



## **HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES**

2 Oak Street  
Norwalk, Ohio 44857

### **March 16, 2021 BOARD MEETING AGENDA**

#### **Location: Zoom**

<https://us02web.zoom.us/j/81607338999>

Meeting ID: 816 0733 8999, Passcode: 484041

Dial by phone: (929) 205 6099, Meeting ID: 816 0733 8999, Passcode: 484041

\*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.

<b>Time</b>		<b>Who</b>
6:03 PM	<b>Call to Order</b>	Board Chair
	<b>Executive Session</b>	
	<b>Guest Introductions &amp; Public Comment</b>	
	<b>Approval of Board Minutes</b>	
	<b>Board Chair Report</b>	Board Chair
	<b>Executive Director's Report</b>	Ex. Director
	<b>Committee Meeting Reports</b> <ul style="list-style-type: none"> <li>• Program Committee <ul style="list-style-type: none"> <li>○ Recovery Housing</li> <li>○ FY23-24 Capital Funding Application</li> </ul> </li> <li>• Finance Committee <ul style="list-style-type: none"> <li>○ Levy Reserves</li> <li>○ MLB Grant Application</li> <li>○ February 2021 Financial Report</li> <li>○ February 2021 List of Bills</li> </ul> </li> </ul>	
	<b>Old Business</b> <ul style="list-style-type: none"> <li>• SOR Funding Application</li> </ul>	
	<b>Meeting Discussion/New Business</b>	
7:01	<b>Adjournment</b>	Board Chair

**HURON COUNTY**  
  
**BOARD OF MENTAL  
HEALTH & ADDICTION  
SERVICES**

**March 16, 2021**

**I. CALL TO ORDER**

Meeting called to order at \_\_\_6:03\_\_\_ PM.

Board Members in attendance:

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

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.**

<b>MOTION:</b> <b>1</b>	To enter Executive Session to consider the purchase of property.		
<b>Motion Made By:</b>	Steve Barnes	<b>Seconded:</b>	Nora Knople

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

**No Opposition**

<b>MOTION:</b> 2	To come out of Executive Session to consider the purchase of property.			
<b>Motion Made By:</b>	Lisa Hivnor	<b>Seconded:</b>	Laura M. Wheeler	

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

**No Opposition**

- Ms. Lisa Hivnor stated the following:
  - WHEREAS, the Huron County Board of Mental Health and Addiction Services is required to meet at least one of the conditions set forth in ORC 340.034(C) to be permitted to own and operate recovery housing; and
  - WHEREAS, The Board will meet the condition stated in 340.034(C) (2) because the Board will utilize local funds in the development, purchase, or operation of the recovery housing, and
  - WHEREAS, The Board will meet the condition stated in 340.034(C) (3) because the Board has determined that there is a need for the Board to assume the ownership and operation of the recovery housing that the Board's assumption of ownership and operation of the recovery housing to be in the best interest of the community as recommended by the Board's Program Committee on March 8, 2021 and reviewed at the March 9, 2021 Finance Committee meeting.

<b>MOTION:</b> 3	To approve the development, purchase, and operation of recovery housing.			
<b>Motion Made By:</b>	Mike White	<b>Seconded:</b>	Julie Landoll	

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

**No Opposition**

**III. GUEST INTRODUCTIONS & PUBLIC COMMENT**

Laura Miller (Firelands Counseling & Recovery Services), Jessica Dickman (Family Life Counseling), Matt Roche (Norwalk Ohio News), Greg Klima (Let's Get Real), Deanna England (Oriana House), Dr. Steven Burggraf (Family Life Counseling)

- Mr. Greg Klima requested to address the Board.
  - Mr. Klima shared that Let's Get Real's Project Dawn site is now open to the public for the distribution of Naloxone and they already have had people receive the training. Let's Get Real has reached out to all law enforcement departments in Huron County and have provided them information for Naloxone and asked Board members to share that information as well and if any Board members would like Project Dawn cards to distribute to please let them know. Mr. Klima added that the Warm Handoff program is about to begin. The first training at Mercy Hospital-Willard will be taking place next week with their emergency department (ED) staff. Let's Get Real have also sent the first MOU to Fisher Titus and they look forward to assisting clients in their ED soon.

#### IV. APPROVAL OF BOARD MEETING MINUTES

<b>MOTION:</b> <b>4</b>	To approve the February 16, 2021 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on February 17, 2021.		
<b>Motion Made By:</b>	<b>Rob Duncan</b>	<b>Seconded:</b>	<b>Dorothy Ruffer</b>

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

**No Opposition**

#### V. BOARD CHAIR REPORT

- Ms. Hivnor informed Board members that Ms. Chieda had delivered Ms. Cardone's annual evaluation.

