



HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street
Norwalk, Ohio 44857

May 18, 2021 BOARD MEETING AGENDA

Location: Zoom

<https://us02web.zoom.us/j/82625989048>

Meeting ID: 826 2598 9048, Passcode: 937680

Dial by phone: (929) 205 6099, Meeting ID: 826 2598 9048, Passcode: 937680

*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
6:02 PM	Call to Order	Board Chair
	Executive Session	
	Guest Introductions & Public Comment	
	Approval of Board Minutes	
	Board Chair Report <ul style="list-style-type: none"> Nominating Committee 	Board Chair
	Executive Director's Report	Ex. Director
	Committee Meeting Reports <ul style="list-style-type: none"> Program Committee <ul style="list-style-type: none"> Youth Resiliency Project FY22 Contracts and Allocations Meeting Format Finance Committee <ul style="list-style-type: none"> FY22 040 Budget April 2021 Financial Report April 2021 List of Bills 	
	Old Business	
	Meeting Discussion/New Business <ul style="list-style-type: none"> Contract with OhioMHAS Recovery Housing RFP SOR Innovations Funding 	
7:49	Adjournment	Board Chair



May 18, 2021

I. CALL TO ORDER

Meeting called to order at __6:02____ PM.

Board Members in attendance:

	Katie Chieda-Excused	X	Ben Chaffee, Jr.	X	Rob Duncan
X	Laura M. Wheeler		Julie Landoll-Excused	X	Silvia Hernandez
X	Steve Barnes	X	Dorothy Ruffer	X	Tom Sharpnack
X	Lenora Minor	X	Mike White-left at 7:19	X	Nora Knople
X	Amber Boldman				

X	Kristen Cardone, Executive Director	X	Ashley Morrow, Administrative Assistant
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II. EXECUTIVE SESSION

Meetings of the Board, as a public agency, shall be open to the public as required, unless the subject matter under consideration permits an executive session, as provided in section 121.22 (G)(2), of the ORC. Members of a public body may hold an executive session at a regular or special meeting only after a majority of a quorum of the public body determines, by a roll call vote, to hold an executive session for the sole purpose of the consideration of the following matter: **To consider the purchase of property.**

MOTION: 1	To enter Executive Session to consider the purchase of property.		
Motion Made By:	Rob Duncan	Seconded:	Mike White

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

No Opposition

MOTION: 2	To come out of Executive Session to consider the purchase of property.		
Motion Made By:	Rob Duncan	Seconded:	Nora Knople

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

No Opposition

III. GUEST INTRODUCTIONS & PUBLIC COMMENT

- Laura Miller (Firelands Counseling & Recovery Services), Matt Roche (Norwalk Ohio News), Deanna England (Oriana House), Jessica Dickman (Family Life Counseling)

IV. APPROVAL OF BOARD MEETING MINUTES

MOTION: 3	To approve the April 20, 2021 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on April 22, 2021.		
Motion Made By:	Lenora Minor	Seconded:	Laura M. Wheeler

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

No Opposition

V. BOARD CHAIR REPORT

- Nominating Committee
 - Mr. Ben Chaffee, Jr. asked for volunteers to oversee the nominating committee. Ms. Silvia Hernandez and Ms. Amber Boldman both agreed to volunteer.

VI. EXECUTIVE DIRECTOR REPORT

- Ms. Cardone shared the following updates with Board members:
 - State:
 - On 4/27/21 Governor DeWine signed two bills that Ms. Cardone shared with Board members last month. Senate Bill 2, regarding requirements for competency evaluations and mental health treatment in criminal cases and Senate Bill 57 which authorizes a property tax exemption for permanent supportive housing properties used by individuals suffering from a mental

disability or substance abuse disorder. Both bills become effective in 90 days.

- Local information:
 - The Huron County Commissioners recently passed a resolution declaring Huron County a Stepping Up County. Stepping Up is a national movement to provide counties with the tools they need to develop data-driven, cross-system strategies that can lead to measurable reductions in the number of people with co-occurring disorders and mental illnesses in jails.
 - MHAS will be hosting a training this Friday for local clinicians. The training, Treating the First Responder, will assist local clinicians in developing skills needed to support our local first responders.
- Outreach and Community Engagement:
 - May is Mental Health Awareness Month and in observance of this month Board staff created a targeted social media outreach campaign and published a Children's Mental Health Awareness Day newsletter and a Positive Family Communication newsletter. Board staff also have multiple scheduled outreach and community engagement events including:
 - May 22nd Pohl Park
 - May 26th QPR training at 5:30pm at Fisher Titus Auditorium
 - May 28th Millers Grocery
 - May 29th Willard Walk for Wellness
 - National Prevention Week was last week and focused on Drug and Opioid Misuse Prevention, Alcohol Use and Binge Drinking Prevention, E-cigarettes and Vaping Prevention, Marijuana and Illicit Drug Prevention, and Suicide Prevention. Press releases for each topic were sent to Norwalk Ohio News.
 - Anxiety and Depression Awareness Week is this week and Board staff will focus on educating the community on anxiety and depression and sharing local resources.
 - Resource Bags/App & Screener Rack Cards have been distributed to blessing Boxes, Salvation Army, New London Police department, and a community member for a 4H presentation
 - Board staff began working on creating a Trauma Informed Community
 - Board staff created a logo and slogan, met with OhioMHAS to develop structured approach, and are working with Ashland University to schedule community trainings.
 - MLB (Major League Baseball) Grant is complete and ready for submission, due May 28th.

