



HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street
Norwalk, Ohio 44857

May 16, 2023 BOARD MEETING AGENDA

Location: Huron County DJFS, 185 Shady Lane Drive, Norwalk

Time: 6:00pm

The public may attend in person or via Zoom.

<https://us06web.zoom.us/j/82214219095?from=addon>

Meeting ID: 822 1421 9095, Passcode: 618591

| Time | | Who |
|---------|--|--------------|
| 6:00 PM | Call to Order | Board Chair |
| | Guest Introductions & Public Comment | |
| | Approval of Board Minutes | |
| | Presentations <ul style="list-style-type: none"> • Catholic Charities <ul style="list-style-type: none"> ○ Miriam House ○ Adult Advocacy Services | |
| | Board Chair Report | Board Chair |
| | Board Report | Ex. Director |
| | Committee Meeting Reports <ul style="list-style-type: none"> • Compensation Committee • Governance Committee <ul style="list-style-type: none"> ○ SFY 2024 Calendar of Board meetings • Program Committee <ul style="list-style-type: none"> ○ SOR/SOS 120 Day Notices • Finance Committee <ul style="list-style-type: none"> ○ SFY 2024 OhioMHAS Agreements ○ SFY 2024 Contracts ○ April 2023 Financial Report ○ April 2023 List of Bills | |
| | Executive Session | |
| | Old Business | |
| | Meeting Discussion/New Business | |
| 7:31PM | Adjournment | Board Chair |



May 16, 2023

I. CALL TO ORDER

Meeting called to order at 6:00 PM.

Board Members in attendance:

| | | | | | |
|---|----------------------------|---|------------------|---|------------------------|
| X | Katie Chieda | X | Ben Chaffee, Jr. | | Mitch Cawrse – Excused |
| X | Laura M. Wheeler | X | Julie Landoll | X | Silvia Hernandez |
| X | Amber Boldman | X | Nora Knople | X | Tom Sharpnack |
| | Lenora Minor - Excused | X | John Soisson | X | Sandy Hovest |
| X | Carol Anderson Left 7:07pm | X | Erin Bohne | | |

Board Staff: Kristen Cardone, Cari Williamson

II. GUEST INTRODUCTIONS & PUBLIC COMMENT

- Mr. Ben Chaffee welcomed the guests, asked them to introduce themselves, and if they will be addressing the Board this evening.
 - Kim Eberle, Let’s Get Real; Matt Roche, Norwalk Ohio News; Breanna Mantz, Catholic Charities, Laura Walker, Catholic Charities; Via Zoom: Sue Wilson, Family Life Counseling.

III. APPROVAL OF BOARD MEETING MINUTES

- Mr. Chaffee shared that the minutes from the April 18, 2023 Board meeting were sent to Board members on May 9, 2023.

| | | | |
|----------------------------|---|------------------|----------------------|
| MOTION: 1 | To approve the April 18, 2023 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on May 9, 2023. | | |
| Motion Made By: | Carol Anderson | Seconded: | Laura Wheeler |

No opposition.

IV. PRESENTATIONS

- Catholic Charities
 - Miriam House
 - Ms. Mantz shared she is the program coordinator for the Miriam House. Miriam House is transitional housing for homeless women and children in Norwalk. They have six bedrooms for five families with two to seven people per room. The families can stay up to 24 months, with the average stay being 6-12 months. They provide case management for the women which includes working with courts if needed, connecting them with mental health and substance use services, helping them get a high school diploma or GED, and

helping find employment. The goal is providing the women with the support and skills to successfully live on their own. Once the women transition out of the Miriam House, Catholic Charities continue to provide a case manager to work with them for three years.

- Ms. Mantz shared they are bringing in support services and education for the women to provide them with connections once they transition out. Some of these are Key Bank teaching the importance of banking and budgeting, a domestic violence group and support, and MHAS staff training on mental health. They are also looking at bringing in activities for the children. Children staying at the Miriam House range between infant – 17 years old. They encourage the children to be involved in extracurricular activities to strengthen their social skills and will pay for these activities.
 - Volunteers are always welcome.
 - Ms. Silvia Hernandez, Executive Director for Starting Point in Willard, praised Ms. Mantz for going to Willard to the women with support services.
- Ms. Mantz shared a video showing how homelessness affects a family.
- Adult Advocacy Services
 - Ms. Laura Walker shared she is the program coordinator for the guardianship program with Catholic Charities. This program is in Norwalk, Mansfield, Ottawa county, and Erie County. Guardianship program generally is for 55 years of age and older, about 20% of their clients are under 55. They help make medical and housing decisions. They work with nursing facilities, the courts, and Adult Protective Services. The clients who need these services will most likely continue to need them the rest of their lives. Success stories are small accomplishments such as making a phone call instead of emailing or someone who is compliant with taking their medication.
 - Norwalk has 4 inconsistent volunteers. They are always looking for people to help with various things such as filing, visiting clients in nursing homes, and making medical decisions for clients.
 - MHAS staff trained their staff on understanding mental health. They offer staff training once a month, next month is active shooter training. Their staff is on call 24 hours a day, so they have implemented a 4-day work week to help with employee burnout.
- Additional information regarding both programs can be found on Catholic Charities website at www.catholiccharitiesnwo.org or by calling 419-668-3073.

V. BOARD CHAIR REPORT

• Local Updates:

- Ms. Cardone shared that the HEALing Communities study continues to meet monthly and is moving forward with many of the funded initiatives.
 - This month, the group voted on, and approved, the following strategies:
 - Citizens Ambulance: OEND (Overdose Education and Naloxone Distribution) Naloxone leave behind program and increased availability for immediate use in overdose hotspots \$15,000.
 - Next Data meeting is scheduled for May 18, 2023 to continue discussions around data sustainability and increased data sharing across agencies.
- Ms. Cardone shared that Board staff are serving on the Technical Support Team for OneOhio Region 19. This group is focusing on creating a scoring rubric for the region which will be used to assess projects for funding.
- Ms. Cardone shared the following Quick Response Team/Community Data for April (prior months data in parentheses):
 - Overdoses: 4 (6)
 - Overdose fatalities: 1 (1)
 - Mental health calls/Suicidal ideation: 10 (9)

- Suicide attempts: 3 (6)
 - Completed suicides: 0 (0)
 - OVI: 21 (25)
 - Disorderly Conduct/Intoxication: 9 (8)
 - Warm Handoff Calls through Let's Get Real (peer supporter responds to local hospital to link individual with treatment): 6 (1 opiate, 5 alcohol)
- **Board Updates**
 - Ms. Cardone shared that Ms. Megan Fried will be completing her internship for Tiffin University at the Board. Ms. Fried is majoring in Psychology and Human Services.
 - **Prevention**
 - Ms. Cardone shared that Mr. Devin Pollick is leading a regional prevention effort between Huron, Sandusky, Seneca, Wyandot, Ottawa, and Erie Counties to address youth suicide and mental health issues. Tentatively scheduled workshop date of June 26, 2023 to work on community assessment and youth-led prevention processes at Lakeside Chatauqua financed by Erie County Community Foundation.
 - Ms. Cardone shared the release date for the data from the OHYES! survey has been postponed and will now most likely be released in June 2023.
 - Ms. Cardone shared that they are continuing to increase the number of individuals in the county with prevention certifications (Ms. Jackie White, Norwalk City Schools, Mr. Kelvin McMorris, Family Life Counseling, and Specialist Kobort Koffa). This increases sustainability for prevention services in the county. The goal is to have at least one additional person certified a year.
 - Ms. Cardone shared State Sen. Theresa Gavarone (R-Bowling Green) recently traveled to Norwalk and met with representatives from Huron County's prevention coalition and the county's board of Mental Health and Addiction Services (MHAS) to discuss a wide variety of topics, including substance use, mental health and suicide.



- **Community Engagement and Outreach**
 - Ms. Cardone shared the following community engagement and outreach.
 - *Newsletters and Social Media outreach for May:*
 - Mental Health Awareness
 - Agency Spotlight: Catholic Charities
 - Meet MHAS: Laura Wheeler

- *Resource Bags/MHAS App Cards/Outreach Folders*
 - Blessing Boxes
 - Trainings
 - Mercy Health-Willard Hospital
- *Recent and Upcoming Trainings Hosted by MHAS*
 - Catholic Charities Presentation May 2, 2023
 - Huron County Probate & Juvenile Court Training May 8, 2023 and May 9, 2023
 - Mental Health & SUD 101 Virtual Community Trainings May 10, 2023 & May 16, 2023
 - Berry's Global Supervisor Training May 11, 2023
 - MHAS TIC Training May 25, 2023
 - TIC Training at the Miriam House (June)
 - TIC Virtual Community Training (June)
- *Recent and Upcoming Initiatives*
 - Mercy Health Event April 26, 2023
 - Courthouse Display Case
 - Grocery Store Outreach
 - Schilds May 20, 2023
 - Millers May 19, 2023
 - Aldi TBD
 - Save A Lot TBD
 - Millers New London TBD
 - Willard Outreach May 31, 2023
- *Upcoming Presentations and Events*
 - Why Me Presentation May 18, 2023
 - DJFS Wellness Fair May 24, 2023
 - Huron County Veteran Services BBQ May 26, 2023
 - DJFS Adult Protective Services Wellness Fair (June)
 - Board of DD presentation (June)

VI. BOARD REPORT

- Mr. Chaffee shared that Mr. Mitch Cawrse will no longer be on the Board beginning the next fiscal year. His job duties have interfered with being able to attend Board meetings. The Board will recognize him in June's Board meeting.

VII. COMMITTEE MEETING REPORTS

• COMPENSATION COMMITTEE REPORT

- Ms. Sandy Hovest shared that the Compensation Committee met on Monday, May 1, 2023 at the Board's office. Last year, the Board approved the formation of a Compensation Committee to review staff compensation and make recommendations to the full Board. In front of you, you will find a report detailing the Committee's recommendations. The Board will discuss and finalize these recommendations next month when they complete staff reviews.
- Ms. Hovest shared the minutes from the May 1, 2023 Compensation Committee meeting that were sent to Board members on May 3, 2023.

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| MOTION: 2 | To approve the May 1, 2023 Compensation Committee meeting minutes as sent on May 3, 2023. | | |
| Motion Made By: | Nora Knople | Seconded: | Tom Sharpnack |

No opposition.

- **GOVERNANCE COMMITTEE REPORT**

- Ms. Katie Chieda shared that the Governance Committee reviewed the proposed State Fiscal Year 2024 Calendar of Board meetings which may be found in Attachment I. As the calendar reflects, there will be no Board meetings held in August and December, there has been an hour of Board training scheduled prior to the July Board meeting, and all scheduled Board meetings will be held at the Huron County Department of Job and Family Services.
 - Ms. Chaffee shared that the Board would like to thank Ms. Lenora Minor for allowing us to use space at Huron County Job and Family Services.
- **SFY 2024 Calendar of Board meetings (Attachment I)**

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| MOTION: 3 | To approve and adopt the SFY 2024 Calendar of Board meetings, as shown in Attachment I. | | |
| Motion Made By: | John Soisson | Seconded: | Julie Landoll |

No opposition.

