



HURON COUNTY BOARD OF MENTAL HEALTH AND ADDICTION SERVICES

2 Oak Street
Norwalk, Ohio 44857

Mission: Ensure access to mental health and addiction services and resources for prevention, treatment, and recovery supports while educating and advocating for all community members.

January 16, 2024 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/85196695706?from=addon>

Meeting ID: 851 9669 5706, Passcode: 562781

Time		Who
6:02 PM	Call to Order	Board Chair
	Approval of Board Minutes	
	Board Chair Report <ul style="list-style-type: none"> • Levy Committee 	Board Chair
	Guest Introductions & Public Comment	
	Presentation <ul style="list-style-type: none"> • Family Life Counseling • Hope 419 	
	Board Report	Ex. Director
	Committee Meeting Reports <ul style="list-style-type: none"> • Governance Committee <ul style="list-style-type: none"> ○ Strategic Plan ○ Onboarding Policy • Program Committee <ul style="list-style-type: none"> ○ Board Meeting Schedule ○ COSSAP ○ Animal House ○ Annual Report • Finance Committee <ul style="list-style-type: none"> ○ Levy Reserve Balance ○ Huron County Auditor Budget ○ Travel Exception ○ November 2023 Financial Report ○ November 2023 List of Bills ○ December 2023 Financial Report ○ December 2023 List of Bills 	

	Old Business	
	Meeting Discussion/New Business	
	Executive Session	
7:33 PM	Adjournment	Board Chair



January 16, 2024

I. CALL TO ORDER

Meeting called to order at 6:02 PM.

Board Members in attendance:

X	Katie Chieda	X	Ben Chaffee, Jr.	X	Erin Bohne
	Laura M. Wheeler 6:12pm	X	Julie Landoll	X	Silvia Hernandez
	Amber Boldman 6:04pm	X	Nora Knople	X	Tom Sharpnack
X	Lenora Minor	X	John Soisson	X	Sandy Hovest
X	Carol Anderson	X	Wendie Parsons-Nuhn		

Board Staff: Ashley Morrow, Kristen Cardone, Cari Williamson

II. APPROVAL OF BOARD MEETING MINUTES

- Mr. Ben Chaffee shared that the minutes from the November 21, 2023 Board meeting were sent to members on November 28, 2023.

MOTION:	To approve the November 21, 2023 meeting minutes of the Huron County Board of Mental Health and Addiction Services as sent on November 28, 2023.		
Motion Made By:	Erin Bohne	Seconded:	Nora Knople

No opposition

III. BOARD CHAIR REPORT

- Mr. Chaffee shared that in preparation for the Board's upcoming Levy, the Board will be forming a Levy Committee. The committee will meet monthly; however, the day and time have not been determined. If any Board members are interested in serving on the Levy Committee, please let Mr. Chaffee know.

MOTION:	To approve the formation of a Levy Committee.		
Motion Made By:	Carol Anderson	Seconded:	Sandy Hovest

No opposition

IV. GUEST INTRODUCTIONS & PUBLIC COMMENT

- Matt Roche, Norwalk Ohio News; Ashley Martinus, Family Life Counseling (presenting); Laura Miller, Firelands Counseling; Sue Wilson, Family Life Counseling (presenting); Melissa Hollada, Family Life Counseling (presenting); Sarah Doughty, Family Life Counseling (presenting); Johanna Wilson, Hope 419 (presenting); Stacy Carabin, Hope 419 (presenting); Brianna Raab, Hope 419 (presenting); Zoom: Derek Thomas, Oriana House, David Olds, Connection Recovery Services, Deanna England Oriana House. No one requested to address the Board outside of the presenters.