VII. COMMITTEE MEETING REPORTS

- **PROGRAM COMMITTEE REPORT**
- **Youth Resiliency Project**
 - Ms. Boldman shared that The Ohio Department of Mental Health and Addictions

Services Capital Funding application for the Youth Resiliency Project requires the local Mental Health and Addictions Services Board to pass a motion voicing support of the project. Ms. Boldman asked for a motion to approve the Youth Resiliency Project with an assurance of intent to support and to fund the Applicant's program consistent with the application and, in addition, to annually monitor the program and operations of the facility to assure compliance.

MOTION: 4	The Board approves the Youth Resiliency Project with an assurance of intent to support and to fund the Applicant's program consistent with the application and, in addition, to annually monitor the program and operations of the facility to assure compliance.		
Motion Made By:	Nora Knople	Seconded:	Lenora Minor

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

No Opposition

• FY22 Contracts and Allocations

- Ms. Boldman stated that the Program Committee and Finance Committee reviewed the fiscal year 22 funding requests. Prior to voting, we will open the floor for discussion and for Ms. Cardone to provide an update the Board in response to questions from the Committees.
- Ms. Cardone shared an update on some of the questions raised from Committee meetings regarding CIT, DARE, and Drug Free Clubs of America.
- Committee members had raised questions regarding the amount of funding for Drug Free Clubs of America, number of schools participating, and program outcomes (see May Program Committee Minutes on the Board's website). Currently Drug Free Clubs of America operates in Norwalk High School, Norwalk Middle School, and St. Paul School. Ms. Cardone shared with Board members how the funding and fees are distributed with the majority of funding going to pay for the Drug Free Clubs of America services such as identification cards, testing kits, and surveys. Ms. Cardone did receive feedback that St. Paul School does want to continue the program and sees a benefit from it, however, she has not received any feedback from Norwalk Schools on their wants or needs.
 - Mr. Sharpnack asked what alternative programs there are in place of Drug Free Clubs of America.
 - Ms. Cardone shared that an alternative is to distribute the funds to other prevention programs currently taking place in the county. She added that the Board could also ask the schools what they want and need and then distribute the funds among all schools in the county based on their unique needs if the schools want the funding.

- Ms. Hernandez shared that she reviewed the survey results provided but still does not see how they are measuring outcomes. Ms. Hernandez also shared that she doesn't feel comfortable with giving that amount of funding to one program and would like to see the funds spread throughout the county to other schools for prevention if possible.
- Ms. Wheeler stated one main concern she has is that the program is not evidenced base and asked Ms. Cardone what other options there were for programs.
 - Ms. Cardone stated there are many options for evidence based programs that the Board can research and discuss if they choose. Ms. Cardone added that there are local options the funds could be utilized for such as funding programs being operated through the Huron County Prevention Coalition or toward the implementation of the Developmental Assets.
- Mr. Ben Chaffee, Jr. stated that he declined to operate the program in his school district to the fact that it is voluntary. He shared that South Central operates its own program that requires random drug tests on all students who participate in any extracurricular activity (sports, band, theater, etc.) as well as students who drive to school which is approximately 95% of his student body that is subject to drug testing. If students test positive, there is a three-tier approach which includes engaging in counseling and being removed from their activities for a specified amount of time. Mr. Chaffee, Jr. asked if it were possible to amend the motion to remove Drug Free Clubs of America so that the Board could look further into the proposal and identify the needs of the schools before making a decision.
- Mr. Barnes and Dr. White were both in support of moving forward with funding the Drug Free Clubs of America program stating they support any program that helps the kids.
- Ms. Cardone will reach out to Norwalk schools to identify what programs they currently have in place (in addition to Drug Free Clubs of America). Ms. Cardone will also reach out to other schools in the county to identify what their needs are regarding drug prevention programs and will report back to the Board in June.

