



HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street
Norwalk, Ohio 44857

August 17, 2021 BOARD MEETING AGENDA

Location: 2 Oak Street, Norwalk

Time: 6:00pm

The Public may join via conference call: (301) 715 8592, Meeting ID: 84914947684

Time		Who
6:03 PM	Call to Order	Board Chair
	Board Chair Report	Board Chair
	Guest Introductions & Public Comment	
	Presentation <ul style="list-style-type: none"> Rebecca Nappi, OhioGuidestone 	
	Approval of Board Minutes	
	Board Report	Ex. Director
	Committee Meeting Reports <ul style="list-style-type: none"> Governance Committee <ul style="list-style-type: none"> Board Staff Position Program Committee <ul style="list-style-type: none"> First Responder Week of Appreciation Catholic Charities Adult Advocacy Services Finance Committee <ul style="list-style-type: none"> July 2021 Financial Report July 2021 List of Bills 	
	Old Business <ul style="list-style-type: none"> Board Member Shirts Board Office Flooring 	
	Meeting Discussion/New Business	
7:07	Adjournment	Board Chair



August 17, 2021

I. CALL TO ORDER

Meeting called to order at ___6:03___ PM.

Board Members in attendance:

X	Katie Chieda	X	Ben Chaffee, Jr.	X	Mitch Cawrse
X	Laura M. Wheeler		Julie Landoll-Excused	X	Silvia Hernandez
X	Amber Boldman	X	Nora Knople	X	Tom Sharpnack
X	Lenora Minor	X	Mike White	X	Sandy Hovest
X	Carol Anderson				

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Administrative Assistant
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II. BOARD CHAIR REPORT

- Ms. Katie Chieda welcomed two new Board members to the Board:
 - Sandy Hovest was appointed to the Board by the Board of Huron County Commissioners on July 15, 2021 and was sworn in by Ms. Lisa Hivnor on August 6, 2021. Julie Landoll has agreed to serve as Ms. Hovest's mentor and Ms. Landoll will be contacting Ms. Hovest to schedule a time to meet.
 - Ms. Hovest shared that she has been a resident of Huron County since 2007 and is glad to be a part of the Board.
 - Carol Anderson was appointed to the Board by the Board of Huron County Commissioners on July 15, 2021 and was sworn in by Ms. Lisa Hivnor on August 17, 2021. Ben Chaffee has agreed to serve as Ms. Anderson's mentor and Mr. Chaffee will be contacting Ms. Anderson to schedule a time to meet.
 - Ms. Anderson shared that she was born and raised in Norwalk and is a retired teacher and guidance counselor. Ms. Anderson also shared that she lost her youngest daughter to heroin so the work of the Board is very near and dear to her and she looks forward to working with everyone.

III. GUEST INTRODUCTIONS & PUBLIC COMMENT

- Matt Roesch (Norwalk Ohio News), Lauren Robinson (Firelands Counseling & Recovery Services), Greg Klima (Let's Get Real), Dr. Steven Burggraf (Family Life Counseling)
 - Mr. Klima shared they recently received the signed Memorandum of Understanding (MOU) from Fisher Titus to start doing warm handoff calls in the Emergency Department. He shared that Let's Get Real has been serving a lot of people through the warm handoff at Mercy Hospital and is excited to continue expanding services.

IV. PRESENTATIONS

- Ms. Rebecca Nappi with OhioGuidestone presented to the Board.
 - Ms. Nappi shared that the mission of OhioGuidestone is “to provide pathways for growth, achievement, and lifelong success”. OhioGuidestone was founded in 1864 as a German Methodist Orphanage and has been serving families for over 150 years.
 - OhioGuidestone has grown over the years and is currently in over 30 counties throughout Ohio with an estimated 32,000 clients served.
 - OhioGuidestone is relatively new to Huron County, expanding services from Erie County within the last couple years. They provide the following services: Early Childhood Mental Health Classroom Consultation, Early Childhood Mental Health Family Centered Consultation, Nurturing Parenting for Families Parenting Program, and Behavioral Health Services. For specifics on each service OhioGuidestone offers, please see handout in Attachment VI.
 - Questions presented by the Board:
 - How does OhioGuidestone receive referrals?
 - Most referrals come in through schools but parents, physician offices, and hospitals can all make referrals. Referrals can come from just about anywhere.
 - Does OhioGuidestone offer psychiatric services?
 - The closest psychiatric services offered through OhioGuidestone are located in their Lorain office. Psychiatric services are available for children and adults and the individuals receiving psychiatric care through OhioGuidestone do not also have to be receiving case management or counseling services through their organization. They are looking into possibly expanding psychiatric services to their Erie County office.
 - Are there wait times for services?
 - No wait times.
 - Is it possible for OhioGuidestone to open an office in Huron County?
 - The more the need for services grows, they may possibly expand office locations.
 - How does OhioGuidestone assess outcomes?
 - They utilize the Devereux Early Childhood Assessment which is used at the beginning and the end of services to identify changes. They also utilize satisfaction surveys.
 - How is the program funded?
 - Whole Child Matters funding that passes through the Board each year so there is no cost to the families or the schools for the programs, however, behavioral health services do bill insurance but they also have a sliding fee scale that is available to clients. Nurturing Parenting program is funding through a grant that is expected to last for at least 3 years.
 - How compliant are teachers with the interventions taking place in the classroom?
 - They recognize that they have children that are really struggling in the classroom and throwing off the balance and the services presented provides a nice framework to assess the environment, the individual child, and the classroom as a whole and identifying the changes that can take place.
 - Have you presented to the schools?
 - Not yet but are willing.
 - Mr. Ben Chaffee, Jr. will scan and email information to all Superintendents.
 - Board members will contact Ms. Nappi with any ideas or leads on how to expand the knowledge and utilization of OhioGuidestone services in Huron County.

V. APPROVAL OF BOARD MEETING MINUTES

MOTION: 1	To approve the July 20, 2021 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on July 21, 2021.		
Motion Made By:	Lenora Minor	Seconded:	Ben Chaffee, Jr.

