

January 4, 2019

Dear Board Members,

Enclosed is the January MHAS Board Committee Book for the Committee Meetings. The January Board Book will be sent out on Thursday, January 10th upon completion of the Committee meetings.

The Planning/Monitoring Committee meets on Monday, January 7th, at 5:00 PM and the Implementation Committee meets on Tuesday, January 8th, at 12:30 PM.

The Board Meeting will be on Tuesday, January 15th, at 6:00 PM in the Board room at 12 Benedict Ave, Norwalk.

Please let me know in advance if you cannot make any of the meetings.

Sincerely,

Kristen Cardone
Executive Director

**HURON COUNTY BOARD OF MENTAL HEALTH AND
ADDICTION SERVICES (MHAS)**

JANUARY COMMITTEE MEETINGS

COMMITTEE MEETINGS:

**Planning Committee: Monday, January 7, 2019, at 5:00 PM
In the Board Room
Dinner will be provided**

**Implementation Committee: Tuesday, January 8, 2019, at 12:30PM
In the Board Room
Lunch will be provided**

BOARD MEETING:

**Board Meeting: Tuesday, January 15, 2019, at 6:00 PM
In the Board Room**

HURON COUNTY MHAS BOARD MEETING AGENDA

January 15, 2019 6PM

6:00 PM	Board Chair	Call to Order	
		Motion #1 Approval of December 18, 2018 minutes	
	Board Chair	Board Chair Report	
	Ex. Director	Executive Director's Report	
		Meeting Updates SOR Grant Update ALERT Update	
		Committee Reports (Summary only)	
	Mr. Barnes	Planning/Monitoring Committee Administrative Assistant Position Reporting Contracted Agencies SOR Grant Agency Updates Audit Update	
		Motion #2 Post/advertise the position of Administrative Assistant	
	Mr. Light	Implementation Committee Discussion on Motions 3 and 4 SFY19 Financial Report and December bills Scanning quote, Motion 5 Agency Financial Update 040 Budget Update	
	Board Chair	Motion #3 SFY19 Financial Reports	
	Board Chair	Motion #4 List of Bills for December 2018	
		Motion #5 Approve hiring Strategic Solutions to scan and archive documentation in filing cabinets: Not to exceed \$8,500	
	Board Chair	Hearing of the Public	
		New Business	
	Board Chair	Motion #6 Adjournment	
	Information	Next Meetings are February 4, 5, and 12	

**HURON COUNTY BOARD OF MENTAL HEALTH
AND ADDICTION SERVICES (MHAS)**

**PLANNING/MONITORING
COMMITTEE MEETING
January 7, 2019**

**Huron County MHAS Board
12 Benedict Ave
Norwalk, Ohio 44857**

PLANNING/MONITORING COMMITTEE

Mr. Steve Barnes, Planning/Monitoring Committee Chair will report that the Planning/Monitoring Committee met on Monday, January 7, 2019, from 5:00 PM – ____ PM in the Board Room. The chair will note persons who were present at that meeting as follows:

Committee Members: Steve Barnes
Laura Wheeler
Katie Chieda
Julie Landoll
Rob Duncan
Mike White
Kenneth Murray

Board Staff: Kristen Cardone

Mr. Barnes will report discussion items of this Committee as follows:

Planning/Monitoring Committee Meeting Agenda
Administrative Assistant Position
Reporting Contracted Agencies
SOR Grant
Agency Updates
Audit Update

Administrative Assistant Position

Review, alter, and finalize job description in Attachment II. Completed job description will be sent to Mr. Strickler January 8th for review and approval prior to vote in the January Board Meeting.

Reporting Contracted Agencies

The following agencies are required to submit quarterly reports by 1/15/19: House of Hope, Services for the Aging, Bayshore, Catholic Charities, Family and Children First Council, Firelands (Special Docket Dependency Court only), Family Dependency Court.

SOR Grant

Ms. Cardone met with identified members of the community on December 27th and January 2nd to discuss and identify how to utilize SOR funding. It was determined that the funding will be used for Recovery Navigator services. These services will be provided by Firelands, as Firelands is the only local provider who is willing to assess and refer for all forms of MAT. The Recovery Navigator services will be divided amongst 2 or 3 case managers and billed per hours of service as this guarantees coverage even if one individual is out for the day and also reduces disruption in workload long-term since this is not a permanent position. Referrals will go through one individual and then tasks will be dispersed amongst all.