- Ms. Chieda shared that the minutes from the May 1, 2023 Governance Committee meeting were sent to Board members on May 4, 2023.

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| MOTION: 4 | To approve the May 1, 2023 Governance Committee meeting minutes as sent on May 4, 2023. | | |
| Motion Made By: | Nora Knople | Seconded: | Sandy Hovest |

No opposition.

- **PROGRAM COMMITTEE REPORT**

- Ms. Amber Boldman shared the Program Committee members met on Monday, May 8, 2023 at the Board's office.
- **SOR/SOS 120 Day Notices (Attachment II)**
 - Ms. Boldman shared that the Committee members reviewed the State Opioid and Stimulant Response 120 Day Notice, as approved by Mr. Randal Strickler.

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| MOTION: 5 | To approve the State Opioid and Stimulant Response 120 Day Notice as shown in Attachment II and authorize Executive Director to send this document to Family Life Counseling, Firelands Counseling, Let's Get Real, Oriana House, Fisher Titus, and the Huron County Sheriff's Office, in accordance with the requirements of the Ohio Revised Code. | | |
| Motion Made By: | Sandy Hovest | Seconded: | Julie Landoll |

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

No opposition.

- Ms. Boldman shared that the Committee members discussed a change in venue for the June Board meeting due to needing a space to hold an Executive Session. Committee members were in support of changing the location from Monroeville to Huron County Department of Job and

Family Services.

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| MOTION: 6 | To amend the SFY 2023 Calendar of Board meetings, changing the location for the June 2023 Board meeting from Monroeville to the Huron County Department of Job and Family Services. | | |
| Motion Made By: | Carol Anderson | Seconded: | Erin Bohne |

No opposition.

- Ms. Boldman shared that the minutes from the May 8, 2023 Program Committee meeting were sent to Board members on May 10, 2023.

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| MOTION: 7 | To approve the May 8, 2023 Program Committee meeting minutes as sent on May 10, 2023. | | |
| Motion Made By: | Nora Knople | Seconded: | Erin Bohne |

No opposition.

- **FINANCE COMMITTEE REPORT**

- Mr. Sharpnack shared that the Finance Committee met on Tuesday, May 9, 2023.
- **SFY 2024 OhioMHAS Agreements**
 - Mr. Sharpnack shared that annually, the Board is required to enter into Agreements and Assurances with OhioMHAS to accept the year’s allocations.

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| MOTION: 8 | To authorize the Executive Director to enter into SFY 2024 Agreements with OhioMHAS which are necessary to accept SFY 2024 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 2024 for Federal Awards/Sub-Awards. | | |
| Motion Made By: | Erin Bohne | Seconded: | Julie Landoll |

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

No opposition

- **SFY 2024 Contracts**
 - Mr. Sharpnack shared that the Committee members reviewed the allocations for State Fiscal Year 2024, as shown in the motion below. Earlier this year, the Board agreed to flat funding for all of its contracted providers. The only changes to this include \$1,000 increase for GOSH system fees, a decrease for Brown Consulting based on the amount

charged for Fiscal Year 2023, NAMI Northwest requested less funding Fiscal Year 2024, and Family and Children First Council increased because their allocation now includes funding for DARE, Reach Our Youth, Age Exchange, and the admin fees associated with overseeing those contracts. Board Operating Services also went down from last year; this amount may continue to drop, as needed, to ensure the Board remains compliant with levy reserve policy.

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| MOTION: 9 | To authorize the Executive Director to enter into a contract with the following agencies, utilizing Fiscal Year 2024 Ohio MHAS State and Federal Allocations , and Fiscal Year 2024 Huron County Levy Funds , contingent upon availability of funds: | | |
| | Firelands Counseling & Recovery Services | \$748,478.10 | |
| | Oriana House, Inc. | \$47,180.00 | |
| | Catholic Charities | \$75,000.00 | |
| | MHR SB of Clark, Greene, and Madison Counties/Geisler IT | \$14,000.00 | |
| | Carla Davis | \$2,000.00 | |
| | Huron County Juvenile Court | \$30,000.00 | |
| | Ohio Guidestone | \$19,998.00 | |
| | Brown Consulting | \$22,230.20 | |
| | NAMI Northwest | \$34,335.00 | |
| | Guardianship Legal fees set aside | \$3,000.00 | |
| | Board Operated Services set aside | \$30,000.00 | |
| | After prom set aside | \$6,500.00 | |
| | Building repairs set aside | \$15,000.00 | |
| | Family and Children First Council | \$106,141.80 | |
| | Family and Children First Council annual support fee | \$2,000.00 | |
| | Family Life Counseling & Psychiatric Services | \$128,466.00 | |
| Family Life Counseling Recovery Housing | \$177,586.00 | | |
| Let's Get Real, Inc. | \$85,000.00 | | |
| Total amount out of FY2024 Ohio MHAS and Huron Levy: \$1,546,915.10 | | | |
| Motion Made By: | Laura Wheeler | Seconded: | Carol Anderson |

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

No opposition.

○ **April 2023 Financial Report (Attachment III)**

- Mr. Sharpnack shared that the Committee members reviewed and discussed the Board's April 2023 Financial report as shown in Attachment III. A summary of the Board's financial report as of April 30, 2023 is as follows:
 - Revenues: \$607,330.71
 - Expenditures: \$449,466.46
 - Cash Balance: \$3,154,822.19
 - Encumbrances: \$2,813,691.38
 - Ending Balance: \$341,130.81

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| MOTION: 10 | To approve the April 2023 Financial Report through April 30, 2023 as shown in Attachment III. | | |
| Motion Made By: | Carol Anderson | Seconded: | Nora Knople |

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

No opposition.

- **April 2023 List of Bills (Attachment IV)**
 - Mr. Sharpnack shared that the Committee members reviewed the April 2023 List of Bills as shown in Attachment IV.

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| MOTION: 11 | To approve the April 2023 List of Bills through April 30, 2023 as shown in Attachment IV. | | |
| Motion Made By: | Silvia Hernandez | Seconded: | Carol Anderson |

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

No opposition.

- Mr. Sharpnack shared the minutes from May 9, 2023 Finance Committee meeting were sent to Board members on May 10, 2023.

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| MOTION: 12 | To approve the May 9, 2023 Finance Committee meeting minutes as sent on May 10, 2023. | | |
| Motion Made By: | Julie Landoll | Seconded: | Laura Wheeler |

No opposition.

VIII. EXECUTIVE SESSION

- Mr. Chaffee shared those meetings of the Board, as a public agency, shall be open to the public as required, unless the subject matter under consideration permits an executive session, as provided in section 121.22(G), of the Ohio Revised Code. 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: Ohio Revised Code 121.22(G).

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| MOTION: 13 | To enter Executive Session under Ohio Revised Code 121.22(G)(1). | | |
| Motion Made By: | Nora Knople | Seconded: | Tom Sharpnack |

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

No opposition.

- o Board members entered the executive session at 6:50pm.

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|------------------------|---|------------------|---------------|--|--|
| MOTION: 14 | To exit Executive Session under Ohio Revised Code 121.22(G)(1). | | | | |
| Motion Made By: | Nora Knople | Seconded: | Laura Wheeler | | |

No opposition.

- o Board members exited the executive session at 7:26pm.

IX. OLD BUSINESS

• Credit Card Policy

- o Mr. Chaffee shared that the Board’s legal representative, Mr. Randy Strickler, has approved the Board’s updated credit card policy, which is in a handout given to every Board member. Included in the credit card policy is the admission of using a debit card because it is like using cash, this was also approved by the Huron County Auditor Mr. Roland Tkach and Mr. Strickler.
- o Ms. Cardone shared the amendment made by Mr. Strickler to the credit card policy was that conference registration fees are not admissible to be paid with credit card. To align with Mr. Strickler’s update, the policy needs to be amended to remove E in Section II and B(2) Conference Registration in Section V Credit Card Procedure.

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| MOTION: 15 | To approve and adopt the Board’s Credit Card Policy, an update to section 208.2 of the Board’s Policies and Procedures, as shown in Attachment V. | | | | |
| Motion Made By: | Amber Boldman | Seconded: | John Soisson | | |

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|---|------------------------------|---|------------------|----|------------------------|
| 3 | Katie Chieda | 4 | Ben Chaffee, Jr. | | Mitch Cawrse - Excused |
| 2 | Laura M. Wheeler | 5 | Julie Landoll | 11 | Silvia Hernandez |
| 1 | Amber Boldman | 6 | Nora Knople | 10 | Tom Sharpnack |
| | Lenora Minor - Excused | 7 | John Soisson | 9 | Sandy Hovest |
| | Carol Anderson – Left 7:07pm | 8 | Erin Bohne | | |

No opposition.

X. MEETING DISCUSSION/NEW BUSINESS

• Board Member Attendance Policy

- o Mr. Chaffee shared the Board members have a copy of the proposed updated attendance policy in the handout in front of them.

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| MOTION: 16 | To approve and adopt the Board’s Board Member Meeting Attendance Policy, an update to section 103.11 of the Board’s Policies and Procedures, as shown in Attachment VI. | | | | |
| Motion Made By: | Laura Wheeler | Seconded: | Tom Sharpnack | | |

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|---|------------------------------|---|------------------|----|------------------------|
| 1 | Katie Chieda | 4 | Ben Chaffee, Jr. | | Mitch Cawrse - Excused |
| 2 | Laura M. Wheeler | 5 | Julie Landoll | 9 | Silvia Hernandez |
| 3 | Amber Boldman | 6 | Nora Knople | 10 | Tom Sharpnack |
| | Lenora Minor - Excused | 7 | John Soisson | 11 | Sandy Hovest |
| | Carol Anderson – Left 7:07pm | 8 | Erin Bohne | | |

No opposition.

○ **Appointing Authority Recommendation**

- According to the Ohio Revised Code 340.02(G), upon the absence of a member within one year from either four board meetings or from two board meetings without prior notice, the board shall notify the appointing authority. The Board members will meet in Executive Session to discuss the situation and make a recommendation to the appointing authority.
- Mr. Chaffee shared that Ms. Katie Chieda has reached the allowed number of missed Board meetings. The Board members discussed her specific situation, their recommendation to the appointing authority is to allow Ms. Chieda to remain on the Board.