#### VI. EXECUTIVE DIRECTOR REPORT

- Ms. Cardone shared the following updates:
  - The Miriam House is celebrating their 20<sup>th</sup> anniversary this month and will be hosting a dinner reception on April 9<sup>th</sup> to celebrate. Ms. Cardone stated that she sent the invite to all Board members and if anyone would like a copy of this invite please let Board staff know.
  - The final application for the Youth Resiliency Project will be submitted to the state next week. New London Local Schools will be the applicant and building owner for the project.
  - Let's Get Real (LGR) has an open Board seat and would like to fill that seat with someone from Huron County. Ms. Cardone asked if any Board members know of anyone in recovery that may be willing to serve on the LGR Board to please let her know as soon as possible.
  - Huron County Veterans Services recently created a program called Standing Together that serves to virtually connect the community through Zoom. They

plan to include a variety of events such as games and activities, social hours, information on physical health and mental health, trivia, and sessions for specific groups of individuals such as veterans, women, or men. The program is open to all residents. They recently created a Facebook page with more information.

- MHAS recently published its 2019 overdose and suicide death report. Ms. Cardone shared that The Ohio Department of Health did not respond to her requests for demographic information, so the report only shows data around the number of deaths. In 2018 Huron County had 16 overdose deaths while in 2019 we had 23. In addition, there were 11 suicides in 2018 and 14 in 2019. However, since 2019 the Board has added additional services and programs to address overdoses and suicides. These services include: the LOSS (Local Outreach to Suicide Survivors) team, adding a Project Dawn site, expansion of QRT (Quick Response Team) with two visits per incident instead of one as well as increased involvement from almost all law enforcement departments throughout the county, Recovery Navigators at each of our treatment providers, and the addition of Let's Get Real services.
- The Records Commission will be meeting on March 25<sup>th</sup> and will review the Board's records retention schedule at that time.
- Mr. Ben Chaffee recently came out to the Board's office to meet with a contractor to discuss the water in the basement issue. It has been determined, based on this meeting, that the best course of action is to regrade the landscaping/land on the south side of the building to allow for proper drainage. The contractor plans to begin this work soon.
- Board staff recently updated the 'Get Involved' page of the Boards website to include a training calendar. This calendar lists all upcoming behavioral health trainings both locally, at the state level, and nationally and is updated weekly.
- The Federal government recently passed the American Rescue Plan. This plan includes funding for behavioral health as follows:
  - Substance Abuse and Mental Health Services Administration (SAMHSA) Block Grants: Provides \$3 billion for the Substance Abuse Prevention and Treatment block grant and the Community Mental Health Services block grant (\$1.5 billion each).
  - Certified Community Behavioral Health Clinics (CCBHCs): Provides \$420 million to SAMHSA to fund CCBHC Expansion Grants.
  - Provider Relief Funds: \$8.5 billion in new money to the Provider Relief Fund for providers in rural areas and those serving rural communities.
  - Other Mental Health/Substance Use Disorder Funding: Provides more than \$450 million in additional funding for SAMHSA and Health Resources and Services Administration (HRSA) programming including funding for mental health and addiction services, workforce education and training, suicide prevention and public education campaigns.
- OACBHA, the state Board association, will be hosting the 2021 Opiate and other drugs Conference virtually on May 11 – 13<sup>th</sup>. The Board receives two free tickets and if any Board members are interested in attending please let Ms. Cardone know as soon as possible.

**VII. COMMITTEE MEETING REPORTS**

- **PROGRAM COMMITTEE REPORT**

- **Recovery Housing**

- Ms. Cardone shared that Committee members discussed the Board’s capital funding application for recovery housing. The total funding request is \$400,000.00 of which the Board is required to provide a 50% match. The Board did not vote to approve this match prior to submitting the capital funding worksheet to the state so a vote is now needed to move forward with the capital funding application.
- Ms. Cardone asked for a motion to approve the capital funding match for the Recovery Housing Capital Project in an amount not to exceed \$200,000.00 from Levy Reserves, dependent upon approval of the capital funding application by the Ohio Department of Mental Health and Addiction Services.

<b>MOTION:</b> <b>5</b>	To approve the capital funding match for the Recovery Housing Capital Project in an amount not to exceed \$200,000.00 from Levy Reserves, dependent upon approval of the capital funding application by the Ohio Department of Mental Health and Addiction Services.
<b>Motion Made By:</b>	Nora Knople
<b>Seconded:</b>	Dorothy Ruffer

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

**No Opposition**

- **FY23 – FY24 Capital Funding Worksheet (Attachment I)**

- Ms. Cardone shared that Committee members discussed the fiscal year 23 to fiscal year 24 capital funding worksheet which is due to the state on April 16<sup>th</sup>. The committee discussed possible projects this funding could be used for, and it was decided to move forward with the submission of the capital funding worksheet for permanent supportive housing with a total funding request of \$500,000.00. The Board will be contacted by the state prior to moving forward with this application at which time the Board can discuss further and vote to approve the 50% match for the project.
- Ms. Cardone asked for a motion to approve the submission of the FY23 – FY24 Capital Funding worksheet as shown in Attachment I.

