimmerman
10	Laura Wheeler		Katie Chieda -Excused		

**No Opposition**

- November 2019 List of Bills
  - Ms. Hivnor directed Board members to Attachment II, the November 2019 List of Bills, to review and approve

<b>MOTION:</b> <b>5</b>	To approve the November 2019 List of Bills as included in Attachment II.		
<b>Motion Made By:</b>	Ken Murray	<b>Seconded:</b>	Julie Landoll

7	Steve Barnes	4	Ben Chaffee, Jr.		Rob Duncan-Excused
11	Lisa Hivnor	3	Julie Landoll	1	David Light
8	Kenneth Murray	6	Dorothy Ruffer	5	Tom Sharpnack
2	Steven Fawcett		Mike White -Absent	9	DeEtte Zimmerman
10	Laura Wheeler		Katie Chieda -Excused		

**No Opposition**

- Family Life Counseling proposal (Attachment III)
  - Ms. Hivnor shared that committee members reviewed and discussed a funding proposal submitted by Family Life Counseling. The funding request is for the Therapeutic Crisis Intervention Training of the Trainers program. The goal of the training is to proactively prevent and/or de-escalate a potential crisis situation with a child or young person, manage a crisis situation in a therapeutic manner, process a crisis event with children and young people to help improve their coping strategies, and effectively deliver TCI training to others. The proposal may be found in Attachment III. Family Life Counseling is requesting \$1,757.80.

<b>MOTION:</b> <b>6</b>	To approve the SFY 2020 Family Life Counseling proposal, as shown in Attachment III, with a funding amount not to exceed \$1,757.80.		
<b>Motion Made By:</b>	DeEtte Zimmerman	<b>Seconded:</b>	Dave Light

4	Steve Barnes	7	Ben Chaffee, Jr.		Rob Duncan
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11	Lisa Hivnor	8	Julie Landoll	10	David Light
3	Kenneth Murray	5	Dorothy Ruffer	6	Tom Sharpnack
9	Steven Fawcett		Mike White	2	DeEtte Zimmerman
1	Laura Wheeler		Katie Chieda		

### No Opposition

- After prom funding proposals (Attachment IV)
  - Ms. Hivnor shared that during November Committee meetings the Board asked Ms. Cardone to contact all the seven public county schools to determine if they would like to submit a funding request for sober after-prom activities. Out of the seven schools, four submitted a request for funding and these letters may be found in Attachment IV. Each of the applicants would receive \$875.00.

<b>MOTION:</b> <b>7</b>	To approve the after-prom funding proposals from New London Local Schools, South Central High School, Willard City Schools and Norwalk City Schools in the amount of \$3,500.00 with each school receiving \$875.00.				
<b>Motion Made By:</b>	DeEtte Zimmerman	<b>Seconded:</b>	Julie Landoll		

1	Steve Barnes		Ben Chaffee, Jr.-Abstain		Rob Duncan-Excused
2	Lisa Hivnor	9	Julie Landoll	7	David Light
3	Kenneth Murray	1	Dorothy Ruffer	6	Tom Sharpnack
8	Steven Fawcett		Mike White -Absent	4	DeEtte Zimmerman
5	Laura Wheeler		Katie Chieda -Excused		

### No Opposition

- Prevention position
  - Ms. Hivnor informed Board members that Ms. Cardone shared with the Committee an update regarding the SPF Prevention Grant the Board recently received in collaboration with Seneca, Sandusky and Wyandot Counties. The funding is to be used for workforce development in the prevention area. Ms. Cardone shared that she has attended multiple meetings concerning this grant and through discussions it has been determined that the best use of the funds is to hire a part time individual who will oversee the grant and will work to expand prevention services in the county. It was also determined that the best organization for this position to be housed under would be the Family and Children First Council (FCFC) so that prevention services can continue to grow in the future as additional funding becomes available.

<b>MOTION:</b> <b>8</b>	To authorize Executive Director to enter into a contract for the period of December 10, 2019 to September 29, 2020 with Huron County Family and Children First Council for the employment of a prevention position in an amount not to exceed \$30,000.00.				
<b>Motion Made By:</b>	Steve Barnes	<b>Seconded:</b>	Julie Landoll		

1	Steve Barnes	5	Ben Chaffee, Jr.		Rob Duncan-Excused
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2	Lisa Hivnor	6	Julie Landoll	8	David Light
3	Kenneth Murray	7	Dorothy Ruffer	9	Tom Sharpnack
4	Steven Fawcett		Mike White -Absent	10	DeEtte Zimmerman
11	Laura Wheeler		Katie Chieda -Excused		

### No Opposition

- Mold remediation proposal (Attachment V)
  - Ms. Hivnor shared that committee members reviewed estimates for services at the Board's new office location. The Committee reviewed 2 estimates for mold remediation services, as Board staff were unable to obtain more than 2 estimates for this service. After reviewing both estimates, the Committee recommends the estimate shown in Attachment V from M.A.D. Cleaning, LLC.

<b>MOTION:</b> <b>9</b>	Authorize Executive Director to enter into a contract with M.A.D. Cleaning, LLC for mold remediation and carpet cleaning for property located at 2 Oak Street, Norwalk in an amount not to exceed \$2,378.26.				
<b>Motion Made By:</b>	DeEtte Zimmerman	<b>Seconded:</b>	Ben Chaffee, Jr.		

7	Steve Barnes	4	Ben Chaffee, Jr.		Rob Duncan-Excused
11	Lisa Hivnor	3	Julie Landoll	1	David Light
8	Kenneth Murray	6	Dorothy Ruffer	5	Tom Sharpnack
2	Steven Fawcett		Mike White -Absent	9	DeEtte Zimmerman
10	Laura Wheeler		Katie Chieda -Excused		

### No Opposition

- General Contractor proposal (Attachment VI)
  - Ms. Hivnor shared that committee members reviewed estimates for general contractor services at the Board's new office location. The Committee reviewed 3 general contractor estimates and after reviewing these estimates, the Committee recommends the estimate shown in Attachment VI from Legends General Contractors. The estimate is for just over \$29,000, however, it is recommended the Board approve funding for up to \$35,000 to allow for any unexpected issues and associated expenses that may arise during renovations.

<b>MOTION:</b> <b>10</b>	Authorize Executive Director to enter into a contract with Legends General Contractors for interior renovations as outlined in Attachment VI in an amount not to exceed \$35,000.00.				
<b>Motion Made By:</b>	Ben Chaffee, Jr.	<b>Seconded:</b>	Dave Light		

10	Steve Barnes	3	Ben Chaffee, Jr.		Rob Duncan-Excused
11	Lisa Hivnor	5	Julie Landoll	1	David Light
9	Kenneth Murray	6	Dorothy Ruffer	4	Tom Sharpnack
2	Steven Fawcett		Mike White -Absent	8	DeEtte Zimmerman
7	Laura Wheeler		Katie Chieda -Excused		

### No Opposition

- Ms. Hivnor stated that minutes from the December Implementation Committee were sent to Board members on December 5th and can be found on the Board's website.

<b>MOTION: 11</b>	To approve the December 3, 2019 Implementation meeting minutes as sent on December 5, 2019.		
<b>Motion Made By:</b>	Steve Barnes	<b>Seconded:</b>	Tom Sharpnack

**No Opposition**

## **VII. OLD BUSINESS**

There was no old business to discuss.

## **VIII. MEETING DISCUSSION/NEW BUSINESS**

- Ms. Wheeler asked for an update on the new office space.
  - Ms. Cardone shared that the mold is scheduled to be removed this week.
- Mr. Sharpnack stated he would like the HVAC system inspected to ensure there is no carbon monoxide leaks and that he would like that done right away.

## **IX. GUEST ANNOUNCEMENTS**

- Mr. Boose addressed the Board regarding a few concerns he has.
- Mr. Boose stated he is concerned that the local first responders are not concerned about using expired Narcan. He informed Board members of a grant in Erie County that Huron County has access to that will help train first responders and provide more Narcan for the county. Mr. Boose added that there were 6 overdoses in one day and asked if there was a taskforce that could oversee the overdose and Narcan issue.
  - Ms. Cardone asked Mr. Boose if he would like to schedule a meeting with with Erie County to get a better understanding of the grant and to develop a clear plan before scheduling a meeting with law enforcement concerning the Narcan supply and usage. She added that Huron County Public Health is sending out a survey to all area first responders to identify their status and need of Narcan. Mr. Boose agreed to schedule this meeting and let Ms. Cardone know the date and time.
- Mr. Light shared that it is important for the department head in first responder agencies to oversee and educate on Narcan first. He also asked if there is a way to "pink slip" an individual who has overdosed multiple times just as someone who has attempted suicide. He stated if they are overdosing multiple times, they obviously need treatment.
  - Ms. Salter added that there is Meghan's Law that is attempting to do what Mr. Light suggested, however it requires families to pay for treatment which in many cases is not feasible for the family.
- Mr. Sharpnack added that he thinks the creation of a task force is necessary to ensure Narcan is available and all first responders are trained and that those who overdose receive help.
  - Ms. Cardone shared that currently MHAS has QRT (Quick Response Team). This program responds to reported overdoses twice a week. She added that they also just recently implemented a warm handoff process with Fisher Titus Hospital which utilizes the peer supporters from the ALERT program. This process allows Fisher Titus to call a peer supporter to respond to an individual who has overdosed to connect them with recovery resources quickly. The goal is to eventually expand the warm handoff process to Mercy Willard.
- Mr. Boose also thanked the Board for their support of the local schools after proms. He



said many people still do not know what MHAS does or what they are involved in and he would like something put in the paper so that the community can begin to see what the Board does.