MOTION: 5	To amend the original motion for funding, which lists all contracts for FY22, by removing the Drug Free Clubs of America funding proposal and to table the Drug Free Clubs of America proposal for further discussion in June meetings.		
Motion Made By:	Ben Chaffee, Jr.	Seconded:	Amber Boldman

	Katie Chieda -Excused	5	Ben Chaffee, Jr.	6	Rob Duncan
1	Laura M. Wheeler		Julie Landoll-Excused	7	Silvia Hernandez
2	Steve Barnes-No	10	Dorothy Ruffer-No	8	Tom Sharpnack
3	Lenora Minor	11	Mike White-No	9	Nora Knople-No
4	Amber Boldman				

In favor=7 Opposed=4

MOTION: 6	To authorize the Executive Director to enter into a contract with the following agencies, utilizing Fiscal Year 2022 Ohio MHAS State and Federal Allocations , and Fiscal Year 2022 Huron County Levy Funds , contingent upon availability of funds:		
	Firelands Counseling & Recovery Services		\$748,478.10
	Oriana House, Inc.		\$294,672.00
	Family Life Counseling		\$214,734.00
	Family and Children First Council		\$55,000.00
	Let’s Get Real		\$85,000.00
	Catholic Charities		\$75,000.00
	MHR SB of Clark, Greene, and Madison Counties		\$8,395.00
	Geisler IT		\$2,500.00
	Carla Davis		\$3,000.00
	Huron County Juvenile Court		\$30,000.00
	Reach Our Youth		\$44,004.00
	Ohio Guidestone		\$19,998.00
	Brown Consulting		\$13,487.00
	Huron County Board of Developmental Disabilities		\$8,669.91
	MHR SB of Seneca, Sandusky, and Wyandot Counties		\$45,000.00
	NAMI of Huron County		\$5,000.00
	NAMI of SSW		\$18,300.00
	Huron County Sheriff’s Office		\$6,000.00
	Norwalk Police Department		\$3,000.00
	Services for Aging		\$20,516.00
	Guardianship Legal fees set aside		\$3,000.00
QRT set aside funds		\$15,600.00	
Willard Police Department		\$3,000.00	
Total amount out of FY2022 Ohio MHAS and Huron Levy: \$1,792,354.01			
Motion Made By:		Seconded:	
Dorothy Ruffer		Laura M. Wheeler	

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

No Opposition

• FY22 Allocations

- Ms. Boldman stated that annually, the Executive Director is required to enter into agreements with the Ohio Department of Mental Health and Addiction Services for the upcoming fiscal year. Ms. Boldman asked for a motion to authorize the Executive Director to enter into SFY 2022 Agreements with OhioMHAS which are necessary to accept SFY 2022 allocations.

MOTION: 7	To authorize the Executive Director to enter into SFY 2022 Agreements with OhioMHAS which are necessary to accept SFY 2022 allocations. <ul style="list-style-type: none"> • With OhioMHAS for utilization of Title XX funds for designated MH treatment services for populations qualifying for use of those funds. • With OhioMHAS to comply with the Agreements and Assurances for Awards and Sub-Awards of Federal Grants/Funds including, but not limited to, the Community Mental Health Block Grant and Substance Abuse Prevention/Treatment (SAPT) Block Grant. • With Provider Agencies awarded Federal Funds, for their assurance to the Board of compliance with Agreements and Assurances – SFY 2022 for Federal Awards/Sub-Awards. 		
Motion Made By:	Rob Duncan	Seconded:	Silvia Hernandez

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

No Opposition

- **Meeting Format**

- Ms. Boldman stated that committee members discussed, and were in support of, transitioning to a hybrid format for Board meetings beginning in June. Board members will have the option of attending in person or virtually. At this time, the public will still be required to call in unless they are scheduled to present to the Board that month. Board meetings will be held at Fisher Titus until the Board is able to obtain the technology needed to support hybrid meetings.

MOTION: 8	To approve the transition from solely virtual Board meetings to hybrid Board meetings, a combination of in person and virtual, beginning in June 2021. At this time, the public will still be required to call in unless they are presenting to the Board.		
Motion Made By:	Nora Knople	Seconded:	Tom Sharpnack

	Katie Chieda -Excused	1	Ben Chaffee, Jr.	6	Rob Duncan
7	Laura M. Wheeler		Julie Landoll-Excused	5	Silvia Hernandez
8	Steve Barnes	2	Dorothy Ruffer	4	Tom Sharpnack
10	Lenora Minor		Mike White-left 7:19	3	Nora Knople
9	Amber Boldman				

No Opposition

MOTION: 9	To approve the May 10, 2021 Program Committee meeting minutes as sent on May 11, 2021.		
Motion Made By:	Laura M. Wheeler	Seconded:	Tom Sharpnack

	Katie Chieda -Excused	5	Ben Chaffee, Jr.	7	Rob Duncan
4	Laura M. Wheeler		Julie Landoll-Excused	8	Silvia Hernandez
3	Steve Barnes	6	Dorothy Ruffer	9	Tom Sharpnack
2	Lenora Minor		Mike White-left 7:19	10	Nora Knople
1	Amber Boldman				