VI. BOARD REPORT

- Ms. Cardone shared the following with Board members:
 - Ms. Cardone wanted to first thank the Board for allowing her to miss the Board meeting in July, for the pay increase they approved last month and also thanked the Board for the opportunity to continue to serve the community. Ms. Cardone stated she is extremely grateful to be able to do what she does each and every day and for the Board's continued support.
 - Ms. Cardone shared that Ms. Dorothy Ruffer stopped in recently and shared that now that the Board has two new Board members on the Finance Committee, she would like last month to have been her last meeting. Ms. Cardone has ordered a thank you gift which she will deliver to her as soon as it arrives.
 - Ms. Cardone shared that she has been meeting with the schools over the past two weeks and will provide updates in committees regarding those discussions. Only one of those discussions so far, with EHOVE, has led to a request for funding and she will address this in Old Business.
 - Ms. Cardone shared that the Board will be rolling out its Trauma Informed Community Initiative on September 24th. The initial meeting will target local service organizations to share information and create buy in. This will be a multi-year initiative with the goal of shifting the culture in Huron County, changing the conversation from "what is wrong with that person" to "what happened to that person"
 - Ms. Cardone stated that The Prevention Coalition will be rolling out the Developmental Assets in September and in her meetings with the schools she has been informing them of this program and sharing ways in which they can incorporate the Assets into their daily activities.
 - Ms. Cardone shared that last week interviews were conducted for the Prevention Specialist position at the Family and Children First Council (FCFC), which the Board approved funding for a couple of months ago. The hope is to have this person in place within the next few weeks.
 - Ms. Cardone shared that The QRT program is entering its' fourth year of operation. Since implementing weekly follow up calls and having officers in Willard, Norwalk, and at the Sheriff's office distribute Let's Get Real (LGR) cards when on the scene of an overdose, the team has seen an increase in calls for resources and successes with the program.
 - Ms. Cardone shared she will be sending out information regarding the annual Board member training to all Board members within the next week. Each Board member needs to complete three hours of training before the end of the year.
 - Ms. Cardone shared the Board received notification yesterday that their recovery housing application has been approved. The Board will be receiving the mortgage and note documents early next week. The next step is then to release an RFP to gather bids for contractors. This will be discussed further in new business.
 - Ms. Cardone shared the following Outreach updates for August:
 - Newsletters: Meet MHAS (Tom Sharpnack), Overdose Awareness, LGBTQ+ supports, recovery walk, and volunteers needed for ROY and NAMI
 - Resource bags/TIC bags: approximately 170 bags were distributed in the past month through our open house, Love Norwalk, Restore Norwalk community cookout, and the fair (as of yesterday)
 - 75 folders distributed to HCDC for the drug free workplace training
 - Upcoming events: Overdose awareness day event at Suhr Park on 8/29, overdose awareness candlelight vigil on 8/31 and the suicide prevention walk on 9/11.
 - Ms. Cardone shared she met with Commissioner Boose two weeks ago and he asked her to thank the Board for their hard work and all of the great things they are doing for the community.

VII. COMMITTEE MEETING REPORTS

• GOVERNANCE COMMITTEE REPORT

○ Board Staff Position (Attachment I & II)

- Ms. Katie Chieda stated that Ms. Cardone discussed with committee members the potential of filling the Board's vacant Administrative Assistant position. Ms. Cardone informed committee members that additional administrative and fiscal support is needed as the demand on Board staff grows. Filling this position would allow current Board staff to take on additional duties including new initiatives and increased engagement and outreach in the community. Ms. Cardone proposed changing the open position from solely an administrative role to a combined administrative and fiscal role, allowing the Board to take back the majority of fiscal duties from the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot counties beginning in Fiscal Year 23. By doing this, the Board would retain \$35,000.00 of the \$45,000.00 currently allocated for the fiscal responsibilities and this funding would be utilized to cover a portion of the position's wages and benefits. The Board would continue to contract with SSW for fiscal consultation and assistance for \$10,000.00 annually.
- The motion includes the approval of a salary range, allowing the Executive Director discretion to select the best candidate for the role and determine the individual's wages based on their experience.

MOTION: 2	To approve the Office & Fiscal Manager job description as shown in Attachment I with a salary range of \$38,000.00 to \$52,000.00 based on experience.		
Motion Made By:	Laura M. Wheeler	Seconded:	Tom Sharpnack

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

- Ms. Chieda stated that The Board's current Table of Organization, along with a revised Table of Organization, may be found in Attachment II. The revised version removes the Administrative Assistant position and replaces it with the new position of Office and Fiscal Manager. The position was changed from Administrative Assistant to Office and Fiscal Manager to reflect the expansion of duties which will now include serving as the Board's fiscal manager in addition to administrative duties.

MOTION: 3	To approve the revised Table of Organization as shown in Attachment II.		
Motion Made By:	Amber Boldman	Seconded:	Mitch Cawrse

4	Katie Chieda	3	Ben Chaffee, Jr.	12	Mitch Cawrse
5	Laura M. Wheeler		Julie Landoll-Excused	11	Silvia Hernandez
6	Amber Boldman	2	Nora Knople	10	Tom Sharpnack
7	Lenora Minor	1	Mike White	9	Sandy Hovest

8	Carol Anderson				
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- Ms. Chieda stated that the open position will be posted for a period of two weeks on the following sites: Indeed, Facebook, the Board's website, Huron County Department of Job and Family Services, and County Commissioners Association of Ohio. The Board may extend this posting next month if the candidate search needs to be extended.