<b>MOTION:</b> <b>6</b>	To approve the submission of the FY23 – FY24 Capital Funding worksheet as shown in Attachment I.
<b>Motion Made By:</b>	Ben Chaffee, Jr.
<b>Seconded:</b>	Steve Barnes

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

**No Opposition**

<b>MOTION:</b> 7	To approve the March 8, 2021 Program Committee meeting minutes as sent on March 9, 2021.				
<b>Motion Made By:</b>	Steve Barnes	<b>Seconded:</b>	Ben		

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

**No Opposition**

- **FINANCE COMMITTEE REPORT**

- **Levy Reserves**

- Ms. Hivnor stated that per the Board’s policy, annually the Board is required to review and approve a minimum and maximum reserve fund balance. The policy states that the Board shall maintain in reserves no less than 6 months of operating expenses and no more than 12 months of operating expenses. Ms. Cardone reminded committee members that the Board is currently contracting for \$500,000.00 more than what the Board is bringing in. This will be addressed in more detail next month when the Board discusses contracting for next fiscal year with the goal of reducing the amount of funding being spent out of levy reserves so reserves may be used for specific projects as identified in the Board’s strategic plan.
- By the end of fiscal year 2021, the Board is expected to have a levy reserve balance of approximately \$2,334,216.21. The Board’s annual expenses for calendar year 2020 were \$2,367,505.66 and the Board has approved \$325,000.00 in capital funding matches which will come from the reserve fund balance. It is recommended the Board approve to maintain \$2,334,216.21 in reserves for fiscal year 2021 to ensure the continuation of services while also addressing the Board’s fiscal responsibility required to maintain service stability in the future years.
- Ms. Hivnor asked for a motion to approve a minimum reserve fund balance of \$1,167,108.10 and a maximum reserve fund balance of \$2,334,216.21.



<b>MOTION:</b> <b>8</b>	To approve a minimum reserve fund balance of \$1,167,108.10 and a maximum reserve fund balance of \$2,334,216.21.		
<b>Motion Made By:</b>	Rob Duncan	<b>Seconded:</b>	Mike White

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

**No Opposition**

- **MLB Grant Application**

- Ms. Hivnor stated that Board staff would like to apply for the Major League Baseball Healthy Relationships Community Grant which can be used for supporting programs that build and improve mental health resiliency among vulnerable populations, improving relationship skills of the next generation, as well as programs designed to strengthen and provide critical services to survivors of domestic violence today. Board staff would be applying for the maximum allowable amount of \$50,000.00. The committee was in support of Board staff applying for the MLB grant.
- Ms. Hivnor asked for a motion to authorize the Executive Director to apply for the Major League Baseball Healthy Relationships grant in the amount of \$50,000.00.

<b>MOTION:</b> <b>9</b>	To authorize the Executive Director to apply for the Major League Baseball Healthy Relationships grant in the amount of \$50,000.00.		
<b>Motion Made By:</b>	Julie Landoll	<b>Seconded:</b>	Dorothy Ruffer

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

**No Opposition**

- **February 2021 Financial Report (Attachment II)**

<b>MOTION:</b> <b>10</b>	To approve the February 2021 Financial Report through February 28, 2021 as included in Attachment II.		
<b>Motion Made By:</b>	Ben Chaffee, Jr.	<b>Seconded:</b>	Steve Barnes

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

**No Opposition**

- **February 2021 List of Bills (Attachment III)**

<b>MOTION: 11</b>	To approve the February 2021 List of Bills through February 28, 2021 as included in Attachment III.				
<b>Motion Made By:</b>	Dorothy Ruffer	<b>Seconded:</b>	Mike White		

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

**No Opposition**

<b>MOTION: 12</b>	To approve the March 9, 2021 Finance Committee meeting minutes as sent on March 11, 2021.				
<b>Motion Made By:</b>	Nora Knople	<b>Seconded:</b>	Rob Duncan		

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

**No Opposition**

**VIII. OLD BUSINESS**

- **State Opioid Response (SOR) funding application**
  - Ms. Cardone shared that the Board recently approved to submit an application for State Opioid Response Innovation for Integrated Behavioral Health Systems Funding, however, at that time the amount of funding that would be requested was unknown. After discussions with a variety of organizations regarding needs in the community, Ms. Cardone had shared at committee meetings a break down of the funding request. The total amount of funding requested is \$483,209.88.

Ms. Cardone asked for a motion to approve this amount of funding to be requested in the Board’s application.

<b>MOTION: 13</b>	To approve application for State Opioid Response Innovation for Integrated Behavioral Health Systems Funding in the amount of \$483,209.88.		
<b>Motion Made By:</b>	Steve Barnes	<b>Seconded:</b>	Dorothy Ruffer

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

**No Opposition**

**IX. MEETING DISCUSSION/NEW BUSINESS**

- Mr. Ben Chaffee, Jr. shared that local superintendents recently met with Mr. Tim Hollinger with Huron County Public Health (HCPH) and together they would like to implement ways to engage students who are not as engaged. Mr. Chaffee, Jr. shared that as a result of the conversation it was determined that Spring athletics in some schools are down 50%. The reasons for the lack of engagement is unknown at this time. Mr. Chaffee, Jr. shared that there were discussions on possibly MHAS assisting HCPH to help increase engagement and help put some type of outreach most likely via social media.
  - Ms. Hivnor stated she would be in full support of MHAS collaborating with HCPH and the schools.
  - Ms. Chieda agreed that this is a good opportunity for connections to be made.
  - Ms. Hivnor asked if Mr. Hollinger had any ideas. Mr. Chaffee, Jr. stated Mr. Hollinger was going to reach out to MHAS to see what they could offer.
  - Ms. Cardone will reach out to Mr. Hollinger to discuss ideas and future plans. Ms. Cardone will reach out to the state as well to see if they have established anything to re-engage students. Ms. Cardone added an outreach to both students and parents could be beneficial to increase engagement.