Agency Updates

The executive committee met with Kristen on 12/27/18 to discuss and address concerns regarding FI Community Housing. Kristen scheduled a meeting with the executive committee, Denny Wilson, and Randy Strickler for January 8, 2019 at 9:00am.

Received the following question from FLC: *Does GOSH cover incarcerated clients? (Example : A client who has already been approved for GOSH but now is in Jail & is requesting to be seen).* The response from GOSH was as follows: *As long as the board agrees to pay for clients in the jail setting, they may be billed.* Does the board pay for clients in the jail setting?

Audit Update

Michael Briskey from Keelsra met with Ms. Cardone on December 31, 2018 to discuss the audit. He stated that Keelsra will be putting out RFP's soon for the audit and we should have quotes by the February Board Meeting.

**HURON COUNTY BOARD OF MENTAL HEALTH
AND ADDICTION SERVICES (MHAS)**

**IMPLEMENTATION
COMMITTEE MEETING
January 8, 2019**

**Huron County MHAS Board
12 Benedict Ave
Norwalk, Ohio 44857**

IMPLEMENTATION COMMITTEE REPORT

Mr. Light will explain the Implementation Committee met on Tuesday, January 8, 2019, from 12:30 PM to ____ PM in the Board Room at Board office. She will note those present as follows:

Committee Members: David Light-Chairman
Lisa Hivnor
Dorothy Ruffer
DeEtte Zimmerman
Thomas Sharpnack

Board Staff: Kristen Cardone

Mr. Light will report about the following items discussed at that Committee meeting:

Implementation Committee Meeting Agenda
SFY19 Financial Reports
List of Bills for December 2018
Quote for Scanning/Archiving of documents
Agency Financial Update
040 Budget Update

SFY 2019 Financial Reports Review

REVENUES

See email attachment. The **SFY19 Revenue Budget** received through December 31, 2018 include local levy funds and State and Federal funds distribution of \$1,012,990.74.

The Unexpended Fund Balance as of October 31, 2018 is \$3,494,000.61 and the amount encumbered is \$450,392.50. This leaves an ending balance of \$3,043,608.11, which is available for contracting. Both balances fulfill the Board's fiscal requirement under Board Policies and Procedures: Board Administrative and Fiscal Operations Section 400.7: **When possible, the Board Levy Reserve Balance Account shall be equivalent to operating costs of at least a quarter of a State Fiscal Year.**

EXPENSES

See email attachment. The **SFY19 Budget to Actual Expenditures** through December 31, 2018, are for Firelands Counseling expenses (28%), other contracts, Board Administration, and Board Operated Services. Board operated services consist of Crisis Text Line movie ads, fair supplies and Recovery Conference support. For SFY2019 the Board has contracted out \$200,920 from the Board Levy Reserve Balance. Approximately 31% of the total budgeted expenses have been paid.

December 2018 List of Bills

See email attachment. Please note the invoices dated 12/21/18 are not included on the December list of bills as the county did not process these bills in the month of December.

Quote for Scanning/Archiving of documents

As discussed in the November Implementation meeting, Ms. Cardone obtained a quote on the scanning and archiving of documents in filing cabinets from Strategic Solutions. Review and discuss quote which can be found in Attachment I.

Agency Financial Update

To date, FLC has only billed for \$442 total for all funding. Below is a list of the contracted budget amounts as well as what is written in their contract for billing.

- \$77,087 for Kid's Connection, billed \$0.
- \$211,421 (\$81,660 for MH, \$129,761 for AOD) for services, billed \$442.
- \$65,420 for DFCA which Heather Horowitz addressed and stated that billing will not occur until after the first of the year in 2019.
- The Agency shall ***present periodic bills to the Board*** for services as specified in this Contract. Agency billings to the Board for contracted services provided during the fiscal year shall be submitted to the Board for payment not more than three months after the end of the fiscal year (9/30/2019).

040 Budget Update

Michael Briskey from Keelsra reported on December 31, 2018 that he is currently working on our 040 Actuals Budget which is due at the end of January and he will send this to us as soon as it is completed.

