



HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street
Norwalk, Ohio 44857

February 16, 2021 BOARD MEETING AGENDA

Location: Zoom

<https://us02web.zoom.us/j/82284288099>

Meeting ID: 822 8428 8099, Passcode: 099460

Dial by phone: 1 (929) 205 6099, Meeting ID: 822 8428 8099, Passcode: 099460

*The Public is required to call in if they would like to address the Board. The meeting will also be streamed live on the Board's Facebook page; however, comments will not be monitored.

Rules for the Public

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

Rules for Board Members

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

Time		Who
6:00 PM	Call to Order	Board Chair
	Guest Introductions & Public Comment	
	Approval of Board Minutes	
	Board Chair Report <ul style="list-style-type: none"> • Laura M. Wheeler 	Board Chair
	Executive Director's Report	Ex. Director
	Committee Meeting Reports <ul style="list-style-type: none"> • Governance Committee <ul style="list-style-type: none"> ○ Client Rights Policy ○ Board Attendance Policy ○ Public Records Policy • Program Committee <ul style="list-style-type: none"> ○ Youth Resiliency Capital Project ○ State Opioid Response Training Funding ○ Use of Innovation for Integrated Behavioral Health Systems Funding 	
	Old Business	
	Meeting Discussion/New Business <ul style="list-style-type: none"> ○ January 2021 Financial Report ○ January 2021 List of Bills ○ Board Administration/Promotions Line Item ○ Recovery Housing RFP 	
7:03	Adjournment	Board Chair



February 16, 2021

I. CALL TO ORDER

Meeting called to order at ___6:00___ PM.

Board Members in attendance:

X	Katie Chieda	X	Ben Chaffee, Jr.		Rob Duncan-Absent Arrived at 7:02
X	Lisa Hivnor		Julie Landoll-Excused	X	Silvia Hernandez
X	Steve Barnes	X	Dorothy Ruffer		Tom Sharpnack-Absent
X	Lenora Minor	X	Mike White	X	Nora Knople
X	Amber Boldman	X	Laura M. Wheeler		

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

Deanna England (Oriana House), Greg Klima (Let's Get Real), Drew Riley (Peer Recovery Supporter), Jessica Dickman (Family Live Counseling), Matt Roche (Norwalk Ohio News), Laura Miller (Firelands Counseling & Recovery Services)

III. APPROVAL OF BOARD MEETING MINUTES

MOTION: 1	To approve the January 19, 2021 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on January 20, 2021.		
Motion Made By:	Lisa Hivnor	Seconded:	Ben Chaffee, Jr.

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

No Opposition

IV. BOARD CHAIR REPORT

- Ms. Chieda stated that Ms. Laura M. Wheeler was appointed to the Board by the Ohio Department of Mental Health and Addiction Services on January 8, 2021 and was sworn in by Ms. Hivnor on Monday, February 15th. Ms. Chieda welcomed Ms. Wheeler to the Board and asked her if she would like to introduce herself.
 - Ms. Wheeler shared that she currently works as a counselor in her own private practice in Wakeman and she looks forward to working with the other Board members to help the residents of Huron County.

V. EXECUTIVE DIRECTOR REPORT

- Ms. Cardone shared the following updates with Board members:
 - FY21 Second Quarter Reports (these reports may be found on the Board's website)
 - Age Exchange had a slow start but they are now seeing people virtually. Age Exchange is still doing a very good job at working on creative ways to keep youth and mentors engaged.
 - Miriam House has been consistently full. They had a number of people leave in a short period of time due to COVID related issues, however, they were able to fill those vacancies rather quickly.
 - Catholic Charities Adult Advocacy services have taken on quite a few clients over the past few months and as a result there is an increased need for these services. This need will continue to be monitored and may result in an increased need for funding from the Board.
 - Family and Children First Council (FCFC) is expanding rapidly and seeing a significant increased need for services. Ms. Cardone shared that there have been ongoing conversations on how to help meet the needs.
 - Firelands Counseling and Recovery Services (FCRS) stated their numbers for clients were down for both mental health and substance use services, however, they have seen an increase in crisis services. FCRS currently has two positions open, referrals are on and off but they have been pretty consistent.
 - Family Life Counseling (FLC) has seen a decrease as well in mental health services, however they are seeing an increase in substance use services. FLC has moved their main office to Shady Lane and are utilizing the building on Woodlawn as a behavioral health center for children. FLC shared that men's recovery house in Willard, House of Hope, plans to have renovations completed by April and currently has two open beds which is consistent with their occupancy in the past. However, this report does not reflect the need for recovery housing rather the admissions process which is being worked on. FLC also shared that school-based services are still continuing.
 - Oriana House, Inc. shared that they have seen an increase in substance use services, estimated 30% increase in new clients and that their no-show rate

has decreased by an estimated 50%. Oriana House is currently offering services in person and virtually. Oriana's Family Matters support group started in January and is being held virtually. Oriana House also shared that the No Bars program has also experienced an increase in clients.

- Huron County Family Dependency Court Program shared that they are down one client but they are still seeing great results. They will be hosting a graduation on February 18th. If you would like to attend, please let us know and we will share the Zoom login with you. Additionally, Lindsey Ingram shared that they recently had a virtual site review with Latonya from the Supreme Court. Family Dependency Court met all of the requirements of the review, and Huron County is being recommended for final certification. Latonya described the program as a "well-oiled machine." She was particularly impressed with team communication to keep everyone informed of the participants.
 - Let's Get Real shared they have seen consistent numbers with clients served. LGR is now involved with the Family Dependency Court Program, their peer support training is going well with two potential new peer supporters for Huron County, they are working with local law enforcement and building relationships, and recently an MOU with Mercy Hospital in Willard was completed to implement a warm handoff process. Additionally, they have been approved to be Huron County's first Project Dawn site, they are now serving as the lead for QRT (Quick Response Team), they are offering five support groups a week, and LOSS (Local Outreach to Suicide Survivors) now has three volunteers and is offering a grief support group.
 - NAMI Huron County has experienced a few challenges in adjusting however they have been collaborating well with other NAMI groups in the area to assist in helping them expand their services in Huron County. NAMI Huron County is hoping to increase the number of monthly meetings from 1 to 4 in partnership with Erie Ottawa NAMI, they are working on implementing a monthly community game night, and they are partnering with NAMI of Sandusky, Seneca, and Wyandot Counties to do CIT (Crisis Intervention Team) training for law enforcement.
 - Drug Free Clubs of America (DFCA) is currently only operating in St. Paul Schools and they have 85 participants. Norwalk Middle School and Norwalk High School opted out of the program for this year due to COVID related concerns.
 - Reach Our Youth (ROY) has added four new mentors to their program and continuously working on finding creative ways to keep people engaged.
- Ms. Cardone shared that the state hospital is now accepting admissions again.
 - Ms. Cardone shared that Ohio START (Sobriety, Treatment and Reducing Trauma) announced at the end of January that Huron County will now be joining the program, bringing to 52 the number of counties participating. Ohio START is an evidence-based intervention program that helps families struggling with both substance abuse and child maltreatment by creating teams of

caseworkers, family peer mentors and behavioral health providers to support them. Ohio START began in 2017 as a pilot project created by then Ohio Attorney General Mike DeWine. It operated in 17 counties in the first year, adding 15 additional counties in 2018 and another 14 counties in 2019.

- Ms. Cardone shared that Mr. Terry Boose was recently appointed as the president of the Huron County board of commissioners.
- Ms. Cardone reminded Board members of the “Meet MHAS” section of the Board’s newsletter and asked Board members to send in their information if they already have not done so.
- Ms. Cardone shared that Ms. Knople has volunteered to serve as the mentor for our two new Board members. Ms. Knople will be reaching out to both of them to schedule a time to meet.

VI. COMMITTEE MEETING REPORTS

• GOVERNANCE COMMITTEE REPORT

• Client Rights Policy (Attachment I)

- Ms. Lisa Hivnor shared that the Governance committee members reviewed and discussed the revised Client Rights and Grievance Policy and Procedure as shown in Attachment I and were in support of the proposed changes.

MOTION: 2	To approve and adopt the Client Rights and Grievance Policy and Procedure as shown in Attachment I.		
Motion Made By:	Mike White	Seconded:	Nora Knople

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

No Opposition

• Board Attendance Policy (Attachment II)

- Ms. Hivnor shared that the Governance committee members reviewed and discussed the Board Attendance Policy which may be found in Attachment II and were in support of adopting the policy.

MOTION: 3	To approve and adopt the Board Attendance Policy as shown in Attachment II.		
Motion Made By:	Ben Chaffee, Jr.	Seconded:	Mike White

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

No Opposition

- **Public Records Policy (Attachment III)**
 - Ms. Hivnor shared that committee members reviewed and discussed the updated Public Records Policy which may be found in Attachment III and were in support of the proposed changes.

MOTION: 4	To approve and adopt the Public Records Policy as shown in Attachment III.				
Motion Made By:	Nora Knople	Seconded:	Lisa Hivnor		

5	Katie Chieda	1	Ben Chaffee, Jr.		Rob Duncan-Absent
6	Lisa Hivnor		Julie Landoll-Excused	10	Silvia Hernandez
7	Steve Barnes	2	Dorothy Ruffer		Tom Sharpnack-Absent
8	Lenora Minor	3	Mike White	11	Nora Knople
9	Amber Boldman	4	Laura M. Wheeler		

No Opposition

MOTION: 5	To approve the February 1, 2021 Governance Committee meeting minutes as sent on February 5, 2021.				
Motion Made By:	Dorothy Ruffer	Seconded:	Ben Chaffee, Jr.		

