

Program Committee Meeting

Meeting date: Monday, October 21, 2024

Meeting time: 5:00pm-5:51pm

Meeting location: 2 Oak Street, Norwalk

Recorder: Cari Williamson

Committee Members Present:

	Katie Chieda - Excused		Lenora Minor, Board Chair-Excused
	Amber Striker, Committee Chair	X	Laura M. Wheeler
X	David Whitt	X	Nora Knople, Committee Vice Chair
X	Erin Bohne		

Board Staff Present:

X	Kristen Cardone, Executive Director		Ashley Morrow, Community Engagement & Resource Manager
X	Cari Williamson, Office & Fiscal Manager		

Unfinished business/updates:

- October Meeting
 - Tuesday, October 29, 2024, 6:00pm at Huron County DJFS, 185 Shady Lane Dr, Norwalk.
 - Presentations:
 - Huron County Juvenile & Probate Court will be presenting. They run the Huron County Family Dependency Court, which had two individuals graduate this past month.
 - New Board member
 - Ms. Pam Nelson has been appointed by OhioMHAS to fill the open board seat. She works for Mercy Health in Willard and was selected by Mercy's CEO and Ms. Julie Landoll.
 - Ms. Nelson will need a mentor. Let Ms. Cardone know if anyone is interested in mentoring.
 - Committee members had no further questions or concerns about the October meeting.
- Driveway update
 - Ms. Cardone shared the Board office driveway is completed.
 - Quality-1 Concrete did a great job pouring the concrete, the owner, Mr. Anthony Daniels, did a lot of the work himself, which took a little longer than anticipated.
 - Tekseal Asphalt & Pavement provided striping for the driveway. Mr. Brett Jones, the owner, reached out and offered this service free of charge.
 - The board members suggested thanking the companies.
 - Committee members had no further questions or concerns about the driveway.
- Hope 419 update
 - Ms. Cardone shared that the Board received Hope 419's contract back from the Board's Legal Counsel, Mr. Randal Strickler. The contract was forwarded to Hope 419 for them to review and sign. After they reviewed the contract, they contacted Ms. Cardone informing her they do not have the capacity to meet the requirements of the contract. They thanked the Board for the

grateful offer and their willingness to offer funding but at this time cannot commit to the contract.

- Committee members had no further questions or concerns about Hope 419.
- Prevention update
 - Ms. Cardone shared that two weeks ago, Huron County Public Health hired a new prevention coordinator, Ms. Gracyn Shupp, one of the Board's prior interns. Ms. Shupp is from this community, she knows a lot about Huron County already and is more in touch with the youth she will be serving.
 - Ms. Cardone shared that the finance committee members will be discussing a potential motion to approve a contract for Huron County Public Health utilizing the Drug Free Communities grant. It is still unclear if Huron County Public Health will be taking over this grant. The plan was once the third year of funding was approved then they would begin the processing of transferring the grant from MHAS to HCPH. The grant does not have to be transferred, it is just continued added work to board staff to keep it.
 - Committee members had no further questions or concerns about the prevention update.
- Levy Committee
 - Motion: To put on the ballot a replacement of .5 mill with an increase of .5 mill and request that the prosecutors' office prepare necessary legislation for that.
 - Ms. Cardone reviewed the levy timeline and process. She shared that the levy committee determined the above requested amount by reviewing what the anticipated amount is needed for agencies over the next ten years. Mr. Strickler will be handling the timeline process steps going forward.
 - According to the Levy Timeline/Process document, step one of the levy timeline is that the Taxing Authority (County Commissioners) must pass a resolution declaring the need for a levy in the amount requested. The resolution must be certified by the County Auditor. Step two of the timeline is that the County Auditor must issue the requested certification to the Taxing Authority within 10 days of receiving the request. Step three of the timeline is after receiving the certification from the County Auditor, the Taxing Authority decides if the levy should be added to the ballot. Step four of the timeline is receiving a certified resolution from the Taxing Authority at least 90 days prior to the election.
 - Ms. Cardone shared that the reason increased funding is needed includes: cost of living adjustments for current contracted providers, the need to match Medicaid rate increases, funding for mobile crisis services, and additional services and supports to meet the needs of the community. The total collection amount for the proposed levy millage, with the replacement and increase, is \$1.37 million.
 - Ms. Cardone shared that upon the Board's approval of this motion Mr. Strickler will prepare the necessary paperwork to start the ballot process.
 - Ms. Cardone shared that the anticipated amount of a replacement and increase for the levy will cost taxpayers \$35 per year per \$100,000 home. If the levy fails in the spring the Board will go back on the ballot in the fall requesting a flat renewal with no increase.
 - Motion: To approve a budget for levy campaigning in an amount not to exceed \$20,000.00.
 - Ms. Cardone shared that at the beginning of the fiscal year the Board approved a budget for promotional items and levy campaigning was included in this amount. Separating this amount from regular board promo is to increase transparency on the amount budgeted to spend on the levy.
 - Levy Survey