MOTION: 4	To post/advertise the Office & Fiscal Manager position for a period of two weeks on the following sites: HCBMHAS website, Facebook, Indeed, Huron County DJFS, and CCAO.				
Motion Made By:	Ben Chaffee, Jr.	Seconded:	Mitch Cawrse		

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

MOTION: 5	To approve the August 2, 2021 Governance Committee meeting minutes as sent on August 5, 2021.				
Motion Made By:	Silvia Hernandez	Seconded:	Laura M. Wheeler		

• PROGRAM COMMITTEE REPORT

○ First Responder Week of Appreciation

- Ms. Amber Boldman stated that Ms. Cardone reminded the committee that the Board will be receiving \$1,500.00 from the Ohio Association of County Behavioral Health Authorities for First Responder Week of Appreciation in September. Last month, the committee discussed expanding the targeted group for this week of appreciation to also include behavioral health service providers, hospital staff, and Children's Services workers, recognizing that additional funding would need to be approved. This month, committee members discussed possible options for items of appreciation and settled on purchasing reusable java jackets and partnering with coffee shops in each town to provide a drink to each first responder in that area during the appreciation week. The anticipated cost to the board for this outreach is approximately \$5,000.00 to cover the cost of drinks as the \$1,500.00 may not be used for food or drinks.

MOTION: 6	To approve additional funding for the 2021 First Responder Week of Appreciation in an amount not to exceed \$5,000.00 utilizing levy reserve funding.				
Motion Made By:	Nora Knople	Seconded:	Ben Chaffee, Jr.		

	Katie Chieda-Abstain	2	Ben Chaffee, Jr.		Mitch Cawrse-Abstain
3	Laura M. Wheeler		Julie Landoll-Excused	8	Silvia Hernandez
4	Amber Boldman	1	Nora Knople	7	Tom Sharpnack
	Lenora Minor-Abstain		Mike White-Abstain	6	Sandy Hovest
5	Carol Anderson				

○ Catholic Charities Adult Advocacy Services

- Ms. Boldman stated that Ms. Cardone informed committee members that Catholic Charities Adult Advocacy Services went over their contracted amount of funding for FY21 due to increased demand for services. She informed the committee that additional funding would need to be approved for their FY21 contract to pay the invoice. Committee members were in support of this funding increase.

MOTION: 7	To authorize Executive Director to enter into a fiscal year 2021 contract addendum with Catholic Charities for Adult Advocacy Services in the amount of \$1,523.75, utilizing levy reserve funding.		
Motion Made By:	Carol Anderson	Seconded:	Lenora Minor

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

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

• FINANCE COMMITTEE REPORT

○ July 2021 Financial Report (Attachment III)

- Mr. Ben Chaffee, Jr. stated that Committee members reviewed the July 2021 Financial Report through July 31st, which may be found in Attachment III. A summary of the financial report is as follows:
 - Revenues: \$408,127.02
 - Expenditures: \$113,663.12
 - Cash Balance: \$3,727,771.98
 - Encumbrances: \$275,709.41
 - Ending Balance: \$3,452,062.57

MOTION: 9	To approve the July 2021 Financial Report through July 31, 2021 as shown in Attachment III.		
Motion Made By:	Mitch Cawrse	Seconded:	Laura M. Wheeler

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

○ July 2021 List of Bills (Attachment IV)

- Mr. Ben Chaffee, Jr. stated that Committee members reviewed the July 2021 List of Bills through July 31st, 2021 as shown in Attachment IV. Mr. Chaffee, Jr. asked if Board members have not done so already, please take a moment to review.

MOTION: 10	To approve the July 2021 List of Bills through July 31, 2021 as shown in Attachment IV.		
Motion Made By:	Lenora Minor	Seconded:	Tom Sharpnack

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

MOTION: 11	To approve the August 10, 2021 Finance Committee meeting minutes as sent on August 11, 2021.		
Motion Made By:	Mike White	Seconded:	Lenora Minor

VIII. OLD BUSINESS

- Board Shirts**

- Mr. Ben Chaffee, Jr. suggested the Board order the same color shirts for uniformity and Board members were in agreement.
 - The Board members decided on grey shirts. Ms. Cardone will place an order and update the Board when they are done.

- Board Office Flooring (Attachment V)**

- Ms. Cardone shared that as discussed in committee meetings, she reached out to Legends, who completed the initial renovations on the Board's office building and installed the new floor in half the building, for an estimate on replacing the remainder of the flooring. As seen in Attachment V, the estimate is just over \$8,000.00, however, Ms. Cardone would like to request the Board approve funding in an amount not to exceed \$10,000.00 in case additional work is needed once the carpet is removed or they run in to any issues.

MOTION: 12	To approve Board Office renovations, as shown in Attachment V, in an amount not to exceed \$10,000.00.		
Motion Made By:	Amber Boldman	Seconded:	Lenora Minor

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

IX. Old Business

- Ms. Cardone shared that EHOVE has requested funding, in the amount of \$15,000 for their Drug Free Leaders program. The funding will be utilized to pay for drug screens for Huron County students (initial and two random per student throughout the year) as well as speakers for the program (Jay Crawford and Russ Meade). The program itself is not evidence based yet it includes some evidence based practices

including mentoring. EHOVE is working to expand and improve the program to include multiple evidence based practices.

- Further details regarding the program as a whole, the sub-committees of the program and their goals such as mission, vision, addressing mental health, and skill building was discussed.
 - Board members asked Ms. Cardone to schedule EHOVE to present at a future Board meeting to gather more information.

X. MEETING DISCUSSION/NEW BUSINESS

- Ms. Cardone shared that the next step for the women's recovery house is to gather bids from contractors for the renovations. Ms. Cardone asked the Board to authorize the release of an Request For Proposal (RFP) to gather bids from general contractors to complete the renovations of the women's recovery house.

MOTION: 13	Authorize the Executive Director to release an RFP to gather bids from general contractors for renovations of the women's recovery house located at 15 Adams Street, Norwalk, in compliance with requirements from OhioMHAS.		
Motion Made By:	Ben Chaffee, Jr.	Seconded:	Mitch Cawrse

- Ms. Silvia Hernandez shared that she recently had an interaction with a person in Willard who lost his brother and multiple others due to drug use and was seeking support. Ms. Hernandez asked if support groups were only in Norwalk.
 - Ms. Cardone shared that the Board recently created a document that listed the local support groups in the county they are aware of. There are groups in Willard and in addition to AA and NA, there are grief and family support groups available. Some of these support groups are offered virtually as well to help eliminate any transportation barrier. Ms. Cardone will provide Ms. Hernandez with that list.
 - It was suggested to check with local churches in Willard, including the Alliance Church which might still offer Celebrate Recovery and Mercy Hospital for a list of support groups.