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| MOTION: 17 | To authorize the Executive Director to contact OhioMHAS with the Board’s recommendation to allow Ms. Chieda to retain her seat on the Board. | | |
| Motion Made By: | Laura Wheeler | Seconded: | Tom Sharpnack |

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|----|------------------------------|---|------------------|---|------------------------|
| | Katie Chieda - Abstain | 5 | Ben Chaffee, Jr. | | Mitch Cawrse - Excused |
| 9 | Laura M. Wheeler | 4 | Julie Landoll | 6 | Silvia Hernandez |
| 10 | Amber Boldman | 3 | Nora Knople | 7 | Tom Sharpnack |
| | Lenora Minor - Excused | 2 | John Soisson | 8 | Sandy Hovest |
| | Carol Anderson – Left 7:07pm | 1 | Erin Bohne | | |

No opposition.

XI. ADJOURNMENT

| | | | |
|------------------------|---|------------------|-----------------------------|
| MOTION: 18 | To adjourn the May 16, 2023 Huron County Board of Mental Health and Addiction Services meeting. | | |
| Motion Made By: | Laura Wheeler | Seconded: | Nora Knople |

No opposition.

The May 16, 2023 meeting of the Board adjourned at 7:31 p.m.

Attachment I

State Fiscal Year 2024

Huron County Board of Mental Health and Addiction Services (MHAS) CALENDAR OF BOARD AND COMMITTEE MEETINGS

(Board Meetings convened in the Huron County DJFS Conference Room unless otherwise arranged.
Committee meetings convened in the MHAS Board Room unless otherwise arranged.)

- **JULY 2023 (*Independence Day – 4th*)**
 - Monday, July 10 - 5:00 P.M. - Program Committee
 - Tuesday, July 11 - 12:30 P.M. - Finance Committee
 - Tuesday, July 18 - 5:00 P.M. – Board Training
6:00 P.M. - Board Meeting

- **AUGUST 2023**
 - No Meetings

- **SEPTEMBER 2023 (*Labor Day – 4th*)**
 - Monday, September 11 - 5:00 P.M. - Program Committee
 - Tuesday, September 12 - 12:30 P.M. - Finance Committee
 - Tuesday, September 19 - 6:00 P.M. - Board Meeting

- **OCTOBER 2023 (*Columbus Day – 9th*)**
 - Monday, October 16 - 5:00 P.M. - Program Committee
 - Tuesday, October 17 - 12:30 P.M. - Finance Committee
 - Tuesday, October 24 - 6:00 P.M. - Board Meeting

- **NOVEMBER 2023 (*Veterans Day – 11th; Thanksgiving – 23rd*)**
 - Monday, November 6 - 5:00 P.M. – Governance Committee
 - Monday, November 13 - 5:00 P.M. - Program Committee
 - Tuesday, November 14 - 12:30 P.M. - Finance Committee
 - Tuesday, November 21 - 6:00 P.M. - Board Meeting

- **DECEMBER 2023**
 - No Meetings

- **JANUARY 2024 (*New Year’s Day – 1st; MLK, Jr. Day – 15th*)**
 - Monday, January 8 - 5:00 P.M. - Program Committee
 - Tuesday, January 9 - 12:30 P.M. - Finance Committee
 - Tuesday, January 16 - 6:00 P.M. - Board Meeting

- **FEBRUARY 2024 (*President’s Day – 19th*)**
 - Monday, February 5 - 5:00 P.M. – Governance Committee
 - Monday, February 12 - 5:00 P.M. - Program Committee
 - Tuesday, February 13 - 12:30 P.M. - Finance Committee
 - Tuesday, February 20 - 6:00 P.M. - Board Meeting

- **MARCH 2024**
 - Monday, March 11 - 5:00 P.M. - Program Committee
 - Tuesday, March 12 - 12:30 P.M. - Finance Committee
 - Tuesday, March 19 - 5:30 P.M. – Provider Appreciation Dinner

7:00 P.M. - Board Meeting

- **APRIL 2024**

Monday, April 8 - 5:00 P.M. - Program Committee
Tuesday, April 9 - 12:30 P.M. – Finance Committee
Tuesday, April 16 - 6:00 P.M. - Board Meeting

- **MAY 2024 (*Memorial Day – 27th*)**

Monday, May 6 - 5:00 P.M. – Governance Committee
Monday, May 13 - 5:00 P.M. - Program Committee
Tuesday, May 14 - 12:30 P.M. - Finance Committee
Tuesday, May 21 - 6:00 P.M. - Board Meeting

- **JUNE 2024 (*Juneteenth – 19th*)**

Monday, June 10 - 5:00 P.M. - Program Committee
Tuesday, June 11 - 12:30 P.M. - Finance Committee
Tuesday, June 18 - 6:00 P.M. - Board Meeting

Attachment II

In accordance with the requirements of Ohio Revised Code Section 340.036(D) and the federal fiscal year 2023 State Opioid and Stimulant Response contract between the Huron County Board of Mental Health and Addiction Services (“Board”) and your organization, the Board is hereby providing notice of the following:

1. The Board is not currently proposing substantial changes to any of the current contract terms but revisions may become necessary as a result of changes to applicable law, requirements of oversight, funding entities, and other information that the Board is not aware of at this time. The Board will provide notice of any such changes as a supplement to this Notice as soon as it becomes aware of said changes.
2. FFY2023 SOR/SOS Allocations – It is the Board’s intention to provide a FFY2024 SOR/SOS allocation amount that is based on the Board’s initial FFY23 SOR/SOS allocation to your agency, considering previous under-utilization of allocated funds (i.e., not including any supplemental amounts allocated in FFY23) and the allocation amount received by OhioMHAS. OhioMHAS has previously stated there may be a thirty percent (30%) cut to Board allocations for FFY 2024, however, we have not received confirmation of this change. Should OhioMHAS lower allocations to the Board, there may be substantial changes in allocation amounts and services purchased. Other changes that may impact allocations include changes to the Board’s and/or the State’s priorities for services, supports, populations, changes in the number of people seeking services, and the type of services being sought. The Board will notify providers of final FFY24 allocation amounts and services to be purchased once all information is available and final determinations are made by the Board.

Disputes concerning substantial changes to contract terms proposed by either party for FFY24 SOR/SOS contracts will be addressed in accordance with the requirements of section 340.036(D) of the Revised Code, 5122:2-1-06 of the Administrative Code and provisions for contract renewal dispute resolution contained in the current contract.

Please contact the Board with any questions or concerns about the content of this Notice.

Attachment III

HURON COUNTY BOARD OF MENTAL HEALTH & ADDICTION SERVICES STATEMENT OF ACTIVITIES FISCAL YEAR 2023

| APRIL 2023 YTD | MONTH TO DATE | YEAR TO DATE | ANNUAL | \$OVER/UNDER | % OF BUDGET |
|--|----------------------|-----------------------|-----------------------|-----------------------|--------------------|
| | ACTIVITES | ACTIVITES | BUDGET | BUDGET | |
| <u>INCOME</u> | | | | | |
| REAL ESTATE TAX | \$0.00 | \$569,490.36 | \$540,000.00 | \$29,490.36 | 105.46% |
| TANGIBLE PERSONAL TAX | \$0.00 | \$0.00 | \$80.00 | (\$80.00) | 0.00% |
| TAXES-ROLLBACK & HOMESTEAD | \$7,192.85 | \$14,718.49 | \$16,000.00 | (\$1,281.51) | 91.99% |
| MH SUBSIDY | \$179,357.50 | \$865,442.25 | \$886,758.00 | (\$21,315.75) | 97.60% |
| ADTR BLOCK GRANT | \$47,423.00 | \$239,692.00 | \$239,692.00 | \$0.00 | 100.00% |
| RECOVERY HOUSING | \$0.00 | \$70,762.00 | \$70,762.00 | \$0.00 | 100.00% |
| MH BLOCK GRANT | \$11,743.75 | \$45,671.75 | \$44,504.00 | \$1,167.75 | 102.62% |
| AOD SUBSIDY | \$12,844.00 | \$76,176.00 | \$76,176.00 | \$0.00 | 100.00% |
| TITLE XX | \$0.00 | \$29,919.00 | \$40,513.00 | (\$10,594.00) | 73.85% |
| STATE GRANTS | \$6,250.00 | \$174,318.96 | \$282,785.50 | (\$108,466.54) | 61.64% |
| FEDERAL GRANTS | \$342,519.61 | \$420,086.17 | \$1,085,936.03 | (\$665,849.86) | 38.68% |
| IDAT | \$0.00 | \$867.53 | \$0.00 | \$867.53 | #DIV/0! |
| OTHER RECEIPTS | \$0.00 | \$16,209.58 | \$5,000.00 | \$11,209.58 | 324.19% |
| TOTAL INCOME | \$607,330.71 | \$2,523,354.09 | \$3,288,206.53 | (\$764,852.44) | 76.74% |
| <u>EXPENSES</u> | | | | | |
| ADMIN | \$23,255.78 | \$291,185.05 | \$290,499.00 | \$686.05 | 100.24% |
| ADULT ADVOCACY | \$0.00 | \$30,000.00 | \$30,000.00 | \$0.00 | 100.00% |
| BROWN CONSULTING | \$10,260.00 | \$10,260.00 | \$28,250.00 | (\$17,990.00) | 36.32% |
| BUILDING REPAIRS | \$0.00 | \$13,600.00 | \$15,000.00 | (\$1,400.00) | 90.67% |
| DARE/SRO CONTRACTS | \$0.00 | \$9,000.00 | \$12,000.00 | (\$3,000.00) | 75.00% |
| CARLA DAVIS | \$0.00 | \$475.00 | \$2,000.00 | (\$1,525.00) | 23.75% |
| FAMILY & CHILDREN FIRST COUNCIL | \$0.00 | \$2,000.00 | \$2,000.00 | \$0.00 | 100.00% |
| FAMILY LIFE COUNSELING | \$9,491.55 | \$69,674.25 | \$128,466.00 | (\$58,791.75) | 54.24% |
| FAMILY LIFE COUNSELING-WOMENS HOUSE OF HOPE UTILITIES (LEVY) | \$1,094.31 | \$8,030.06 | \$7,000.00 | \$1,030.06 | 114.72% |
| FIRELANDS COUNSELING & RECOVERY | \$59,567.45 | \$484,463.57 | \$748,478.10 | (\$264,014.53) | 64.73% |
| GEISLER IT-GOSH | \$0.00 | \$2,534.00 | \$2,500.00 | \$34.00 | 101.36% |
| GUARDIANSHIP LEGAL FEES | \$0.00 | \$225.00 | \$3,000.00 | (\$2,775.00) | 7.50% |
| HURON COUNTY JUVENILE COURT | \$0.00 | \$30,000.00 | \$30,000.00 | \$0.00 | 100.00% |
| HURON COUNTY SCHOOLS-AFTERPROM | \$2,075.35 | \$4,632.17 | \$6,500.00 | (\$1,867.83) | 71.26% |
| HURON COUNTY SHERIFF-PSYCH JAIL MEDS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | #DIV/0! |
| LET'S GET REAL | \$10,024.00 | \$61,539.00 | \$85,000.00 | (\$23,461.00) | 72.40% |
| MHFA ADMIN-A. MORROW INSTRUCTOR REIMBURSEMENT | \$0.00 | \$2,036.96 | \$0.00 | \$2,036.96 | #DIV/0! |
| MHR SB CLARKE, GREENE, MADISON-GOSH | \$2,625.00 | \$10,500.00 | \$10,500.00 | \$0.00 | 100.00% |
| MHR SB SOSW | \$3,000.00 | \$9,000.00 | \$12,000.00 | (\$3,000.00) | 75.00% |
| MIRIAM HOUSE | \$4,518.66 | \$34,281.70 | \$45,000.00 | (\$10,718.30) | 76.18% |
| NAMI NW - CISM & CIT | \$0.00 | \$37,220.00 | \$38,000.00 | (\$780.00) | 97.95% |
| OACHBHA | \$0.00 | \$7,000.00 | \$7,000.00 | \$0.00 | 100.00% |
| OHIO GUIDESTONE | \$2,218.63 | \$6,733.97 | \$19,998.00 | (\$13,264.03) | 33.67% |
| ORIANA HOUSE | \$4,934.64 | \$87,795.13 | \$165,918.00 | (\$78,122.87) | 52.91% |
| PREVENTION | \$0.00 | \$5,862.58 | \$6,102.00 | (\$239.42) | 96.08% |
| PROMO-Board Operating Expenses | \$50.00 | \$12,507.12 | \$12,500.00 | \$7.12 | 100.06% |
| REACH OUR YOUTH | \$0.00 | \$19,005.31 | \$40,000.00 | (\$20,994.69) | 47.51% |
| SERVICES FOR AGING | \$2,292.16 | \$12,772.76 | \$20,516.00 | (\$7,743.24) | 62.26% |
| ZEPF CENTER | \$0.00 | \$0.00 | \$2,918.10 | (\$2,918.10) | 0.00% |
| ORIGINAL CONTRACT TOTAL | \$135,407.53 | \$1,262,333.63 | \$1,771,145.20 | (\$508,811.57) | 71.27% |
| <u>Additional Funding</u> | | | | | |
| ADDICTION TREATMENT PROGRAM (ATP) & CARRYOVER | \$5,301.03 | \$36,045.86 | \$70,249.00 | (\$34,203.14) | 51.31% |
| ARPA (FCFC) | \$3,912.00 | \$25,709.00 | \$60,000.00 | (\$34,291.00) | 42.85% |
| CADCA Scholarship | \$0.00 | \$2,976.33 | \$3,200.00 | (\$223.67) | 93.01% |
| COMMUNITY TRANSITION PROGRAM (CTP) CARRYOVER | \$72.08 | \$112.72 | \$42,693.91 | (\$42,581.19) | 0.26% |
| FAMILY & CHILDREN FIRST COUNCIL (LEVY) | \$0.00 | \$30,000.00 | \$30,000.00 | \$0.00 | 100.00% |
| FAMILY LIFE COUNSELING-RECOVERY HOUSING | \$0.00 | \$70,762.00 | \$70,762.00 | \$0.00 | 100.00% |
| FAMILY LIFE COUNSELING-RECOVERY HOUSING (LEVY) | \$12,824.19 | \$55,075.47 | \$106,824.00 | (\$51,748.53) | 51.56% |
| HEALING COMMUNITIES | \$480.00 | \$1,885.03 | \$27,963.00 | (\$26,077.97) | 6.74% |
| IDAT | \$0.00 | \$867.53 | \$0.00 | \$867.53 | #DIV/0! |
| MHBG FORENSIC MONITORING-ADDITIONAL FUNDING | \$0.00 | \$0.00 | \$2,200.00 | (\$2,200.00) | 0.00% |
| MHBG COVID MITIGATION FUNDING CARRYOVER | \$2,895.00 | \$4,427.89 | \$7,026.38 | (\$2,598.49) | 63.02% |
| MHBG COVID FORENSIC MONITORING | \$0.00 | \$0.00 | \$614.45 | (\$614.45) | 0.00% |
| MRSS | \$0.00 | \$158,504.31 | \$237,787.50 | (\$79,283.19) | 66.66% |
| MULTI-SYSTEM ADULT | \$499.90 | \$7,392.71 | \$12,712.00 | (\$5,319.29) | 58.16% |
| NAMI NW | \$0.00 | \$0.00 | \$10,000.00 | (\$10,000.00) | 0.00% |