- Mr. Boose shared an update on the opiate settlements at the state level and said that federal courts are now involved. He stated that there are opiate lawsuits from 44 counties in Ohio. He shared that the commissioners are talking with their legal counsel regularly and have filed a lawsuit with federal courts to hold pharmaceutical companies accountable.
- Mr. Boose also shared his concern for the need of recovery housing in Huron County. He shared that he recently met with Erie County and concern has been expressed over the need for more recovery housing and he would like to see what MHAS is doing to fill this gap in Huron County.
  - Ms. Cardone asked if Erie County was expanding their recovery housing for men and Mr. Boose stated he has not heard that they would be doing that.

## X. EXECUTIVE SESSION

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 ORC. 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: **To consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.**

<b>MOTION:</b> <b>12</b>	To enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee by division (G)(2) of section 121.22 of the Revised Code.		
<b>Motion Made By:</b>	DeEtte Zimmerman	<b>Seconded:</b>	Ben Chaffee, Jr.

4	Steve Barnes	6	Ben Chaffee, Jr.		Rob Duncan-Excused
5	Lisa Hivnor	7	Julie Landoll	9	David Light
3	Kenneth Murray	8	Dorothy Ruffer	10	Tom Sharpnack
12	Steven Fawcett		Mike White -Absent	2	DeEtte Zimmerman
1	Laura Wheeler	11	Katie Chieda		

**No Opposition**

**Entered Executive Session: 7:00pm**

<b>MOTION:</b> <b>13</b>	To come out of Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee by division (G)(2) of section 121.22 of the Revised Code.		
<b>Motion Made By:</b>	Dave Light	<b>Seconded:</b>	Tom Sharpnack

4	Steve Barnes	7	Ben Chaffee, Jr.		Rob Duncan-Excused
2	Lisa Hivnor	8	Julie Landoll	10	David Light
3	Kenneth Murray	5	Dorothy Ruffer	6	Tom Sharpnack
9	Steven Fawcett		Mike White -Absent	2	DeEtte Zimmerman
1	Laura Wheeler	11	Katie Chieda		

**No Opposition**

**Exited out of Executive Session: 7:30pm**

<b>MOTION: 14</b>	Motion to adopt and approve the new Employing and Delegating duties to Executive Director policy in its entirety as outlined in the handout. (Attachment VIII)		
<b>Motion Made By:</b>	Laura Wheeler	<b>Seconded:</b>	Ben Chaffee, Jr.

**No Opposition**

## **XI. ADJOURNMENT**

<b>MOTION: 15</b>	To adjourn the December 10 <sup>th</sup> , 2019 Huron County Board of Mental Health and Addiction Services Board meeting.		
<b>Motion Made By:</b>	Laura Wheeler	<b>Seconded:</b>	DeEtte Zimmerman

**No Opposition**

The December 10, 2019 meeting of the Board adjourned at \_\_7:35\_\_p.m.

## Attachment I: Financial Report

<b>Nov 2019</b>							
	<b>Account Number</b>	<b>Description</b>	<b>Accumulated From</b>	<b>Current Month's</b>	<b>Accumulated</b>	<b>% of Anticipated</b>	<b>Anticipated</b>
			<b>Previous Report</b>	<b>Report</b>	<b>Year-to-Date</b>	<b>Revenue</b>	<b>CY Revenue</b>
<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	29,787.00	0.00	29,787.00	73.6%	40,467.00
MH Block Grant	100.100.10126	Fed MH	56,195.00	10,576.00	66,771.00	104.7%	63,793.00
ADTR Block Grant	100.100.10122	Fed AOD	214,989.67	47,423.00	262,412.67	138.8%	189,000.00
ODADAS Medicaid	100.100.10128	Fed AOD Medicaid	0.00	0.00	0.00	#DIV/0!	0.00
<b>STATE FUNDS</b>							
MH Subsidy	100.100.10121	State MH	679,303.50	163,991.50	843,295.00	116.8%	722,000.00
AOD Subsidy	100.100.10127	State AOD	92,532.00	19,094.00	111,626.00	55.8%	200,000.00
<b>LOCAL FUNDS</b>							
Real Estate Tax	100.100.10100	Huron Levy	521,833.30	0.00	521,833.30	100.4%	520,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	5,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	16,818.95	0.00	16,818.95	93.4%	18,000.00
Other Receipts	100.100.10170	Other Receipts	33,762.18	596.50	34,358.68	114.5%	30,000.00
<b>TOTAL RECEIPTS:</b>			<b>\$ 1,645,221.60</b>	<b>\$ 241,681.00</b>	<b>\$ 1,886,902.60</b>	<b>105.5%</b>	<b>1,788,260.00</b>
<b>CASH JOURNAL RECONCILIATION</b>							
Beginning Cash Balance:			<b>\$ 3,933,693.29</b>				
Plus: Receipts			<b>241,681.00</b>				
Equals: Total Balance			<b>\$ 4,175,374.29</b>				
Minus: Expenditures			<b>(306,477.97)</b>				
Equals: Ending Balance			<b>\$ 3,868,896.32</b>				
Minus: Encumbrances			<b>(328,603.19)</b>				
Equals:			<b>\$ 3,540,293.13</b>				

November, 2019	EXPENDITURES					
LINE ITEM ACCOUNT	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	YEAR-TO-DATE PERCENTAGE	* OUTSTANDING ENCUMBRANCES	BUDGETED APPROPRIATION	UNENCUMBERED BALANCE
SALARIES	12,922.98	97,230.09	60.8%	0.00	160,000.00	62,769.91
100.100.00125						
SUPPLIES	651.13	2,789.05	55.8%	2,210.95	5,000.00	0.00
100.100.00175						
EQUIPMENT	0.00	0.00	#DIV/0!	0.00	0.00	0.00
100.100.00200						
CONTRACT REPAIRS	285,526.04	1,390,076.46	81.3%	319,923.54	1,710,000.00	0.00
100.100.00275						
RESIDENTIAL PROGRAM	0.00	0.00	#DIV/0!	0.00	0.00	0.00
100.100.00280						
TRAVEL	661.82	5,398.31	60.0%	3,601.69	9,000.00	0.00
100.100.00300						
O.P.E.R.S.	1,206.16	13,181.58	57.1%	0.00	23,100.00	9,918.42
100.100.00400						
WORKERS' COMP	0.00	1,590.82	56.8%	0.00	2,800.00	1,209.18
100.100.00425						
UNEMPLOYMENT	0.00	0.00	#DIV/0!	0.00	0.00	0.00
100.100.00450						
MEDICARE	117.99	1,331.05	43.2%	0.00	3,080.00	1,748.95
100.100.00460						
OTHER EXPENSES	904.24	27,132.99	90.4%	2,867.01	30,000.00	0.00
100.100.00475						
HOSPITALIZATION	4,487.61	10,922.10	64.1%	0.00	17,040.00	6,117.90
100.100.00500						
TOTAL:	306,477.97	1,549,652.45	79.1%	328,603.19	1,960,020.00	81,764.36