XI. ADJOURNMENT

MOTION: 14	To adjourn the August 17, 2021 Huron County Board of Mental Health and Addiction Services meeting.		
Motion Made By:	Mike White	Seconded:	Nora Knople

The August 17, 2021 meeting of the Board adjourned at __7:07__p.m.

Attachment I

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, subject to the approval of the Board.

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: Office & Fiscal Manager

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

Compensation and Hours

Position is full-time. Some evenings and weekends required. 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 of Ohio MHAS, other state departments, and other funding source requirements;
- Attend, participate in and report about local, regional and state meetings as needed;
- Attend, participate in seminars, classes and/or trainings relative to the position as requested;
- Organize office information so that it may be retrieved promptly and so that confidentiality is maintained for any client-identifying information;
- Manage Board office maintenance and upkeep;
- Ensure cost effectiveness in the office operation;
- Attend community engagement events;
- General administrative duties including, but not limited to, filing, copying, scanning, printing, answering the phone, and greeting visitors;
- Organize meetings, conference calls and conferences as needed; and
- Complete other duties as assigned by the Board's Executive Director.

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

- Calendar Year Budgets (temporary and permanent) for the County Auditor's Office.
- Calendar Year Purchase Orders.
- Ohio MHAS Title XX Annual Report.
- Ohio MHAS GFMS Budget & Fiscal Entries.
- Huron Board Fiscal Budget in preparation for contract approval.
- All payments/ voucher processing/ GOSH processing.
- Receipts, including check deposits, to County Auditor.
- End Month Reports, including receipts, expenditures, audit trail, and actual budget.
- Community Mental Health and Addiction providers expenditures reports.
- OACBHA Fiscal reports.
- Ohio MHAS all deposits, changed to EFTs.
- All contract collections, including but not limited to electronic signatures, assurances, Ohio MHAS license, fiscal audit, and fiscal risk assessment, once the contract is completed by Huron Board.
- 120 Days' Notice to behavioral health providers.
- All other financial reports (no program reports), including ATP, CTP, and Crisis Flex.

- IDAT fiscal reporting.
- Calendar Year Federal Fiscal Report for providers.
- Work with the Mental Health and Recovery Services Board of Seneca, Sandusky, and Wyandot counties on the following: Ohio MHAS FIS 040 Budget, Ohio MHAS FIS 040 Actual, Sliding Fee Schedule (yearly), Providers Ohio MHAS Audit Checklist, Ohio MHAS Substance Abuse Entity Inventory, Ohio MHAS Annual Board Questionnaire.

Preferred Qualifications

- Minimum of Associate's degree in an appropriate discipline or equivalent experience
- Proficiency with Microsoft Office/Google Suite, using a computer, office equipment, and web-based reporting
- Strong interpersonal skills
- Proven time management and organizational skills
- Bilingual (Spanish)

Work Environment

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

Demands of Position

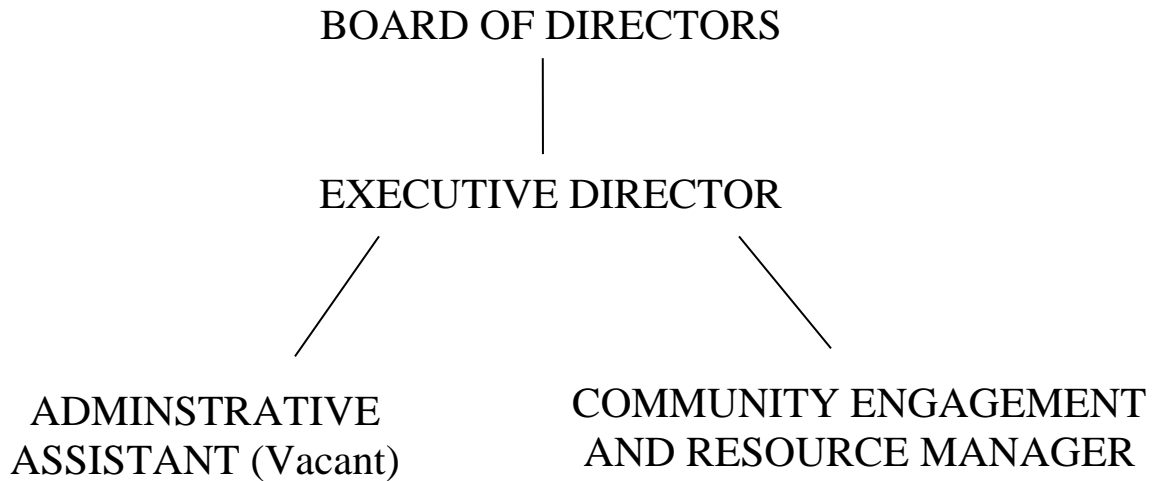
The physical demands include driving, walking, light lifting, talking, hearing and sitting. Vision abilities include close and color vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Attachment II

CURRENT

HURON COUNTY BOARD of MENTAL HEALTH AND ADDICTION SERVICES (MHAS)