| | | | | | |
|---|--------------|----------------|----------------|------------------|---------|
| NORTHPOINT ESC-DEVIN WAGES | \$0.00 | \$0.00 | \$2,024.63 | (\$2,024.63) | 0.00% |
| OACHBHA Crisis Text Line Mini Grant | \$0.00 | \$2,465.00 | \$2,465.00 | \$0.00 | 100.00% |
| COMMUNITY TALKS-PROSPER (TOWNHALL) | \$0.00 | \$0.00 | \$750.00 | (\$750.00) | 0.00% |
| SAPT AUD COVID MITIGATION FUNDING | \$0.00 | \$0.00 | \$7,611.84 | (\$7,611.84) | 0.00% |
| SAPT COVID AUD TX ADULT WITH AUD (CARRYOVER THROUGH 3/14/2) | \$459.16 | \$17,537.30 | \$23,165.42 | (\$5,628.12) | 75.70% |
| ADDITIONAL FUNDING TOTAL | \$26,443.36 | \$413,761.15 | \$718,049.13 | (\$304,287.98) | 57.62% |
| SUBTOTAL | \$161,850.89 | \$1,676,094.78 | \$2,489,194.33 | (\$813,099.55) | 67.33% |
| FEDERAL FY23 | | | | | |
| COSSAP | \$7,765.23 | \$15,140.23 | \$42,346.11 | (\$27,205.88) | 35.75% |
| DRUG FREE COMMUNITIES (10/1/22-9/30/23) | \$5,798.63 | \$21,127.40 | \$125,000.00 | (\$103,872.60) | 16.90% |
| Sandusky County SPF Grant | \$7,331.40 | \$30,000.00 | \$30,000.00 | \$0.00 | 100.00% |
| SOS 3.0 | \$21,083.16 | \$148,292.15 | \$247,511.25 | (\$99,219.10) | 59.91% |
| SOR 2.0 NCE | \$0.00 | \$0.00 | \$97,868.67 | (\$97,868.67) | 0.00% |
| SOS 3.0 Innovation | \$245,637.15 | \$245,637.15 | \$483,210.00 | (\$237,572.85) | 50.83% |
| FEDERAL FISCAL YEAR TOTAL | \$287,615.57 | \$460,196.93 | \$1,025,936.03 | (\$565,739.10) | 44.86% |
| TOTAL EXPENSES | \$449,466.46 | \$2,136,291.71 | \$3,515,130.36 | (\$1,378,838.65) | 60.77% |

| | | | |
|------------------------------|--------------|--------------------------------|---------|
| REPORTING PERIOD THRU | 4/30/2023 | % OF BUDGET / YTD (OVER/UNDER) | -39.23% |
| FY23 YTD Revenues - Expenses | \$387,062.38 | YTD % OF ANNUAL BUDGET | -23.26% |

Calendar Year 2023 Receipts and Cash Journal

| April 2023 | | | | | | | |
|------------------------------------|-----------------------|--------------------|---|-----------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| | Account Number | Description | Accumulated From Previous Report | Current Month's Report | Accumulated Year-to-Date | % of Anticipated Revenue | Anticipated CY Revenue |
| FEDERAL FUNDS | | | | | | | |
| Title XX | 100.100.10165 | Fed MH | 11,425.00 | 0.00 | 11,425.00 | 28.2% | 40,513.00 |
| MH Block Grant | 100.100.10126 | Fed MH | 10,576.00 | 11,743.75 | 22,319.75 | 52.8% | 42,304.00 |
| ADTR Block Grant | 100.100.10122 | Fed AOD | 77,392.50 | 47,423.00 | 124,815.50 | 52.1% | 239,692.00 |
| Federal Grants | 100.100.10167 | Federal Grants | 70,000.49 | 342,519.61 | 412,520.10 | 73.7% | 560,000.00 |
| STATE FUNDS | | | | | | | |
| MH Subsidy | 100.100.10121 | State MH | 185,051.25 | 179,357.50 | 364,408.75 | 41.1% | 886,758.00 |
| 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 | 12,844.00 | 12,844.00 | 25,688.00 | 33.7% | 76,176.00 |
| State Grants | 100.100.10166 | State MH & Aod | 186,307.46 | 6,250.00 | 192,557.46 | 68.1% | 282,785.50 |
| LOCAL FUNDS | | | | | | | |
| Real Estate Tax | 100.100.10100 | Huron Levy | 331,428.16 | 0.00 | 331,428.16 | 59.2% | 560,000.00 |
| Tangible Personal Tax | 100.100.10101 | Huron Levy | 0.00 | 0.00 | 0.00 | 0.0% | 80.00 |
| Taxes- Rollback & Homestead | 100.100.10102 | Huron Levy | 0.00 | 7,192.85 | 7,192.85 | 45.0% | 16,000.00 |
| Other Receipts | 100.100.10170 | Other Receipts | 6,415.00 | 0.00 | 6,415.00 | 128.3% | 5,000.00 |
| IDAT | 100.100.10168 | IDAT | 0.00 | 0.00 | 0.00 | #DIV/0! | 0.00 |
| TOTAL RECEIPTS: | | | \$ 914,389.86 | \$ 607,330.71 | \$ 1,521,720.57 | 55.2% | 2,755,208.50 |
| CASH JOURNAL RECONCILIATION | | | | | | | |
| Beginning Cash Balance: | | | \$ 2,996,957.94 | | | | |
| Plus: Receipts | | | 607,330.71 | | | | |
| Equals: Total Balance | | | \$ 3,604,288.65 | | | | |
| Minus: Expenditures | | | 449,466.46 | | | | |
| Equals: Ending Balance | | | \$ 3,154,822.19 | | | | |
| Minus: Encumbrances | | | 2,813,691.38 | | | | |
| Equals: | | | \$ 341,130.81 | | | | |

| April 2023 | | EXPENDITURES | | | | |
|--------------------------------------|---------------------------|-------------------------------|------------------------------|----------------------------|-------------------------------|-------------------------|
| LINE ITEM ACCOUNT | BUDGETED APPROPRIATION | CURRENT MONTH EXPENDITURES | YEAR-TO-DATE EXPENDITURES | YEAR-TO-DATE PERCENTAGE | * OUTSTANDING ENCUMBRANCES | UNENCUMBERED BALANCE |
| SALARIES 100.100.00125 | 220,000.00 | 15,503.04 | 69,763.67 | 31.7% | 0.00 | 150,236.33 |
| SUPPLIES 100.100.00175 | 25,538.51 | 1,068.41 | 10,907.91 | 42.7% | 14,630.60 | 0.00 |
| EQUIPMENT 100.100.00200 | 0.00 | 0.00 | 0.00 | #DIV/0! | 0.00 | 0.00 |
| CONTRACT REPAIRS 100.100.00275 | 3,717,315.58 | 422,947.69 | 964,723.59 | 26.0% | 2,752,591.99 | 0.00 |
| RESIDENTIAL PROGRAM 100.100.00280 | 0.00 | 0.00 | 0.00 | #DIV/0! | 0.00 | 0.00 |
| TRAVEL 100.100.00300 | 10,578.76 | 469.50 | 3,252.42 | 30.7% | 7,326.34 | 0.00 |
| O.P.E.R.S. 100.100.00400 | 28,000.00 | 2,170.42 | 9,766.89 | 34.9% | 0.00 | 18,233.11 |
| WORKERS' COMP 100.100.00425 | 2,150.00 | 0.00 | 57.89 | 2.7% | 0.00 | 2,092.11 |
| UNEMPLOYMENT 100.100.00450 | 0.00 | 0.00 | 0.00 | #DIV/0! | 0.00 | 0.00 |
| MEDICARE 100.100.00460 | 3,200.00 | 220.85 | 871.61 | 27.2% | 0.00 | 2,328.39 |
| OTHER EXPENSES 100.100.00475 | 52,318.74 | 3,322.77 | 13,176.29 | 25.2% | 39,142.45 | 0.00 |
| HOSPITALIZATION 100.100.00500 | 45,000.00 | 3,763.78 | 15,055.12 | 33.5% | 0.00 | 29,944.88 |
| TOTAL: | 4,104,101.59 | 449,466.46 | 1,087,575.39 | 26.5% | 2,813,691.38 | 202,834.82 |