1	Katie Chieda	9	Ben Chaffee, Jr.		Rob Duncan-Absent
2	Lisa Hivnor		Julie Landoll-Excused	11	Silvia Hernandez
3	Steve Barnes	8	Dorothy Ruffer		Tom Sharpnack-Absent
4	Lenora Minor	7	Mike White	10	Nora Knople
5	Amber Boldman	6	Laura M. Wheeler		

No Opposition

- **PROGRAM COMMITTEE REPORT**
- **Youth Resiliency Capital Project (Attachment IV)**
 - Ms. Amber Boldman stated that Ms. Cardone shared with the Committee that the state recently announced the availability of capital funding for youth resiliency

projects. These projects can include a wide range of activities that build youth resiliency such as a recreation center, peer center, prevention, mentoring center, etc. About a year ago, community partners discussed potentially starting a Boys and Girls club in Huron County. There were difficulties with location and costs related to renovations and operations, however, after school programming is still identified as a need and this funding would help with getting an after-school program off the ground.

- Ms. Boldman stated that Ms. Cardone shared that up to \$500,000.00 in funding is available per project and the Board would be required to provide a 25% match for a total of \$125,000.00 from Levy Reserves. Committee members were in support of applying for capital funds for a youth resiliency project and suggested starting the project in a location other than Norwalk. Willard currently has the Hope Center so there were discussions about potentially starting this project in New London, with the goal of eventually expanding throughout the county. Ms. Cardone will provide the Board with additional details.
 - Ms. Cardone added that the idea of using the Boys and Girls Club is not yet decided due to the high annual expense to operate the program. She shared that community partners will discuss the possibility of utilizing local organizations to operate the center and provide programming.
 - Ms. Cardone shared that she met with Ms. Nicole Cross of Family and Children First Council (FCFC) and Brad Romano, superintendent of New London local schools, to discuss the details of the potential youth center. FCFC shared that they may be willing to serve as the lead on the project and upon Board approval of the funding match, the project application will be taken to the council for discussion and potential approval. If not, the involved parties will have to brainstorm other possibilities of who could hold the project including asking the Hope Center in Willard if they would be willing to expand. Ms. Cardone stated that she will share the completed application with the Board in March prior to submission to the state and there is a rough draft in Attachment IV for Board members to review.

MOTION: 6	To approve the capital funding match for the Youth Resiliency Capital Project in an amount not to exceed \$125,000.00 from Levy Reserves, dependent upon approval of the capital funding application by the Ohio Department of Mental Health and Addiction Services.
Motion Made By:	Lisa Hivnor
Seconded:	Nora Knople

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

No Opposition

- **SOR Training Funding**

- Ms. Boldman stated that Ms. Cardone shared with the committee that additional funding is needed for the DBT (Dialectical Behavioral Therapy) training which was approved last month. This training will be funded using State Opioid Response No Cost Extension funds, and the Board received \$154,000.00 total for this training. The additional funding is needed to cover costs associated with the creation of this training due to the new format and adding the opportunity for CEU's. Ms. Cardone shared that the total amount needed to fund this training is \$120,000.00 and therefore, a motion is needed to approve the additional \$10,000.00 in funding as \$110,000.00 was approved in January. The committee was in support of approving the additional funding.

MOTION: 7	To approve and allocate an additional \$10,000.00 to Treatment Implementation Collaborative for DBT training, utilizing State Opioid Response No Cost Extension funding, bringing the total contracted amount to \$120,000.00.		
Motion Made By:	Steve Barnes	Seconded:	Lisa Hivnor

1	Katie Chieda	2	Ben Chaffee, Jr.		Rob Duncan-Absent
3	Lisa Hivnor		Julie Landoll-Excused	4	Silvia Hernandez
5	Steve Barnes	6	Dorothy Ruffer		Tom Sharpnack-Absent
7	Lenora Minor	8	Mike White	9	Nora Knople
10	Amber Boldman	11	Laura M. Wheeler		

No Opposition

- Ms. Boldman stated that as mentioned prior to the last motion, the Board received \$154,000.00 in State Opioid Response No Cost Extension funding to be used for training. After funding the DBT training, there is \$34,000.00 remaining. Ms. Cardone shared with the committee that the Board was unable to fund the Drug Free Workplace trainings with SOR 2.0 funding as originally planned due to not receiving the full amount of funding requested from the state. Committee members discussed and approved using the remaining \$34,000.00 in SOR No Cost Extension funding to help fund Drug Free Workplace trainings in Huron County. Committee members asked Ms. Cardone to contact each economic development organization in the county to find out if they would be interested in utilizing these funds for the local businesses they support. The committee recommended splitting the funding evenly between all interested organizations. Ms. Cardone spoke with each of the five economic development organizations and four of them were interested in receiving funding.

MOTION: 8	<p>To authorize the Executive Director to enter into contracts with the following organizations in the amount of \$8,500.00 each, for a total of \$34,000.00, utilizing State Opioid Response No Cost Extension funding, for Drug Free Workplace Trainings:</p> <ul style="list-style-type: none"> Willard Economic Development Council Norwalk Economic Development Corporation Huron County Development Council Bellevue Economic Development
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Motion Made By:	Lisa Hivnor	Seconded:	Silvia Hernandez
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5	Katie Chieda	9	Ben Chaffee, Jr.		Rob Duncan-Absent
4	Lisa Hivnor		Julie Landoll-Excused	11	Silvia Hernandez
3	Steve Barnes	8	Dorothy Ruffer		Tom Sharpnack-Absent
2	Lenora Minor	7	Mike White	10	Nora Knople
1	Amber Boldman	6	Laura M. Wheeler		

No Opposition

- **Use of Innovation for Integrated Behavioral Health Systems Funding**

- Ms. Boldman stated that Ms. Cardone shared a funding opportunity with the committee called “Use of Innovation for Integrated Behavioral Health Systems of Care”. The goal of the funding is to fund organizations for web applications, technology, etc. to improve the quality of care for clients with co-occurring disorders that are being served. Ms. Cardone shared that no match is needed for this funding and proposals are due to the Ohio Department of Mental Health and Addiction Services by Feb 26th. Committee members discussed local organizations that may be able to benefit from this funding. Ms. Cardone will provide an update on the progress of this.

- Ms. Cardone added that she has reached out to the Huron County jail, Huron County Veteran Services, Department of Job and Family Services (DJFS), EHOVE, Huron County Family Dependency Court, and the Board’s local treatment providers to gather feedback on what the needs are and ways the funds can be utilized. Ms. Cardone said that the plan will be to detail how these funds will assist Huron County in reducing barriers to services and provide wraparound services to individuals with co-occurring disorders to improve success in recovery, reduce relapse, and reduce recidivism. Ms. Cardone is still waiting to receive the total funding request from a few of the organizations so at the present time there is not a total for how much funding will be requested. However, the application is due February 26th so Ms. Cardone asked for approval from the Board to apply for funding and will share the application with the Board as soon as it is completed and will provide an update on total request during March committee meetings.

MOTION: 9	To authorize Executive Director to apply for State Opioid Response Innovation for Integrated Behavioral Health Systems Funding.
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Motion Made By:	Lisa Hivnor	Seconded:	Steve Barnes
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11	Katie Chieda	3	Ben Chaffee, Jr.		Rob Duncan-Absent
10	Lisa Hivnor		Julie Landoll-Excused	2	Silvia Hernandez
9	Steve Barnes	4	Dorothy Ruffer		Tom Sharpnack-Absent
8	Lenora Minor	5	Mike White	1	Nora Knople
7	Amber Boldman	6	Laura M. Wheeler		

No Opposition

MOTION: 10	To approve the February 8, 2021 Program Committee meeting minutes as sent on February 9, 2021.			
Motion Made By:	Steve Barnes	Seconded:	Mike White	

1	Katie Chieda	6	Ben Chaffee, Jr.		Rob Duncan-Absent
2	Lisa Hivnor		Julie Landoll-Excused	10	Silvia Hernandez
3	Steve Barnes	7	Dorothy Ruffer		Tom Sharpnack-Absent
4	Lenora Minor	8	Mike White	11	Nora Knople
5	Amber Boldman	9	Laura M. Wheeler		

No Opposition

VII. OLD BUSINESS

- There was no old business to discuss.

VIII. MEETING DISCUSSION/NEW BUSINESS

- Due to the Finance Committee not having a quorum, Ms. Cardone shared with Board members the January 2021 Financial Report (Attachment V)
 - Revenues: \$70,716.37
 - Expenditures: \$269,517.74
 - Cash Balance: \$3,530,876.62
 - Encumbrances: \$1,666,760.34
 - End Balance: \$1,864,116.28

MOTION: 11	To approve the January 2021 Financial Report through January 31, 2021 as included in Attachment			
Motion Made By:	Nora Knople	Seconded:	Ben Chaffee, Jr.	

5	Katie Chieda	8	Ben Chaffee, Jr.		Rob Duncan-Absent
4	Lisa Hivnor		Julie Landoll-Excused	10	Silvia Hernandez
3	Steve Barnes	7	Dorothy Ruffer		Tom Sharpnack-Absent
2	Lenora Minor	6	Mike White	9	Nora Knople
1	Amber Boldman	11	Laura M. Wheeler		

No Opposition

- **January 2021 List of Bills (Attachment VI)**
 - Ms. Cardone highlighted one specific item on the list of bills which was a payment to Dave Light for mileage reimbursement. Mr. Dave Light, however, has declined his mileage and that check has been voided. This will be reflected on next months list of bills.