V. PRESENTATION

- Family Life Counseling
 - Ms. Sue Wilson works for Family Life Counseling as their Huron County site director. She loves working in the community and finding a need then meeting it. According to the handout provided, Family Life Counseling offers Adventure based groups and Adventure Therapy, MRSS, Catch My Breath (CMB), Unity Support Group, Arukah (“Restoration”) Family Therapy, IMPACT and Boundaries, Handle With Care, Adolescent Substance Use Treatment using Arukah, Mental Health Counseling, Substance Use Treatment, they support the Dependency court program of Huron County, Norwalk Municipal Drug Court Program, they are engaging with the new Ohio Start program, and Adolescent SUD program. They also provide recovery housing.
 - Ms. Sarah Doughty shared she is the director of two of the offices in Huron County - the children’s center and recently reopened Willard office. Her clients range from the ages 4-78 years old. She shared a success story with using Arukah program to work through her client’s grief. She shared the support of the MHAS Board has allowed this success story to happen.
 - Ms. Melissa Hollada shared she is the mental health director in Huron County. Currently, they only have four people on their waitlist. Family Life Counseling provides mental health assessments, and they work with adults, children, and couples. She helps create programs based on the community needs. Where there is a need they meet it. Their counselors work to build trust with their clients. The success story that she shared began while working with a person when they were in jail. As of today, they are clean, on appropriate medication, and close to being discharged. Their goal is to get back into the jail to be able to help more people.
 - Ms. Ashley Martinus shared she is the director of family therapy and part of the MRSS program. MRSS treats children where they are when a crisis happens. What is good about the program is working together with parents as this allows for a greater reach in helping the child. Her success story was a child in the MRSS program who shared that Family Life Counseling is the only agency that has helped her because they gave her specific things to do.
 - Ms. Wilson shared that in Huron County there are a total of nine program directors. She thanked the Board for all they do.
- Hope 419
 - Dr. Johanna Wilson, Nurse Practitioner Stacey Carabin and Physician’s Assistant Bree Raab presented for Hope 419. Dr. Wilson shared she is a native of the New London area who came back eight years ago to offer psychiatry and counseling. She purchased the first office in Mansfield in 2020. She opened the Norwalk office in 2021.
 - Her goal is to increase their presence in the Huron County community, something they have struggled with. She offers services that have not been easily accessible in this area such as Comprehensive ADHD Testing, Ketamine treatment for Treatment Resistant Depression, Integrative Psychiatry, and in Mansfield they offer TMS (Transcranial Magnetic Stimulation) for depression.
 - Their therapy team is developing. They take their time hiring, they want the right person. There is a new clinician starting who loves working with kids. Ms. Raab also enjoys working with youth. Their average new patient age is 18-32 years old.
 - They take Medicaid and their clients do not have to see their therapists for medication management. Their referral program is a web based self-referral. They believe a client

should take steps to make the appointment themselves, it allows them to be more committed to their process.

- They are trying to get their name out to the Huron County community and help more people. Their total number of new patients for 2023 was 82. She has put up billboards locally, taken folders to the local doctor's office, and been involved in community events. There have been referrals from family practice doctors and they have collaborated with other behavioral health agencies.
 - Ms. Doughty from Family Life said they refer clients there often but thought it was only for the youth. Now that she knows they see all ages they will be referring adult clients also.

VI. BOARD REPORT

- Ms. Cardone thanked the Board members for everything they do for the community. This is a volunteer Board so there is no compensation for the time put into serving on the MHAS Board. To show appreciation each Board member was given a thank you card and a tumbler.
- Ms. Cardone shared that she recently attended an open house for a mental health group home in Fostoria, The Terry Russell Home. Huron County was a part of making happen regionally with other Boards.
- Ms. Cardone reviewed the January 2024 Executive Director report, as shown in Attachment VIII.
 - Ms. Lenora Minor suggested adding 988 decals to all the Huron County vehicles used by Job and Family Services.
 - Ms. Cardone will work with Ms. Minor on size, placement, and colors.
 - Board members discussed potential additional placement of grocery bags.
 - Ms. Ashley Morrow shared that the locations of the grocery bags have been a trial run. The most successful locations have been Millers grocery store in Norwalk and Norwalk Public Library. There will be more locations added in the future.
 - Potential suggestions were all libraries and the hospital gift shops.