# Attachment II: October 2019 List of Bills

## Huron County Audit Trail by Account

Accounts: 100.100.00125 to 100.100.00500  
From: 11/1/2019 to 11/30/2019

Account Types: All  
Journal Definitions: Multiple

Date	Line Description	Source Document	Debit Amount	Credit Amount
<b>100.100.00125 Salaries</b>				
11/01/2019	Gross: 2019.11.01 Payroll		\$4,307.66	\$0.00
11/15/2019	Gross: 2019.11.15 Payroll		\$4,307.66	\$0.00
11/29/2019	Gross: 2019.11.29 Payroll		\$4,307.66	\$0.00
100.100.00125 Total:			\$12,922.98	\$0.00
<b>100.100.00175 Supplies</b>				
11/06/2019	Levy Office Supplies from 286965 - 2019.11.0	CK0000392523-01 PO2019-00381 Roesch Associates Inc	\$145.22	\$0.00
11/14/2019	Levy binders cardstock stamps from 287224 -	CK0000392695-01 PO2019-00381 Ashley Morrow	\$212.65	\$0.00
11/14/2019	Levy REACT Brochures from 287224 - 2019.11.1	CK0000392707-01 PO2019-00381 Laser Images Inc	\$218.00	\$0.00
11/20/2019	Levy paper from 287789 - 2019.11.20 Non Clai	CK0000393096-01 PO2019-00381 Roesch Associates Inc	\$48.00	\$0.00
11/27/2019	Levy copy paper from 288189 - 2019.11.27 Non	CK0000393251-01 PO2019-00381 Ashley Morrow	\$4.26	\$0.00
11/27/2019	Levy stamps from 288189 - 2019.11.27 Non Cla	CK0000393250-01 PO2019-00381 Kristen Cardone	\$23.00	\$0.00
100.100.00175 Total:			\$651.13	\$0.00
<b>100.100.00275 Contract Repairs</b>				
11/06/2019	FY20 SAPT TX from 286965 - 2019.11.06 Non Cl	CK0000392517-01 PO2019-00380 Firelands Counsel & Recovery Servic	\$3,578.53	\$0.00
11/06/2019	FY20 Comm Invest ALERT Services from 286965	CK0000392509-01 PO2019-00380 Sandra Kocher	\$150.00	\$0.00
11/06/2019	FY20 SAPT TX GOSH 102919 from 286965 - 2019.	CK0000392512-01 PO2019-00380 Firelands Counsel & Recovery Servic	\$9,305.70	\$0.00
11/06/2019	FY20 Comm Invest ALERT Services from 286965	CK0000392514-01 PO2019-00380 Amber R Pugh	\$145.00	\$0.00
11/06/2019	Levy RES Project Life Saver from 286965 - 20	CK0000392513-01 PO2019-00380 Catholic Health Partners Foundation	\$1,750.00	\$0.00
11/06/2019	FY19 SOR from 286965 - 2019.11.06 Non Claims	CK0000392511-01 PO2019-00380 Firelands Counsel & Recovery Servic	\$1,544.42	\$0.00
11/06/2019	FY20 Comm Invest ALERT Services from 286965	CK0000392519-01 PO2019-00380 Kay Smith	\$50.00	\$0.00
11/06/2019	FY20 SAPT Prev GOSH 102919 from 286965 - 201	CK0000392515-01 PO2019-00380 Firelands Counsel & Recovery Servic	\$2,088.08	\$0.00
11/06/2019	Levy RES DARE ALIVE and Safety Town Services	CK0000392516-01 PO2019-00380 Norwalk Police Department	\$3,000.00	\$0.00
11/06/2019	FY20 Title XX GOSH 102919 from 286965 - 2019	CK0000392518-01 PO2019-00380 Firelands Counsel & Recovery Servic	\$14,148.32	\$0.00
11/06/2019	FY20 GRF 421 MH GOSH 102919 from 286965 - 20	CK0000392510-01 PO2019-00380 Firelands Counsel & Recovery Servic	\$29,640.50	\$0.00
11/06/2019	FY20 GRF 421 AOD GOSH 102919 from 286965 - 2	CK0000193365-01 PO2019-00380 Family Life Counseling and Psychiat	\$28.96	\$0.00
11/06/2019	FY20 GRF 421 MH GOSH 102119 from 286965 - 20	CK0000193365-01 PO2019-00380 Family Life Counseling and Psychiat	\$294.35	\$0.00
11/06/2019	FY20 GRF 421 MH GOSH 102919 from 286965 - 20	CK0000193365-01 PO2019-00380 Family Life Counseling and Psychiat	\$215.85	\$0.00
11/06/2019	FY20 Comm Invest ALERT Services from 286965	CK0000392521-01 PO2019-00380 Kevin Christopher Mount	\$15.00	\$0.00
11/06/2019	Levy QRT Services from 286965 - 2019.11.06 N	CK0000392521-01 PO2019-00380 Kevin Christopher Mount	\$25.00	\$0.00
11/06/2019	FY19 SOR from 286965 - 2019.11.06 Non Claims	CK0000392520-01 PO2019-00380 Firelands Counsel & Recovery Servic	\$13,555.20	\$0.00
11/06/2019	Levy QRT Services from 286965 - 2019.11.06 N	CK0000392522-01 PO2019-00380 Drew Riley	\$25.00	\$0.00
11/06/2019	FY20 Comm Invest ALERT Services from 286965	CK0000392522-01 PO2019-00380 Drew Riley	\$315.00	\$0.00
11/14/2019	GRF 421 MH CRISIS Services from 287224 - 201	CK0000392706-01 PO2019-00380 Firelands Counseling & Recovery Ser	\$1,125.00	\$0.00
11/14/2019	GRF 421 Comm Invest-ALERT Services from 2872	CK0000392702-01 PO2019-00380 Sandra Kocher	\$408.50	\$0.00
11/14/2019	Levy Oct 19 Cell Phone Reimbursement from 28	CK0000392708-01 PO2019-00380 Kristen Cardone	\$80.00	\$0.00

12/6/2019 11:32 AM

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V.3.16

Audit Trail by Account From: 11/1/2019 to 11/30/2019				
Date	Line Description	Source Document	Debit Amount	Credit Amount
11/14/2019	Levy 102419-112419 Copier lease and usage fr	CK0000392700-01 PO2019-00380 US Bank Equipment Finance	\$292.51	\$0.00
11/14/2019	Levy Oct 19 Cell Phone Reimbursement from 28	CK0000392695-01 PO2019-00380 Ashley Morrow	\$80.00	\$0.00
11/14/2019	GRF 421 Comm Invest-ALERT Services from 2872	CK0000392703-01 PO2019-00380 Kay Smith	\$90.00	\$0.00
11/14/2019	Recovery Housing at Miriam House from 287224	CK0000392705-01 PO2019-00380 Catholic Charities Diocese of Toled	\$7,499.34	\$0.00
11/14/2019	GRF 421 Comm Invest-ALERT Services from 2872	CK0000392701-01 PO2019-00380 Drew Riley	\$210.00	\$0.00
11/14/2019	Levy Willard Community Connectors Program fr	CK0000392704-01 PO2019-00380 Catholic Health Partners Foundation	\$5,562.32	\$0.00
11/14/2019	GRF 421 Comm Invest-ALERT Services from 2872	CK0000392696-01 PO2019-00380 Amber R Pugh	\$180.00	\$0.00
11/14/2019	Levy MIP Program from 287224 - 2019.11.14 No	CK0000392697-01 PO2019-00380 ONNYX LLC	\$199.00	\$0.00
11/14/2019	Levy Sept-Oct 19 Financial Management Servio	CK0000392698-01 PO2019-00380 Mental Health & Recovery Services B	\$5,000.00	\$0.00
11/14/2019	Levy RES Mentoring Program from 287224 - 201	CK0000392699-01 PO2019-00380 Reach Our Youth CASA	\$4,373.08	\$0.00
11/18/2019	Levy Purchase of 2 Oak Street from 288087 -	CK0000393051-01 PO2019-00380 Tucker Abstract & Title	\$172,516.00	\$0.00
11/20/2019	Levy Nov 19 Rent from 287789 - 2019.11.20 No	CK0000393094-01 PO2019-00380 Norwalk Economic Development Corpor	\$880.00	\$0.00
11/27/2019	GRF 421 MH Oct 19 Services from 288189 - 201	CK0000393249-01 PO2019-00380 Catholic Charities Diocese of Toled	\$1,303.50	\$0.00
11/27/2019	Levy Oct 19 Recovery House from 288189 - 201	CK0000193530-01 PO2019-00380 Family Life Counseling and Psychiat	\$5,322.90	\$0.00
11/27/2019	Levy guardianship services from 288189 - 201	CK0000393248-01 PO2019-00380 Mark Coriell LPA	\$788.00	\$0.00
100.100.00275 Total:			\$285,526.04	\$0.00
<b>100.100.00300 Travel</b>				
11/14/2019	Levy Oct 19 Mileage Reimbursement from 28722	CK0000392708-01 PO2019-00382 Kristen Cardone	\$225.50	\$0.00
11/14/2019	Levy Oct 19 Mileage Reimbursement from 28722	CK0000392695-01 PO2019-00382 Ashley Morrow	\$51.04	\$0.00
11/27/2019	Levy Nov 19 Mileage Reimbursement from 28818	CK0000393251-01 PO2019-00382 Ashley Morrow	\$84.88	\$0.00
11/27/2019	Levy Nov 19 Mileage Reimbursement from 28818	CK0000393250-01 PO2019-00382 Kristen Cardone	\$300.60	\$0.00
100.100.00300 Total:			\$661.82	\$0.00
<b>100.100.00400 OPERS</b>				
11/13/2019	Matching for OPERS 2129-08 (Matching PERS) f	CK0000019171-48 O.P.E.R.S.	\$803.08	\$0.00
11/13/2019	Matching for OPERS 2129-08 (Matching PERS) f	CK0000019171-56 O.P.E.R.S.	\$803.08	\$0.00
100.100.00400 Total:			\$1,206.16	\$0.00
<b>100.100.00460 Medicare</b>				
11/04/2019	Matching for Medicare (Matching Medicare) f	CK0000019168-57 Civista Bank - Payroll Taxes	\$57.51	\$0.00
11/18/2019	Matching for Medicare (Matching Medicare) f	CK0000019172-57 Civista Bank - Payroll Taxes	\$80.48	\$0.00
100.100.00460 Total:			\$117.99	\$0.00
<b>100.100.00475 Other Expenses</b>				
11/14/2019	Levy meeting expenses from 287224 - 2019.11.	CK0000392708-01 PO2019-00379 Kristen Cardone	\$41.00	\$0.00
11/14/2019	Levy meeting expenses-food from 287224 - 201	CK0000392695-01 PO2019-00379 Ashley Morrow	\$152.71	\$0.00
11/20/2019	Levy meeting expense from 287789 - 2019.11.2	CK0000393093-01 PO2019-00379 Livinlarge Inc.	\$165.95	\$0.00
11/27/2019	Levy meeting expenses from 288189 - 2019.11.	CK0000393251-01 PO2019-00379 Ashley Morrow	\$212.83	\$0.00
11/27/2019	Levy meeting expenses from 288189 - 2019.11.	CK0000393250-01 PO2019-00379 Kristen Cardone	\$331.95	\$0.00
100.100.00475 Total:			\$904.24	\$0.00
<b>100.100.00500 Hospitalization</b>				
11/04/2019	Deduction: Hartford Life Insurance 10,000 AI	CK0000392491-28 The Hartford	\$3.34	\$0.00
11/21/2019	Employer Health Insurance-October & November	CK0000393214-01 Huron County Treasurer	\$4,484.27	\$0.00
12/6/2019 11:32 AM				

Audit Trail by Account From: 11/1/2019 to 11/30/2019				
Date	Line Description	Source Document	Debit Amount	Credit Amount
100.100.00500 Total:			\$4,487.61	\$0.00
Grand Total:			\$306,477.97	\$0.00

### Attachment III: Family Life Counseling proposal

Huron County Mental Health & Addiction Services Board  
Attention: Kristen Cardone, Executive Director  
12 Benedict Ave.  
Norwalk, Ohio 44857

**Dear Kristen,**

In preparation for the implementation of the collaborative program, **Children's Mobile Response & Stabilization Services** (program description attached) with Huron County Children Services, I am requesting partial funding for training in the Therapeutic Crisis Intervention System (TCI). The (TCI) training program for child and youth care staff presents a crisis prevention and intervention model designed to teach staff how to help children learn constructive ways to handle crisis. The training that I will be attending is a training of the trainer in the TCI Model. This course will certify me to train managers, counselors, social workers, and care workers in therapeutic crisis intervention techniques. I have attached a description of the training for your review. In addition to training the clinical staff and children services staff involved in the **Children's Mobile Response & Stabilization Services** program I will be willing to offer the training to all Huron County foster parents at no charge. I will commit to offering the training twice a year or as needed: 2020 – 2023. The cost of attending the training is as follows:

- Cost of Therapeutic Crisis Intervention Systems Training Dec. 9-13, 2019 Ithaca, NY:  
**\$2,300.00**
- Round Trip Mansfield Oh. to Ithaca, NY. (407 miles) X .40 X 2 =  
**\$325.60**
- Discounted Hotel + Parking =  
**\$890.00**

**Total**  
**\$3,515.60**

Family Life Counseling and Psychiatric Services will agree to absorb 50% of the training cost. Therefore, the request is for the amount of: **\$1,757.80.** Thank you for your consideration of this request.