MOTION: 12	To approve the January 2021 List of Bills through January 31, 2021 as included in Attachment I.		
Motion Made By:	Lisa Hivnor	Seconded:	Amber Boldman

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

No Opposition

- **Board Administration/Promotions Line Item**

- Ms. Cardone shared that funding in this line item is used for the Board’s outreach and engagement efforts. This year this funding has been used for updating the Board’s website, the app, the self-screening tool, creating resource bags, informational folders used in target outreach efforts such as workforce initiative, health department, and schools. Ms. Cardone stated the Board staff would like to continue working on targeted outreach efforts with the next being healthcare and frontline workers.
- Ms. Cardone suggesting changing the amount of funding to \$5,000.00.

MOTION: 13	To increase the Board Administration/Promotions Line Item by \$5,000.00, utilizing Levy Reserve funding, to be utilized for outreach and engagement efforts.		
Motion Made By:	Amber Boldman	Seconded:	Nora Knople

1	Katie Chieda	11	Ben Chaffee, Jr.		Rob Duncan-Absent
2	Lisa Hivnor		Julie Landoll-Excused	7	Silvia Hernandez
3	Steve Barnes	10	Dorothy Ruffer		Tom Sharpnack-Absent
4	Lenora Minor	9	Mike White	6	Nora Knople
5	Amber Boldman	8	Laura M. Wheeler		

No Opposition

- **Women’s Recovery Housing RFP (Attachment VII)**

- Ms. Cardon shared that the Board has three options when it comes to utilizing the capital funds for recovery housing.
 - Option one is to release an RFP to contract with an outside organization to serve as owner and operator of the recovery house. The RFP, as included in the attachments and is written for this option.
 - Option 2 is for the Board to own the building and contract with an organization to operate the facility.
 - Option 3 is for the Board to own and operate the recovery house.
 - However, Ms. Cardone stated that Option 3 is not feasible given the Board’s staffing situation.
 - Ms. Cardone discussed the Pros and Cons for each option which are as

follows:

- Option 1 Pros and cons
 - Pros:
 - The Board does not have to oversee and manage another building.
 - There is reduced liability/risk to the Board.
 - Cons
 - The Board does not have full control.
 - Provider is required to come up with \$200,000 which will be reimbursed by OhioMHAS which may be a barrier for many. Ms. Cardone stated it is unclear as to whether the Board is able to provide that funding as well and then be reimbursed by OhioMHAS. She has reached out for answers and will inform the Board when she receives a response.
 - If the organization goes out of business, OhioMHAS takes over the project but is mandated to work with the Board for the Board to either operate the recovery house or find another provider to operate. The building could be used for any behavioral health service – does not need to stay as a recovery house.
 - However, Ms. Cardone added that if for some reason the relationship with the provider ends (due to performance, etc.) and the provider wants to continue operating as a recovery house they are able to do so as the owner of the building and the Board has minimal monitoring and oversight of services.
- Option 2 Pros and Cons
 - Pros
 - Board retains control of the project regardless of what provider chooses to do. If provider is not providing quality services, the Board can select new provider to operate.
 - Cons
 - Ms. Cardone shared that there would be an increased workload for staff and the Board would need to fill the open administration position immediately to free up time for both herself and Ms. Morrow so they can oversee finding location, contractors, etc.
 - Ms. Cardone added that the Board would most likely need to contract with a provider for operational costs which is concerning given the Board's financial situation (since the Board is currently contracting for more than they are bringing in) and would most likely result in cuts in other services.
 - Ms. Cardone stated that Option 2 protects the Board's investment, however, from a cost perspective it most likely will be more expensive in the long run for the Board due to

- hiring of new staff person and most likely needing to contract with provider for operational costs.
- Ms. Cardone stated that the decision that needs to be discussed is whether the Board would want to own the property and move forward with capital funding application or do if they want to approve the RFP to identify owner and operator.
 - Ms. Ruffer shared that she feels it will be very difficult to find someone to run this type of housing.
 - Ms. Hivnor asked what Ms. Cardone’s recommendation, however, Ms. Cardone stated she does not have a recommendation at this time due to both options having multiple pros and cons.
 - Ms. Boldman stated that she has years of experience in recovery housing sharing that the Erie County Mental Health Board currently owns the building that her organization rents and operates their recovery housing program in, adding that it is a possibility, and it does work.
 - Ms. Chieda stated her quick response based on the options given, she would choose Option 2.
 - Ms. Minor asked if there was a way to get help to find a building.
 - Ms. Hivnor shared that local economic development can assist with finding a building.
 - Ms. Chieda asked if the Board agreed to go with Option 2 and then changed its mind, would funding still be possible. Ms. Cardone stated that the problem is once the Board submits the application identifying them as the applicant and owner she does not believe it can be changed.
 - Board members agreed to investigate Option 2 further by looking at available buildings, talking with other Boards who operate recovery housing, and identifying challenges and barriers and will make a decision once that information is gathered.
 - Board agreed to table the RFP.

MOTION: 14	To table the release of the Women’s Recovery Housing RFP at this time.		
Motion Made By:	Lisa Hivnor	Seconded:	Nora Knople

1	Katie Chieda	6	Ben Chaffee, Jr.	12	Rob Duncan 7:02
2	Lisa Hivnor		Julie Landoll-Excused	11	Silvia Hernandez
3	Steve Barnes	7	Dorothy Ruffer		Tom Sharpnack-Absent
4	Lenora Minor	8	Mike White	10	Nora Knople
5	Amber Boldman	9	Laura M. Wheeler		

Tabled

IX. ADJOURNMENT

MOTION: 15	To adjourn the February 16 th , 2021 Huron County Board of Mental Health and Addiction Services Board meeting.		
Motion Made By:	Mike White	Seconded:	Ben Chaffee, Jr.

11	Katie Chieda	6	Ben Chaffee, Jr.	1	Rob Duncan
10	Lisa Hivnor		Julie Landoll	2	Silvia Hernandez
9	Steve Barnes		Dorothy Ruffer-left 7:02		Tom Sharpnack
8	Lenora Minor	5	Mike White	3	Nora Knople
7	Amber Boldman	4	Laura M. Wheeler		

No Opposition

The February 16, 2021 meeting of the Board adjourned at _7:03____p.m.

Attachment I – Client Rights and Grievance Policy and Procedure

Client’s Rights and Grievance Policy and Procedure

Current

504.9 SECTION 9:

CLIENT’S RIGHTS AND GRIEVANCE PROCEDURE

Section 5119.36 (1)(K) (i-iv), Revised Code, mandates that the Director of OhioMHAS adopt rules requiring all public or private agencies providing services or facilities under contract with MHAS Boards to have written policies addressing the rights of clients. Such written policies shall be submitted by contract providers or prospective contract providers to the Huron County Board of MHAS which will submit them to OhioMHAS for approval.

The rights of persons receiving behavioral health treatment services shall be contained in written policies of contract providers that include:

1. The right to a copy of the written policies addressing client rights;
2. The right at all times to be treated with consideration and respect for privacy and dignity;
3. The right to have access to one’s own psychiatric, medical or other treatment records unless access is specifically restricted in the treatment plan for clear treatment reasons; and
4. The right to have a client rights officer, provided by the provider agency/organization or the Board of Mental Health and Addiction Services, to advise the individual of his/her rights, including the rights stipulated under Chapter 5122 of the Revised Code for clients committed to the provider or board.

Grievances are to be addressed as stated in the Board’s state department-approved policies/procedures included in the 500 APPENDIX of the policies.

New

Policy: It is the policy of the Board to ensure that client rights will be protected through the development of a Client Rights procedure that provides for an impartial resolution of grievances. It is the policy of the Board to assure that all staff members are informed of and are familiar with this client grievance policy. Each staff member shall sign an acknowledgement statement documenting that they have been oriented to these policies and procedures and have received such policies and procedures in written form. The signed acknowledgement shall become part of the staff person’s personnel file. Each staff member shall be able to explain any and all aspects of the Client Rights and Grievance Procedure to a client or a parent/guardian, upon request.