No Opposition

- **FINANCE COMMITTEE REPORT**

- **FY22 040 Budget**

- Ms. Nora Knople shared that annually, the Board is required to submit the 040 Budget for the upcoming state fiscal year to the Ohio Department of Mental Health and Addiction Services. This budget was sent to Board members on May 14th for review. Please note, the funding amounts in the budget are reflective of current funding amounts and does not include funding the Board receives throughout the fiscal year such as Community Transition Program Funding, ATP funding, SOR funding, etc. It also does not reflect any potential funding allocation changes from OhioMHAS. The budget will be updated throughout the fiscal year and the Board will approve the final fiscal year 22 budget in January 2023.

MOTION: 10	To approve the SFY 2022 040 Budget as sent to the Board via email on May 14, 2021.		
Motion Made By:	Rob Duncan	Seconded:	Amber Boldman

	Katie Chieda -Excused	5	Ben Chaffee, Jr.	4	Rob Duncan
10	Laura M. Wheeler		Julie Landoll-Excused	3	Silvia Hernandez
9	Steve Barnes	6	Dorothy Ruffer	2	Tom Sharpnack
8	Lenora Minor		Mike White-left 7:19	1	Nora Knople
7	Amber Boldman				

No Opposition

- **April 2021 Financial Report**

- Ms. Knople stated that committee members reviewed the April 2021 Financial Report.
- As of April 30, 2021, the Board's financial report is as follows:
 - Revenues for March: \$356,450.68
 - Expenditures for March: \$223,884.48

- Cash Balance: \$3,837,229.47
- Encumbrances: \$989,418.00
- End Balance: \$2,847,811.47

MOTION: 11	To approve the April 2021 Financial Report through April 30, 2021 as included in Attachment I.		
Motion Made By:	Dorothy Ruffer	Seconded:	Silvia Hernandez

	Katie Chieda -Excused	2	Ben Chaffee, Jr.	3	Rob Duncan
1	Laura M. Wheeler		Julie Landoll-Excused	6	Silvia Hernandez
4	Steve Barnes	5	Dorothy Ruffer	8	Tom Sharpnack
7	Lenora Minor		Mike White-left 7:19	9	Nora Knople
10	Amber Boldman				

No Opposition

• **April 2021 List of Bills**

MOTION: 12	To approve the April 2021 List of Bills through April 30, 2021 as included in Attachment II.		
Motion Made By:	Rob Duncan	Seconded:	Dorothy Ruffer

	Katie Chieda -Excused	6	Ben Chaffee, Jr.	10	Rob Duncan
4	Laura M. Wheeler		Julie Landoll-Excused	9	Silvia Hernandez
3	Steve Barnes	5	Dorothy Ruffer	8	Tom Sharpnack
2	Lenora Minor		Mike White-left 7:19	7	Nora Knople
1	Amber Boldman				

No Opposition

MOTION: 13	To approve the May 11, 2021 Finance Committee meeting minutes as sent on May 13, 2021.		
Motion Made By:	Dorothy Ruffer	Seconded:	Tom Sharpnack

	Katie Chieda -Excused	5	Ben Chaffee, Jr.	4	Rob Duncan
7	Laura M. Wheeler		Julie Landoll-Excused	3	Silvia Hernandez
8	Steve Barnes	6	Dorothy Ruffer	2	Tom Sharpnack
9	Lenora Minor		Mike White-left 7:19	1	Nora Knople
10	Amber Boldman				

No Opposition

VIII. OLD BUSINESS

- No old business to discuss.

IX. MEETING DISCUSSION/NEW BUSINESS

- **Contract with OhioMHAS**

- Ms. Cardone shared that The Ohio Department of Mental Health and Addiction Services requires applicants to enter into an initial contract for Community Assistance Capital Funds prior to taking the Board's application to the controlling board. This means the Board needs to enter into a contract with OhioMHAS for the women's recovery housing project before our application can be reviewed and approved by the controlling board.