Attachment IV

**Huron County
Expense Audit Trail Report**

Accounts: 100.100.00125 to 100.100.00500

From: 4/1/2023 to 4/30/2023

Include Inactive Accounts: No

| Journal ID | Date | Transaction Description | Source Doc. | Invoice# | Debit Amount | Credit Amount |
|---------------------------------------|------------|------------------------------------|--|-------------------|-------------------|---------------|
| 100.100.00175 Supplies | | | | | | |
| EJ2023040003-193 | 04/05/2023 | LEVY Mailbox from 355958 - 2 | CK0000425302-01 PO2023-00425 Amazon Capital Services | 23-0285 Inv 13KD- | \$26.93 | \$0.00 |
| EJ2023040018-191 | 04/12/2023 | LEVY Two pocket folders & Wit | CK0000425472-01 PO2023-00425 Amazon Capital Services | 23-0249 Inv 1DPQ- | \$189.19 | \$0.00 |
| EJ2023040025-253 | 04/19/2023 | DFC 10-The 5 Languages of A | CK0000425703-01 PO2023-00425 Amazon Capital Services | 23-0279 Inv 1K6N- | \$129.90 | \$0.00 |
| EJ2023040025-255 | 04/19/2023 | DFC Standing Desk Converter | CK0000425703-01 PO2023-00425 Amazon Capital Services | 23-0280 Inv 1JY4- | \$108.89 | \$0.00 |
| EJ2023040025-257 | 04/19/2023 | LEVY Stamps from 356714 - 2 | CK0000425701-01 PO2023-00425 USPS | 23-0298 Inv 102 | \$126.00 | \$0.00 |
| EJ2023040025-259 | 04/19/2023 | COSSAP Labels from 356714 - | CK0000425702-01 PO2023-00425 Insight Type & Graphics | 23-0292 Inv 15157 | \$487.50 | \$0.00 |
| 100.100.00175 Total: | | | | | \$1,068.41 | \$0.00 |
| 100.100.00275 Contract Repairs | | | | | | |
| EJ2023040003-165 | 04/05/2023 | COSSAP QRT LEO Personnel | CK0000425306-01 PO2023-00426 Wakeman Village | 23-0247 Inv COSS | \$981.92 | \$0.00 |
| EJ2023040003-167 | 04/05/2023 | COSSAP LEO QRT Personnel | CK0000425309-01 PO2023-00426 Village of New London | 23-0241 Inv COSS | \$335.92 | \$0.00 |
| EJ2023040003-169 | 04/05/2023 | COSSAP QRT LEO Personnel | CK0000425308-01 PO2023-00426 Plymouth Village | 23-0246 Inv COSS | \$981.92 | \$0.00 |
| EJ2023040003-171 | 04/05/2023 | LEVY WHOH-B Electric Serv | CK0000425312-01 PO2023-00426 Ohio Edison | 23-0245 Acct 1101 | \$248.05 | \$0.00 |
| EJ2023040003-173 | 04/05/2023 | LEVY WHOH-A Electric Serv | CK0000425312-01 PO2023-00426 Ohio Edison | 23-0244 Acct 1101 | \$170.59 | \$0.00 |
| EJ2023040003-175 | 04/05/2023 | LEVY Ofc Electric Services 022 | CK0000425312-01 PO2023-00426 Ohio Edison | 23-0243 Acct 1101 | \$200.65 | \$0.00 |
| EJ2023040003-177 | 04/05/2023 | COSSAP QRT LEO Personnel | CK0000425307-01 PO2023-00426 Norwalk Police Department | 23-0242 Inv COSS | \$374.68 | \$0.00 |
| EJ2023040003-179 | 04/05/2023 | COSSAP QRT LEO Personnel | CK0000425303-01 PO2023-00426 Monroeville Police Departmen | 23-0240 Inv COSS | \$335.92 | \$0.00 |
| EJ2023040003-181 | 04/05/2023 | COSSAP QRT LEO Personnel | CK0000425305-01 PO2023-00426 Huron County Sheriff | 23-0239 Inv COSS | \$1,279.08 | \$0.00 |
| EJ2023040003-183 | 04/05/2023 | BOTH COMM INVEST WRAP | CK0000425304-01 PO2023-00426 Firelands Counseling & Recov | 23-0238 Inv 2908 | \$7,078.66 | \$0.00 |
| EJ2023040003-185 | 04/05/2023 | GRF 421 MH WRAP EMS Prep | CK0000425311-01 PO2023-00426 Firelands Counseling & Recov | 23-0237 Inv 2909 | \$7,429.31 | \$0.00 |
| EJ2023040003-187 | 04/05/2023 | SAPT TX GOSH 032823 from | CK0000211154-01 PO2023-00426 Family Life Counseling and Ps | 23-0236 SUD GOS | \$1,573.38 | \$0.00 |
| EJ2023040003-189 | 04/05/2023 | GRF 421 MH GOSH 032823 fr | CK0000211154-01 PO2023-00426 Family Life Counseling and Ps | 23-0236 MH GOS | \$1,860.49 | \$0.00 |
| EJ2023040003-191 | 04/05/2023 | COSSAP QRT LEO Personnel | CK0000425310-01 PO2023-00426 City of Willard | 23-0248 Inv COSS | \$1,033.60 | \$0.00 |
| EJ2023040018-193 | 04/12/2023 | LEVY Miriam House-Recovery | CK0000211241-01 PO2023-00426 Catholic Charities Diocese of | 23-0250 January 2 | \$4,518.66 | \$0.00 |
| EJ2023040018-195 | 04/12/2023 | LEVY Ofc Water & Sewer Servi | CK0000211242-01 PO2023-00426 City of Norwalk | 23-0251 Acct E041 | \$40.20 | \$0.00 |
| EJ2023040018-197 | 04/12/2023 | LEVY WHOH-A Water & Sewer | CK0000211242-01 PO2023-00426 City of Norwalk | 23-0252 Acct D274 | \$169.50 | \$0.00 |
| EJ2023040018-199 | 04/12/2023 | LEVY WHOH-B Water & Sewer | CK0000211242-01 PO2023-00426 City of Norwalk | 23-0252 Acct D274 | \$129.60 | \$0.00 |
| EJ2023040018-201 | 04/12/2023 | LEVY LGR Copier 032223-042 | CK0000211243-01 PO2023-00426 ComDoc Inc | 23-0254 Inv IN560 | \$15.48 | \$0.00 |
| EJ2023040018-203 | 04/12/2023 | GRF 421 MH GOSH 040423 fr | CK0000211244-01 PO2023-00426 Family Life Counseling and Ps | 23-0255 MH GOS | \$2,067.01 | \$0.00 |
| EJ2023040018-205 | 04/12/2023 | SAPT TX GOSH 040423 from | CK0000211244-01 PO2023-00426 Family Life Counseling and Ps | 23-0255 SUD GOS | \$252.46 | \$0.00 |
| EJ2023040018-207 | 04/12/2023 | SOS Transportation from 3562 | CK0000211244-01 PO2023-00426 Family Life Counseling and Ps | 23-0256 Inv 1505 | \$480.00 | \$0.00 |
| EJ2023040018-209 | 04/12/2023 | Forensic Monitoring Q3FY23 fr | CK0000425478-01 PO2023-00426 Firelands Counseling & Recov | 23-0257 Inv 2915 | \$468.96 | \$0.00 |
| EJ2023040018-211 | 04/12/2023 | ATP HCJC, Emergency Needs, | CK0000425482-01 PO2023-00426 Firelands Counseling & Recov | 23-0258 Inv 2916 | \$3,643.79 | \$0.00 |
| EJ2023040018-213 | 04/12/2023 | COSSAP QRT Q3FY23 from 3 | CK0000425484-01 PO2023-00426 Firelands Counseling & Recov | 23-0259 Inv 2917 | \$525.00 | \$0.00 |
| EJ2023040018-215 | 04/12/2023 | Crisis Infra After-hours crisis se | CK0000425479-01 PO2023-00426 Firelands Counseling & Recov | 23-0260 Inv 2927 | \$1,082.61 | \$0.00 |
| EJ2023040018-217 | 04/12/2023 | GRF 421 MH Out of County Cri | CK0000425473-01 PO2023-00426 Firelands Counseling & Recov | 23-0261 Inv 2929 | \$1,809.71 | \$0.00 |
| EJ2023040018-219 | 04/12/2023 | GRF 421 MH Clinical Exceptio | CK0000425485-01 PO2023-00426 Firelands Counseling & Recov | 23-0262 Inv 2930 | \$2,802.69 | \$0.00 |
| EJ2023040018-221 | 04/12/2023 | GRF 421 AOD Clinical Excepti | CK0000425475-01 PO2023-00426 Firelands Counseling & Recov | 23-0262 Inv 2930 | \$920.53 | \$0.00 |