According to the Ohio Revised Code rule 5122-26-18, except for clients receiving forensic evaluation service as defined in rule 5122-29-07 of the Administrative Code from a certified forensic center, or attending a driver intervention program as defined in rule 5122-29-12 of the Administrative Code, each client has all of the following rights:

- (1) The right to be treated with consideration and respect for personal dignity, autonomy and privacy;
- (2) The right to reasonable protection from physical, sexual or emotional abuse, neglect, and inhumane treatment;

- (3) The right to receive services in the least restrictive, feasible environment;
- (4) The right to participate in any appropriate and available service that is consistent with an individual service plan (ISP), regardless of the refusal of any other service, unless that service is a necessity for clear treatment reasons and requires the person's participation;
- (5) The right to give informed consent to or to refuse any service, treatment or therapy, including medication absent an emergency;
- (6) The right to participate in the development, review and revision of one's own individualized treatment plan and receive a copy of it;
- (7) The right to freedom from unnecessary or excessive medication, and to be free from restraint or seclusion unless there is immediate risk of physical harm to self or others;
- (8) The right to be informed and the right to refuse any unusual or hazardous treatment procedures;
- (9) The right to be advised and the right to refuse observation by others and by techniques such as one-way vision mirrors, tape recorders, video recorders, television, movies, photographs or other audio and visual technology. This right does not prohibit an agency from using closed-circuit monitoring to observe seclusion rooms or common areas, which does not include bathrooms or sleeping areas;
- (10) The right to confidentiality of communications and personal identifying information within the limitations and requirements for disclosure of client information under state and federal laws and regulations;
- (11) The right to have access to one's own client record unless access to certain information is restricted for clear treatment reasons. If access is restricted, the treatment plan shall include the reason for the restriction, a goal to remove the restriction, and the treatment being offered to remove the restriction;
- (12) The right to be informed a reasonable amount of time in advance of the reason for terminating participation in a service, and to be provided a referral, unless the service is unavailable or not necessary;
- (13) The right to be informed of the reason for denial of a service;
- (14) The right not to be discriminated against for receiving services on the basis of race, ethnicity, age, color, religion, gender, national origin, sexual orientation, physical or mental handicap, developmental disability, genetic information, human immunodeficiency virus status, or in any manner prohibited by local, state or federal laws;
- (15) The right to know the cost of services;

(16) The right to be verbally informed of all client rights, and to receive a written copy upon request;

(17) The right to exercise one's own rights without reprisal, except that no right extends so far as to supersede health and safety considerations;

(18) The right to file a grievance;

(19) The right to have oral and written instructions concerning the procedure for filing a grievance, and to assistance in filing a grievance if requested;

(20) The right to be informed of one's own condition; and,

(21) The right to consult with an independent treatment specialist or legal counsel at one's own expense.

Procedure:

1. Each contract agency of the Board is required to establish a client rights policy, which meets the requirements of Administrative Rule 5122-26-18.
2. A copy of the policy is to be posted in a conspicuous location at each agency, and a copy of such policy is to be filed at the Board office. A copy of such policy will be made available to the community upon request.
3. A copy of the Client Rights Policy shall be distributed to each client or parent/guardian at the intake session or next subsequent appointment.
4. Each employee of a contract agency shall receive a copy of the Client Rights Policy and shall be able to explain any and all aspects of the Client Rights and Grievance Procedure to a client or parent/guardian, upon request.
5. In case of a crisis or emergency situation, the client or parent/guardian shall be verbally advised of at least the immediate pertinent rights including, but not limited to, the right to consent to or to refuse the offered treatment and the consequences of that agreement or refusal. A printed copy and full verbal explanation of the Client Rights Policy may be delayed until the next appropriate meeting.
6. Each contract agency of the Board shall ensure that a client or recipient of behavioral health services may receive a copy and explanation of the Client Rights Policy upon request.

Each contract agency of the Board is required to notify the Executive Director in writing within 24 hours of any verbal or written complaint alleging client right violation. The notification will include the action taken to resolve the complaint. The resolution of the grievance shall not exceed twenty (20) working days from the date of filing the grievance, unless a specific timeline is agreed to by all parties.

Should no satisfactory resolution of the grievance be reached at the agency level, the client or his/her representative may initiate a written complaint with the Client Rights officer designated by the Board following notification of the results of the agency. Provisions for redress shall be made available to assist clients who cannot write or may have difficulty filing an appeal.

The Executive Director shall serve as the Board Client Rights Officer.

Executive Director
Huron County Board of Mental Health and Addiction Services
2 Oak Street
Norwalk, Ohio 44857
Phone: 419-681-6268

Grievances are to be addressed as stated in the 500 APPENDIX of the policies.

Attachment II – Board Attendance Policy

HURON COUNTY BOARD OF MENTAL HEALTH & ADDICTION SERVICES

Meeting attendance expectations

Adopted February 16, 2021

All members of the Huron County Board of Mental Health & Addiction Services (MHAS) should take membership seriously and make reasonable attempts to attend all committee, regular and special board meetings. Failure to do so jeopardizes the work and mission of MHAS and the services it provides to residents of Huron County. The following protocol is established and adopted by MHAS in order to provide clarity of meeting attendance expectations, in accordance with this section of Ohio Revised Code:

Ohio Revised Code 340.02 (G) (*in part*)

“...Any member of the board may be removed from office by the appointing authority for neglect of duty, misconduct, or malfeasance in office, and shall be removed by the appointing authority if the member is barred by this section from serving as a board member. The member shall be informed in writing of the charges and afforded an opportunity for a hearing. Upon the absence of a member within one year from either four board meetings or from two board meetings without prior notice, the board shall notify the appointing authority, which may vacate the appointment and appoint another person to complete the member's term....”

Neglect of duty in office is the absence of a Board member within one year from either four Board meetings or from two Board meetings without prior notice. If that occurs, the Board is to notify the Appointing Authority of the offending Board member, which may vacate the appointment and appoint another person to complete that member's term.

Misconduct in office is the commission of conduct not befitting a public official such as neglect of duty, gross immorality, drunkenness, misfeasance, malfeasance or nonfeasance.

Malfeasance in office is the commission of an unlawful act, done in an official capacity, which affects the performance of official duties, such as a Board member acting unilaterally without full Board authorization in any Board matter.

Conflicts of interest in office are defined in Section 103.2 Section 2 of these Policies and Procedures.

MHAS Board members are considered to have an *excused* absence if they have notified the Executive Director or designee at least one (1) business day prior to a committee, regularly scheduled board meeting or special board meeting. Failure to do so will cause the Board member to be considered *unexcused*.

In order to be compliant with the law, MHAS Board members will have no more than two (2) consecutive *excused* absences in one fiscal year or no more than four (4) cumulative *excused absences* in one fiscal year.

In order to be compliant with the law, MHAS Board members will have no more than a culmination of four (4) unexcused absences in one fiscal year, or no more than a combination of five (5) excused and unexcused absences in one fiscal year.

A letter indicating *potential non-compliance* of ORC 340.02, and steps to be taken in order to maintain MHAS Board membership, will be emailed to the MHAS Board member by the MHAS Executive Director no later than one (1) business week after the MHAS Board member has reached any of the following:

- Two (2) consecutive excused absences, and/or
- Three (3) cumulative excused absences, and/or
- Three (3) cumulative unexcused absences, and/or
- Three (3) cumulative/combined excused and unexcused absences.

The MHAS Board member receiving this letter will be expected to contact the MHAS Executive Director within one (1) business week to acknowledge receipt of the letter and provide a plan of action to remedy his or her attendance. The Executive Director may accept the plan of action, or may share the plan of action with the MHAS Board for consideration.

Any MHAS Board member who would receive this letter twice or more in one fiscal year will automatically be recommended for membership termination at the next regularly scheduled MHAS board meeting, in accordance with ORC 340.02.

Attachment III – Public Records Policy

Availability of Public Records Policy

Current

409.4 SECTION 4:

AVAILABILITY OF PUBLIC RECORDS

It is the policy of the Board that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of this office to strictly adhere to the state's Public Records Act.

Section 149.43 of the ORC provides that all public records shall be open, at reasonable times, for inspection. All public records shall be prepared and made available within a reasonable period of time for inspection to any person during regular business hours. Upon request, a person responsible for public records shall make copies available at cost, within a reasonable period of time.

“Reasonable” takes into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested. In order to enhance the ability to identify requested records, the Board may ask for the request in writing, although the requestor shall be advised that a request in writing is not mandatory.

Public notice shall be displayed in the Board office with its policy regarding availability of public records and the cost of those records if paper copies are requested or required.

New

I. POLICY

It is the policy of the Board to maintain public records as defined by Revised Code, Sections 149.011 and 149.43 in such a manner as required by State and Federal law. The Board will make available to any member of the general public all public records except those determined to be exempt under, R.C. 149.43 and 149.433 pursuant to State and Federal law.

II. DEFINITIONS

A “record” is defined to include the following: a document in any format – paper, electronic (including but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the Huron County Board of Mental Health and Addiction Services that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the Huron County Board of Mental Health and Addiction Services (MHAS).

A “public record” is a “record” that is being kept by this office at the time a public records request is made, subject to applicable exceptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

III. PROCEDURE

1. Public records, as defined by Revised Code Sections 149.011 and 149.43 but subject to exemptions under R.C. 149.43 and 149.433, are to be available for inspection during regular business hours. Public records must be made available for inspection promptly.

2. Requests to review public records are made to the Executive Director or shall be forwarded to the Executive Director by other Board staff.
3. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; the necessity of any legal review and redaction; and other facts and circumstances of the records requested.
4. Generally, all requests for public records should be acknowledged in writing or, if feasible, satisfied within ten business days following the office's receipt of the request.
5. Those seeking public records may be charged only the actual cost of making copies, not labor. The charge for paper copies is ten (10) cents per page, to be paid by either cash, money order, or cashier's check. For information to be mailed, MHAS will charge at the current postage rate set by the United States Postal Service for all costs incurred, i.e., certified-return receipt requested, certificate of mailing, etc., if deemed necessary or requested. Payment must be paid prior to the release of public records. Checks are to be made payable to Huron County Board of Mental Health and Addiction Services. If electronic documents are requested, the requester must provide MHAS with a new, unopened flash drive and there is no charge for electronic documents provided in this manner, except for postage if the flash drive is to be mailed back to the requester. There is no charge for e-mailed documents.
6. The requester does not need to identify him/herself or to explain the intended use of any requested public document. MHAS cannot deny access due to a requester's refusal to answer these questions.
7. No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow MHAS to identify, retrieve, and review the records. In processing the request, MHAS does not have an obligation to create new records or perform a search or research for information in MHAS's records.
8. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through MHAS's standard use of sorting, filtering, or querying features.
9. Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communication device, are to be treated in the same fashion as records in other formats, such as paper or audiotape.
10. If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that MHAS cannot reasonably identify what public records are being requested, the request may be denied, but MHAS must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by MHAS.
11. If MHAS withholds, redacts a portion of, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If some portions of a record are public and other portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, MHAS shall notify the requester of the reason for any redaction or make the redaction plainly visible.