MOTION: 14	To authorize Executive Director to enter into a contract with the Ohio Department of Mental Health and Addiction Services for the Women's Recovery Housing project utilizing Community Assistance Funds.		
Motion Made By:	Nora Knople	Seconded:	Dorothy Ruffer

	Katie Chieda -Excused	10	Ben Chaffee, Jr.	5	Rob Duncan
1	Laura M. Wheeler		Julie Landoll-Excused	6	Silvia Hernandez
2	Steve Barnes	9	Dorothy Ruffer	7	Tom Sharpnack
3	Lenora Minor		Mike White-left 7:19	8	Nora Knople
4	Amber Boldman				

No Opposition

- **Women's Recovery Housing RFP**

- Ms. Cardone stated that Board staff learned last week that OhioMHAS requires the Board to have a contract in place with a recovery housing provider prior to taking our application to the controlling board. Given the timeline, with the closing on the property and the controlling board's schedule, the Board will need to release an RFP this month and select a provider in July.
 - No concerns in releasing the RFP

MOTION: 15	To authorize the Executive Director to release Women's Recovery Housing RFP, as found in Attachment III, by sending to community agencies and other interested collaborators, local newspapers, and posting on social media and Board's website.		
Motion Made By:	Ben Chaffee, Jr.	Seconded:	Nora Knople

	Katie Chieda -Excused	6	Ben Chaffee, Jr.	1	Rob Duncan
7	Laura M. Wheeler		Julie Landoll-Excused	2	Silvia Hernandez
10	Steve Barnes	5	Dorothy Ruffer	3	Tom Sharpnack
9	Lenora Minor		Mike White-left 7:19	4	Nora Knople
8	Amber Boldman				

No Opposition

- **State Opioid Response Innovations Funding**

- Ms. Cardone shared that the federal government recently approved the Board's State Opioid Response Innovations funding application and the state has authorized the Board to move forward with contracts for these funds. The funding amounts included in the motion below are the amounts submitted in our application to the state.

MOTION: 16	Authorize Executive Director to enter into contracts for State Opioid Response Innovations funding and projects, effective through September 29, 2021, as follows: <ul style="list-style-type: none">• With Family Life Counseling & Psychiatric Services in the amount of \$2,737.00.• With Firelands Counseling & Recovery Services in the amount of \$5,712.00.• With Huron County Juvenile Court in the amount of \$3,078.00.• With Huron County Sheriff's Office in an amount not to exceed \$140,000.00.• With Oriana House, Inc. in the amount of \$2,000.00.• With Xerox/Com Doc in an amount not to exceed \$329,682.88.		
Motion Made By:	Rob Duncan	Seconded:	Dorothy Ruffer

	Katie Chieda -Excused	5	Ben Chaffee, Jr.	7	Rob Duncan
4	Laura M. Wheeler		Julie Landoll-Excused	8	Silvia Hernandez
3	Steve Barnes	6	Dorothy Ruffer	9	Tom Sharpnack
2	Lenora Minor		Mike White-left 7:19	10	Nora Knople
1	Amber Boldman				

No Opposition

X. ADJOURNMENT

MOTION: 17	To adjourn the May 18 th , 2021 Huron County Board of Mental Health and Addiction Services Board meeting.		
Motion Made By:	Rob Duncan	Seconded:	Amber Boldman

No Opposition

The May 18, 2021 meeting of the Board adjourned at __7:49__p.m.

Attachment I

Calendar Year 2021 Receipts and Cash Journal

April 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	8,669.00	0.00	8,669.00	21.5%	40,285.00
MH Block Grant	100.100.10126	Fed MH	10,576.00	10,576.00	21,152.00	31.4%	67,304.00
ADTR Block Grant	100.100.10122	Fed AOD	47,423.00	0.00	47,423.00	25.0%	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	21,129.96	151,574.75	172,704.71	110.3%	156,527.00
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	232,828.25	167,134.50	399,962.75	44.0%	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	19,044.00	19,044.00	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	0.00	0.00	0.00	0.0%	525,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	87.50	87.50	2.9%	3,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	0.00	8,033.93	8,033.93	44.6%	18,000.00
Other Receipts	100.100.10170	Other Receipts	3,031.35	0.00	3,031.35	4.0%	75,000.00
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	0.0%	10,000.00
TOTAL RECEIPTS:			\$ 365,651.56	\$ 356,450.68	\$ 722,102.24	32.5%	2,220,408.00
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 3,704,663.27				
Plus: Receipts			356,450.68				
Equals: Total Balance			\$ 4,061,113.95				
Minus: Expenditures			(223,884.48)				
Equals: Ending Balance			\$ 3,837,229.47				
Minus: Encumbrances			(989,418.00)				
Equals:			\$ 2,847,811.47				

April 2021		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	15,057.60	45,172.80	26.8%	0.00	168,491.00	123,318.20
SUPPLIES 100.100.00175	326.35	995.80	6.5%	14,254.20	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	204,154.81	926,823.92	47.6%	923,176.08	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	43.12	1,428.66	22.3%	4,971.34	6,400.00	0.00
O.P.E.R.S. 100.100.00400	1,405.36	6,324.12	15.6%	0.00	40,438.00	34,113.88
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	563.68	23.1%	0.00	2,444.00	1,880.32
OTHER EXPENSES 100.100.00475	212.92	3,483.62	6.9%	47,016.38	50,500.00	0.00
HOSPITALIZATION 100.100.00500	2,543.40	10,173.60	28.3%	0.00	36,000.00	25,826.40
TOTAL:	223,884.48	994,966.20	43.8%	989,418.00	2,272,558.00	288,173.80