Attachment I

Quote from Strategic Solutions

**Professional Services & Imaging Software
Quote for Scanning For
Huron County Board of Mental Health & Addiction Services**

December 12, 2018

To: Huron County Board of Mental Health & Addiction Services

12 Benedict Avenue

Norwalk, Ohio 44857

Attention: Kristen Cardone

The following is intended as a quote for comprehensive scanning services.

Comprehensive Scanning Services – 100,000 @ \$0.085 per image

- Provide all labor and transportation to pick-up your records
- Transport the records back to our facility
- Inventory all boxes into our tracking program (using barcodes for tracking)
- Provide a spreadsheet that details the boxes and their contents
- Remove all staples, paperclips, unfold pages, move sticky notes (so they aren't covering any important information)
- Scan both sides of every page to ensure no information is missed (we delete the blank pages...there is no charge for these pages)
- Rotate all pages to the correct orientation and quality control every single page
- Run image enhancement software over each page to help enhance difficult to read information (this helps enhance carbon copies and pages written in pencil)
- Index all records by up to 3 indexes of your choosing so they are easy to search
- We will provide your records to you in TIF format (this is the industry standard) and upload your files into SCView
- After completion of scanning, we will hold your records at our facility for up to 6 months at no charge
- Once 6 months has passed, you may have the records destroyed or returned to your facility at no additional cost
- If you decide not to have the records returned or destroyed, we can store the records for a cost of \$0.28 per month per box.

Total Estimated Cost = \$8,500*

*NOTE: It is our understanding that these volumes were calculated based upon accurate statistical data available to the county and as evaluated by SC Strategic Solutions' staff to the best of their ability. We make no assertion as to the actual number of images to be scanned and indexed. Final and actual invoicing will be contingent upon the actual work volumes processed in each category.

If there are any questions on this quote, please don't hesitate to contact Troy Stein at 567-424-6054 ext. 107. Thank you for the opportunity to earn your business!

Attachment II
Job Description

Huron County Board of Mental Health and Addiction Services

An Equal Employment Opportunity Employer

Organization Description

The Huron County MHAS Board is a public authority created by the Ohio Legislature to which citizen volunteers are appointed to collectively represent the Huron County community and to assume responsibility and authority for the management of the planning, implementing and monitoring of the publicly funded behavioral healthcare benefits. The Board's official relationship extends to the Executive Director only. The Executive Director is given the authority to employ and to set areas of responsibility and compensation for employees.

The Huron County MHAS Board has a history of good stewardship of public dollars, of collaboration with community partners and of contracting with service providers for evidence-based and best practices to achieve its Mission.

POSITION DESCRIPTION

Job Title: Administrative Assistant

- Reports to: Executive Director
- Civil Service Status: Unclassified (Section 124.11 (A) (18) and (30) of the Ohio Revised Code)

Compensation and Hours

Position is full-time. Public Employees Retirement System is offered.

Position Summary

Provide executive support to include, but not to be limited to, the following:

- Assist the Executive Director in the preparation of Board Meeting materials, reports, minutes and correspondence;
- Assist the Executive Director in the development and review of requests for proposals, contracts or other documents as needed;
- Conduct the research, fact-checking and analysis necessary to prepare reports needed to conduct Board business and meet state department and other funding source requirements;
- Attend, participate in and report about local, regional and state meetings as needed;
- Organize office information so that it may be retrieved promptly and so that confidentiality is maintained for any client-identifying information;
- Ensure cost effectiveness in the office operation;
- Organize and attend community engagement events;
- Execute fiscal duties as needed;
- Organize meetings, conference calls and conferences as needed; and
- Complete other duties as assigned by the Board's Executive Director.

Position Requirements

- Minimum of a Bachelor's degree in an appropriate discipline
- Proficiency with Microsoft Office, using a computer, office equipment, and web-based reporting
- Strong interpersonal skills
- Proven time management and organizational skills

Work Environment

The work environment is typical of a small office. Some travel is necessary.

Demands of Position

The physical demands include driving, walking, light lifting, talking, hearing and sitting. Vision abilities include close and color vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the requirements of this job description

_____ Date _____

SFY 2019 Administrative Assistant Position Description.docx