**X. ADJOURNMENT**

<b>MOTION: 14</b>	To adjourn the March 16 <sup>th</sup> , 2021 Huron County Board of Mental Health and Addiction Services Board meeting.		
<b>Motion Made By:</b>	Rob Duncan	<b>Seconded:</b>	Laura M. Wheeler

1	Katie Chieda	4	Ben Chaffee, Jr.	9	Rob Duncan
2	Lisa Hivnor	5	Julie Landoll	10	Silvia Hernandez
3	Steve Barnes	6	Dorothy Ruffer	11	Tom Sharpnack

	Lenora Minor-Excused	7	Mike White	12	Nora Knople
	Amber Boldman-Absent	8	Laura M. Wheeler		

**No Opposition**

The March 16, 2021 meeting of the Board adjourned at \_7:01\_\_\_\_p.m.

Attachment I

Ohio Mental Health & Addiction Services (OhioMHAS)
Community Capital
PROJECT WORK SHEET for (check one): [ ]FY21-22 [x]FY23-24

(Each project uses a separate worksheet)

- 1. Board Name: Huron County Board of Mental Health and Addiction Services
2. Board Contact Person Kristen Cardone
E-Mail director@huroncountymhas.org
Phone 419-681-6268
3. ADAMH Board has designated this project as priority # 1 of 1 projects. (For the indicated biennium)

4. Type of project (check all that apply):

- [x] Permanent Supportive Housing with Supportive Services Available # of unit(s) 8 # persons/unit(s) 1
[ ] Permanent Supportive Housing with Supportive Services on site # of unit(s) # persons/unit(s)
[ ] Recovery Housing Level # of beds # persons/bedroom
[ ] Community Residence (not a standard lease) # of unit(s) # persons/unit(s)
[ ] Consumer Operated Recovery Center # served per year
[ ] Residential Facility MH - Adults # of beds # persons served/per year
[ ] Residential Facility AOD - Adults # of beds # persons served/per year
[ ] Residential Facility - Children/Youth # of beds # persons served/per year
[ ] Program Space: Mental Health Center # served per year
[ ] Program Space: AOD # served per year
[ ] Program Space: Vocational # served per year
[ ] Program Space: Crisis # served per year
[ ] Program Space: Children's Service Agency # served per year

Demographic to be served:

- [ ] Children
[x] Adults
[ ] Families
[ ] Transition Aged Youth

- 5. Proposed Owner of Property and Project (the Applicant): Huron County Board of Mental Health and Addiction Services
6. Proposed Service Provider(s): TBD based on RFP which will be released upon approval of capital funding application

7. Project Description:

- [ ] New Construction
[x] Purchase/Renovation
[ ] Addition to Existing

Estimated Project Cost:

Purchase Cost \$ 250,000
Construction \$ 150,000
Miscellaneous \$

<input type="checkbox"/> Renovation only	Equip./Furnish	\$ 100,000
<input type="checkbox"/> Purchase only	Architect	\$
	Fees	\$
	<b>Total Cost</b>	<b>\$ 500,000</b>

**8. Funding for Capital Project:**

- a. OhioMHAS Assistance Requested (up to 50% of total cost up to a maximum of \$500,000) \$ 250,000
- b. Amount of Non-OhioMHAS Funds (minimum of 50% of total cost): \$ 250,000

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

- Applicant Contribution - Amount 250,000
- Ohio Housing Finance Agency - Amount

(describe):

- Federal Home Loan Bank - Amount
- Community Foundation - Amount
- HOME Funds - Amount
- ADAMH Board Funds - Amount
- Other (describe) : - Amount
- Other (describe): - Amount

d. Source(s) of Operating Costs: select all that apply

- CoC or HUD Funds
- SHP or HCRP Funds
- ADAMH Board Funds
- Other (describe): rent
- Other (describe):
- Other (describe):
- Other (describe) :

e. Annual Total Operating Costs: \$

**9. Has Non-OhioMHAS funding already been awarded?**  Yes  No

If yes, describe funding source and when project was awarded:

If no, describe when funding will be applied, include award notification dates, etc.:

Funding will be awarded once notified by the state that project worksheet is being considered for funding.

**10. How did consumers, family members and providers participate in the planning of this project?**

This project was identified as a need based on the number of homeless individuals in Huron County who present with a history of mental health and/or substance use needs. HCBMHAS has been participating in Huron County Housing Committee meetings over the last year to discuss this need and brainstorm solutions. As a result of these discussions, it was determined that current housing providers in the county are not willing to expand services to meet the identified need. For this reason, HCBMHAS, in collaboration with other local organizations, intend to implement Permanent Supportive Housing for homeless individuals in Huron County.