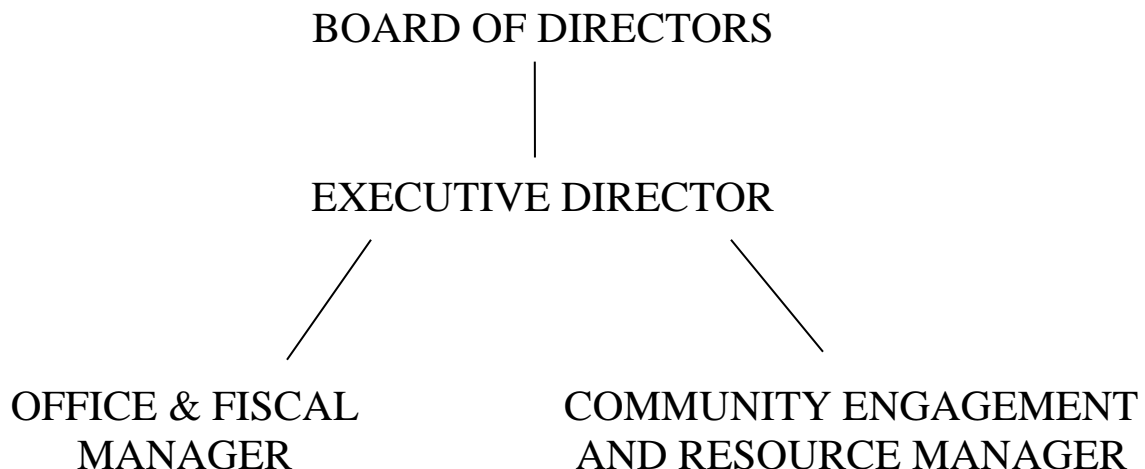
TABLE OF ORGANIZATION



NEW

HURON COUNTY BOARD of MENTAL HEALTH AND ADDICTION SERVICES (MHAS)

TABLE OF ORGANIZATION



Attachment III

Calendar Year 2021 Receipts and Cash Journal

July 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	29,784.00	0.00	29,784.00	73.9%	40,285.00
MH Block Grant	100.100.10126	Fed MH	21,152.00	0.00	21,152.00	31.4%	67,304.00
ADTR Block Grant	100.100.10122	Fed AOD	94,846.00	0.00	94,846.00	50.0%	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	327,307.91	179,831.21	507,139.12	324.0%	156,527.00
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	471,297.00	0.00	471,297.00	51.8%	909,131.00
Recovery Housing	100.100.10123	State AOD	22,950.00	0.00	22,950.00	50.0%	45,900.00
AOD Subsidy	100.100.10127	State AOD	38,088.00	0.00	38,088.00	50.0%	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	321,081.44	228,175.81	549,257.25	104.6%	525,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	87.50	0.00	87.50	2.9%	3,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	8,033.93	0.00	8,033.93	44.6%	18,000.00
Other Receipts	100.100.10170	Other Receipts	5,242.41	120.00	5,362.41	7.1%	75,000.00
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	0.0%	10,000.00
TOTAL RECEIPTS:							
			\$ 1,339,870.19	\$ 408,127.02	\$ 1,747,997.21	78.7%	2,220,408.00
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 3,433,308.08				
Plus: Receipts			408,127.02				
Equals: Total Balance			\$ 3,841,435.10				
Minus: Expenditures			113,663.12				
Equals: Ending Balance			\$ 3,727,771.98				
Minus: Encumbrances			275,709.41				
Equals:			\$ 3,452,062.57				

July 2021	EXPENDITURES					
LINE ITEM ACCOUNT	CURRENT MONTH	YEAR-TO-DATE	YEAR-TO-DATE	* OUTSTANDING	BUDGETED	UNENCUMBERED
	EXPENDITURES	EXPENDITURES	PERCENTAGE	ENCUMBRANCES	APPROPRIATION	BALANCE
SALARIES	10,038.40	75,288.00	44.7%	0.00	168,491.00	93,203.00
100.100.00125						
SUPPLIES	3,384.29	6,591.06	43.4%	8,603.59	15,194.65	0.00
100.100.00175						
EQUIPMENT	0.00	0.00	0.0%	0.00	2,000.00	2,000.00
100.100.00200						
CONTRACT REPAIRS	87,616.24	1,618,736.61	83.1%	230,339.33	1,946,908.94	97,833.00
100.100.00275						
RESIDENTIAL PROGRAM	0.00	0.00	#DIV/0!	0.00	0.00	0.00
100.100.00280						
TRAVEL	116.92	1,727.58	27.2%	4,623.24	6,350.82	0.00
100.100.00300						
O.P.E.R.S.	1,405.36	10,540.20	26.1%	0.00	40,438.00	29,897.80
100.100.00400						
WORKERS' COMP	0.00	0.00	0.0%	0.00	3,202.00	3,202.00
100.100.00425						
UNEMPLOYMENT	0.00	0.00	#DIV/0!	0.00	0.00	0.00
100.100.00450						
MEDICARE	140.92	1,059.22	43.3%	0.00	2,444.00	1,384.78
100.100.00460						
OTHER EXPENSES	8,417.59	18,156.75	36.1%	32,143.25	50,300.00	0.00
100.100.00475						
HOSPITALIZATION	2,543.40	17,803.80	49.5%	0.00	36,000.00	18,196.20
100.100.00500						
TOTAL:	113,663.12	1,749,903.22	77.0%	275,709.41	2,271,329.41	245,716.78

Attachment IV Huron County Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500