12. The public office shall distribute the public records policy adopted by the public office under this division to the employee of the public office who is the records custodian or records manager or otherwise has custody of the records of that office. The public office shall require that employee to acknowledge receipt of the copy of the public records policy.
13. The public office shall create a poster that describes its public records policy and shall post the poster in a conspicuous place in the public office and in all locations where the public office has branch offices.
14. The public office may post its public records policy on the internet web site of the public office if the public office maintains an internet web site.
15. A public office that has established a manual or handbook of its general policies and procedures for all employees of the public office shall include the public records policy of the public office in the manual or handbook.

Attachment IV



Promoting wellness and recovery

Mike DeWine, Governor • Lori Criss, Director • 30 E. Broad St. • Columbus, OH 43215 • (614) 466-2596 • mha.ohio.gov

Community Resiliency Project Work Sheet Ohio Mental Health & Addiction Services (OhioMHAS)

1. **ADAMHS Board Name:** Huron County Board of Mental Health and Addiction Services

2. **Board Contact Person** Kristen Cardone
E-Mail director@huroncountymhas.org
Phone 419-681-6268

3. **Applicant (proposed owner of property) Name:** Huron County Family and Children First Council

4. **Applicant Contact Person** Nicole Cross
E-Mail nicole.cross@jfs.ohio.gov
Phone 419-668-8126 ext. 3336

5. **Type of project (check all that apply):**

<input checked="" type="checkbox"/> Program Space: Recreation Center <input type="checkbox"/> Peer Recovery Center <input type="checkbox"/> Program Space: Drop-In Center <input checked="" type="checkbox"/> Program Space: Prevention	<input checked="" type="checkbox"/> Program Space: Mentorship <input checked="" type="checkbox"/> Program Space: Career Exploration <input checked="" type="checkbox"/> Program Space: Behavioral Health Treatment <input checked="" type="checkbox"/> Other: After school and summer program <input type="checkbox"/> Other _____
--	--

6. Demographic to be served:

- Middle School Students
- High School Students
- Other _____

7. Project Description:

- New Construction
- Purchase/Renovation
- Addition to Existing
- Renovation only
- Purchase only

Estimated Project Cost:

Purchase Cost	\$ 275,000
Construction	\$ 150,000
Equip./Furnish	\$ 75,000
Architect	\$
Project Fees	\$
Miscellaneous	\$
Total Cost	\$ 500,000

8. Funding for Capital Project:

a. OhioMHAS Assistance Required (up to 75% of total cost up to a maximum of \$500,000) \$ 375,000

b. Amount of Non-OhioMHAS Funds (minimum of 25% of total cost): \$ 125,000

c. Source of Non-OMHAS Funds: select all that apply

- Community Organization - Amount
- Community Foundation - Amount
- Applicant Contribution - Amount
- Local Government Funds - Amount \$125,000
- Other: _____ - Amount

9. Has Capital match funding already been awarded? Yes No

Describe status of local matching funds. If funds have already been awarded, please indicate the award date.

10. Operating Funds:

a. Annual Total Operating Costs: \$

b. Source(s) of Operating funds: select all that apply

- Community Contributions
- Revenue from Services
- County/Local Government Funds
- Other (describe):
- Other (describe):
- Other (describe):

11. How did youth, family members, providers, ADAMHS Board, and community partners participate in the planning of this project?
12. **Proposed Project Partners:** Huron County Family and Children First Council, Huron County Board of Mental Health and Addiction Services, Huron County Department of Job and Family Services, New London Local Schools, South Central Local Schools, Western Reserve Local Schools, Norwalk City Schools, Willard City Schools, Monroeville Local Schools, Bellevue City Schools, Huron County Commissioners, local government, local churches, Reach Our Youth
13. Please provide a project development timeline that includes project start and estimated completion dates along with other significant milestones.
14. Provide description (no more than one page single spaced, at least font size 11) of the proposed Community Resiliency Capital Project. In addition to the type of project, the description should indicate the targeted population/sub-population (e.g., young persons with severe mental illness, young people who are homeless, young persons impacted by addiction, young people with criminal justice involvement, transition-aged youth, young people recovering from addiction), service/services to be provided, and should address the roles of key players to the project.
15. Date this Work Sheet was reviewed by ADAMHS Board Staff: _____/_____/_____

ADAMHS Staff Name: _____

Attachment V

Calendar Year 2021 Receipts and Cash Journal

January 2021							
	Account Number	Description	Accumulated From Previous Report	Current Month's Report	Accumulated Year-to-Date	% of Anticipated Revenue	Anticipated CY Revenue
FEDERAL FUNDS							
Title 19	100.100.10165		0.00	0.00	0.00	#DIV/0!	0.00
Title XX	100.100.10165	Fed MH	0.00	8,669.00	8,669.00	21.5%	40,285.00
MH Block Grant	100.100.10126	Fed MH	0.00	0.00	0.00	0.0%	67,304.00
ADTR Block Grant	100.100.10122	Fed AOD	0.00	0.00	0.00	0.0%	189,692.00
ODADAS Medicaid	100.100.10128	Fed AOD Medicaid	0.00	0.00	0.00	#DIV/0!	0.00
Federal Grants	100.100.10167	Federal Grants	0.00	0.00	0.00	0.0%	156,527.00
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	0.00	59,336.00	59,336.00	6.5%	909,131.00
Recovery Housing	100.100.10123	State AOD	0.00	0.00	0.00	0.0%	45,900.00
AOD Subsidy	100.100.10127	State AOD	0.00	0.00	0.00	0.0%	76,176.00
State Grants	100.100.10166	State MH & Aod	0.00	0.00	0.00	0.0%	104,393.00
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	0.00	0.00	0.00	0.0%	525,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	3,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	0.00	0.00	0.00	0.0%	18,000.00
Other Receipts	100.100.10170	Other Receipts	0.00	2,711.37	2,711.37	3.6%	75,000.00
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	0.0%	10,000.00
TOTAL RECEIPTS:			\$ -	\$ 70,716.37	\$ 70,716.37	3.2%	2,220,408.00
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 3,729,677.99				
Plus: Receipts			70,716.37				
Equals: Total Balance			\$ 3,800,394.36				
Minus: Expenditures			(269,517.74)				
Equals: Ending Balance			\$ 3,530,876.62				
Minus: Encumbrances			(1,666,760.34)				
Equals:			\$ 1,864,116.28				

Jan-21	EXPENDITURES					
LINE ITEM ACCOUNT	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	YEAR-TO-DATE PERCENTAGE	* OUTSTANDING ENCUMBRANCES	BUDGETED APPROPRIATION	UNENCUMBERED BALANCE
SALARIES 100.100.00125	10,038.40	10,038.40	6.0%	0.00	168,491.00	158,452.60
SUPPLIES 100.100.00175	194.65	194.65	1.3%	15,055.35	15,250.00	0.00
EQUIPMENT 100.100.00200	0.00	0.00	0.0%	0.00	2,000.00	2,000.00
CONTRACT REPAIRS 100.100.00275	253,512.45	253,512.45	13.0%	1,596,487.55	1,947,833.00	97,833.00
RESIDENTIAL PROGRAM 100.100.00280	0.00	0.00	#DIV/0!	0.00	0.00	0.00
TRAVEL 100.100.00300	1,382.56	1,382.56	21.6%	5,017.44	6,400.00	0.00
O.P.E.R.S. 100.100.00400	1,405.36	1,405.36	3.5%	0.00	40,438.00	39,032.64
WORKERS' COMP 100.100.00425	0.00	0.00	0.0%	0.00	3,202.00	3,202.00
UNEMPLOYMENT 100.100.00450	0.00	0.00	#DIV/0!	0.00	0.00	0.00
MEDICARE 100.100.00460	140.92	140.92	5.8%	0.00	2,444.00	2,303.08
OTHER EXPENSES 100.100.00475	300.00	300.00	0.6%	50,200.00	50,500.00	0.00
HOSPITALIZATION 100.100.00500	2,543.40	2,543.40	7.1%	0.00	36,000.00	33,456.60
TOTAL:	269,517.74	269,517.74	11.9%	1,666,760.34	2,272,558.00	336,279.92

Attachment VI

Huron County

Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500
 From: 1/1/2021 to 1/31/2021