**11. Describe how this project will fill a gap in the local continuum of care:**

HCBMHAS and other local organizations receive multiple phone calls monthly from individuals seeking stable, supportive housing or from local residents reporting homeless individuals who are in need of housing. Many local organizations refer these individuals to HCBMHAS because they present with a history of substance use and/or mental health needs, however, supportive housing is not currently available in Huron County to assist these individuals. By implementing Permanent Supportive Housing, homeless individuals will have an opportunity to

access safe and stable housing while being connected to local supports and services to assist them in meeting their basic and behavioral health needs and becoming productive members of society.

**12. Can the project be completed by March 2022?**  Yes  No

Upon notification from the state regarding consideration of the proposed project, HCBMHAS will create a Property Search Committee to identify locations that would be appropriate for this project. Once the location is identified and funding is approved, HCBMHAS will move forward with the purchase of the property, begin required renovations, and will release an RFP for operations.

**13. Provide description (no more than one page single spaced, at least font size 10) of the proposed Capital Project. In addition to the type of project, the description should indicate the targeted population/sub-population (e.g., persons with severe mental illness who are homeless, homeless veterans, criminal justice, transition-aged youth, persons recovering from addiction), service/services to be provided, and should address the roles of key players to the project.**

Huron County has seen a significant increase in the number of individuals struggling with homelessness over the past few years and unfortunately our county currently does not have the resources to meet the need. The HCBMHAS Permanent Supportive Housing Project will exist to assist to offer housing to homeless individuals in Huron County who present with a history of mental health and/or substance use needs. The goal of this project is to offer safe and stable housing to homeless individuals in an effort to support them in accessing needed resources to become productive members of society and reduce the number of individuals struggling with homelessness.

Some of the services to be provided include but will not be limited to:

Access to basic needs such as food, water, clothing, and shelter

Access to transportation

Assistance with employment

Assistance with employment resources such as resume writing

Access to Medicaid (if needed)

Access to mental health and addiction treatment services

Access to recovery supports for both mental health and addiction

The projected key partners for this project include but will not be limited to the Norwalk Area United Fund, Huron County Department of Job and Family Services, local treatment providers, local Salvation Army, Norwalk Food Bank, the local non-food bank, local clothing bank, local faith-based organizations, etc.

Once the location is secured and the funds have been awarded, HCBMHAS will release an RFP to identify the organization that will oversee the operations of the house. HCBMHAS will work closely with the organization identified to operate the house to ensure proper policies and procedures are implemented, necessary services and supports are in place and accessible, and future residents thrive. HCBMHAS will communicate and collaborate with local key partners (identified above) to provide the necessary services and/or access to services for residents at the house.

## Attachment II

Calendar Year 2021 Receipts and Cash Journal							
February 2021							
	Account Number	Description	Accumulated From	Current Month's	Accumulated	% of Anticipated	Anticipated
			Previous Report	Report	Year-to-Date	Revenue	CY Revenue
<b>FEDERAL FUNDS</b>							
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	0.00	10,576.00	10,576.00	15.7%	67,304.00
ADTR Block Grant	100.100.10122	Fed AOD	0.00	47,423.00	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	0.00	21,129.96	21,129.96	13.5%	156,527.00
<b>STATE FUNDS</b>							
MH Subsidy	100.100.10121	State MH	59,336.00	173,492.25	232,828.25	25.6%	909,131.00
Recovery Housing	100.100.10123	State AOD	0.00	22,950.00	22,950.00	50.0%	45,900.00
AOD Subsidy	100.100.10127	State AOD	0.00	19,044.00	19,044.00	25.0%	76,176.00
State Grants	100.100.10166	State MH & Aod	0.00	0.00	0.00	0.0%	104,393.00
<b>LOCAL FUNDS</b>							
Real Estate Tax	100.100.10100	Huron Levy	0.00	0.00	0.00	0.0%	525,000.00
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	3,000.00
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	0.00	0.00	0.00	0.0%	18,000.00
Other Receipts	100.100.10170	Other Receipts	2,711.37	319.98	3,031.35	4.0%	75,000.00
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	0.0%	10,000.00
<b>TOTAL RECEIPTS:</b>			<b>\$ 70,716.37</b>	<b>\$ 294,935.19</b>	<b>\$ 365,651.56</b>	<b>16.5%</b>	<b>2,220,408.00</b>
<b>CASH JOURNAL</b>							
<b>RECONCILIATION</b>							
Beginning Cash Balance:			\$ 3,530,876.62				
Plus: Receipts			294,935.19				
Equals: Total Balance			\$ 3,825,811.81				
Minus: Expenditures			(96,377.04)				
Equals: Ending Balance			\$ 3,729,434.77				
Minus: Encumbrances			(1,585,214.06)				
Equals:			\$ 2,144,220.71				