Attachment II

Huron County

Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500

From: 4/1/2021 to 4/30/2021

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
100.100.00125 Salaries						
PR2021040001-048	04/02/2021	Gross: 2021.04.02 Payroll			\$5,019.20	\$0.00
PR2021040003-074	04/16/2021	Gross: 2021.04.16 Payroll			\$5,019.20	\$0.00
PR2021040004-060	04/30/2021	Gross: 2021.04.30 Payroll			\$5,019.20	\$0.00
100.100.00125 Total:					\$15,057.60	\$0.00
100.100.00175 Supplies						
EJ2021040011-133	04/07/2021	Postage Reimbursement from	CK0000405859-01 PO2021-00091 Ashley Morrow	21-0159	\$31.35	\$0.00
EJ2021040035-105	04/28/2021	Table Cover Throw from 31582	CK0000406361-01 PO2021-00091 Insight Type & Graphics	21-0196 Inv 13826	\$295.00	\$0.00
100.100.00175 Total:					\$326.35	\$0.00
100.100.00275 Contract Repairs						
EJ2021040011-007	04/07/2021	SOR Inv 1028 from 314619 - 2	CK0000204639-01 PO2021-00093 Family Life Counseling and Ps	21-0157 Inv 1028	\$4,251.00	\$0.00
EJ2021040011-009	04/07/2021	ATP Inv 1029 from 314619 - 20	CK0000204639-01 PO2021-00093 Family Life Counseling and Ps	21-0156 Inv 1029	\$1,350.00	\$0.00
EJ2021040011-015	04/07/2021	030221-032721 Electric Servic	CK0000405861-01 PO2021-00093 Ohio Edison	21-0158 11014148	\$194.26	\$0.00
EJ2021040011-057	04/07/2021	Mar 21 Cell Phone and Zoom	CK0000405860-01 PO2021-00093 Kristen Cardone	21-0160	\$74.99	\$0.00
EJ2021040011-131	04/07/2021	Mar 21 Cell Phone and Van Re	CK0000405859-01 PO2021-00093 Ashley Morrow	21-0159	\$161.54	\$0.00
EJ2021040011-145	04/07/2021	021921-032421 Water Service	CK0000204655-01 PO2021-00093 City of Norwalk	21-0155 E0414040	\$15.00	\$0.00
EJ2021040016-001	04/14/2021	Remote Support Services from	CK0000204672-01 PO2021-00093 ES Consulting Inc	21-0161 Inv ESI53	\$75.00	\$0.00
EJ2021040016-017	04/14/2021	Promo labels from 314889 - 20	CK0000405986-01 PO2021-00093 Insight Type & Graphics	21-0166 Inv 13808	\$150.00	\$0.00
EJ2021040016-025	04/14/2021	Lawn care Services from 31488	CK0000405985-01 PO2021-00093 Neil Hansberger	21-0168	\$30.00	\$0.00
EJ2021040016-041	04/14/2021	GRF 421 MH 4QFY21 Services	CK0000405983-01 PO2021-00093 MHRD of Clark Green & Madi	21-0167 Inv 173	\$2,098.75	\$0.00
EJ2021040016-073	04/14/2021	LEVY Jan 21 HOH Services fro	CK0000204676-01 PO2021-00093 Family Life Counseling and Ps	21-0163	\$5,271.60	\$0.00
EJ2021040016-075	04/14/2021	LEVY Feb 21 HOH Services fro	CK0000204676-01 PO2021-00093 Family Life Counseling and Ps	21-0162	\$6,585.66	\$0.00
EJ2021040016-077	04/14/2021	Recovery Housing Jan 21 Servi	CK0000204676-01 PO2021-00093 Family Life Counseling and Ps	21-0163	\$2,465.74	\$0.00
EJ2021040016-121	04/14/2021	032421-042421 Copier Lease	CK0000405987-01 PO2021-00093 US Bank Equipment Finance	21-0169 Inv 43971	\$609.45	\$0.00
EJ2021040016-135	04/14/2021	LEVY Feb 21 Shared Funding f	CK0000405988-01 PO2021-00093 Huron County Board of DD	21-0164	\$585.96	\$0.00
EJ2021040016-137	04/14/2021	LEVY Mar 21 Shared Funding f	CK0000405988-01 PO2021-00093 Huron County Board of DD	21-0165	\$616.80	\$0.00
EJ2021040016-179	04/14/2021	SOR NCE EBP Services from	CK0000405984-01 PO2021-00093 Willard Area Economic Develo	21-0170	\$8,500.00	\$0.00
EJ2021040027-001	04/21/2021	Peer Support Inv 1812 from 31	CK0000406204-01 PO2021-00093 Firelands Counseling & Recov	21-0177 Inv 1812	\$1,524.25	\$0.00
EJ2021040027-003	04/21/2021	SOR Inv 1823 from 315804 - 2	CK0000406205-01 PO2021-00093 Firelands Counseling & Recov	21-0184 Inv 1823	\$328.50	\$0.00
EJ2021040027-005	04/21/2021	Clinical Exception Inv 1814 fro	CK0000406208-01 PO2021-00093 Firelands Counseling & Recov	21-0179 Inv 1814	\$1,946.19	\$0.00
EJ2021040027-007	04/21/2021	Office Electrical Work from 315	CK0000406197-01 PO2021-00093 BMO Electrical LLC	21-0171 Inv 1032	\$604.00	\$0.00
EJ2021040027-009	04/21/2021	QPR Inv 1824 from 315804 - 2	CK0000406200-01 PO2021-00093 Firelands Counseling & Recov	21-0185 Inv 1824	\$7.73	\$0.00
EJ2021040027-011	04/21/2021	Crisis Infrastructure Inv 1819 fr	CK0000406201-01 PO2021-00093 Firelands Counseling & Recov	21-0182 Inv 1819	\$44,105.62	\$0.00
EJ2021040027-013	04/21/2021	GOSH 041221 from 315804 - 2	CK0000204792-01 PO2021-00093 Family Life Counseling and Ps	21-0174 GOSH 04	\$2,737.99	\$0.00
EJ2021040027-015	04/21/2021	ATP Inv 1821 from 315804 - 20	CK0000406207-01 PO2021-00093 Firelands Counseling & Recov	21-0183 Inv 1821	\$512.00	\$0.00
EJ2021040027-017	04/21/2021	Linkage Inv 1815 from 315804	CK0000406209-01 PO2021-00093 Firelands Counseling & Recov	21-0180 Inv 1815	\$111.11	\$0.00
EJ2021040027-019	04/21/2021	SOR Inv 1811 from 315804 - 2	CK0000406203-01 PO2021-00093 Firelands Counseling & Recov	21-0176 Inv 1811	\$4,636.21	\$0.00