VII. COMMITTEE MEETING REPORTS

- **Governance Committee**

Ms. Julie Landoll shared that the Governance Committee met on Monday, December 4, 2023 at the Board's office.

- Strategic Plan
 - Ms. Landoll shared that annually, the Board is required to submit a Community Plan to OhioMHAS. Ms. Cardone recommended to Committee members that the Board merge its Strategic Plan with the Community Plan to streamline the Board's goals and objectives into one document. Ms. Cardone reviewed the changes and goals that have been added and the Committee was in support of adding a motion to the agenda to approve this change.

MOTION:	To approve and adopt the revised FY23-FY25 Strategic Plan as sent to Board members on January 11, 2024.		
Motion Made By:	John Soisson	Seconded:	Tom Sharpnack

No opposition

- Onboarding Policy (Attachment I)
 - Ms. Landoll shared that Ms. Cardone reviewed the revised Onboarding Policy with Committee members which may be found in Attachment I. The revision includes the addition of OhioMHAS' Strategic Plan and Annual Plan report, linking and connecting

new Board members with OhioMHAS. Committee members were in support of adding a motion to the agenda to approve and adopt the revised Onboarding Policy.

MOTION:	To approve and adopt the revised Onboarding Policy as shown in Attachment I.		
Motion Made By:	Sandy Hovest	Seconded:	Erin Bohne

No opposition

- Ms. Landoll shared that the minutes from the December 4, 2023 Governance Committee meeting were sent to Board members on December 7, 2023.

MOTION:	To approve the Governance Committee minutes as sent on December 7, 2023.		
Motion Made By:	Nora Knople	Seconded:	Lenora Minor

No opposition

- Program Committee**

Ms. Amber Boldman shared that the Program Committee met on Monday, January 8, 2024 at the Board’s office.

- Board Meeting Schedule (Attachment II)
 - Ms. Boldman shared that Huron County offices are closed on April 8, 2024 due to the eclipse. The Huron County Emergency Management Agency (EMA) anticipates many visitors because Huron County is in the direct line for optimal viewing of the eclipse. Because of this, the Board meeting schedule has been revised, pushing all April meetings back by one week.

MOTION:	To approve and adopt the revised Board Meeting Schedule as shown in Attachment II.		
Motion Made By:	Lenora Minor	Seconded:	Silvia Hernandez

No opposition

- COSSAP
 - Ms. Boldman shared that the Board recently received the budget for the third year of COSSAP (Comprehensive Opioid, Stimulant, and Substance Abuse Program) funding in partnership with the City of Mansfield. These funds are used for the Quick Response Team (QRT) and will be utilized to lease and pay insurance on a vehicle, pay for the peer supporter’s time to make QRT runs, and purchase resources that are distributed on QRT runs.

MOTION:	Authorize the Executive Director to enter into a Federal Fiscal Year 2024 contract with Let’s Get Real in the amount of \$27,000.00 utilizing COSSAP funding.		
Motion Made By:	Nora Knople	Seconded:	Julie Landoll

1	Katie Chieda		Ben Chaffee, Jr.	10	Erin Bohne
2	Laura M. Wheeler	6	Julie Landoll	11	Silvia Hernandez
3	Amber Boldman-No	7	Nora Knople	12	Tom Sharpnack - Abstain
4	Lenora Minor	8	John Soisson	13	Sandy Hovest
5	Carol Anderson	9	Wendie Parsons-Nuhn		