Feb-21	EXPENDITURES					
LINE ITEM ACCOUNT	CURRENT MONTH EXPENDITURES	YEAR-TO-DATE EXPENDITURES	YEAR-TO-DATE PERCENTAGE	* OUTSTANDING ENCUMBRANCES	BUDGETED APPROPRIATION	UNENCUMBERED BALANCE
SALARIES	10,038.40	20,076.80	11.9%	0.00	168,491.00	148,414.20
100.100.00125						
SUPPLIES	318.82	513.47	3.4%	14,736.53	15,250.00	0.00
100.100.00175						
EQUIPMENT	0.00	0.00	0.0%	0.00	2,000.00	2,000.00
100.100.00200						
CONTRACT REPAIRS	80,946.24	334,458.69	17.2%	1,515,541.31	1,947,833.00	97,833.00
100.100.00275						
RESIDENTIAL PROGRAM	0.00	0.00	#DIV/0!	0.00	0.00	0.00
100.100.00280						
TRAVEL	-31.74	1,350.82	21.1%	5,049.18	6,400.00	0.00
100.100.00300						
O.P.E.R.S.	2,108.04	3,513.40	8.7%	0.00	40,438.00	36,924.60
100.100.00400						
WORKERS' COMP	0.00	0.00	0.0%	0.00	3,202.00	3,202.00
100.100.00425						
UNEMPLOYMENT	0.00	0.00	#DIV/0!	0.00	0.00	0.00
100.100.00450						
MEDICARE	140.92	281.84	11.5%	0.00	2,444.00	2,162.16
100.100.00460						
OTHER EXPENSES	312.96	612.96	1.2%	49,887.04	50,500.00	0.00
100.100.00475						
HOSPITALIZATION	2,543.40	5,086.80	14.1%	0.00	36,000.00	30,913.20
100.100.00500						
<b>TOTAL:</b>	<b>96,377.04</b>	<b>365,894.78</b>	<b>16.1%</b>	<b>1,585,214.06</b>	<b>2,272,558.00</b>	<b>321,449.16</b>

## Attachment III

### Huron County Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500

From: 2/1/2021 to 2/28/2021

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
<b>100.100.00125 Salaries</b>						
PR2021020001-072	02/05/2021	Gross: 2021.02.05 Payroll			\$5,019.20	\$0.00
PR2021020005-057	02/19/2021	Gross: 2021.02.19 Payroll			\$5,019.20	\$0.00
100.100.00125 Total:					\$10,038.40	\$0.00
<b>100.100.00175 Supplies</b>						
EJ2021020003-107	02/03/2021	Kraft bags from 311069 - 2021.	CK0000404302-01	PO2021-00091 Amazon Capital Services	21-0054 11D9-3XJ	\$106.95 \$0.00
EJ2021020003-111	02/03/2021	Copy paper from 311069 - 202	CK0000404303-01	PO2021-00091 Roesch Associates Inc	21-0064 Inv A8751	\$48.90 \$0.00
EJ2021020018-021	02/10/2021	Postage Reimbursement from	CK0000404477-01	PO2021-00091 Ashley Morrow	21-0077	\$27.60 \$0.00
EJ2021020018-059	02/10/2021	Post it notes sign here stickers	CK0000404476-01	PO2021-00091 Amazon Capital Services	21-0067 1RPJ-6PY	\$97.55 \$0.00
EJ2021020006-175	02/24/2021	Office Signage from 312339 - 2	CK0000404874-01	PO2021-00091 Amazon Capital Services	21-0085 Inv 1V1L-	\$37.82 \$0.00
100.100.00175 Total:					\$318.82	\$0.00
<b>100.100.00275 Contract Repairs</b>						
EJ2021020003-003	02/03/2021	Jan 21 IT Services from 31106	CK0000404310-01	PO2021-00093 Rzylynt LLC	21-0065 Inv 1403	\$265.00 \$0.00
EJ2021020003-019	02/03/2021	012721 Driveway and parking l	CK0000404308-01	PO2021-00093 Firelands Lawn & Landscape I	21-0056 Inv SNO	\$55.00 \$0.00
EJ2021020003-031	02/03/2021	LEVY Nov 20 Shared Funding f	CK0000404305-01	PO2021-00093 Huron County Board of DD	21-0069	\$597.60 \$0.00
EJ2021020003-071	02/03/2021	Sidewalk salting from 311069 -	CK0000404306-01	PO2021-00093 Neil Hansberger	21-0061	\$60.00 \$0.00