From: 7/1/2021 to 7/31/2021

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
100.100.00125 Salaries						
PR2021070001-068	07/09/2021	Gross: 2021.07.09 Payroll			\$5,019.20	\$0.00
PR2021070002-046	07/23/2021	Gross: 2021.07.23 Payroll			\$5,019.20	\$0.00
100.100.00125 Total:					\$10,038.40	\$0.00
100.100.00175 Supplies						
EJ2021070002-023	07/08/2021	Open House Invite and envelop	CK0000408100-01 PO2021-00091 Insight Type & Graphics	21-0342 Inv 13972	\$59.50	\$0.00
EJ2021070002-025	07/08/2021	Promo items drawstring backpa	CK0000408100-01 PO2021-00091 Insight Type & Graphics	21-0340 Inv 13967	\$1,130.00	\$0.00
EJ2021070002-027	07/08/2021	TIC Wall Decal from 319272 - 2	CK0000408100-01 PO2021-00091 Insight Type & Graphics	21-0341 Inv 13953	\$92.46	\$0.00
EJ2021070002-029	07/08/2021	surge protector and dual acces	CK0000408098-01 PO2021-00091 CDW Government	21-0339 Inv F5372	\$809.96	\$0.00
EJ2021070002-167	07/08/2021	Copy Paper and Ziplock Bags f	CK0000408099-01 PO2021-00091 Amazon Capital Services	21-0338 16VC-N6	\$86.76	\$0.00
EJ2021070002-169	07/08/2021	Building Assets in Congregatio	CK0000408099-01 PO2021-00091 Amazon Capital Services	21-0337 1KNP-ML	\$37.36	\$0.00
EJ2021070002-187	07/08/2021	Office Chair, surge protector po	CK0000408106-01 PO2021-00091 Kristen Cardone	21-0351	\$376.58	\$0.00
EJ2021070002-195	07/08/2021	Office Chair from 319272 - 202	CK0000408107-01 PO2021-00091 Ashley Morrow	21-0350	\$89.99	\$0.00
EJ2021070016-031	07/14/2021	Building Assets book from 319	CK0000408275-01 PO2021-00091 Amazon Capital Services	21-0353 16MN-RF	\$37.05	\$0.00
EJ2021070016-033	07/14/2021	Door mat and file folders from 3	CK0000408275-01 PO2021-00091 Amazon Capital Services	21-0352 1JXG-YH	\$56.39	\$0.00
EJ2021070024-135	07/21/2021	8 Port Switch from 320111 - 20	CK0000408519-01 PO2021-00091 CDW Government	21-0367 Inv G2337	\$114.70	\$0.00
EJ2021070033-037	07/28/2021	Kreurig, coffee and markers fro	CK0000408720-01 PO2021-00091 Amazon Capital Services	21-0383 Inv 1F9H-	\$212.54	\$0.00
EJ2021070033-071	07/28/2021	Promo Rack Cards from 32050	CK0000408719-01 PO2021-00091 Insight Type & Graphics	21-0388 Inv 14017	\$249.00	\$0.00
EJ2021070033-077	07/28/2021	Shirts with logos from 320509 -	CK0000408718-01 PO2021-00091 MAAD Impressions LLC	21-0389 Inv 5647	\$52.00	\$0.00
100.100.00175 Total:					\$3,384.29	\$0.00
100.100.00275 Contract Repairs						
EJ2021070014-002	07/08/2021	Void Pmt for Inv 21-0334 Ln Cri	CK0000407965-01 PO2021-00093 NAMI of SSW (Seneca, Sand	21-0334	\$0.00	\$18,325.38
EJ2021070002-005	07/08/2021	GOSH 062921 from 319272 - 2	CK0000408103-01 PO2021-00093 Firelands Counseling & Recov	21-0344 GOSH 06	\$7,435.70	\$0.00
EJ2021070002-021	07/08/2021	MH Inpatient Inv 1917 from 319	CK0000408104-01 PO2021-00093 Firelands Counseling & Recov	21-0345 Inv 1917	\$12,074.42	\$0.00
EJ2021070002-091	07/08/2021	Adams Street Appraisal from 3	CK0000408102-01 PO2021-00093 Winslow Appraisal Inc	21-0349 Inv 21060	\$500.00	\$0.00
EJ2021070002-101	07/08/2021	Psychotropic Jail Meds from 31	CK0000408101-01 PO2021-00093 Huron County Sheriff	21-0348	\$5,643.00	\$0.00
EJ2021070002-129	07/08/2021	052821-062821 Electric Servic	CK0000408105-01 PO2021-00093 Ohio Edison	21-0346 110 141 4	\$170.92	\$0.00
EJ2021070002-179	07/08/2021	GOSH 062921 from 319272 - 2	CK0000205360-01 PO2021-00093 Family Life Counseling and Ps	21-0343 GOSH 06	\$1,889.50	\$0.00
EJ2021070002-183	07/08/2021	June 21 Cell Phone & Zoom R	CK0000408106-01 PO2021-00093 Kristen Cardone	21-0351	\$74.99	\$0.00
EJ2021070002-193	07/08/2021	June 21 Cell Phone Reimburse	CK0000408107-01 PO2021-00093 Ashley Morrow	21-0350	\$60.00	\$0.00
EJ2021070016-015	07/14/2021	LGBT Training from 319560 - 2	CK0000408278-01 PO2021-00093 Firelands Counseling & Recov	21-0354 Inv 1934	\$1,850.00	\$0.00
EJ2021070016-035	07/14/2021	SOR May 21 Services from 31	CK0000205371-01 PO2021-00093 Lets Get Real Inc	21-0359	\$6,760.85	\$0.00
EJ2021070016-037	07/14/2021	OPN May 21 Services from 31	CK0000205371-01 PO2021-00093 Lets Get Real Inc	21-0357	\$247.25	\$0.00
EJ2021070016-039	07/14/2021	QRT May 21 Services from 319	CK0000205371-01 PO2021-00093 Lets Get Real Inc	21-0358	\$600.00	\$0.00
EJ2021070016-047	07/14/2021	052421-062321 Water Service	CK0000205373-01 PO2021-00093 City of Norwalk	21-0363 Acct E041	\$29.70	\$0.00
EJ2021070016-113	07/14/2021	SOR Inv 1936 from 319560 - 2	CK0000408280-01 PO2021-00093 Firelands Counseling & Recov	21-0355 Inv 1936	\$6,542.11	\$0.00
EJ2021070016-147	07/14/2021	062421-072421 Copier Lease	CK0000408281-01 PO2021-00093 US Bank Equipment Finance	21-0362 Inv 44703	\$265.68	\$0.00