Sincerely yours,

*Steven Burggraf Ph.D., LPCC-S, IMFT*

Steven Burggraf Ph.D., LPCC-S, IMFT

Executive Director, Family Life Counseling and Psychiatric Services

### **Therapeutic Crisis Intervention (TCI) Training of Trainers Program**

This intensive five-day TCI train-the-trainer certification course provides organizations with the opportunity to develop an in-house training capacity in the TCI curriculum. Participants will develop knowledge, skills, and attitudes in the TCI curriculum necessary to deliver the training to staff in their organizations. Participants will have the chance to participate, practice, and receive feedback in conducting activities to gain immediate training experience. Training techniques such as role playing, leading small group discussions, using guided fantasies,

conducting practice sessions, and using audiovisual aids will be demonstrated. Participants will receive all the necessary materials to conduct the TCI training program in their agency.

### **Program Objectives**

Participants will be able to:

- Proactively prevent and/or de-escalate a potential crisis with a child or young person
- Manage a crisis in a therapeutic manner, and, if necessary, intervene physically in a manner that reduces the risk of harm to children and staff
- Process the crisis event with children and young people to help improve their coping strategies
- Effectively deliver TCI training in their agencies

### **Program Outline**

**Day 1: Crisis as Opportunity.** Crisis is defined and ways that adults can prevent a crisis are identified. Participants are taught how to maintain self-control in preventing or handling a crisis through awareness of their own personal feelings and values, the young person's needs and wants, and environmental effects on behavior.

**Day 2: Triggering and Escalation. Verbal** and nonverbal techniques for crisis prevention and de-escalation are presented. How to avoid crisis cycles, use protective interventions, and methods to de-escalate a potentially violent child are practiced.

**Day 3: Escalation, Outburst, and Recovery.** Life Space Interviewing (LSI) techniques are taught and methods to deescalate a potentially violent child are practiced. The rationale for safety interventions is explained and situations when restraint should and should not be used are discussed. The use of various physical intervention techniques and safety concerns are discussed and practiced.

**Day 4: Outburst and Recovery.** Participants practice Life Space Interviewing. Safety concerns and documentation issues are discussed. Participants have opportunities to practice the use of various physical intervention techniques.

**Day 5: Implementing the TCI System.** Life Space Interviewing is practiced and the elements of the TCI system are reviewed. All participants are tested for certification as a trainer.



## *New London Local Schools*

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Educating Tomorrow's Leaders

November 15, 2019

Kristen,

New London High School in conjunction with the NLHS Post-Prom Committee proudly sponsors a sober post-prom each year for our students. This year's post-prom will be held at New London High School and we are currently raising funds to provide a safe, yet fun event. Please accept this letter as a formal request from New London Local Schools for financial support from the Board Of Mental Health and Addiction Services for our post-prom.

I'd be happy to supply additional information upon request.

Thank you



Brad Romano  
Superintendent  
New London Local Schools



## South Central Local Schools

*Home of the Trojans*  
Board of Education Office  
3305 Greenwich-Angling Rd.  
Greenwich, OH. 44837  
Phone: 419.752.3815  
Fax: 419.752.0182

Kristen Cardone  
Executive Director, Huron County Board of Mental Health & Addiction Services  
12 Benedict Avenue  
Norwalk, OH 44857

Dear Ms. Cardone:

Please allow this letter to serve as South Central High School's interest in receiving financial support for our 2020 After-Prom activities. The "After-Prom Moms" will greatly appreciate the financial assistance.

If there is additional documentation your agency needs, do not hesitate to let me know. Thank you, and thank the board for your, and their, continued support of safe and productive decisions in the lives of young adults.

Together we can,

Thomas Hellickson  
Principal  
South Central High School

**"Character, Competence, & Commitment"**

# WILLARD CITY SCHOOLS

WILLARD MIDDLE/HIGH SCHOOL  
ONE FLASHES AVENUE  
WILLARD, OHIO 44890  
PH. (419) 935-1541 - FAX (419) 935-8312

November 19, 2019

Kristen Cardone  
Huron County Board of Mental Health & Addiction Services  
12 Benedict Ave.  
Norwalk, OH 44857

Dear Ms. Cardone:

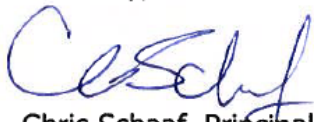
Spring is almost here and Prom time, which is scheduled for May 9<sup>th</sup>, is upon us again. Keeping our students safe and drug free is a top priority, and is imperative to the success of the prom activities at Willard High School. I want to take this opportunity to thank you for your generosity in the past in helping fund our after prom activities.

As the principal of Willard High School, I am asking for the opportunity to apply for another mini-grant to help ensure that our students have a safe and drug-free after prom. We have planned for our students to have a fun-filled evening at Castaway Bay. Willard City Schools will bus the students from the dance to Castaway Bay and then return to the high school around 2:00 am. The after prom activities will be chaperoned by parents, staff members, and employees of Castaway Bay.

If you are still offering mini-grants for drug free activities would you please contact me at your earliest convenience to make our after prom activities safe and drug free.

Thank you in advance.

Sincerely,



Chris Schaaf, Principal  
Willard High School



**Norwalk City School District**  
Office of the Superintendent  
Mr. George Fisk

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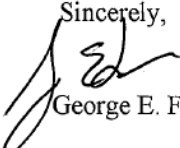
November 19, 2019

Dear Members of the Huron County Board of Mental Health and Addiction Services:

On behalf of the Norwalk City School District After Prom Committee I would like to request any support the MHAS Board may be able to provide to allow our committee to provide a sober after prom experience for the students of Norwalk High School.

Norwalk High School has a strong history of providing a safe and sober after prom experience for our students. Through your support we will be able to continue to offer this safe alternative which provides a layer of assurance to our students and families on what is statistically one of the most dangerous weekends for high school students.

Thank you for your support of NCSD and all Huron County schools.

Sincerely,  
  
George E. Fisk

## Attachment V: M.A.D. Mold Remediation Proposal



November 1<sup>st</sup>, 2019

Ashley Morrow  
Huron County MHAS  
2 Oak St. Norwalk  
Norwalk, Ohio 44857

**RE: Attic Mold Remediation @ 2 Oak St Norwalk, Ohio**

Dear Mrs. Morrow,

M.A.D. Cleaning, LLC has prepared this proposal per your request for the above referenced property. Please note that there were some possible areas that are rotted. We recommend obtaining an appropriately qualified contractor to assess any structural issues. This estimate does not include any structural repairs. M.A.D. Cleaning, LLC will provide all labor, equipment, supplies, and supervision necessary to complete the following:

**Attic Mold Stain Treatment Scope and Procedures for Attic:**

- Install drop clothes around entrance to attic hatch access.
- Isolate attic by making a sealed containment (plastic door) to the attic access entrance.
- Install temporary lighting.
- Apply stain remover to visible stained areas. (In some cases all stains may not fully be removed)
- Apply cleaner/disinfectant to the entire attic via fogging and direct application (framing, sheeting, and exposed insulation).
- Apply anti-microbial inhibitor to deter future microbial growth. **Includes 5 Year Transferable Warranty**

**Bath Exhaust Fan Roof Vent Installation in Attic:**

- Install 2 roof vents for bath fan exhausts and install insulated exhaust ducting from bathroom fan exhaust to new roof vent.

**Total: \$2,378.26**

**Terms: Net30**

## Attachment VI: General Contractor Proposal



December 2, 2019

2 Oak Street  
Norwalk, Oh 44857

Attn: Kristen Cardone

Re: MHAS building remodel

Dear Kristen,

Legends General Contractors is pleased to present our proposal for the remodel of the MHAS building located at 2 oak street, norwalk, ohio.