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
100.100.00125 Salaries						
PR2021010001-037	01/08/2021	Gross: 2021.01.08 Payroll			\$5,019.20	\$0.00
PR2021010002-082	01/22/2021	Gross: 2021.01.22 Payroll			\$5,019.20	\$0.00
100.100.00125 Total:					\$10,038.40	\$0.00
100.100.00175 Supplies						
EJ2021010007-105	01/13/2021	Stamp Reimbursement from 30	CK0000403509-01	PO2020-00156 Ashley Morrow	21-0020	\$55.00
EJ2021010007-113	01/13/2021	Labels tape push plns adhesive	CK0000403518-01	PO2020-00156 Kristen Cardone	21-0021	\$80.87
EJ2021010007-117	01/13/2021	Sidewalk Salt from 309680 - 20	CK0000403508-01	PO2020-00156 Neil Hansberger	21-0015	\$30.00
EJ2021010015-217	01/21/2021	Copy Paper from 309932 - 202	CK0000403773-01	PO2020-00156 Amazon Capital Services	21-0034 Inv 14KL-	\$28.78
100.100.00175 Total:					\$194.65	\$0.00
100.100.00275 Contract Repairs						
EJ2021010007-009	01/13/2021	ATP Inv 1702 from 309680 - 20	CK0000403511-01	PO2020-00157 Firelands Counseling & Recov	21-0004 Inv 1702	\$724.27
EJ2021010007-013	01/13/2021	120120-123120 Electric Serv	CK0000403515-01	PO2020-00157 Ohio Edison	21-0017 Acct 1101	\$241.64
EJ2021010007-021	01/13/2021	GRF 421 AOD GOSH 122920 f	CK0000203913-01	PO2020-00157 Family Life Counseling and Ps	21-0003 GOSH 12	\$3,435.32
EJ2021010007-023	01/13/2021	GRF 421 MH GOSH 122920 fr	CK0000203913-01	PO2020-00157 Family Life Counseling and Ps	21-0003 GOSH 12	\$1,237.06
EJ2021010007-037	01/13/2021	121420-123120 MIP Program	CK0000403519-01	PO2020-00157 FTG of Greater Ohio LLC	21-0008 Inv 28381	\$115.55
EJ2021010007-039	01/13/2021	010121-011321 MIP Program	CK0000403519-01	PO2021-00093 FTG of Greater Ohio LLC	21-0008 Inv 28381	\$83.45
EJ2021010007-041	01/13/2021	SOR Inv 1701 from 309680 - 2	CK0000403514-01	PO2020-00157 Firelands Counseling & Recov	21-0006 Inv 1701	\$1,203.00
EJ2021010007-043	01/13/2021	LEVY Oct 20 Shared Funding f	CK0000403513-01	PO2020-00157 Huron County Board of DD	21-0010	\$597.60
EJ2021010007-049	01/13/2021	LEVY Jul-Dec 20 NAMI Coordl	CK0000403510-01	PO2020-00157 Kevin Christopher Mount	21-0011	\$3,185.00
EJ2021010007-055	01/13/2021	LEVY NOBARS FY21 Services	CK0000203916-01	PO2021-00093 Oriana House Inc	21-0018 Inv NoBA	\$117,260.00
EJ2021010007-059	01/13/2021	111920-122120 Water Service	CK0000203917-01	PO2020-00157 City of Norwalk	21-0002 Acct E041	\$14.75
EJ2021010007-065	01/13/2021	010121-012121 Printer Usage f	CK0000403557-01	PO2021-00093 Mt Business Technologies	21-0014 Inv IN481	\$8.42
EJ2021010007-067	01/13/2021	122220-123120 Printer Usage f	CK0000403557-01	PO2020-00157 Mt Business Technologies	21-0014 Inv IN481	\$4.00
EJ2021010007-079	01/13/2021	122720 & 123020 Snow Remo	CK0000403516-01	PO2020-00157 Firelands Lawn & Landscape I	21-0007 Inv SNO	\$115.00
EJ2021010007-081	01/13/2021	LEVY Nov 20 Recovery Housin	CK0000203919-01	PO2020-00157 Catholic Charities Diocese of	21-0001	\$3,150.72
EJ2021010007-085	01/13/2021	LEVY Nov 20 Peer Support Ser	CK0000203920-01	PO2020-00157 Lets Get Real Inc	21-0012	\$7,072.00
EJ2021010007-087	01/13/2021	CTP Inv 1703 from 309680 - 20	CK0000403517-01	PO2020-00157 Firelands Counseling & Recov	21-0005 Inv 1703	\$342.75
EJ2021010007-097	01/13/2021	112420-122420 Copler Lease	CK0000403512-01	PO2020-00157 US Bank Equipment Finance	21-0019 Inv 42995	\$627.04
EJ2021010007-107	01/13/2021	Dec 20 Cell Phone Reimburse	CK0000403509-01	PO2020-00157 Ashley Morrow	21-0020	\$60.00
EJ2021010007-111	01/13/2021	Dec 20 Cell Phone Zoom Snow	CK0000403518-01	PO2020-00157 Kristen Cardone	21-0021	\$390.32
EJ2021010007-115	01/13/2021	Spectrum and Cincinnati Insur	CK0000403518-01	PO2021-00093 Kristen Cardone	21-0021	\$2,022.63
EJ2021010007-143	01/13/2021	GRF 421 MH 3QFY21 GOSH	CK0000403556-01	PO2021-00093 MHRD of Clark Green & Mad	21-0013 Inv 00017	\$2,098.75
EJ2021010015-007	01/21/2021	LEVY Dec 20 Age Exchange S	CK0000203950-01	PO2020-00157 Services for Aging Inc	21-0035 Inv 20201	\$1,829.81
EJ2021010015-065	01/21/2021	GRF 421 Comm Invest Inpatie	CK0000403806-01	PO2020-00157 Firelands Counseling & Recov	21-0042 Inv 1713	\$724.81
EJ2021010015-073	01/21/2021	GRF 421 Comm Invest Oct-De	CK0000403803-01	PO2020-00157 Firelands Counseling & Recov	21-0038 Inv 1704	\$1,043.75
EJ2021010015-095	01/21/2021	Title XX GOSH 011221 from 30	CK0000403804-01	PO2021-00093 Firelands Counseling & Recov	21-0037 GOSH 01	\$19,188.47

Expense Audit Trail Report

From: 1/1/2021 to 1/31/2021

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount	
EJ2021010015-097	01/21/2021	Virtu System Setup from 3099	CK0000203955-01	PO2020-00157 ES Consulting Inc	21-0036 Inv ESI52	\$165.00	\$0.00
EJ2021010015-113	01/21/2021	GRF 421 MH GOSH 011221 fr	CK0000203956-01	PO2021-00093 Family Life Counseling and Ps	21-0043 GOSH 01	\$132.08	\$0.00
EJ2021010015-117	01/21/2021	GRF 421 Comm Invest GOSH	CK0000403805-01	PO2021-00093 Firelands Counseling & Recov	21-0037 GOSH 01	\$40,169.81	\$0.00
EJ2021010015-119	01/21/2021	SAPT TX GOSH 011221 from	CK0000203957-01	PO2021-00093 Ortana House Inc	21-0045 GOSH 01	\$2,126.28	\$0.00
EJ2021010015-129	01/21/2021	SOR Dec 20 Services from 309	CK0000403801-01	PO2020-00157 Firelands Counseling & Recov	21-0039 Inv 1705	\$6,291.29	\$0.00
EJ2021010015-143	01/21/2021	GRF 421 Comm Invest Clinical	CK0000403799-01	PO2020-00157 Firelands Counseling & Recov	21-0040 Inv 1710	\$6,064.63	\$0.00
EJ2021010015-145	01/21/2021	IDAT Jul-Dec 20 Services from	CK0000403802-01	PO2020-00157 Firelands Counseling & Recov	21-0041 Inv 1711	\$2,858.07	\$0.00
EJ2021010015-165	01/21/2021	SAPT TX GOSH 011221 from	CK0000403800-01	PO2021-00093 Firelands Counseling & Recov	21-0037 GOSH 01	\$2,177.71	\$0.00
EJ2021010015-209	01/21/2021	GRF 421 MH Inpatient from 30	CK0000403798-01	PO2020-00157 Firelands Counseling & Recov	21-0042 Inv 1713	\$6,948.61	\$0.00
EJ2021010024-035	01/27/2021	GRF 421 MH Dec 20 Adult Adv	CK0000204030-01	PO2021-00093 Catholic Charities Diocese of	21-0046	\$1,870.00	\$0.00
EJ2021010024-043	01/27/2021	121420-123120 Gas Service fr	CK0000404124-01	PO2020-00157 Columbia Gas of Ohio	21-0047 Acct 2070	\$30.73	\$0.00
EJ2021010024-045	01/27/2021	Trash Service from 310752 - 2	CK0000404148-01	PO2021-00093 Cyclone Services Inc	21-0048 Inv 75569	\$110.00	\$0.00
EJ2021010024-051	01/27/2021	011821 Driveway Salting from	CK0000404150-01	PO2021-00093 Firelands Lawn & Landscape I	21-0050 Inv Snow2	\$55.00	\$0.00
EJ2021010024-055	01/27/2021	011421-021321 MIP Program	CK0000404146-01	PO2021-00093 FTG of Greater Ohio LLC	21-0051 Inv 28574	\$199.00	\$0.00
EJ2021010024-131	01/27/2021	010121-011521 Gas Service fr	CK0000404151-01	PO2021-00093 Columbia Gas	21-0047 Acct 2070	\$27.11	\$0.00
EJ2021010024-195	01/27/2021	GRF 421 MH GOSH 011921 fr	CK0000204040-01	PO2021-00093 Family Life Counseling and Ps	21-0049 GOSH 01	\$463.63	\$0.00
EJ2021010024-197	01/27/2021	GRF 421 AOD GOSH 011921 f	CK0000204040-01	PO2021-00093 Family Life Counseling and Ps	21-0049 GOSH 01	\$936.31	\$0.00
EJ2021010024-201	01/27/2021	020121-022821 Cloud Services	CK0000404149-01	PO2021-00093 Mtel	21-0052 Inv 35540	\$198.37	\$0.00
EJ2021010024-203	01/27/2021	K-12 Prevention Funds from 31	CK0000404147-01	PO2021-00093 New London Local School Dis	21-0053	\$15,912.71	\$0.00
100.100.00275 Total:						\$253,512.45	\$0.00
100.100.00300 Travel							
EJ2021010007-011	01/13/2021	2020 Mileage Reimbursement f	CK0000403521-01	PO2020-00158 David Light	21-0027	\$31.74	\$0.00
EJ2021010007-019	01/13/2021	2020 Mileage Reimbursement f	CK0000403530-01	PO2020-00158 Katie Chieda	21-0024	\$125.70	\$0.00
EJ2021010007-025	01/13/2021	2020 Mileage Reimbursement f	CK0000403526-01	PO2020-00158 Dorothy Ruffer	21-0029	\$42.67	\$0.00
EJ2021010007-051	01/13/2021	2020 Mileage Reimbursement f	CK0000403524-01	PO2020-00158 Kenneth Murray	21-0028	\$81.19	\$0.00
EJ2021010007-053	01/13/2021	2020 Mileage Reimbursement f	CK0000403520-01	PO2020-00158 Steven Fawcett	21-0025	\$214.36	\$0.00
EJ2021010007-057	01/13/2021	2020 Mileage Reimbursement f	CK0000403529-01	PO2020-00158 Ben Chaffee Jr	21-0023	\$187.91	\$0.00
EJ2021010007-071	01/13/2021	2020 Mileage Reimbursement f	CK0000403523-01	PO2020-00158 Laura Wheeler	21-0031	\$9.32	\$0.00
EJ2021010007-075	01/13/2021	2020 Mileage Reimbursement f	CK0000403528-01	PO2020-00158 Mike White	21-0032	\$186.53	\$0.00
EJ2021010007-091	01/13/2021	2020 Mileage Reimbursement f	CK0000403525-01	PO2020-00158 Steven Barnes	21-0022	\$11.85	\$0.00
EJ2021010007-099	01/13/2021	2020 Mileage Reimbursement f	CK0000403527-01	PO2020-00158 Julie Landoll	21-0026	\$164.80	\$0.00
EJ2021010007-103	01/13/2021	2020 Mileage Reimbursement f	CK0000403522-01	PO2020-00158 Thomas Sharpnack	21-0030	\$190.21	\$0.00
EJ2021010007-109	01/13/2021	Dec 20 Mileage Reimbursemen	CK0000403509-01	PO2020-00158 Ashley Morrow	21-0020	\$100.51	\$0.00
EJ2021010007-133	01/13/2021	2020 Mileage Reimbursement f	CK0000403531-01	PO2020-00158 Deette Zimmerman	21-0033	\$35.77	\$0.00
100.100.00300 Total:						\$1,382.56	\$0.00
100.100.00400 OPERS							
EJ2021010011-1509	01/20/2021	Matching for OPERS 2129-08 (CK0000020106-56	O.P.E.R.S.	Inv_125614	\$261.18	\$0.00
EJ2021010011-1943	01/20/2021	Matching for OPERS 2129-08 (CK0000020106-46	O.P.E.R.S.	Inv_124615	\$702.68	\$0.00
EJ2021010011-2217	01/20/2021	Matching for OPERS 2129-08 (CK0000020106-302	O.P.E.R.S.	Inv_125614	\$441.50	\$0.00
100.100.00400 Total:						\$1,405.36	\$0.00
100.100.00460 Medicare							
EJ2021010004-389	01/11/2021	Matching for Medicare (Matchl	CK0000020103-77	Civista Bank-Payroll Taxes	Inv_125883	\$45.39	\$0.00
EJ2021010004-2029	01/11/2021	Matching for Medicare (Matchl	CK0000020103-59	Civista Bank-Payroll Taxes	Inv_125883	\$25.07	\$0.00