Expense Audit Trail Report
From: 4/1/2023 to 4/30/2023

| Journal ID | Date | Transaction Description | Source Doc. | Invoice# | Debit Amount | Credit Amount |
|------------------|------------|-------------------------------|-----------------|---|--------------|---------------|
| EJ2023040018-223 | 04/12/2023 | COVID AUD Grant FY23 from | CK0000425486-01 | PO2023-00426 Firelands Counseling & Recov 23-0263 Inv 2936 | \$459.16 | \$0.00 |
| EJ2023040018-225 | 04/12/2023 | BOTH COMM INVEST Linkage | CK0000425480-01 | PO2023-00426 Firelands Counseling & Recov 23-0264 Inv 2937 | \$111.11 | \$0.00 |
| EJ2023040018-227 | 04/12/2023 | CRISIS INFRA Crisis Flex from | CK0000425476-01 | PO2023-00426 Firelands Counseling & Recov 23-0265 Inv 2939 | \$3,250.00 | \$0.00 |
| EJ2023040018-229 | 04/12/2023 | LEVY Youth Group Gas Cards | CK0000425474-01 | PO2023-00426 Firelands Counseling & Recov 23-0266 Inv 2940 | \$140.00 | \$0.00 |
| EJ2023040018-231 | 04/12/2023 | MULTI-SYSTEM ADULT Progr | CK0000425487-01 | PO2023-00426 Firelands Counseling & Recov 23-0267 Inv 2941 | \$499.90 | \$0.00 |
| EJ2023040018-233 | 04/12/2023 | SOS Transportation, Salaries, | CK0000425483-01 | PO2023-00426 Firelands Counseling & Recov 23-0268 Inv 2942 | \$3,145.24 | \$0.00 |
| EJ2023040018-241 | 04/12/2023 | GRF 421 MH 4th Quarter GOS | CK0000425481-01 | PO2023-00426 MHRD of Clark Green & Madi 23-0272 Inv 2575 | \$2,625.00 | \$0.00 |
| EJ2023040018-243 | 04/12/2023 | ECMH Consultation from 3562 | CK0000425477-01 | PO2023-00426 OhioGuidestone 23-0273 Inv 14600 | \$2,218.63 | \$0.00 |
| EJ2023040018-249 | 04/12/2023 | LEVY Cell Phone Reimburse | CK0000425488-01 | PO2023-00426 Kristen Cardone 23-0276 March 20 | \$60.00 | \$0.00 |
| EJ2023040025-261 | 04/19/2023 | GRF 421 MH Peer Evaluations | CK0000425712-01 | PO2023-00426 Brown Consulting LTD 23-0281 Inv 04102 | \$6,019.80 | \$0.00 |
| EJ2023040025-263 | 04/19/2023 | LEVY Peer Evaluations & IPR f | CK0000425712-01 | PO2023-00426 Brown Consulting LTD 23-0281 Inv 04102 | \$4,240.20 | \$0.00 |
| EJ2023040025-265 | 04/19/2023 | LEVY WHOH-A Gas Services | CK0000425713-01 | PO2023-00426 Columbia Gas of Ohio 23-0282 Acct 2070 | \$113.05 | \$0.00 |
| EJ2023040025-267 | 04/19/2023 | LEVY WHOH-B Gas Services | CK0000425713-01 | PO2023-00426 Columbia Gas of Ohio 23-0283 Acct 2070 | \$90.30 | \$0.00 |
| EJ2023040025-269 | 04/19/2023 | DFC Cell Phone Stipend from | CK0000425714-01 | PO2023-00426 Devin Pollick 23-0303 March 20 | \$60.00 | \$0.00 |
| EJ2023040025-273 | 04/19/2023 | DFC Evaluation Services from | CK0000425706-01 | PO2023-00426 Epiphany Community Service 23-0284 Inv 4654 | \$2,125.00 | \$0.00 |
| EJ2023040025-275 | 04/19/2023 | GRF 421 MH GOSH 041123 fr | CK0000211334-01 | PO2023-00426 Family Life Counseling and Ps 23-0285 MH GOS | \$376.20 | \$0.00 |
| EJ2023040025-277 | 04/19/2023 | SAPT TX GOSH 041123 from | CK0000211334-01 | PO2023-00426 Family Life Counseling and Ps 23-0285 SUD GOS | \$170.43 | \$0.00 |
| EJ2023040025-279 | 04/19/2023 | COVID Mitigation Gloves, COV | CK0000211334-01 | PO2023-00426 Family Life Counseling and Ps 23-0286 Inv 1512 | \$2,895.00 | \$0.00 |
| EJ2023040025-281 | 04/19/2023 | LEVY MHOH March 2023 from | CK0000211334-01 | PO2023-00426 Family Life Counseling and Ps 23-0287 March 20 | \$9,873.24 | \$0.00 |
| EJ2023040025-283 | 04/19/2023 | LEVY WHOH March 2023 from | CK0000211334-01 | PO2023-00426 Family Life Counseling and Ps 23-0288 March 20 | \$2,950.95 | \$0.00 |
| EJ2023040025-285 | 04/19/2023 | GRF 421 MH HC Schools GOS | CK0000211334-01 | PO2023-00426 Family Life Counseling and Ps 23-0289 Inv 1509 | \$1,098.27 | \$0.00 |
| EJ2023040025-287 | 04/19/2023 | LEVY WHOH-B Internet Servic | CK0000425711-01 | PO2023-00426 Spectrum 23-0301 Acct 8361 | \$96.79 | \$0.00 |
| EJ2023040025-289 | 04/19/2023 | LEVY WHOH-A Internet Servic | CK0000425711-01 | PO2023-00426 Spectrum 23-0300 Acct 8361 | \$76.43 | \$0.00 |
| EJ2023040025-291 | 04/19/2023 | LEVY Age Exchange Program | CK0000211335-01 | PO2023-00426 Services for Aging 23-0299 Inv 03312 | \$2,292.16 | \$0.00 |
| EJ2023040025-293 | 04/19/2023 | SPF Devin Pollick Personnel C | CK0000425708-01 | PO2023-00426 North Point Educational Servic 23-0297 Billing 185 | \$7,887.72 | \$0.00 |
| EJ2023040025-295 | 04/19/2023 | GRF 421 AOD GOSH 041123 f | CK0000425709-01 | PO2023-00426 Firelands Counseling & Recov 23-0290 SUD GOS | \$5,962.59 | \$0.00 |
| EJ2023040025-297 | 04/19/2023 | Title XX GOSH 041123 from 35 | CK0000425704-01 | PO2023-00426 Firelands Counseling & Recov 23-0290 MH GOS | \$10,697.14 | \$0.00 |
| EJ2023040025-299 | 04/19/2023 | MHBG GOSH 041123 from 35 | CK0000425710-01 | PO2023-00426 Firelands Counseling & Recov 23-0290 MH GOS | \$7,975.27 | \$0.00 |
| EJ2023040025-301 | 04/19/2023 | GRF 421 MH GOSH 041123 fr | CK0000425707-01 | PO2023-00426 Firelands Counseling & Recov 23-0290 MH GOS | \$9,838.87 | \$0.00 |
| EJ2023040025-303 | 04/19/2023 | SAPT TX Peer Support Service | CK0000211336-01 | PO2023-00426 Lets Get Real Inc 23-0293 March 20 | \$10,024.00 | \$0.00 |
| EJ2023040025-305 | 04/19/2023 | SOS 3,0 WHO/Rec Nav/Rec Ri | CK0000211336-01 | PO2023-00426 Lets Get Real Inc 23-0294 March 20 | \$12,893.79 | \$0.00 |
| EJ2023040025-307 | 04/19/2023 | COSSAP Personnel, Supplies, | CK0000211336-01 | PO2023-00426 Lets Get Real Inc 23-0295 March 20 | \$1,429.69 | \$0.00 |
| EJ2023040025-309 | 04/19/2023 | ATP Personnel/Client Needs fr | CK0000211336-01 | PO2023-00426 Lets Get Real Inc 23-0296 March 20 | \$1,657.24 | \$0.00 |
| EJ2023040025-311 | 04/19/2023 | SOS 3.0 Funding INNOVATIO | CK0000425705-01 | PO2023-00426 Huron County Sheriff 23-0291 | \$245,637.15 | \$0.00 |
| EJ2023040029-221 | 04/26/2023 | LEVY Ofc Gas Services 03162 | CK0000425917-01 | PO2023-00426 Columbia Gas of Ohio 23-0305 Acct 2070 | \$65.64 | \$0.00 |
| EJ2023040029-223 | 04/26/2023 | GRF 421 MH GOSH 041823 fr | CK0000211432-01 | PO2023-00426 Family Life Counseling and Ps 23-0306 MH March | \$1,123.50 | \$0.00 |
| EJ2023040029-225 | 04/26/2023 | SAPT TX GOSH 041823 from | CK0000211432-01 | PO2023-00426 Family Life Counseling and Ps 23-0306 SUD Marc | \$969.81 | \$0.00 |
| EJ2023040029-227 | 04/26/2023 | SOS Wages, Benefits, Gas Car | CK0000211432-01 | PO2023-00426 Family Life Counseling and Ps 23-0307 Inv 1519 | \$3,732.20 | \$0.00 |
| EJ2023040029-229 | 04/26/2023 | ARPA Strengthening Families | CK0000425918-01 | PO2023-00426 Huron County Job & Family S 23-0308 March 20 | \$3,912.00 | \$0.00 |
| EJ2023040029-231 | 04/26/2023 | GRF 421 MH Financial Manag | CK0000211433-01 | PO2023-00426 Mental Health & Recovery Ser 23-0309 Inv 2023- | \$3,000.00 | \$0.00 |
| EJ2023040029-233 | 04/26/2023 | LEVY Ofc Phone Services 050 | CK0000425920-01 | PO2023-00426 Mitel 23-0310 Inv 43181 | \$191.88 | \$0.00 |
| EJ2023040029-235 | 04/26/2023 | SAPT TX GOSH 041823 from | CK0000211434-01 | PO2023-00426 Oriana House Inc 23-0311 SUD GOS | \$1,966.37 | \$0.00 |
| EJ2023040029-237 | 04/26/2023 | CTP Treatment Services & Rec | CK0000211434-01 | PO2023-00426 Oriana House Inc 23-0312 March 20 | \$72.08 | \$0.00 |
| EJ2023040029-239 | 04/26/2023 | SOS Recovery Nav, Jail Servic | CK0000211434-01 | PO2023-00426 Oriana House Inc 23-0313 Inv AR169 | \$831.93 | \$0.00 |
| EJ2023040029-241 | 04/26/2023 | LEVY NOBARS March 2023 fr | CK0000211434-01 | PO2023-00426 Oriana House Inc 23-0314 Inv AR164 | \$2,347.16 | \$0.00 |
| EJ2023040029-243 | 04/26/2023 | GRF 421 MH CROSSWAEH C | CK0000211434-01 | PO2023-00426 Oriana House Inc 23-0315 Inv AR162 | \$621.11 | \$0.00 |