### Interior Renovations

- |  |            |
|--|------------|
| 1. Demo wall in conference room and finish out with wood trim  | ...\$2,200 |
| 2. Furnish and Install grab bars and sink to make bathrooms ADA compliant  | ...\$1,580 |
| 3. Stripe parking lot  | ...\$850   |
| 4. Demo existing entrance  |            |
| 5. Install concrete ramp and stairs for ADA entrance with metal handrail   | ...\$3,900 |
| 6. Replace (10) single hung windows  | ...\$4100  |
| 7. Provide and install adequate soffit venting, seal off gable vents. Seal off any attic holes/cracks from the outside | ...\$6,000 |
| 8. Fix rotted wood   | ...\$1,000 |
| 9. Paint building exterior   | ...\$4,000 |
| 10. Furnish and install ADA compliant door openings at restrooms   | ...\$1,200 |

Conference room options

- add \$1,625 to finish drywall and paint entire room
- add \$2,712 to install vinyl plank flooring throughout space

**Price... \$24,830**

We appreciate the opportunity to quote this project and look forward to working with you. If you have any questions, please feel free to contact me.

Respectfully,

**RUSSWOOD ENTERPRISES LLC. dba  
LEGENDS**

**Bryan Roberts  
Project Manager**

## Attachment VII: Policy Revisions

### 220 WHISTLEBLOWER PROTECTION

Adopted: June 1, 1993

Revised: February 21, 2017

Revised: November 18, 2019

#### 220.1 Section 1:

##### **Whistleblower protection.**

(A) No person or government entity shall retaliate against an employee or another individual used by the person or government entity to perform any work or services who, in good faith, makes or causes to be made a report of suspected abuse, neglect, or exploitation of a resident or misappropriation of the property of a resident; indicates an intention to make such a report; provides information during an investigation of suspected abuse, neglect, exploitation, or misappropriation conducted by the director of health; or participates in a hearing conducted under section 3721.23 of the Ohio Revised Code or in any other administrative or judicial proceedings pertaining to the suspected abuse, neglect, exploitation, or misappropriation. For purposes of this division, retaliatory actions include discharging, demoting, or transferring the employee or other person, preparing a negative work performance evaluation of the employee or other person, reducing the benefits, pay, or work privileges of the employee or other person, and any other action intended to retaliate against the employee or other person.

(B)(1) No person or government entity shall retaliate against a resident who reports or causes to be reported suspected abuse, neglect, exploitation, or misappropriation; indicates an intention to make such a report; provides information during an investigation of alleged abuse, neglect, exploitation, or misappropriation conducted by the director; or participates in a hearing under section 3721.23 of the Revised Code or in any other administrative or judicial proceeding pertaining to the suspected abuse, neglect, exploitation, or misappropriation; or on whose behalf any other person or government entity takes any of those actions.

(2) No person or government entity shall retaliate against a resident whose family member, guardian, sponsor, or personal representative reports or causes to be reported suspected abuse, neglect, exploitation, or misappropriation; indicates an intention to make such a report; provides information during an investigation of alleged abuse, neglect, exploitation, or misappropriation conducted by the director; or participates in a hearing under section 3721.23 of the Revised Code or in any other administrative or judicial proceeding pertaining to the suspected abuse, neglect, exploitation, or misappropriation; or on whose behalf any other person or government entity takes any of those actions.

(3) For purposes of divisions (B)(1) and (2) of this section, retaliatory actions include abuse, verbal threats or other harsh language, change of room assignment, withholding of services, failure to provide care in a timely manner, and any other action intended to retaliate against the resident.

(C) Any person has a cause of action against a person or government entity for harm resulting from violation of division (A) or (B) of this section. If it finds that a violation has occurred, the court may award damages and order injunctive relief. The court may award court costs and reasonable attorney's fees to the prevailing party.

##### **Procedure**

(a) If an employee becomes aware in the course of the employee's employment of a violation of any state or federal statute or any ordinance or regulation of a political subdivision that the employee's



employer has authority to correct, and the employee reasonably believes that the violation is a criminal offense that is likely to cause an imminent risk of physical harm to persons or a hazard to public health or safety, a felony, or an improper solicitation for a contribution, the employee orally shall notify the employee's supervisor or other responsible officer of the employee's employer of the violation and subsequently shall file with that supervisor or officer a written report that provides sufficient detail to identify and describe the violation. If the employer does not correct the violation or make a reasonable and good faith effort to correct the violation within twenty-four hours after the oral notification or the receipt of the report, whichever is earlier, the employee may file a written report that provides sufficient detail to identify and describe the violation with the prosecuting authority of the county or municipal corporation where the violation occurred, with a peace officer, with the inspector general if the violation is within the inspector general's jurisdiction, or with any other appropriate public official or agency that has regulatory authority over the employer and the industry, trade, or business in which the employer is engaged.

(b) If an employee makes a report under division (A)(1)(a) of this section, the employer, within twenty-four hours after the oral notification was made or the report was received or by the close of business on the next regular business day following the day on which the oral notification was made or the report was received, whichever is later, shall notify the employee, in writing, of any effort of the employer to correct the alleged violation or hazard or of the absence of the alleged violation or hazard.

(2) If an employee becomes aware in the course of the employee's employment of a violation of chapter 3704., 3734., 6109., or 6111. of the Revised Code that is a criminal offense, the employee directly may notify, either orally or in writing, any appropriate public official or agency that has regulatory authority over the employer and the industry, trade, or business in which the employer is engaged.

(3) If an employee becomes aware in the course of the employee's employment of a violation by a fellow employee of any state or federal statute, any ordinance or regulation of a political subdivision, or any work rule or company policy of the employee's employer and the employee reasonably believes that the violation is a criminal offense that is likely to cause an imminent risk of physical harm to persons or a hazard to public health or safety, a felony, or an improper solicitation for a contribution, the employee orally shall notify the employee's supervisor or other responsible officer of the employee's employer of the violation and subsequently shall file with that supervisor or officer a written report that provides sufficient detail to identify and describe the violation.

(B) Except as otherwise provided in division (C) of this section, no employer shall take any disciplinary or retaliatory action against an employee for making any report authorized by division (A)(1) or (2) of this section, or as a result of the employee's having made any inquiry or taken any other action to ensure the accuracy of any information reported under either such division. No employer shall take any disciplinary or retaliatory action against an employee for making any report authorized by division (A)(3) of this section if the employee made a reasonable and good faith effort to determine the accuracy of any information so reported, or as a result of the employee's having made any inquiry or taken any other action to ensure the accuracy of any information reported under that division. For purposes of this division, disciplinary or retaliatory action by the employer includes, without limitation, doing any of the following:

(1) Removing or suspending the employee from employment;

(2) Withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;

(3) Transferring or reassigning the employee;

(4) Denying the employee a promotion that otherwise would have been received;

(5) Reducing the employee in pay or position.

(C) An employee shall make a reasonable and good faith effort to determine the accuracy of any information reported under division (A)(1) or (2) of this section. If the employee who makes a report under either division fails to make such an effort, the employee may be subject to disciplinary action by

the employee's employer, including suspension or removal, for reporting information without a reasonable basis to do so under division (A)(1) or (2) of this section.

(D) If an employer takes any disciplinary or retaliatory action against an employee as a result of the employee's having filed a report under division (A) of this section, the employee may bring a civil action for appropriate injunctive relief or for the remedies set forth in division (E) of this section, or both, within one hundred eighty days after the date the disciplinary or retaliatory action was taken, in a court of common pleas in accordance with the Rules of Civil Procedure. A civil action under this division is not available to an employee as a remedy for any disciplinary or retaliatory action taken by an appointing authority against the employee as a result of the employee's having filed a report under division (A) of section 124.341 of the Revised Code.

(E) The court, in rendering a judgment for the employee in an action brought pursuant to division (D) of this section, may order, as it determines appropriate, reinstatement of the employee to the same position that the employee held at the time of the disciplinary or retaliatory action and at the same site of employment or to a comparable position at that site, the payment of back wages, full reinstatement of fringe benefits and seniority rights, or any combination of these remedies. The court also may award the prevailing party all or a portion of the costs of litigation and, if the employee who brought the action prevails in the action, may award the prevailing employee reasonable attorney's fees, witness fees, and fees for experts who testify at trial, in an amount the court determines appropriate. If the court determines that an employer deliberately has violated division (B) of this section, the court, in making an award of back pay, may include interest at the rate specified in section 1343.03 of the Revised Code.

(F) Any report filed with the inspector general under this section shall be filed as a complaint in accordance with section 121.46 of the Revised Code.

(G) As used in this section:

(1) "Contribution" has the same meaning as in section 3517.01 of the Revised Code.

(2) "Improper solicitation for a contribution" means a solicitation for a contribution that satisfies all of the following:

(a) The solicitation violates division (B), (C), or (D) of section 3517.092 of the Revised Code;

(b) The solicitation is made in person by a public official or by an employee who has a supervisory role within the public office;

(c) The public official or employee knowingly made the solicitation, and the solicitation violates division (B), (C), or (D) of section 3517.092 of the Revised Code;

(d) The employee reporting the solicitation is an employee of the same public office as the public official or the employee with the supervisory role who is making the solicitation.

Adopted: November 18, 2019

### **Grievance Policy**

The HCMHAS Board defines grievance as any complaint, problem, or concern of an employee regarding their workplace, job or coworker relationships.

Employees can file grievances for any of the following reasons:

- Workplace harassment
- Health and safety
- Supervisor behavior
- Adverse changes in employment conditions
- Fraud or abuse of funds or equipment

The list is not exhaustive. However, employees should try to resolve less important issues informally before they resort to a formal grievance.