Expense Audit Trail Report
From: 1/1/2021 to 1/31/2021

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2021010022-371	01/25/2021	Matching for Medicare (Match	CK0000020107-333 Civista Bank-Payroll Taxes	Inv_126986	\$45.39	\$0.00
EJ2021010022-1185	01/25/2021	Matching for Medicare (Match	CK0000020107-449 Civista Bank-Payroll Taxes	Inv_126986	\$25.07	\$0.00
100.100.00460 Total:					\$140.92	\$0.00
100.100.00475 Other Expenses						
EJ2021010015-013	01/21/2021	LEVY Wellness App Advertise	CK0000403825-01 PO2020-00159 Norwalk Ohio News LLC	21-0044 Inv 75	\$300.00	\$0.00
100.100.00475 Total:					\$300.00	\$0.00
100.100.00500 Hospitalization						
EJ2021010001-677	01/05/2021	Deduction: Hartford Life Insura	CK0000403472-72 The Hartford	Inv_125610	\$1.67	\$0.00
EJ2021010001-825	01/05/2021	Deduction: Hartford Life Insura	CK0000403472-381 The Hartford	Inv_125610	\$1.67	\$0.00
EJ2021010019-235	01/22/2021	Health Insurance-January from	CK0000404106-01 Huron County Treasurer	January	\$2,540.06	\$0.00
100.100.00500 Total:					\$2,543.40	\$0.00
Mental Health Totals:					\$269,517.74	\$0.00
Fund: 100 Total:					\$269,517.74	\$0.00
Grand Total:					\$269,517.74	\$0.00

Attachment VII

HURON COUNTY



BOARD OF MENTAL
HEALTH & ADDICTION
SERVICES

2 Oak Street · Norwalk, Ohio 44857
Phone: 419.681.6268 · Fax: 567.743.7132
www.hcbmhas.org

**RECOVERY HOUSING PROGRAMS
REQUEST FOR PROPOSAL (RFP)**

Revised 2.11.2021

Issue Date	February 19, 2021
Deadline for Submissions	March 31, 2021
Technical Assistance The Board will respond to written questions only. Questions may only be posed through email at director@huroncountymhas.org . All questions and responses will be distributed to all applicants. Questions must be submitted by <u>March 19, 2021 @ 4:00 pm</u> . Any question submitted after this deadline will not be issued a reply.	Kristen Cardone, LPCC-S, LICDC Executive Director Email: director@huroncountymhas.org
Mandatory Provider Training	March 10, 2021 2:00pm – 3:30pm
Presentations (if requested)	Meeting of HCBMHAS Program Committee April 12, 2021

Final Award Acceptance (tentative)	Meeting of the HCBMHAS Board April 20, 2021
Process upon selection of Provider	See attached General Timeline and Process Overview document (Attachment VI)

I. Background

The Huron County Board of Mental Health and Addiction Services (HCBMHAS) is a public agency organized under Chapter 340 of the Ohio Revised Code and created to establish a unified system of behavioral health care for Huron County citizens. The Board seeks to provide citizens of Huron County with services of the highest quality in a cost-effective manner and in a manner that promotes continuity of care.

The primary duties of the Board include the following:

- Planning (needs assessment)
- Setting system goals and priorities
- Contracting services with certified providers
- Monitoring and coordinating service delivery
- Evaluating service effectiveness and outcomes

II. Program Objectives

1. To increase access to safe and affordable housing for women seeking and/or maintaining recovery from a substance use disorder
2. To expand certified Recovery Housing programs available to Huron County residents
3. To continue to improve and expand recovery supports offered in the Huron County community

III. Scope of Service

This Request for Proposals is to support the expansion of Recovery Housing Programing within Huron County. The Huron County Board of Mental Health and Addiction Services aims to increase access to safe and affordable housing for women in treatment for or in recovery from substance use disorders. Total funding allocated for accepted proposals will be made available up to \$400,000 for SFY 2021 to support the implementation of recovery housing programs for Level 2 and 3

recovery housing programs, as defined by the National Association of Recovery Residences and Ohio Recovery Housing. The selected applicant will be required to complete the capital funding application through OhioMHAS and funding approval is dependent upon approval from OhioMHAS. Through this application, programs are requesting one-time capital expenses in order to establish facilities that meet the OMHAS Quality Housing Criteria Standards (Attachment 3). Proposals that are able to show the ability to sustain programming without additional operational funding requests may be given priority. Capital funding will be subject to a 30-year forgivable mortgage to OhioMHAS, ensuring that the property will continue its proposed use for at least 30 years. Proposals should include anticipated annual operation expenses and revenues for sustainability, including funding diversification and the anticipated structure for self-payment of residents. Multiple proposals will be accepted up to the total amount of funding available.

a. Recovery Housing Definition (per OMHAS publication)

Recovery Housing is a safe and healthy living environment that promotes abstinence from alcohol and other drugs with peer support and accountability, relapse prevention, case management and employment skills training, and other assistance to transition to living independently and productively in the community. Length of stay is not limited to a specific duration.

There are four recognized levels of Recovery Housing in Ohio, which vary in structure and operation (www.ohiorecoveryhousing.org/levels).

Level 1: Democratic, peer-run homes that include house meetings and self-help meetings, but no other formal supports such as paid staff and treatment. Housing is most often in a single family home.

Level 2: Structured by house rules, peer run groups, house meetings and involvement in self-help as well as the availability of treatment services. Staffed by a house manager. Can include single family and other types of dwellings.

Level 3: The highly structured setting offers supervised living and qualified staff who are connected to a larger, often clinical organization. Support services include life-skill development, such as budgeting, and employment skills. Community providers may offer services on-site for residents. Peer support and recovery action planning are still the central focus of support.

Level 4: This level is certified and monitored by the Ohio Department of Mental health and Addiction Services as Residential Treatment.

Unifying Elements of Recovery Housing:

- Safe, alcohol and drug-free environment
- A person driven length of stay
- Creating a safe, stable community of peer support

Who is Recovery Housing for?