Expense Audit Trail Report
From: 7/1/2021 to 7/31/2021

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2021070016-221	07/14/2021	GOSH 070621 from 319560 - 2	CK0000205385-01 PO2021-00093 Family Life Counseling and Ps	21-0356 GOSH 07	\$3,086.56	\$0.00
EJ2021070016-265	07/14/2021	Chair massage for Open Hous	CK0000408279-01 PO2021-00093 4 The Love of Reiki & Massag	21-0361	\$240.00	\$0.00
EJ2021070016-275	07/14/2021	Crisis Infrastructure Services-C	CK0000408277-01 PO2021-00093 NAMI of SSW (Seneca, Sand	21-0364	\$18,000.00	\$0.00
EJ2021070024-001	07/21/2021	LGBT Training from 320111 - 2	CK0000408527-01 PO2021-00093 Firelands Counseling & Recov	21-0375 Inv 1944	\$1,050.00	\$0.00
EJ2021070024-003	07/21/2021	GRF 421 Add'l Assessments fr	CK0000205479-01 PO2021-00093 Oriana House Inc	21-0382 Inv AR162	\$7,650.00	\$0.00
EJ2021070024-005	07/21/2021	Gambling TX GOSH 071221 fr	CK0000205479-01 PO2021-00093 Oriana House Inc	21-0381 GOSH 07	\$1,432.54	\$0.00
EJ2021070024-017	07/21/2021	Lawncare Services from 320111	CK0000408529-01 PO2021-00093 Neil Hansberger	21-0380	\$90.00	\$0.00
EJ2021070024-021	07/21/2021	GRF 421 Add'l Inv 1943 from 3	CK0000408524-01 PO2021-00093 Firelands Counseling & Recov	21-0374 Inv 1943	\$111.11	\$0.00
EJ2021070024-023	07/21/2021	June 21 Recovery Housing Ser	CK0000205481-01 PO2021-00093 Catholic Charities Diocese of	21-0366	\$5,082.00	\$0.00
EJ2021070024-025	07/21/2021	May 21 Recovery Housing Ser	CK0000205481-01 PO2021-00093 Catholic Charities Diocese of	21-0365	\$2,996.10	\$0.00
EJ2021070024-069	07/21/2021	Recovery Walk Shelter Rental f	CK0000408526-01 PO2021-00093 City of Norwalk	21-0368	\$35.00	\$0.00
EJ2021070024-081	07/21/2021	Trash Service from 320111 - 2	CK0000408521-01 PO2021-00093 Cyclone Services Inc	21-0369	\$110.00	\$0.00
EJ2021070024-087	07/21/2021	ATP Inv 1939 from 320111 - 20	CK0000408525-01 PO2021-00093 Firelands Counseling & Recov	21-0371 Inv 1939	\$687.35	\$0.00
EJ2021070024-101	07/21/2021	SOR 2.0 Services from 320111	CK0000408523-01 PO2021-00093 Firelands Counseling & Recov	21-0376 Inv 1945	\$3,232.36	\$0.00
EJ2021070024-105	07/21/2021	Aug 21 Cloud Services from 32	CK0000408531-01 PO2021-00093 Mitel	21-0378 Inv 36977	\$196.07	\$0.00
EJ2021070024-115	07/21/2021	Forensic Monitoring Inv 1940 fr	CK0000408530-01 PO2021-00093 Firelands Counseling & Recov	21-0372 Inv 1940	\$5,539.00	\$0.00
EJ2021070024-131	07/21/2021	GOSH 071221 from 320111 - 2	CK0000205485-01 PO2021-00093 Family Life Counseling and Ps	21-0370 GOSH 07	\$1,304.12	\$0.00
EJ2021070024-139	07/21/2021	LEVY June 21 Shared Funding	CK0000408528-01 PO2021-00093 Huron County Board of DD	21-0377	\$616.80	\$0.00
EJ2021070024-163	07/21/2021	Clinical Exception Inv 1942 fro	CK0000408522-01 PO2021-00093 Firelands Counseling & Recov	21-0373 Inv 1942	\$1,716.28	\$0.00
EJ2021070033-055	07/28/2021	071621-081321 Phone & Intern	CK0000408723-01 PO2021-00093 Time Warner Cable Northeast	21-0392 Inv 31486	\$187.96	\$0.00
EJ2021070033-101	07/28/2021	061521-071521 Gas Service fr	CK0000408725-01 PO2021-00093 Columbia Gas of Ohio	21-0384 Acct 2070	\$38.77	\$0.00
EJ2021070033-179	07/28/2021	Lawncare Services from 32050	CK0000408724-01 PO2021-00093 Neil Hansberger	21-0390	\$30.00	\$0.00
EJ2021070033-181	07/28/2021	ATP Inv 1075 from 320509 - 20	CK0000205527-01 PO2021-00093 Family Life Counseling and Ps	21-0385 Inv 1075	\$1,902.58	\$0.00
EJ2021070033-183	07/28/2021	SOR 2.0 Inv 1074 from 320509	CK0000205527-01 PO2021-00093 Family Life Counseling and Ps	21-0386 Inv 1074	\$6,444.00	\$0.00
EJ2021070033-211	07/28/2021	071421-081321 MIP Program f	CK0000408722-01 PO2021-00093 FTG of Greater Ohio LLC	21-0387 Inv 29715	\$218.90	\$0.00
100.100.00275 Total:					\$105,941.62	\$18,325.38
100.100.00300 Travel						
EJ2021070002-185	07/08/2021	June 21 Mileage Reimburseme	CK0000408106-01 PO2021-00090 Kristen Cardone	21-0351	\$68.32	\$0.00
EJ2021070002-199	07/08/2021	June 21 Mileage Reimburseme	CK0000408107-01 PO2021-00090 Ashley Morrow	21-0350	\$48.60	\$0.00
100.100.00300 Total:					\$116.92	\$0.00
100.100.00400 OPERS						
EJ2021070013-227	07/21/2021	Matching for OPERS 2129-08 (CK0000020149-38 O.P.E.R.S.	Inv_134951	\$702.68	\$0.00
EJ2021070013-327	07/21/2021	Matching for OPERS 2129-08 (CK0000020149-54 O.P.E.R.S.	Inv_135876	\$702.68	\$0.00
100.100.00400 Total:					\$1,405.36	\$0.00
100.100.00460 Medicare						
EJ2021070015-011	07/12/2021	Matching for Medicare (Matchi	CK0000020150-56 Civista Bank-Payroll Taxes	Inv_136418	\$70.46	\$0.00
EJ2021070031-003	07/26/2021	Matching for Medicare (Matchi	CK0000020153-42 Civista Bank-Payroll Taxes	Inv_137422	\$70.46	\$0.00
100.100.00460 Total:					\$140.92	\$0.00
100.100.00475 Other Expenses						
EJ2021070002-189	07/08/2021	Paypal Live Binder subscription	CK0000408106-01 PO2021-00092 Kristen Cardone	21-0351	\$99.50	\$0.00
EJ2021070002-197	07/08/2021	Meeting exp-water, event spon	CK0000408107-01 PO2021-00092 Ashley Morrow	21-0350	\$125.09	\$0.00
EJ2021070016-041	07/14/2021	FY22 Membership Dues from 3	CK0000408276-01 PO2021-00092 OACBHA Foundation	21-0360/MD2022 0	\$7,903.00	\$0.00