Expense Audit Trail Report

From: 4/1/2021 to 4/30/2021

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2021040027-021	04/21/2021	CTP Inv 1813 from 315804 - 20	CK0000406206-01 PO2021-00093 Firelands Counseling & Recov	21-0178 Inv 1813	\$139.54	\$0.00
EJ2021040027-023	04/21/2021	QRT Feb 21 Services from 315	CK0000204793-01 PO2021-00093 Lets Get Real Inc	21-0186	\$300.00	\$0.00
EJ2021040027-025	04/21/2021	IDAT Inv 1816 from 315804 - 2	CK0000406199-01 PO2021-00093 Firelands Counseling & Recov	21-0181 Inv 1816	\$112.20	\$0.00
EJ2021040027-027	04/21/2021	Trash Service from 315804 - 2	CK0000406198-01 PO2021-00093 Cyclone Services Inc	21-0172 Inv 79047	\$110.00	\$0.00
EJ2021040027-029	04/21/2021	Vivitrol AR#157 from 315804 -	CK0000204794-01 PO2021-00093 Oriana House Inc	21-0190	\$26,710.25	\$0.00
EJ2021040027-031	04/21/2021	GOSH 041221 from 315804 - 2	CK0000204794-01 PO2021-00093 Oriana House Inc	21-0189	\$1,438.53	\$0.00
EJ2021040027-033	04/21/2021	Lawncare Services from 31580	CK0000406211-01 PO2021-00093 Neil Hansberger	21-0188	\$30.00	\$0.00
EJ2021040027-035	04/21/2021	050121-053121 Services from	CK0000406210-01 PO2021-00093 Mitel	21-0187/36187263	\$196.09	\$0.00
EJ2021040027-037	04/21/2021	GOSH 041221 from 315804 - 2	CK0000406202-01 PO2021-00093 Firelands Counseling & Recov	21-0175 GOSH 04	\$59,674.28	\$0.00
EJ2021040027-039	04/21/2021	LEVY Mar 21 Age Exchange S	CK0000204795-01 PO2021-00093 Services for Aging Inc	21-0173 Inv 33120	\$3,639.45	\$0.00
EJ2021040035-017	04/28/2021	031621-041521 Gas Service fr	CK0000406363-01 PO2021-00093 Columbia Gas of Ohio	21-0192 20703166	\$45.91	\$0.00
EJ2021040035-043	04/28/2021	LEVY Mar 21 Wraparound Co	CK0000406364-01 PO2021-00093 Huron County Family & Childr	21-0193	\$1,640.00	\$0.00
EJ2021040035-071	04/28/2021	GOSH 042021 from 315826 - 2	CK0000204847-01 PO2021-00093 Family Life Counseling and Ps	21-0194 GOSH 04	\$11,723.38	\$0.00
EJ2021040035-111	04/28/2021	GRF 421 MH Mar 21 Adult Adv	CK0000204849-01 PO2021-00093 Catholic Charities Diocese of	21-0191	\$3,520.00	\$0.00
EJ2021040035-133	04/28/2021	LEVY Jan-Mar 21 Mentoring Pr	CK0000204850-01 PO2021-00093 Reach Our Youth (ROY) Inc	21-0197	\$5,126.83	\$0.00
EJ2021040035-139	04/28/2021	041421-051321 MIP Program f	CK0000406362-01 PO2021-00093 FTG of Greater Ohio LLC	21-0195 Inv 29142	\$199.00	\$0.00
100.100.00275 Total:					\$204,154.81	\$0.00
100.100.00300 Travel						
EJ2021040011-129	04/07/2021	Mar 21 Mileage Reimbursemen	CK0000405859-01 PO2021-00090 Ashley Morrow	21-0159	\$43.12	\$0.00
100.100.00300 Total:					\$43.12	\$0.00
100.100.00400 OPERS						
EJ2021040015-035	04/14/2021	Matching for OPERS 2129-08 (CK0000020127-36 O.P.E.R.S.	Inv_131154	\$702.68	\$0.00
EJ2021040015-273	04/14/2021	Matching for OPERS 2129-08 (CK0000020127-51 O.P.E.R.S.	Inv_130503	\$702.68	\$0.00
100.100.00400 Total:					\$1,405.36	\$0.00
100.100.00460 Medicare						
EJ2021040008-007	04/05/2021	Matching for Medicare (Matchi	CK0000020124-44 Civista Bank-Payroll Taxes	Inv_131142	\$70.46	\$0.00
EJ2021040023-085	04/19/2021	Matching for Medicare (Matchi	CK0000020128-59 Civista Bank-Payroll Taxes	Inv_131929	\$70.46	\$0.00