- Individuals who are actively seeking long-term recovery
- Individuals who desire a safe and structured living environment with others who share the same goal of sobriety
- Individuals who desire to participate in supportive services, or treatment services to further their recovery
- Individuals at risk of homelessness because they are exiting treatment, incarceration, military duty or are living in an environment that puts them at risk for using substances

*Ohio Revised Code statutes for Recovery Housing include: 340.01(A)(3), 340.034, & 340.032(A)(8)(b).

b. Clinical Services

Proposals are not required to offer clinical services as part of the Recovery Housing program, however proposals must indicate how clinical services will be addressed in program design: Can residents still be in clinical treatment services? Are they required to be in clinical services? What are the policies regarding clinical services for the recovery home? Additionally, programs that can offer clinical services support to the residents of the program must describe the continuum of care services that are available and how residents will access those services, as well as how clinical treatment and housing services will be maintained as separated for the client in order to ensure the client's success and access to self-determined treatment services.

c. Recovery Housing Development

The Ohio Department of Mental Health and Addiction Services and the Ohio Recovery Housing Alliance have created the Recovery Housing Development Guidebook and offer samples of policies, checklists, and forms to assist providers in establishing new Recovery Housing programs for the community. Additionally, they have also published a Recovery Housing Project Toolkit, offering step-by-step guidance for new Recovery Housing providers. This information can be found on the OMHAS website at www.mha.ohio.gov/Schools-and-Communities/Community-and-Housing/Housing-Resources/Recovery-Housing.

IV. Requirements for Applicants

a. General

- The program serves all women countywide.

- The program must accept any woman who meets the program's admission criteria, regardless of any treatment agency affiliation.
- Admission criteria may not exclude those on Medication-Assisted Treatment (MAT) or other treatment modalities, however, may have limitations and other criteria for those residents.
- Provider must be a non-profit organization located in the state of Ohio.

b. Staffing Requirements

All direct and indirect service providers and services supervisors must be appropriately licensed, certified or registered to provide the behavioral health services indicated in the proposal, if applicable.

c. Contract for Accepted Proposals

A specific contract for Recovery Housing Programs funded by the Board will be required for all programs who are awarded funding. This contract will stand alone and be updated yearly. Providers with existing Board contracts will be required to have this additional contract specific to the Recovery Housing programs. Provider will also be required to enter into a 30-year commitment with OhioMHAS secured by a contract, mortgage and note.

d. Training/Meeting Requirements

All interested Recovery Housing Program providers will be required to have representation present at the Recovery Housing Training being offered by the Board on March 10, 2021. This training will be held virtually and will be required for all applicants of this request. An agenda of the day is included as Attachment 4. Link for the training is: <https://attendee.gotowebinar.com/register/1317861855876704016>. Additionally, funded providers will be required to attend monthly meetings with Board staff and an annual training to support quality improvement into the future.

e. Certification & Reporting Requirements

All accepted programs will be required to obtain and maintain certification with the Ohio Recovery Housing Alliance. Newly contracted programs will have twelve months to obtain certification.

Additionally, all accepted programs will be required to submit monthly reports through a Board identified reporting system (metrics may include unique residents served, resident relapses, successful recovery housing graduates to independent living, resident employment status, demographics, behavioral health diagnosis). Additionally, programs will be asked to participate in the Ohio Recovery Housing Dashboard for Outcomes tracking and will be required to comply with all OhioMHAS Capital Funding requirements.

V. Review Criteria

a. Considerations

Members of the Huron County Board of Mental Health and Addiction Services will review submitted responses. Responses that do not conform to the requirements of the application, do not address the criteria of the program, or are submitted late will be returned without comment. Proposals will be evaluated on the basis of the following criteria:

- The Board will consider the structure of the program, requirements for resident stay, and diversity and sustainability of funding structure.
- The Board will also consider the responsiveness of the proposal to the description of the required program/service elements, applicant requirements and how the proposal will include innovative approaches, and best practice models to Recovery Housing.
- The Board will consider relevant applicant's past contracts with the Board (if any) and the applicant's past performance and compliance with contract requirements.
- The Board reserves the right to allocate funding to some, none or all of the applicants.
- The Board reserves the right to negotiate with any or all applicants and thereafter alter any terms of the proposal submitted by the applicants with whom negotiations have been undertaken.

b. Evaluation & Scoring

The Huron County Board of Mental Health and Addiction Services Program Committee will review and evaluate all proposals. Board staff will assist Board members by reviewing all proposals and provide content summaries highlighting areas of focus for Board members including relevant questions for applicant during RFP presentations and review. A standard evaluation scoring grid (Attachment 5) will be used offering a maximum score of 135 points. RFP applicants may be asked to present their proposal to the Program Committee and address any questions from the members of the committee.

VI. Responses shall include the following information

- a. **Coversheet** – Agency Contact Information, Total Funding Request & Certifications, if applicable (Attachment 1)
- b. **Qualified Applicant Checklist** (Attachment II)

c. **Abstract** – provide a brief, no more than a two (2) page description of the program(s) and/or services for this application. Include services that are proposed for special population groups, number served, staffing needed, as well as site-based services. Identify the appropriate Recovery Housing Level proposed and explain the program's plans for any future enhancements. Clearly explain how the agency will specifically meet Recovery Housing guidelines and standards.

d. **Elements to be Included in the Proposal**

i. History and Experience

Describe your agency's qualifications, experience, and success in operating a recovery home and providing programming for substance use disorders.

ii. Your Customer

Describe who you are targeting with these program(s) and service(s). Define the characteristics of the population. Include referral and acceptance process, client eligibility criteria, exclusionary criteria as well as admission criteria.

iii. Your Service

Describe your proposed Recovery Housing Program, mission and key policies, its key features and its comparative advantages over other approaches to achieve similar outcomes.

Highlight any aspects of the proposal that are innovative and that describe integrated best practices.

iv. Performance Targets/Outcomes

Please describe the following with emphasis upon resident changes.

Define the specific resident-focused performance targets/outcomes you are committed to achieving.

Describe the methods you will use to verify that your performance targets/outcomes were achieved.

v. Consumer Satisfaction

Describe how the provider will monitor consumer satisfaction, both resident and referral source.

Describe the process the provider uses to incorporate staff, resident, stakeholder, Board, and other input into the performance improvement process.

vi. Structure/Operation/Staffing

Provide the Level of Recovery Housing Proposed, how the program will meet the Quality Housing Criteria established by ODMHAS, and the staffing/organization chart for the Recovery Housing program and oversight.

Profile the qualifications of the staff(s) responsible for providing the proposed program(s) and/or services. Will the individuals be current or newly hired employees?

vii. Collaboration & Partnerships

Describe how the provider will network with organizations within the Board's provider system and any other key community stakeholders.

viii. Organizational Supports

List specific financial, physical, staff and other resources that the provider will contribute to the program(s) and/or service(s) to help achieve the intended target outcome(s).

ix. Implementation Plan & Timelines

How will the provider put what has been proposed into place? Describe the timeline for the implementation of the service(s), certifications, staffing and/or program(s) from the date of the award.

Will the agency subcontract or partner with another licensed/certified provider to assist in delivering the service(s) offered in this proposal? If so, please provide details.

x. Accountability

A condition for consideration for an award is that the applicant, a) on the date of the award, is not delinquent with the submission of any required fiscal reports, reconciliations, governance and/or informational reports required under any prior agreements with the Board; and b) include an affirmative statement that the applicant will perform all fiscal and compliance audits; promptly submit claims and service invoices; comply with contracted reporting guidelines; and pursue expected resident co-payments.

e. Budget

Provide a detailed budget for the program(s) described in this proposal. Please include the following:

- Capital Budget
- Program/Operations Budget
 - Include all estimated expenses, detail revenue and expenses.
- Financial Audit Statements, if applicable
- Proof of financial stability
 - Bank Statements, Audits, etc.
- Revenue Targets
 - Include an estimate of revenue targets from diverse sources, also explain the method for obtaining additional revenue.
- Sustainability
 - Narrative detailing anticipated annual operation expenses and revenues for sustainability, including funding diversification and the anticipated structure for self-payment of residents.

***Note that programs with diversity and sustainability in funding will be given preference for funding.*

***More detailed budget forms will be required for programs selected.*

VII. Application Process

The Board may provide answers to written questions, submitted prior to March 19, 2021 at 4:00 pm. Any responses to the written questions will be disseminated to all interested entities who have indicated a desire to receive them by written notice given to the Board.

All interested applicants will be required to send representation to attend a training, to be held virtually, on March 10, 2021. The agenda for this is included as Attachment 4.

Proposals are to be in a PDF document and titled in the following format: "Recovery Housing RFP Proposal- *Agency Name- FY2021*".

Proposals must be received **no later than 4:00 PM, March 31, 2021**, by email to: director@huroncountymhas.org. The subject heading should follow the same format at the PDF document title and appropriate agency contact information (including designated contact person with phone number, email, and address) should be included in the coversheet of the document as well as the body of the email.

Proposals not submitted according to requirements indicated above may not be reviewed by the Board, pending the discretion of the Executive Director.

The timely submitted RFP Presentation & Review meeting will be considered by the Program Committee in an open public meeting, currently scheduled for **April 12, 2021 at 5:00pm** via Zoom, and final recommendations will be considered at the subsequent Board meeting, April 20, 2021 at 6pm. The Board reserves the right to delay decisions on funding should additional information be needed.