Expense Audit Trail Report
From: 7/1/2021 to 7/31/2021

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2021070024-015	07/21/2021	2021 Membership Dues from 3	CK0000408520-01 PO2021-00092 NAMI Ohio	21-0379	\$200.00	\$0.00
EJ2021070033-159	07/28/2021	Glass Award from 320509 - 20	CK0000408721-01 PO2021-00092 Nobils Sports & Trophies	21-0391-33728	\$90.00	\$0.00
100.100.00475 Total:					\$8,417.59	\$0.00
100.100.00500 Hospitalization						
EJ2021070005-035	07/08/2021	Deduction: Hartford Life Insura	CK0000408243-30 The Hartford	Inv_135867	\$3.34	\$0.00
EJ2021070030-033	07/23/2021	Health Insurance-July from 319	CK0000408687-01 Huron County Treasurer	July 2021	\$2,540.06	\$0.00
100.100.00500 Total:					\$2,543.40	\$0.00
Mental Health Totals:					\$131,988.50	\$18,325.38
Fund: 100 Total:					\$131,988.50	\$18,325.38
Grand Total:					\$131,988.50	\$18,325.38

Attachment V



August 12, 2021

2 Oak Street
Norwalk, Oh 44857

Attn: Kristen Cardone

Re: MHAS flooring

Dear Kristen,

Legends General Contractors is pleased to present our proposal to replace flooring in the remainder of the building located at 2 Oak street.

Flooring

1. Provide project supervision
2. Demo existing carpet
3. Demo existing mouldings with care (to be reinstalled)
4. Prep floor as needed
5. Provide and install LVP flooring to match existing (Does not include vestibules, closets, and stairway)
6. Install floor transitions as needed
7. Install shoe mouldings as needed
8. Final clean

Price... \$8,100


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



OhioGuidestone
WHERE NEW PATHS BEGIN

Early Childhood Mental Health Consultation

About OhioGuidestone



OhioGuidestone
WHERE NEW PATHS BEGIN

- OhioGuidestone's mission is "to provide pathways for growth, achievement and lifelong success."
- Founded in 1864, as the German Methodist Orphan Asylum, OhioGuidestone has been serving children and families in Ohio for over 150 years.
- We have grown from our inception as a home for Civil War orphans to our current continuum of services, including out-of-home programs, early childhood mental health and education programs, parenting services, mental health services, employment programs, family counseling programs and juvenile justice services.
- OhioGuidestone programs collectively serve more than 32,000 participants in over 30 counties throughout the State of Ohio.

Services Provided in Huron County



- Early Childhood Mental Health Classroom Consultation
- Early Childhood Mental Health Family Centered Consultation
- Nurturing Parenting for Families Parenting Program
- Behavioral Health Services



Early Childhood Mental Health Classroom Consultation



- Classroom consultation assists preschools and daycare centers with addressing the needs of children enrolled in their centers.
- Classroom consultation strengthens and supports teachers who serve these children, in an effort to promote social-emotional development and reduce preschool expulsions.
- Classroom consultation services follow the Ohio Model of Infant and Early Childhood Mental Health Consultation and use the Devereux Early Childhood Assessment and Intervention program.
- The model provides 8 weeks of consultation. Activities include:
 - Evaluation of the classroom environment
 - Individualized assessment of children
 - Development of a classroom intervention plan
 - Hands on support in applying resiliency-based strategies to support the classroom
 - Resource linkages for any child/family identified with behavioral health need
 - Flexible model to meet the needs of the center, but targets 4 hours per week for 8 weeks for a total of 32 hours per site

Early Childhood Mental Health Family-Centered Consultation



- Family-Centered Consultation provides a more individualized approach to address children with specific needs.
- Family-Centered Consultation is provided to families with children under age 6, who have been identified as having some developmental or behavioral health concerns.
- Family-centered interventions are based on the Ohio Model of Infant and Early Childhood Mental Health Consultation and use the Devereux Early Childhood Assessment and Intervention program.
- Family-Centered Consultation is provided with a model of approximately 6 sessions at 2 hours per week for a total of 12 hours per family. Activities include:
 - A comprehensive needs assessment, including a screening for trauma
 - Education
 - Support
 - Referral and linkage for the identified child.
- Clients who complete family-centered consultation also have the option to continue to treatment services if needed.

Nurturing Parenting for Families



- Through the Ohio Children's Trust Fund, we are able to offer the Nurturing Parenting for Families parenting program.
- OhioGuidestone has over 25 years of experience providing the evidence-based Nurturing Parenting Program and infuses all of our programming with the principles of the model. In 2011, due to our strong commitment and performance, OhioGuidestone was granted status as The Family Nurturing Center of Ohio.
- Nurturing Parenting provides youth and families with protective factors that offset risk factors. It also provides youth with appropriate, pro-social ways to express independence.
- The program is for children aged 3-13.
- The program is individualized to the family and provided in the home or through telehealth.
- The overarching goal is to strengthen family relationships and add joy to the family's life.

Behavioral Health Services



- We provide Therapeutic Behavioral Services, which is primarily a case management and skill building service. Activities include:
 - Participating in and utilizing strengths based treatment/planning
 - Identification of strategies or treatment options
 - Developing and providing solution focused interventions and emotional and behavioral management drawn from evidence-based psychotherapeutic treatments
 - Restoration of social skills
 - Restoration of daily functioning
 - Crisis prevention and amelioration
- We also provide limited Counseling/Psychotherapy. Activities include:
 - Working to change thoughts, feelings, and behaviors
 - Building insight into issues that are beneath symptoms
 - Promoting self understanding
 - Using evidence-based and evidence-informed treatment such as Cognitive Behavior Therapy.