Employees who file grievances can:

- Reach out to their direct supervisor or HR department
- File a grievance from explaining the situation in detail

Employees who face allegations have the right to:

- Receive a copy of the allegations against them
- Respond to the allegations
- Appeal any formal decision

The Board is obligated to:

- Have a formal grievance procedure in place
- Communicate the procedure
- Investigate all grievances promptly
- Treat all employees who file grievances equally
- Preserve confidentiality at any stage of the process
- Resolve all grievances when possible

Respect its no-retaliation policy (whistleblower protection) when employees file grievances with the company or external agencies (e.g., equal employment opportunity committee)

### **Procedures**

Employees are encouraged to talk to each other to resolve their problems. When this is not possible, employees should know how to file a grievance:

1. Communicate informally with their direct supervisor. The supervisor will try to resolve the problem. When employees want to complain about their supervisor, they should first try to discuss the matter and resolve it between them. In that case, they're advised to request an informal meeting. Supervisors should try to resolve any grievance as quickly

as possible. When they're unable to do so, they should refer to the HR department and cooperate with all other procedures.

2. IF the grievance relates to a supervisor behavior that can bring disciplinary action (e.g., sexual harassment or violence), employees should refer directly to the HR department or the next level supervisor.
3. Accommodate the procedure outlined below

The HR Department (or any appropriate person in the absence of an HR department) should follow the procedure below:

1. Ask employee to fill out a grievance form
2. Talk with the employee to ensure the matter is understood completely
3. Provide the employee who faces allegations with a copy of the grievance
4. Organize mediation procedures (e.g., arrange a formal meeting)
5. Investigate the matter or ask the help of an investigator when needed
6. Keep employees informed throughout the process
7. Communicate the formal decision to all employees involved
8. Take actions to ensure the formal decision is adhered to
9. Deal with appeals by gathering more information and investigating further
10. Keep accurate records

600 Board Health and Safety Policy

Adopted: (Month/Day) 2016

Revised: November 18, 2019

600.1 Section 1:

Health and Safety Program

It is the policy of the Huron County Board of Mental Health and Addiction Services to maintain a written Health and Safety Program to effectively respond to fire, medical emergencies, natural disasters, bomb threats, other workplace threats and violence, power failures, or other life threatening situations to maintain a healthy and safe environment for visitors, personnel and other stakeholders.

The HCBMHAS shall designate its Safety Officer to monitor the Health and Safety of the Board's facilities and operations. Due to the small staff in Huron County, the Board's Executive Director shall serve as the default Safety Officer if staffing includes no other administrator(s), if no other administrator(s) has been so designated or if the designated individual is not available. The Board shall post a notice stating the individual designated as the Safety Officer.

The designated Safety Officer is responsible for assuring the implementation of the health and safety program policies and procedures. The following position description stipulates the essential functions of the Safety Officer to include, but not be limited to, the following:

1. Understands important regulations and is familiar with revisions, trends, and updates concerning best practices in safety.
2. Reviews accidents and incidents occurring to employees, consumers, visitors, etc.; keeps a log of all events.
3. Completes Incident Reporting Form of all events.
4. Ensures Board personnel observe and follow established safety guidelines.
5. Assists the County Maintenance Supervisor to coordinate fire and other emergency drills and to coordinate surveys by external health and safety authorities of the Board's offices, located in a county building.
6. Assists the County Maintenance Supervisor to coordinate battery inspection on all battery operated/battery back-up safety equipment. For example, smoke detectors, exit lights, etc. and maintenance of fire extinguishers.
7. Maintains a first aid kit.

The Safety Officer shall assist the County Maintenance Supervisor to coordinate an annual comprehensive inspection of the Board facility that results in a written report identifying the areas inspected, recommendations for areas needing improvement, and actions taken to respond to the recommendations. Such inspection shall be conducted by a qualified external authority. All new employees are required to review the Board Health and Safety Program section of the policies and procedures as part of their new staff orientation. Existing employees shall review the plan as revisions occur.

REPORTS ON FILE

Copies of the following reports/certifications shall be kept on file and available for review:

1. Building Inspection Reports
2. Fire and other Inspection Reports

3. Annual Fire Evacuation Plans
4. Emergency Evacuation Plans
5. Verification of Employees/Volunteers Training in Fire Evacuation Plan and other Emergency Evacuation Procedures
6. Verification of Annual Fire Drill and of other Emergency Evacuation Plan Drills (Fire drill is required and others as indicated)

## EMERGENCY EQUIPMENT / TESTING

### Emergency Preparedness Program

The Huron County Board of Mental Health and Addiction Services provides an emergency preparedness program to ensure the safety of and accounting for all visitors and employees in the event of an emergency situation including, but not limited to the following:

1. In the event of a natural disaster or other type of catastrophic event in the community, the HCBMHAS shall anticipate and prepare for its roles and responsibilities in response to the event.
2. Staff shall be instructed to call 911 in the event of an emergency.
3. The emergency evacuation plans are communicated to all personnel. The emergency fire evacuation plan shall be tested at least annually. A written analysis of the test of the emergency fire evacuation is prepared by the Safety Officer. The written analysis will document the effectiveness of each test of the emergency plans and identifies corrective action taken.
4. Emergency evacuation plans shall be posted in conspicuous locations on each floor of the HCBMHAS facility to insure safe and timely evacuation instructions are available to all staff and visitors.
5. Huron County Board of Mental Health and Addiction Services makes First Aid Kits accessible and available to staff, volunteers and visitors.

### De-Escalation Procedures

Huron County Board of Mental Health and Addiction Services addresses crisis or emergency situations that involve disruptive or aggressive act(s) experienced by individuals, family members and/or significant others.

1. Staff will call 9-1-1 in the event of a crisis or emergency situation.
2. When incidents occur, an incident report is completed and placed in the incident report logbook.

### Robbery

1. The employee shall follow the instructions of the robber, staying as calm as possible.
2. The employee shall observe any and all possible identifying features such as height (where on the wall or door the robber's head comes), clothing, color of hair, eyes, etc.
3. When the robber departs, 911 should be called immediately.
4. Employees shall assist the police with description of robber and articles stolen.

### Medical Emergencies

1. If injury is due to a fall resulting in trauma, do not move employee or visitor.
2. If the employee or visitor requires immediate medical attention, call 911.
3. If the employee or visitor does not require immediate attention, but does require examination, arrangements will be made for someone to accompany the person to the emergency room of the nearest hospital or to the employee's or visitor's physician of choice.

### Natural Disasters

1. The first priority will be the safety and welfare of the visitors and employees.

2. The Executive Director or Safety Officer shall pay immediate attention to the evacuation of all employees, and visitors. If evacuation is not possible or advisable, employees and visitors will be secured within the facility as appropriate until the disaster threat has ceased.
3. If advance warning is possible or available, the Executive Director will immediately contact the proper authorities or call 911.
4. All employees, visitors, or visitors will be asked to assemble if possible and/or advisable at the designated refuge site to make possible the accounting for all persons in the facility.

#### Bomb Threats

1. Immediately contact the Executive Director or Safety Officer and call 911.
2. In an orderly fashion, evacuate all visitors and staff to designated outdoor location, the same as when evacuating due to fire in a building.
3. Safety Officer shall take a "head count" to verify that all staff and visitors are evacuated.

#### Severe Weather

1. In the event of severe weather, the Executive Director or Safety Officer will monitor the weather forecast. If a weather warning is broadcast, it will be the responsibility of the Executive Director or Safety Officer to ensure the safety of employees and visitors. Staff will instruct people to go to the windowless basement of the building. An accounting of all visitors, staff and visitors will be completed.
2. In the event of a tornado warning, the Executive Director or Safety Officer will recommend that individuals do not have people leave the building. If a visitor or staff member is adamant about leaving and does prepare to leave, the Executive Director or Safety Officer will advise him or her that the Board WILL NOT BE RESPONSIBLE for his/her safety.
3. People will remain in the internal rally point location until the tornado warning has been lifted or the threat of severe weather has passed.
4. The Executive Director is empowered to close the Board early, delay the opening of the Board or excuse staff early in the event of hazardous weather or other emergency that threatens the health or safety of Board personnel.
5. In general, if the County closes for any reason, the Board office will be closed.

#### Fire Evacuation Plan

1. It is the responsibility of all staff to be mindful of fire safety and to report unsafe conditions to the Safety Officer.
2. Disaster Containment - When and where advisable, an employee who is a witness to a fire, after calling 911, should evaluate the potential of containing such fire, using the fire extinguisher. If the employee determines a containment effort to be unsafe, proceed with the above described evacuation plan.
3. In the event of a large fire (a large fire is any fire that cannot be put out by using the fire extinguisher) the following evacuation plan will be implemented:
  - A. Staff will sound an alert and then call to report the fire at 911.
  - B. In the event of a fire, each employee is responsible for the following:
    - 1) Evacuate the premises via the route designated by the Emergency Evacuation map, and out the nearest designated Fire Exit.
    - 2) Assist all visitors who are with him/her out of the building via the designated route.

#### Workplace Threats and Violence/Safety During a Violent or Other Threatening Situations

1. These situations include, but are not limited to the following: bomb threats, hostage situations, the presence of firearms or explosives, terrorist event, etc.
2. The Executive Director will attempt to de-escalate the situation.

3. In the event that 911 must be called, if he/she cannot do this safely with or without further agitating the situation, he/she will call 911 if it is deemed safe to do so.

#### Hazardous Waste Material

1. Huron County Board of Mental Health and Addiction Services will ensure that any hazardous waste is disposed of appropriately.