- Ms. Cardone reminded committee members to complete the survey that was sent with the levy committee minutes. The survey is to identify what top questions should be included in various levy materials.
 - Ms. Cardone shared that the levy committee has been working on a document which will have talking points that break down questions that were identified as important to the levy. This document will be sent to everyone once it is completed.
 - Ms. Cardone shared that there will be a motion on the Board agenda to cancel the November Levy Committee meeting. There is nothing to discuss until next year.
- Postcards (Attachment I)
 - Ms. Cardone shared that to promote the upcoming levy, board staff and board members will be handwriting postcards to send out in the spring. Board members are asked to write a minimum of 250 postcards and board staff will be writing 5 postcards per day; the postcards must be completed by the end of March 2025. She shared three draft templates of what to write (see attachment I). The committee members suggested putting “Huron County” in front of Mental Health and Addiction Services levy. They favored the second and third options. Committee members will sign the postcards with their first name then volunteer Board member or resident of the county they reside in. The board staff will request the most updated list of registered voters from the Board of Elections to be used to print address labels to adhere to the postcards.
 - Ms. Cardone shared that MHAS boards are the only government agency that can use staff time and board resources for levy campaigning. Board staff intends to increase presentations, attend council meetings, attend school board meetings, and continue to attend various events throughout the county.
 - Ms. Cardone shared additionally, levy yard signs will be purchased, and board members will be asked to find ten people to post the signs. Also, approximately half of the billboard vinyl’s will be updated to reflect vote yes for the levy.
 - The committee members asked if large signs would be available to post in yards.
 - Yes, there will be larger signs ordered.
 - Ms. Nora Knople and Ms. Laura Wheeler volunteered to have large signs posted on their properties.
 - Board members suggested adding language to levy materials that reflects how much of an increase the levy will be per month, along with the total amount of \$35/year/\$100k house.
 - They suggested talking to Mr. Strickler about adding this to the wording of the ballot and to also being as transparent as possible on the ballot explaining what the funds will be used for.
- Committee members had no further questions or concerns about the Levy committee. They were in favor of adding the two motions to the board agenda.

Discussion Items:

- Policies
 - Ms. Cardone shared that the Board staff spent multiple days in late 2023 reviewing and updating the Board’s policies and procedures to reflect the updated Ohio Revised Code and to accurately reflect how the office is currently run. These policies and procedures were sent to Mr. Strickler to review in January 2024. Once Ms. Cardone did not hear back from him regarding the updates she then sent them to Ms. Lara Hozalski. Ms. Hozalski is the head of Human Resources for Huron county, and she is also an attorney. Ms. Hozalski has reviewed them and will have all of them returned by the end of this week. Then Ms. Cardone will send them to the Board members to review.

- Ms. Cardone shared that recently the Board member manual was updated, and manuals were created for the new Board members. This process is expensive and time consuming. In the past the Board has used Live Binder to have digital access to the manual, but then Board members requested hard copies. Ms. Cardone would like to go back to digitally accessible manuals to reduce the cost and save valuable time. Option 1: Live Binder, which is accessible via a website, and everyone would have their own access. This is set up like an actual binder with specific tabs. Option 2: Sharing a folder with the manual via Google Drive. Both options will have a document showing the most recent updates that were made to the manual.
 - The committee members were in favor of having a digital copy of the manual. Other options were providing a hard copy of the manual but adding all updates digitally. Also, calculating the cost of a hard copy and if a Board member wants one, they pay the cost.
- Committee members had no further questions or concerns about the electronic board books.

Attachment I

Draft templates for postcards:

Invest in Huron County mental health by voting YES for the Mental Health and Addiction Services Levy. Huron County needs these services now more than ever. Vote yes for you, your loved ones, your neighbors, and your community.

Mental health matters and so does your vote! Invest in the mental health of yourself, your loved ones, your neighbors and your community by voting YES for the Huron County Mental Health and Addiction Services levy.

Mental health services are needed now, more than ever. Invest in the mental health of yourself, your loved ones, your neighbors and your community by voting YES for the Huron County Mental Health and Addiction Services levy.