100.100.00460 Total:					\$140.92	\$0.00
100.100.00475 Other Expenses						
EJ2021040011-055	04/07/2021	Adobe Subscription from 31461	CK0000405860-01 PO2021-00092 Kristen Cardone	21-0160	\$192.92	\$0.00
EJ2021040011-135	04/07/2021	Newspaper subscription from 3	CK0000405859-01 PO2021-00092 Ashley Morrow	21-0159	\$20.00	\$0.00
100.100.00475 Total:					\$212.92	\$0.00
100.100.00500 Hospitalization						
EJ2021040004-021	04/02/2021	Deduction: Hartford Life Insura	CK0000405833-30 The Hartford	Inv_130504	\$3.34	\$0.00
EJ2021040032-019	04/21/2021	Health Insurance-April from 31	CK0000406342-01 Huron County Treasurer	April 2021	\$2,540.06	\$0.00
100.100.00500 Total:					\$2,543.40	\$0.00
Mental Health Totals:					\$223,884.48	\$0.00
Fund: 100 Total:					\$223,884.48	\$0.00
Grand Total:					\$223,884.48	\$0.00

Attachment III

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 5.18.2021

Issue Date	May 18, 2021
Deadline for Submissions	June 30, 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>June 23, 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	TBD
Presentations (if requested)	Meeting of HCBMHAS Program Committee July 12, 2021
Final Award Acceptance (tentative)	Meeting of the HCBMHAS Board July 20, 2021

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 \$120,000 for SFY 2022 to support the implementation of recovery housing programs for Level 2 or Level 3 recovery housing, as defined by the National Association of Recovery Residences and Ohio Recovery Housing. This funding will be allocated based on the capacity of the program at a rate of \$300 per month per bed. The Board will fund up to 50% of the bed capacity of the program (for example, a program anticipates having a 8 bed capacity- therefore the Board will fund 4 beds at a rate of \$300 per month per bed). This funding must primarily support operational expenses. Proposals should include anticipated annual operation expenses and revenues for sustainability, including funding diversification and the anticipated structure for self-payment of residents. Programs must meet the OMHAS Quality Housing Criteria Standards (Attachment 3).

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, the proposal must describe the continuum of care services that will be made available to residents, 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.

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 **TBD**. 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 will consider applicant's experience in operating a recovery home.
- 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 2)
- 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 June 23, 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 **TBD**. 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- FY2022*".

Proposals must be received **no later than 4:00 PM, June 30, 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 **July 12, 2021 at 5:00pm** via Zoom, and final recommendations will be considered at the subsequent Board meeting, July 20, 2021 at 6:00pm. The Board reserves the right to delay decisions on funding if additional information is needed.