#### Utility/Power Failures

1. In the event of a loss or failure of electric power, gas/propane, telephone service and other utility, a safe and organized response by all agency staff for the continued protection and accountability for visitors and other personnel will be initiated. Priority will be given to those visitors who may require special assistance from the organization's safety personnel and other identified staff persons to safely cope with the utility failure.
2. When a utility failure of any type occurs, staff will immediately notify building facilities personnel. If an emergency ensues, designated staff shall contact 911, if indicated to address the emergency. Otherwise, designated internal staff will facilitate the agency response.
3. If gas/propane service is interrupted during regular business hours, staff will attempt to determine the safety of the buildings occupants and decide whether an evacuation needs to be initiated. Facilities staff shall be responsible for determining the extent and safety of the building and report to the Safety Officer. Recommendations will be made at this time as to whether to evacuate the building or not.
4. Services may be interrupted for a brief period of time while external repair personnel and/or internal facilities staff attempt to correct the problem. It will be the decision of the Executive Director as to whether services should be discontinued/cancelled for the day.

#### Security

1. The front door of the office is to remain locked and the intercom used to admit non-employees to the building, unless deliveries or meetings are planned so that the door being unlocked is more efficient.

#### Off-Hour Response Plan

1. In the event of an emergency situation that requires involvement by the HCBMHAS, the Executive Director shall be available by telephone to effectively respond to the emergency situation. During any planned or unplanned absence, the Executive Director shall assign/delegate the emergency response responsibility to another administrator, and if no other administrator is available, the Executive Director shall notify contract agencies as to when no Board staff will be available.

#### HCBMHAS Role and Responsibilities in the Event of a Catastrophic Event in the Community

1. The Huron County Board of Mental Health and Addiction Services staff is committed to serving the community in the event of any emergency or disaster. The HCBMHAS staff has participated in development of and trained as part of the Huron County Emergency Response Plan and is willing to assist as needed in order to promote an efficient behavioral health response to natural and other types of disasters. Emergency communication procedures are in place.

600.2 Section 2:

Updated: November 18, 2019

#### Incident Reporting



Written reports of all incidents must be completed within 24 hours of the incident. The degree of the incident will be determined by using the criteria listed below. All incidents are reviewed by the Executive Director. Specific action may be deemed necessary/desirable by the Executive Director and/or the Safety Officer if patterns and trends emerge.

Types of incidents are defined below.

ROUTINE INCIDENTS include, but are not be limited to, those occurrences which take place outside the norm and activity of the Board and which may place staff, visitor, or others at some risk. The following are some examples of routine adverse incidents:

1. Physical injury and/or threats to a visitor or staff occurring on Board premises or during Board-sponsored, off-site activities.
2. Damage or theft of property in or at the Board's facilities or during Board-sponsored activities (i.e., stolen property or fire that causes minor damage).
3. Breaches of Board policy or improper following of Huron County Board of Mental Health and Addiction Services procedures, including confidentiality.
4. Suspicions of incidents of a sexual nature by a visitor.
5. Suspicions of use or possession of alcohol or illegal substances on Board property or during Board-sponsored activities.
6. Medical issues which are not considered life-threatening.
7. Any incident which may jeopardize the safety and welfare of visitors or staff.
8. Any complaint, threat or concern that may damage the Board's reputation in the community.
9. Communicable disease.
10. Car accident while on work time, performing a work-related task.

UNUSUAL INCIDENTS is an event that: (a) causes a beneficiary direct or indirect harm, or has the potential to do so and is outside of the beneficiary's established baseline and/or functioning or (b) involves a beneficiary causing direct or indirect harm, or the potential to do so, to individuals and/or staff on provider premises. Examples of unusual occurrences that may occur at Board operated or contracted provider property, in the course of providing services (i.e. while out in the field) and during or after business hours, include but are not limited to the following events:

1. An unexpected death (e.g. , suicide or homicide) or serious injury to a current beneficiary of the Board or its contracted providers.
2. Any allegations of abuse or neglect of beneficiaries perpetrated by contracted provider staff and/or other beneficiaries.
3. Injuries to beneficiaries while on Board operated or contracted provider property or in the presence of staff (e.g., falls, sprains, bruises, etc.)
4. Errors in the prescription or administration of medications (e.g., prescribing error, administration error) if the error reaches the beneficiary and/or adverse medication event occurs.
5. Assault (e.g., battery, threats, physical attack, etc.) on beneficiary or by a beneficiary to an individual (including staff).

#### Procedure

Any member or employee who has reasonable suspicion of any unusual incident (as defined above) shall consult with the Huron County Prosecutor for advice and counsel as soon as possible. The employee or member shall follow the directions of the Huron County Prosecutor.

REPORTABLE INCIDENTS are serious incidents involving staff members or visitors of the Board. Reportable Incidents involve, but are not limited to, death, serious bodily injury, life-threatening risk factors, and criminal acts. Reportable Incidents include:

1. Death of a visitor or employee within Huron County Board of Mental Health and Addiction Services facilities or during Board-related business.
2. Alleged physical or sexual abuse, exploitation or neglect by Huron County Board of Mental Health and Addiction Services staff.
3. Serious bodily injury caused by accident, attempted suicide, fighting or criminal act victimization.
4. Committed/alleged criminal acts such as arson, assault, rape/sex offense, homicide or theft.
5. Suicide by staff member or visitor.
6. Use or possession of a weapon within Huron County Board of Mental Health and Addiction Services facilities or during Board-related business.

#### REPORTING PROCEDURES

1. HCBMHAS staff involved in an incident will be responsible for completing the Incident Reporting Form and attaining all police reports or other pertinent documents related to the incident. The staff person involved in the incident also is responsible for documenting essential facts of the incident.
2. Completed incident reporting forms are submitted immediately to the Executive Director.
3. The Executive Director will review all Reportable Incident Reports immediately following the occurrence to assure that the incident was handled appropriately.
4. All adverse incidents will be properly logged and stored by the Safety Officer for audits, reviews, and reporting purposes.

#### 600.3 Section 3:

##### Reasonable Accommodations

The Huron County Board of Mental Health and Addiction Services offices are not handicap and wheelchair accessible. In the event where a disabled individual requires access to HCBMHAS staff, the staff will meet the individual in an area accessible to the individual. Handicap parking spaces are located close to the entrance.

Legislation requires the HCBMHAS to make reasonable accommodations to the known physical or mental limitations of otherwise qualified applicants or employees unless it creates an undue hardship on the Board. All decisions concerning undue hardship will be made by the Executive Director and will be documented in writing and maintained with the appropriate file.

The term “reasonable accommodation” is interpreted to mean:

1. Modifications or adjustments to a job application process that enables a qualified applicant with a disability to be considered for the position such applicant so desires, or
2. Modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of the position, or
3. Modifications or adjustments that enable a covered entity’s employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities.

Reasonable accommodations may include, but are not limited to:

1. Making existing facilities used by employees readily accessible to and usable by individuals with disabilities, and
2. Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modifications of equipment or devices, appropriate adjustment or

modifications of examinations, training materials or policies, provisions of qualified readers or interpreter, and other similar accommodations for individuals with disabilities.

The term “disabled individual” is interpreted to mean a person with a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of such an impairment or being regarded as having such an impairment.

1. Major life activities means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
2. A “record of such impairment” means having a history of having a mental or physical impairment that substantially limits one or more major life activities.
3. “Regarded as having an impairment”: means:
  - A. Has a physical or mental impairment that does not substantially limit major life activities but that is treated by a public entity as having such a limitation.
  - B. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others.
4. The term “undue hardship” means that the alterations in the workplace or in the duties of the position needed to accommodate a qualified individual with a disability are unduly burdensome to the program. The following factors are to be used in making this determination:
  - A. The overall size of the program, number of employees, number and type of facilities or size of budget.
  - B. The type of operation, composition and structure of the work force.
  - C. The nature and cost of the accommodation needed.
5. “Auxiliary aids and services” include aides/devices as the following:
  - A. Qualified interpreters, note takers, transcription services, written materials, telephone handset amplifiers, assistive listening devices/systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDDs) or videotext displays.
  - B. Qualified readers, taped texts, audio recordings, Brailled materials, large print materials or other effective methods of making visually delivered materials available to individuals with visual impairments.

600.4 Section 4

Revised: November 18, 2019

#### TOBACCO USE POLICY

In order to promote a healthy and comfortable work environment, employees and visitors are prohibited from using tobacco products throughout all County properties and while performing duties related to Board employment while traveling and/or offsite.

“County property” includes, but is not limited to: buildings; offices; restrooms; hallways; common work areas; parking lots; garages; county vehicles; conference rooms; sidewalks; green spaces; stairs; cafeterias/break rooms; storage areas; and all other County property or offsite locations while performing duties related to County employment. In addition, in compliance with Ohio Revised Code 3794.02, smoking in locations immediately adjacent to locations in ingress or egress to the public place or place of employment is prohibited.

For the purpose of this policy “tobacco” is defined as all tobacco, tobacco- derived/containing products and/or substances mimicking tobacco products, including, but not limited to, the following: cigarettes, electronic cigarettes, vapor cigarettes, any artificial/faux cigarettes, cigars, cigarillos, pipes, oral tobacco or any other manner of using or consuming tobacco, tobacco-derived substances and/or substances mimicking tobacco.

Accordingly, the Board's policy regarding tobacco use is that it is prohibited in the building that contains the Board Offices, in the Board Offices, on any county property, including that immediately outside of the Board Offices, and while traveling or attending any meetings or trainings on the Board's behalf. Employees are encouraged to cease tobacco use altogether, in line with the Board's mission to promote a healthy and addiction-free milieu in the county.

## Incident Reporting

Written reports of all incidents must be completed within 24 hours of the incident. The degree of the incident will be determined by using the criteria listed below. All incidents are reviewed by the Executive Director. Specific action may be deemed necessary/desirable by the Executive Director and/or the Safety Officer if patterns and trends emerge.