Expense Audit Trail Report

From: 4/1/2023 to 4/30/2023

| Journal ID | Date | Transaction Description | Source Doc. | Invoice# | Debit Amount | Credit Amount |
|--------------------------------------|------------|---------------------------------|--|-------------------|---------------------|---------------|
| EJ2023040029-245 | 04/26/2023 | LEVY Internet Services 041623 | CK0000425921-01 PO2023-00426 Spectrum | 23-0316 Inv 01577 | \$237.97 | \$0.00 |
| EJ2023040029-247 | 04/26/2023 | LEVY After-Prom Event from 3 | CK0000425919-01 PO2023-00426 Willard City Schools | 23-0317 Inv 6 | \$2,075.35 | \$0.00 |
| 100.100.00275 Total: | | | | | \$422,947.69 | \$0.00 |
| 100.100.00300 Travel | | | | | | |
| EJ2023040018-251 | 04/12/2023 | LEVY Mileage Expenses from | CK0000425488-01 PO2023-00427 Kristen Cardone | 23-0277 March 20 | \$286.37 | \$0.00 |
| EJ2023040018-253 | 04/12/2023 | LEVY Mileage Expenses from | CK0000425489-01 PO2023-00427 Carolyn Williamson | 23-0278 March 20 | \$29.38 | \$0.00 |
| EJ2023040025-271 | 04/19/2023 | DFC Travel Expenses from 356 | CK0000425714-01 PO2023-00427 Devin Pollick | 23-0304 March 20 | \$153.75 | \$0.00 |
| 100.100.00300 Total: | | | | | \$469.50 | \$0.00 |
| 100.100.00400 OPERS | | | | | | |
| EJ2023040015-093 | 04/19/2023 | Matching for OPERS 2129-08 (| CK0000020269-35 O.P.E.R.S. | Inv_174428 | \$1,085.21 | \$0.00 |
| EJ2023040015-267 | 04/19/2023 | Matching for OPERS 2129-08 (| CK0000020269-33 O.P.E.R.S. | Inv_175238 | \$1,085.21 | \$0.00 |
| 100.100.00400 Total: | | | | | \$2,170.42 | \$0.00 |
| 100.100.00460 Medicare | | | | | | |
| EJ2023040001-105 | 04/03/2023 | Matching for Medicare (Matchi | CK0000020267-39 Civista Bank-Payroll Taxes | Inv_175240 | \$112.39 | \$0.00 |
| EJ2023040022-063 | 04/17/2023 | Matching for Medicare (Matchi | CK0000020271-41 Civista Bank-Payroll Taxes | Inv_176012 | \$108.46 | \$0.00 |
| 100.100.00460 Total: | | | | | \$220.85 | \$0.00 |
| 100.100.00475 Other Expenses | | | | | | |
| EJ2023040018-235 | 04/12/2023 | 100-00475 Other Expenses fro | CK0000425492-01 PO2023-00428 Insight Type & Graphics | 23-0269 Inv 15153 | \$128.00 | \$0.00 |
| EJ2023040018-237 | 04/12/2023 | DFC Prosper Backpacks from | CK0000425492-01 PO2023-00428 Insight Type & Graphics | 23-0270 Inv 15138 | \$664.77 | \$0.00 |
| EJ2023040018-239 | 04/12/2023 | DFC Prosper Banners from 35 | CK0000425492-01 PO2023-00428 Insight Type & Graphics | 23-0271 Inv 15143 | \$1,975.00 | \$0.00 |
| EJ2023040018-245 | 04/12/2023 | LEVY PROMO Coffee Gift Car | CK0000425491-01 PO2023-00428 Thanksmgmt LLC | 23-0274 Inv 11039 | \$50.00 | \$0.00 |
| EJ2023040018-247 | 04/12/2023 | HEALING COMM Radio Ads fr | CK0000425490-01 PO2023-00428 WEOL-WKFM-WLKRFM-AM | 23-0275 Ref 41011 | \$480.00 | \$0.00 |
| EJ2023040025-313 | 04/19/2023 | DFC Conference Room Rental | CK0000425715-01 PO2023-00428 Thanksmgmt LLC | 23-0302 Inv 11039 | \$25.00 | \$0.00 |
| 100.100.00475 Total: | | | | | \$3,322.77 | \$0.00 |
| 100.100.00500 Hospitalization | | | | | | |
| EJ2023040012-069 | 04/04/2023 | Deduction: Hartford Life Insura | CK0000425408-18 The Hartford | Inv_174421 | \$5.01 | \$0.00 |
| EJ2023040033-017 | 04/28/2023 | April Health Insurance from 35 | CK0000426019-01 Huron County Treasurer | April 2023 | \$3,758.77 | \$0.00 |
| 100.100.00500 Total: | | | | | \$3,763.78 | \$0.00 |
| Mental Health Totals: | | | | | \$433,963.42 | \$0.00 |
| Fund: 100 Total: | | | | | \$433,963.42 | \$0.00 |
| Grand Total: | | | | | \$433,963.42 | \$0.00 |

Attachment V

Amended Policy

208.2 SECTION 2

Adopted: May 16, 2023

I. CREDIT/DEBIT CARD POLICY

1. GENERAL

- a. Ohio Revised Code sections 301.27 and 301.29 permits counties to use credit cards and/or procurement cards. The Board of County Commissioners, with the advice of the County Auditor and Prosecutor, has established this policy for the use of the card.
- b. The Board of Mental Health and Addiction Services authorizes the procurement and use of Credit Card issued in the Board's name (as approved at the February 21, 2023 Board meeting in Motion 11). The use of the Board's Credit Card shall be used for the efficient acquisition of goods or services solely for the benefit of the operation of Huron County Board of Mental Health and Addiction Services.

2. PURPOSE

- a. To provide user information to Authorized Personnel using a credit card issued in the Board's name. The use of credit cards for the Board's financial transactions is limited and carefully controlled. While the use of credit cards is an accepted practice their use is allowed only for specific purposes and situations to transact Huron County business. This policy will cover the funds for which the Huron County Board of Mental Health and Addiction Services appropriate and approve budgets.

II. DEFINITIONS

- A. "Airfare" means the cost of passenger transport on an airplane equipped for passenger travel. It could contain other components, but not limited to:
 1. Airport fees.
 2. Airport parking.
 3. Security fees.
 4. Baggage fees.
- B. "Authorized Personnel" means the current employees of the Huron County Board of Mental Health and Addiction Services authorized to utilize Credit Card issued in the Board's name.
- C. "Board" means the Huron County Board of Mental Health and Addiction Services.
- D. "Cash" means the money in hand, coins, or notes.
- E. "Credit card" means any bank-issued credit card, store-issued credit card, procurement card, gasoline or telephone credit card, and any other card allowing the holder to purchase goods or services on it that is issued in the name of the Board. Credit Card in this section does not mean a debit card or a procurement card, gasoline or telephone credit card, or any other card where merchant category codes are in place as a system of control for use of the card.
- F. "Credit Card Expenditure Form" means a detailed form to include: date of expense, location of expense, reason of expense, amount of each expense, and total detailed amount for all expenses submitted.
- G. "Food" means meals purchased by Board staff and/or Board members while traveling for Board business in compliance with policy 208.1 and food provided for Board meetings or other meetings held by the Board as defined in policy 104.8. When staying at a hotel on county business, that **requires** meals charged to the hotel room. If it is not required, room service is prohibited.

- H. "Hotel accommodations" means hotel room stay. It could also include, but not limited to:
1. Parking.
 2. Internet and telephone.
- I. "Internal Controls" means the procedures used by the Board to provide reasonable assurance regarding the achievement of certain objectives.
- J. "Internet services/software programs" include but are not limited to:
1. Website domain account.
 2. Website privacy and security account.
 3. Software applications, scripts, and programs used to operate computers and execute specific tasks.
 4. Webinar expenses.
 5. Employee's work email addresses/contacts & calendar.
 6. Board's social media accounts and the utilization for marketing/promotions and,
 7. 24/7 access phone number.
 8. Automatic or electronic data processing or record-keeping equipment, software, or services, provided that, in a county that has established an automatic data processing board, the county office and the county officer or employee authorized to use the credit card comply with sections 307.84 to 307.847 of the Revised Code.
- K. "Office General Purposes" means a credit card utilized only for internet services/software programs, telephone services, and food purchased for the Board, and/or expenses related to current Board members, limited to airfare, conference registration, transportation, food, and hotel accommodations.
- L. "Telephone expenses" means telephone provider expenses for the Board office. This excludes cell phone expenses billed personally to an authorized person.
- M. "Transportation expenses" mean automobile rental charges, gasoline for automobile rental, parking, tolls, and any other associated transportation related expenses.

III. **ACCOUNTABILITY**

- A. The Governance Committee will review a complete and detailed credit card report in each meeting to ensure Internal Controls are achieved. They will approve any late charges, financial charges, or sales tax. They will oversee the disciplinary action for misuse of the credit card.
- B. The Board Chair will review credit card statements for appropriateness of purchases and approve payment. Receipts and documentation shall be attached to billing statements as part of the account reconciliation.
- C. The Board Chair and Finance Committee Chair will approve the Executive Director's credit card expenses. They shall review the appropriateness of purchases and approval of payment with the Finance Committee.
- D. The Executive Director will approve Authorized Personnel's credit card expenses. They will choose the credit card plan best for the Board, cancel any Board credit card, and lost or stolen credit cards must be reported to them. Misuse of credit card will be reported to them. If misuse is found, it will be reported immediately to the Board.

IV. **INTERNAL CONTROLS**

Quarterly, the Governance Committee will review a complete and detailed credit card report to ensure the following Internal Controls are achieved:

- A. Reliability of financial reporting.
- B. Effectiveness and efficiency of operations.
- C. Compliance with applicable laws and regulations and,
- D. Safeguarding of assets against unauthorized acquisition, use or disposition.

V. **CREDIT CARD PROCEDURE**

A. Authorized Personnel Names and Job Titles

1. Kristen Cardone Executive Director
2. Ashley Morrow Community Outreach and Engagement Manager
3. Cari Williamson Fiscal and Office Manager

B. Allowable Transactions

The Huron County Board of Mental Health and Addiction Services Board Credit Card shall be used to pay only the following Board-related expenses:

1. **Airfare.**
2. **Hotel accommodation.**
3. **Food expenses.**
4. **Internet services/ software programs.**
5. **Transportation expenses.**
6. **Telephone expenses.**

C. Credit Card Usage

1. Each Authorized Personnel shall sign a statement acknowledging that he/she has read this Credit Card Policy, understands it, and agrees to abide by it. (See Appendix 208.2 Acknowledgement of Credit Card Policy)
2. The Board Credit Card is to be kept in a locked fire-safe box. All Board Credit Card statements are to be kept in a locked filing cabinet in the Board office. The Board's Credit Card is to remain at the Board's Office building when not with the Authorized Personnel. The Authorized Personnel shall utilize a Sign-Out and Sign-In sheet when taking possession of the Credit Card.
3. The Authorized Personnel signing out a Credit Card is responsible for the physical custody of the Credit Card until such time as the Authorized Personnel signs the card back in and secures it in the Lockbox. Each Authorized Personnel is responsible for maintaining confidentiality of all information relating to Credit Card such as the account number, security code, and expiration date.
4. When the Credit Card is on the Authorized Personnel's person it shall be kept separate from and are not to be commingled with their personal credit card. The Authorized Personnel is responsible for ensuring the Board credit card does not get confused with their personal credit card.
5. On the 15th day of the month and last day of the month, an Authorized Personnel shall submit a Credit Card Expenditure Form and all original itemized receipts and other documentation to his/her immediate supervisor. In the case of the Executive Director, the Credit Card Expenditure Form and documentation shall be submitted to the Board Chair and Finance Committee Chair.
 - a. The documentation shall be reviewed by the supervisor and either authorized for payment or returned to the Authorized Personnel for adjustment or further documentation.
 - b. Charges without receipts are unsubstantiated and unable to be audited, and as such, the County is unable to pay the charge. The Authorized Personnel who signed out the credit card for usage will be responsible to pay the unsubstantiated charges by writing the Board a personal check to be deposited into the Board funds through the Auditor's office. The Executive Director must be notified immediately if this instance occurs.
 - c. In the event the card is used for an internet purchase, the employee or officer must print all confirmations, invoices, and billing information at the time of the purchase and must be submitted to the Board Chair and Finance Committee Chair to document the usage of the card.