EJ2021020003-109	02/03/2021	123020-012721 Electric Servic	CK0000404307-01	PO2021-00093 Ohio Edison	21-0062	\$195.19 \$0.00
EJ2021020003-115	02/03/2021	GRF 421 AOD GOSH 012621 f	CK0000204072-01	PO2021-00093 Family Life Counseling and Ps	21-0057 GOSH 01	\$1,123.84 \$0.00
EJ2021020003-117	02/03/2021	LEVY July 20 Support Line Ser	CK0000204072-01	PO2021-00093 Family Life Counseling and Ps	21-0058 Inv 07 HC	\$7,970.00 \$0.00
EJ2021020003-119	02/03/2021	GRF 421 MH GOSH 012621 f	CK0000204072-01	PO2021-00093 Family Life Counseling and Ps	21-0057 GOSH 01	\$1,839.90 \$0.00
EJ2021020003-127	02/03/2021	LEVY Nov-Dec 20 Wraparound	CK0000404304-01	PO2021-00093 Huron County Family & Childr	21-0055	\$3,945.00 \$0.00
EJ2021020003-129	02/03/2021	LEVY Sept-Dec 20 Services fro	CK0000204073-01	PO2021-00093 Reach Our Youth (ROY) Inc	21-0063	\$6,159.60 \$0.00
EJ2021020003-223	02/03/2021	011621-021521 Phone & Intern	CK0000404309-01	PO2021-00093 Time Warner Cable Northeast	21-0066 Inv 31482	\$176.96 \$0.00
EJ2021020003-263	02/03/2021	LEVY Nov-Dec 20 Peer Suppor	CK0000204077-01	PO2021-00093 Lets Get Real Inc	21-0060	\$15,555.00 \$0.00
EJ2021020018-023	02/10/2021	Jan 21 Cell Phone Reimburse	CK0000404477-01	PO2021-00093 Ashley Morrow	21-0077	\$60.00 \$0.00
EJ2021020018-031	02/10/2021	Salt sidewalks from 311451 - 20	CK0000404479-01	PO2021-00093 Neil Hansberger	21-0075	\$30.00 \$0.00
EJ2021020018-037	02/10/2021	SAPT TX GOSH 020121 from	CK0000204084-01	PO2021-00093 Ortana House Inc	21-0076 GOSH 02	\$2,424.04 \$0.00
EJ2021020018-039	02/10/2021	GOSH software license renewa	CK0000404481-01	PO2021-00093 Geisler IT Services LLC	21-0073 Inv 7	\$2,500.00 \$0.00
EJ2021020018-065	02/10/2021	Jan 21 Cell Phone & Zoom Rel	CK0000404478-01	PO2021-00093 Kristen Cardone	21-0078	\$74.99 \$0.00
EJ2021020018-093	02/10/2021	Snow removal & salt from 3114	CK0000404482-01	PO2021-00093 Firelands Lawn & Landscape I	21-0070 Inv SNOW	\$314.00 \$0.00
EJ2021020018-151	02/10/2021	LEVY Dec 20 Shared Funding	CK0000404452-01	PO2020-00157 Huron County Board of DD	21-0075	\$597.60 \$0.00
EJ2021020018-169	02/10/2021	GRF 421 MH Inpatient from 31	CK0000404480-01	PO2021-00093 Firelands Counseling & Recov	21-0069 Inv 1729	\$9,224.34 \$0.00
EJ2021020018-203	02/10/2021	010121-012121 Water Service	CK0000204093-01	PO2021-00093 City of Norwalk	21-0068 ACCT E0	\$10.73 \$0.00
EJ2021020018-205	02/10/2021	122120-123120 Water Service	CK0000204093-01	PO2020-00157 City of Norwalk	21-0068 ACCT E0	\$5.62 \$0.00
EJ2021020018-207	02/10/2021	SOR Inv 1010 from 311451 - 2	CK0000204094-01	PO2021-00093 Family Life Counseling and Ps	21-0072 INV 1010	\$2,700.00 \$0.00
EJ2021020018-209	02/10/2021	GRF421 MH GOSH 020121 fro	CK0000204094-01	PO2021-00093 Family Life Counseling and Ps	21-0071 GOSH 02	\$754.46 \$0.00
EJ2021020018-211	02/10/2021	GRF421 AOD GOSH 020121 f	CK0000204094-01	PO2021-00093 Family Life Counseling and Ps	21-0071 GOSH 02	\$1,194.93 \$0.00