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4. Suspicions of incidents of a sexual nature by a visitor.
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6. Medical issues which are not considered life-threatening.
7. Any incident which may jeopardize the safety and welfare of visitors or staff.
8. Any complaint, threat or concern that may damage the Board's reputation in the community.
9. Communicable disease.
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2. Any allegations of abuse or neglect of beneficiaries perpetrated by contracted provider staff and/or other beneficiaries.
3. Injuries to beneficiaries while on Board operated or contracted provider property or in the presence of staff (e.g., falls, sprains, bruises, etc.)
4. Errors in the prescription or administration of medications (e.g., prescribing error, administration error) if the error reaches the beneficiary and/or adverse medication event occurs.
5. Assault (e.g., battery, threats, physical attack, etc.) on beneficiary or by a beneficiary to an individual (including staff).

### Procedure

Any member or employee who has reasonable suspicion of any unusual incident (as defined above) shall consult with the Huron County Prosecutor for advice and counsel as soon as possible. The employee or member shall follow the directions of the Huron County Prosecutor.

TOBACCO USE POLICY

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### **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. Executive Director shall send new member a letter of congratulations and schedule a time to meet to deliver the member's Board manual.
3. Board chair shall introduce new member to existing members of the Board including new member's mentor.
4. Mentor shall schedule a time to meet with new member to review the Board manual and minutes from recent meetings.

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

### **Section: Community Board**

#### ***Strategic Framework***

1. Mission, Vision, Values
2. Board History
3. Strategic Plan

#### ***Board Member Roster***

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

#### ***Board Committees and Structure***

1. Planning and Monitoring Committee
2. Implementation Committee
3. Board Meeting ground rules

#### ***Roles and Responsibilities***

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

#### ***Governance Policies***

1. Board By-Laws/Board Governance Section 100

#### ***Board Information***

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

#### ***Financials***



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)

#### *Services & Providers*

1. Huron County Resource List

### **Section: Board Office**

#### *Staff*

1. Table of Organization
2. Employee Job Descriptions

#### *Personnel Policies*

1. Board Personnel Policies and Procedures Section 200

### **Section: Behavioral Health**

#### *Ohio's Behavioral Healthcare System*

1. Description and History of Ohio's BH System
2. Description of types of funds
3. List of all Boards

#### *OACBHA-Ohio Association of County Behavioral Health Authorities*

1. Who is OACBHA

### **Section: Laws & Legislation**

#### *Ohio Revised Code Chapter 340*

1. Chapter 340 ORC

#### *Ohio's Sunshine Laws & Public Meetings*

1. The Sunshine Laws and Public Meetings

### **Section: Reference Materials**

#### *Robert's Rules of Order*

1. Introduction to Robert's Rules of Order

#### *The Fundamental Roles & Responsibilities of a Board*

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

## **Attachment VIII**

### **EMPLOYING AND DELEGATING DUTIES TO AN EXECUTIVE DIRECTOR**

Policy: Pursuant to Ohio Revised Code section 340.04, the Huron County MHAS Board shall employ a qualified mental health or addiction services professional with experience in administration or a professional administrator with experience in mental health or addiction services to serve as Executive Director of the Board and shall prescribe his or her duties as set forth in Ohio Revised Code section 340.041. The Board shall fix the compensation of the Executive Director, including reimbursement for actual and necessary expenses incurred in the performance of the Director's duties pursuant to Ohio Revised Code section 340.04.

The MHAS Board's duties are generally established in R.C. 340.03. The Executive Director is authorized to establish all procedures, make all decisions, and take all actions in a manner consistent with any reasonable interpretation of the Board's policies.

The Board's official relationship with Board staff extends to the Executive Director only. All authority delegated to Board staff is delegated at the discretion of the Executive Director. Therefore, all authority and accountability of that staff will be considered to be the authority and accountability of the Executive Director.

The Board may change its policies, thereby shifting the authority granted to the Executive Director. Although, as long as any particular delegation of duties is in place, the Board and its members will respect and support the Executive Director's activities in promoting and enacting policies of the Board. This does not, however, prevent the Board from obtaining information pertinent to such delegation of duties. Data that exposes the identity of an individual client will not be released. The Board, in its entirety, has ultimate authority over the Executive Director. No individual member of the Board, nor any officer or standing committee may direct the Executive Director's actions.

ORC 340.04 states that the Board may delegate to its Executive Director the authority to act on the Board's behalf in the performance of its administrative duties.

Duties of the Executive Director of the Board are established by Ohio Revised Code 340.041 as follows:

In addition to such other duties as may be lawfully imposed, the executive director of a board of alcohol, drug addiction, and mental health services shall:

(A) Serve as executive officer of the board and, subject to the prior approval of the board for each contract, except contracts, if any, to which division (F) of section 340.03 of the Revised Code applies, execute contracts on its behalf;

(B) Supervise addiction services, mental health services, recovery supports, and facilities provided, operated, contracted, or supported by the board to the extent of determining that services, supports, and facilities are being administered in conformity with this chapter and rules of the director of mental health and addiction services;

(C) Provide consultation to community addiction services providers and community mental health services providers;

(D) Recommend to the board the changes necessary to increase the effectiveness of addiction services, mental health services, and recovery supports and other matters necessary or desirable to carry out this chapter;

(E) Employ and remove from office such employees and consultants in the classified civil service and, subject to the approval of the board, employ and remove from office such other employees and consultants as may be necessary for the work of the board, and fix their compensation and reimbursement within the limits set by the salary schedule and the budget approved by the board;

(F) Encourage the development and expansion of preventive, treatment, and consultative services, as well as recovery supports, in the fields of addiction services and mental health services with emphasis on continuity of care;

(G) Prepare for board approval an annual report of the addiction services, mental health services, recovery supports, and facilities under the jurisdiction of the board, including a fiscal accounting of all services and supports;

(H) Conduct such studies as may be necessary and practicable for the promotion of mental health, promotion of addiction services, and the prevention of mental illness, emotional disorders, and addiction;

(I) Authorize the county auditor, or in a joint-county district the county auditor designated as the auditor for the district, to issue warrants for the payment of board obligations approved by the board, provided that all payments from funds distributed to the board by the department of mental health and addiction services are in accordance with the budget submitted pursuant to section 340.08 of the Revised Code, as approved by the department of mental health and addiction services.

Moreover, R.C. 340.041 states that the Board Executive Director shall serve as executive officer of the Board and, subject to the prior approval of the Board for each contract, except contracts, if any, to which division (F) of section 340.03 of the Revised Code applies, execute contracts on its behalf. R.C. 340.03 (F) states a Board of alcohol, drug addiction, and mental health services may establish by a rule, operating procedure, standard, or bylaw to allow the Executive Director of the Board to execute both of the following types of contracts valued at \$25,000 (twenty-five thousand) dollars or less, as determined by the Board, on behalf of the Board without the Board's prior approval:

- a. Emergency contracts for clinical services or recovery support services; and
- b. Standard service contracts pertaining to the Board's operations.

Procedure:

1. Generally, the Executive Director is empowered to assign and utilize resources within budgetary restrictions; to employ, discipline, deploy, and terminate staff; to interpret policies of the Board and implement them; to speak on behalf of the Board, recommend necessary changes to the Board, and to organize and delegate as deemed appropriate. Pursuant to the R.C. sections 340.03 and

340.04, the Board may delegate to the Executive Director the authority to act on its behalf in the performance of administrative duties, including, but not limited to:

- a. Applications for State reimbursement to the Department of Mental Health and Addiction Services;
- b. Requests to the Huron County Auditor's office for advance of levy funds, when necessary, to ensure cash flow;
- c. Development of Community Plans;
- d. Working agreements with Community agencies;
- e. Investigations of alleged abuse or neglect of persons receiving services from a mental health agency;
- f. Program compliance audits for contract agencies of the Board;
- g. Contract negotiations;
- h. Utilization review process;
- i. Management of all Board owned properties;
- j. Dispute resolution with contracting agencies;
- k. Bi-weekly payroll;
- l. Purchase orders and disbursement in accordance with Board approved budgets;
- m. Approval of service contracts and contracts for individual clients paid for out of cost reimbursement and Board initiative funds;
- n. Distribute funds that have been awarded to the Board for a specific purpose via Notice of Awards in accordance with the terms of the financial award;
- o. Approve any out of state travel for Board staff;
- p. Pursuant to R.C. 340.03(F) Execute both of the following types of contracts valued at \$25,000 dollars or less, on behalf of the Board without the Board's prior approval:
  - i. Emergency contracts for clinical services or recovery support services; and
  - ii. Standard service contracts pertaining to the Board's operations.

2. Emergency contracts for clinical services or recovery support services are defined as those services and supports that, at the discretion of the Executive Director, are necessary to provide for client safety and client well-being at the time of execution.

3. Standard service contracts pertaining to the Board's operations are defined as contracts related to the general maintenance and management of the Board office and its employees, including but not limited to:

- a. Physical maintenance of the office;
- b. Maintenance and provision of equipment supplies and services necessary for the day-to-day operations of the office;
- c. Non-client related contracts to assist the Board with information technology, grant applications, or function related to the Board operations.

4. The existence of any contract executed by the Executive Director without the Board's prior approval as provided above shall be disclosed by the Executive Director at the first regular Board meeting that occurs after the contract was executed, and a record of the disclosure shall be included in the written minutes of the meeting at which such disclosure is made pursuant to R.C. 340.03(F)(2)(b).

5. To ensure the Board's compliance with R.C 340.03(F), the Executive Director shall disclose all contracts so executed on the regular list of expenditures provided to all Board members monthly (monthly Board Expenditure Report). The Board Expenditure Report shall specifically indicate which contracts were executed by the Executive Director without prior Board approval.