2. Once appropriate approvals have been obtained, Credit Card payments and appropriate documentation shall be promptly forwarded to the Huron County Auditor's Office to avoid late fees and interest charges.

D. Ordering, reporting, and cancelling Credit Card

1. The Board's Executive Director has the discretion to choose the Credit Card plan that is in the best interest of the Board.
2. Lost or stolen Credit Card is to be reported to the card issuer immediately and to the Executive Director, in writing, as soon as and no later than twenty-four (24) hours and is to be cancelled as soon as possible. Prompt notification will help prevent fraudulent use of the lost or stolen card. Written documentation should include the date the card was lost or stolen, and the date and time it was reported to the card issuer.
3. If Credit Card needs to be cancelled, it needs to be done by the Executive Director or the Board Chair.

VI. CREDIT CARD LIMITS AND RESTRICTIONS

- A. The Credit Card limit shall not exceed \$5000.00 per transaction, regardless of the allowable transaction. Any transaction exceeding the \$5000.00 limit shall be authorized in advance by the Board.
- B. The Airfare and Hotel Accommodations shall not exceed the U.S. General Services Administration (GSA) rates located at www.gsa.gov.
- C. The Authorized Personnel shall provide itemized receipts for any transaction, including voids or returns.
- D. No Cash transactions, cash advance, and/or cash withdrawals are allowable, regardless of the transaction.
- E. The following expenditures are strictly prohibited:
 1. Alcohol and tobacco products.
 2. Personal services or personal items, including items for friends or spouses, etc.
 3. Unauthorized charges.
 4. Competitive bidding.
 5. Entertainment/recreation.
 6. Adult publications/entertainment.
 7. Sales tax. It is imperative that the Authorized Personnel using the Credit Card obtain a copy of the County's tax-exempt number/form to submit to the vendor or hotel/motel. It will be the responsibility of the Authorized Personnel to pay any sales tax if it is charged by the supplier/vendor.
- F. When staying at a hotel or motel, the Authorized Personnel is required to obtain a completed tax-exempt form, in advance, from the County Administrator or other County Appointing Authority. Present the tax-exempt form to the hotel or motel upon arriving, while registering. Review the bill to confirm that no sales tax, personal, or wrong items have been charged on the Credit Card. Contact the County Administrator or other County Appointed Authority for any questions around the legitimate use of the Credit Card.
- G. No late charges, financial charges or sales tax shall be paid.
- H. Debt incurred because of the use of Credit Card, pursuant to this policy, shall be paid from monies appropriated to specific appropriation line items of the Board for eligible work-related expenditures as listed in this policy.
- I. All Authorized Personnel shall be personally liable for discrepancies and errors in unmatched invoices and purchase orders.
- J. Employees shall not receive personal benefit from a credit card rewards or cash back program.

VII. DISCIPLINARY ACTIONS

The use of the Board's Credit Card in a manner not authorized by this policy constitutes misuse of Credit Card. Misuse by an officer or employee of a credit card, with purpose to defraud, is a violation of Section 2913.21 of the Ohio Revised Code and may subject the officer or employee to criminal prosecution.

Any misuse of Credit Card, if known by any Authorized Personnel, shall be reported to the Executive Director as soon as possible. If there is a potential misuse of Credit Card by the Executive Director, the information shall be reported to the Board Chair and Finance Committee Chair as soon as possible.

Any Credit Card misuse shall result in suspension from her/his position until the Governance Committee reviews the transactions in question.

The Governance Committee could proceed with the following disciplinary actions:

1. No action if it was determined that there was no misuse of Credit Card.
2. A written reprimand if the Authorized Personnel pays the unauthorized amount in full, including finance charges and interest assessed in connection with the unauthorized amount within 30 days from the date of Governance Committee written notice.
 - a. The unauthorized amount may be deducted from the employee's wages or official's salary.
3. Immediate termination of Authorized Personnel from employment and repayment of the unauthorized amount, including finance charges and interest. The Board may pursue any available legal remedy to recover such amounts. Moreover, anyone who uses a Board credit card for any other purpose not specifically enumerated herein or otherwise permitted by Ohio law is subject to criminal prosecution.
 - a. The unauthorized amount may be deducted from the employee's wages or official's salary.

VIII. **OTHER EXPENSES**

At times, Board staff and/or Board members may need to purchase items for Board business that are not permitted to be purchased on the Board's Credit Card or there may be conflicts that do not allow for the use of the Board's Credit Card. In these instances, Board staff and/or Board members are permitted to use their personal debit cards and/or cash to make these purchases with the approval of the Executive Director.

For purchases made on personal debit cards or with cash, it is imperative that the Board staff and/or Board members obtain a copy of the County's tax-exempt number. It will be the responsibility of the Board staff and/or Board members to pay sales tax if it is charged by the supplier/vendor.

Attachment VI

103.11 SECTION 11

Adopted May 16, 2023

IX. **BOARD MEMBER MEETING ATTENDANCE POLICY**

3. **GENERAL**

- a. Ohio Revised Code section 340.02 states, in part, that "...Upon the absence of a member within one year from either four board meetings or from two board meetings without prior notice, the board shall notify the appointing authority, which may vacate the appointment and appoint another person to complete the member's term....".

4. **PURPOSE**

- a. All members of the Huron County Board of Mental Health & Addiction Services (MHAS) should take membership seriously and make reasonable attempts to attend all committee, regular and special board meetings. See MHAS Board meeting ground rules in the 100 APPENDIX of these Policies and Procedures. Failure to do so jeopardizes the work and mission of MHAS and the services it provides to residents of Huron County. The following protocol is established and adopted by MHAS in order to provide clarity of meeting attendance expectations, in accordance with section 340.02 of the Ohio Revised Code.

5. **DEFINITIONS**

1. "Board Meeting": any scheduled meeting of the full Board, including both regularly scheduled meetings and special board meetings.
2. "Committee Meeting": includes meetings of any standing and/or ad hoc committees, as defined in section 105 of these policies.
3. "Excused Absence": an absence is considered excused if the Board member has notified the Executive Director or designee at least one (1) business day prior to a committee, regularly scheduled board meeting or special board meeting.
4. "Unexcused Absence": an absence is considered unexcused if the Board member did not notify the Executive Director or designee at least one (1) business day prior to a committee, regularly scheduled board meeting, or special board meeting.

6. **BOARD MEETING ATTENDANCE PROCEDURE**

- a. In order to be compliant with the law, MHAS Board members will have no more than two (2) consecutive *unexcused* absences in one fiscal year or no more than four (4) cumulative *excused and/or unexcused* absences in one fiscal year from Board meetings.
- b. In the event a MHAS Board member has two (2) consecutive *unexcused* absences or four (4) cumulative *excused and/or unexcused* absences from Board meetings, the Board shall notify the appointing authority, which may vacate the appointment and appoint another person to complete the member's term.
- c. A letter indicating *potential non-compliance* of ORC 340.02, and steps to be taken in order to maintain MHAS Board membership, will be emailed to the MHAS Board member by the MHAS Executive Director no later than one (1) business week after the MHAS Board member has reached any of the following:
 - i. One (1) unexcused absence from a Board meeting, and/or
 - ii. Three (3) cumulative *excused* absences from a Board meeting, and/or

- iii. Three (3) cumulative *unexcused* absences from a Board meeting, and/or
- iv. Three (3) cumulative/combined *excused* and *unexcused* absences from a Board meeting.
- d. The MHAS Board member receiving this letter will be expected to contact the MHAS Executive Director within one (1) business week to acknowledge receipt of the letter and provide a plan of action to remedy his or her attendance. The Executive Director may accept the plan of action or may share the plan of action with the MHAS Board for consideration.
- e. Upon a MHAS Board member obtaining four (4) cumulative absences, the Board will hold an Executive Session at the next regularly scheduled Board meeting to discuss the situation, prior to contacting the appointing authority. Following the conclusion of Executive Session, the full Board will provide a recommendation to the Executive Director to send to appointing authority along with notification of absences.
- f. The appointing authority will make the final determination regarding whether the Board member may remain in office.
- g. The Board member shall be informed in writing of the charges and afforded an opportunity for a hearing.

7. COMMITTEE MEETING ATTENDANCE PROCEDURE

- a. The Ohio Revised Code section 340.02 pertains to Board meetings only and does not address Committee meeting attendance. However, failure to attend Committee meetings jeopardizes the work and mission of MHAS and the services it provides to residents of Huron County.
- b. MHAS Board members will have no more than four (4) cumulative *excused and/or unexcused* absences in one fiscal year from Committee meetings.
- c. A letter indicating *potential non-compliance* of this policy, and steps to be taken in order to maintain MHAS Board membership, will be emailed to the MHAS Board member by the MHAS Executive Director no later than one (1) business week after the MHAS Board member has reached any of the following:
 - i. Three (3) cumulative *excused* absences from a Committee meeting, and/or
 - ii. Three (3) cumulative *unexcused* absences from a Committee meeting, and/or
 - iii. Three (3) cumulative/combined *excused* and *unexcused* absences from a Committee meeting.
- d. The MHAS Board member receiving this letter will be expected to contact the MHAS Executive Director within one (1) business week to acknowledge receipt of the letter and provide a plan of action to remedy his or her attendance. The Executive Director may accept the plan of action or may share the plan of action with the MHAS Board for consideration.
- e. Upon a MHAS Board member obtaining four (4) cumulative absences, the Board will hold an Executive Session at the next scheduled meeting to discuss the situation. Following the conclusion of Executive Session, the full Board will provide a recommendation to the Executive Director on how to handle the situation which may include contacting the appointing authority.
- f. The Board member shall be informed in writing of the charges and afforded an opportunity for a hearing.