## Expense Audit Trail Report

From: 2/1/2021 to 2/28/2021

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount	
EJ2021020058-003	02/19/2021	LEVY Shared Funding for Dods	CK0000404694-01	PO2021-00093 Huron County Board of DD	21-0082	\$616.80	\$0.00
EJ2021020058-027	02/19/2021	GRF 421 MH GOSH 020921 fr	CK0000204167-01	PO2021-00093 Family Life Counseling and Ps	21-0081 GOSH 02	\$271.12	\$0.00
EJ2021020058-029	02/19/2021	GRF 421 AOD GOSH 020921 f	CK0000204167-01	PO2021-00093 Family Life Counseling and Ps	21-0081 GOSH 02	\$364.47	\$0.00
EJ2021020058-033	02/19/2021	Snow removal & salt from 3118	CK0000404696-01	PO2021-00093 Firelands Lawn & Landscape I	21-0080 Inv SNO	\$205.00	\$0.00
EJ2021020058-035	02/19/2021	LEVY Jan 21 Age Exchange S	CK0000204169-01	PO2021-00093 Senior Enrichment Services	21-0079 Inv 13120	\$3,663.91	\$0.00
EJ2021020058-039	02/19/2021	030121-033121 Cloud Services	CK0000404693-01	PO2021-00093 Mitei	21-0083 Inv 35678	\$199.13	\$0.00
EJ2021020058-137	02/19/2021	012421-022421 Copier Lease	CK0000404695-01	PO2021-00093 US Bank Equipment Finance	21-0084 Inv 43480	\$215.80	\$0.00
EJ2021020066-003	02/24/2021	LEVY Dec 20 Recovery Housin	CK0000404876-01	PO2021-00093 Columbia Gas of Ohio	21-0087 Acct 2070	\$138.86	\$0.00
EJ2021020066-015	02/24/2021	ATP Services from 312339 - 20	CK0000404877-01	PO2021-00093 Firelands Counseling & Recov	21-0089 Inv 1743	\$1,187.27	\$0.00
EJ2021020066-111	02/24/2021	021421-031321 MIP Program f	CK0000404875-01	PO2021-00093 FTG of Greater Ohio LLC	21-0094 Inv 28763	\$218.90	\$0.00
EJ2021020066-131	02/24/2021	LEVY Dec 20 Recovery Housin	CK0000204241-01	PO2021-00093 Catholic Charities Diocese of	21-0086	\$3,906.25	\$0.00
EJ2021020066-139	02/24/2021	LEVY Prevention Services-Stu	CK0000204242-01	PO2021-00093 Norwalk Economic Developm	21-0095 Inv 1554	\$5,895.00	\$0.00
EJ2021020066-147	02/24/2021	GRF 421 AOD GOSH 021621 f	CK0000204244-01	PO2021-00093 Family Life Counseling and Ps	21-0092 GOSH 02	\$1,075.96	\$0.00
EJ2021020066-149	02/24/2021	GRF 421 MH GOSH 021621 fr	CK0000204244-01	PO2021-00093 Family Life Counseling and Ps	21-0092 GOSH 02	\$311.63	\$0.00
EJ2021020066-151	02/24/2021	SOR Inv 1014 from 312339 - 2	CK0000204244-01	PO2021-00093 Family Life Counseling and Ps	21-0093 Inv 1014	\$2,049.18	\$0.00
EJ2021020066-155	02/24/2021	Trash Service from 312339 - 2	CK0000404879-01	PO2021-00093 Cyclone Services Inc	21-0088 Inv 76999	\$110.00	\$0.00
EJ2021020066-165	02/24/2021	SAPT TX GOSH 021621 from	CK0000204247-01	PO2021-00093 Orland House Inc	21-0096 GOSH 02	\$2,484.08	\$0.00
EJ2021020066-171	02/24/2021	IDAT Services from 312339 - 2	CK0000404878-01	PO2021-00093 Firelands Counseling & Recov	21-0090 Inv 1748	\$198.08	\$0.00
100.100.00275 Total:						\$80,946.24	\$0.00
<b>100.100.00300 Travel</b>							
EJ2021020015-002	02/05/2021	Void Pmt for Inv 21-0027 Ln 20	CK0000403521-01	PO2020-00158 David Light	21-0027	\$0.00	\$31.74
100.100.00300 Total:						\$0.00	\$31.74
<b>100.100.00400 OPERS</b>							
EJ2021020022-657	02/17/2021	Matching for OPERS 2129-08 (	CK0000020113-59	O.P.E.R.S.	Inv_125879	\$441.50	\$0.00
EJ2021020022-953	02/17/2021	Matching for OPERS 2129-08 (	CK0000020113-358	O.P.E.R.S.	Inv_126983	\$261.18	\$0.00
EJ2021020022-2421	02/17/2021	Matching for OPERS 2129-08 (	CK0000020113-255	O.P.E.R.S.	Inv_126983	\$441.50	\$0.00
EJ2021020022-3471	02/17/2021	Matching for OPERS 2129-08 (	CK0000020113-49	O.P.E.R.S.	Inv_125879	\$261.18	\$0.00
EJ2021020022-3715	02/17/2021	Matching for OPERS 2129-08 (	CK0000020113-49	O.P.E.R.S.	Inv_127766	\$702.68	\$0.00
100.100.00400 Total:						\$2,108.04	\$0.00
<b>100.100.00460 Medicare</b>							
EJ2021020014-075	02/08/2021	Matching for Medicare (Match	CK0000020110-58	Civista Bank-Payroll Taxes	Inv_127762	\$70.46	\$0.00
EJ2021020063-047	02/22/2021	Matching for Medicare (Match	CK0000020114-45	Civista Bank-Payroll Taxes	Inv_128691	\$70.46	\$0.00
100.100.00460 Total:						\$140.92	\$0.00
<b>100.100.00475 Other Expenses</b>							
EJ2021020018-025	02/10/2021	Promo Bags & Candy for Scho	CK0000404477-01	PO2021-00092 Ashley Morrow	21-0077	\$61.24	\$0.00
EJ2021020018-063	02/10/2021	Promo mugs for Natl School C	CK0000404478-01	PO2021-00092 Kristen Cardone	21-0078	\$251.72	\$0.00
100.100.00475 Total:						\$312.96	\$0.00
<b>100.100.00500 Hospitalization</b>							
EJ2021020004-047	02/03/2021	Deduction: Hartford Life Insura	CK0000404331-307	The Hartford	Inv_126989	\$1.67	\$0.00
EJ2021020004-569	02/03/2021	Deduction: Hartford Life Insura	CK0000404331-419	The Hartford	Inv_126989	\$1.67	\$0.00
EJ2021020065-041	02/22/2021	Health Insurance-February fro	CK0000404852-01	Huron County Treasurer	February	\$2,540.06	\$0.00

Expense Audit Trail Report  
From: 2/1/2021 to 2/28/2021

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
100.100.00500 Total:					\$2,543.40	\$0.00
Mental Health Totals:					\$96,408.78	\$31.74
Fund: 100 Total:					\$96,408.78	\$31.74
<b>Grand Total:</b>					\$96,408.78	\$31.74