Yes: 11 No: 1 Abstain: 1

- Animal House

- Ms. Boldman shared that Animal House Sober Club is a recovery organization located in Bellevue. They hold recovery meetings seven days a week and offer numerous sober events throughout the year. Due to no fault of their own, their building has been condemned and they are seeking a new location. The Executive Director for the Seneca, Ottawa, Sandusky and Wyandot County Mental Health and Recovery Services Board reached out to Huron County and Erie County asking to help them fund a year and a half of rent for Animal House, allowing them time to get stable and back on their feet. The SOSW Board will hold the contract with Animal House and MHAS will contract with the SOSW Board for one third of the funding.
- Board members questioned how the amount was calculated, how many Huron County residents use this organization, where the new location is located, what their sustainability will be, what happens if the Board opposes this motion, do they have lease in hand, is it up to code, and what funding source will this money be coming out of.
 - The amount was calculated by dividing the total amount needed into the three Boards.
 - A Board member questioned why in three when there are four counties in Bellevue.
 - Another Board member shared that she looked up the number of residents in Bellevue and approximately 40% of them live in Huron County.
 - Recovery meetings, such as AA and NA, are anonymous which makes it impossible to calculate the number of Huron County residents using this organization.
 - There was not an exact location given for the future space, just that it is on the first floor and is a newer building.
 - The SOSW Board will be responsible for addressing sustainability as they will hold the contract with Animal House.
 - Erie County Board has already approved this motion, SOSW Board will be voting this week with their Executive Director confident they will approve the motion. If Huron County does not approve the motion, Animal House cannot move forward with the move. They do have the lease ready to be signed.
 - This funding will be taken out of the recovery house reimbursement.
- There is not a lot of presence in Bellevue. A barrier in the past with Animal House was that the Board does not contract with them so they cannot be promoted by the Board. Promoting them will be an added benefit and their resources will contain the Board’s information. There are people in the Bellevue area that rely on these recovery meetings and recovery support. The Board’s goal is to help as many people as possible.

MOTION:	Authorize the Executive Director to enter into a contract from January 1, 2024 – June 30, 2025 with the Mental Health and Recovery Services Board of Seneca, Ottawa, Sandusky and Wyandot Counties in the amount of \$7,200.00.		
Motion Made By:	Carol Anderson	Seconded:	Lenora Minor

13	Katie Chieda		Ben Chaffee, Jr.	4	Erin Bohne
12	Laura M. Wheeler - No	8	Julie Landoll	3	Silvia Hernandez
11	Amber Boldman - No	7	Nora Knople	2	Tom Sharpnack
10	Lenora Minor	6	John Soisson	1	Sandy Hovest
9	Carol Anderson	5	Wendie Parsons-Nuhn		

Yes: 11 No: 2 Abstain: 0

- Annual Report
 - Ms. Boldman shared that per the Ohio Revised Code Section 340, the Board is required to submit an annual report to OhioMHAS and the County Commissioners. Committee members reviewed and discussed the annual report which was sent to Board members on January 11, 2024. Upon approval, Ms. Cardone will send the report to OhioMHAS, the Huron County Commissioners, and Huron County’s State Representatives and Senators. The report will also be shared with the media and posted on the Board’s website.

MOTION:	To approve the State Fiscal Year 2023 Huron County MHAS Board Annual Report as sent to Board members on January 11, 2024.		
Motion Made By:	Lenora Minor	Seconded:	Laura Wheeler

No opposition

- Ms. Bolman shared that the minutes from the January 8, 2024 Program Committee meeting were sent to Board members on January 11, 2024.

MOTION:	To approve the Program Committee minutes as sent on January 11, 2024.		
Motion Made By:	Julie Landoll	Seconded:	Lenora Minor

No opposition

- **Finance Committee**

- Levy Reserve Balance
 - Mr. Tom Sharpnack shared that per the Board’s policies, every January the Board is required to review and approve the levy reserve balance. The levy reserve balance takes into consideration the last three years of expenditures to receive an approximate amount for a minimum of three months of expenses to a maximum of nine months of expenses. The current levy reserve balance for FY24 is \$1,015,204.19.

MOTION:	To approve a minimum reserve fund balance of \$883,416.00 and a maximum reserve fund balance \$2,650,248.00.		
Motion Made By:	Amber Boldman	Seconded:	John Soisson

No opposition

- Huron County Auditor Budget (Attachment III)
 - Mr. Sharpnack shared that the final calendar year 2024 budget for the Huron County Auditor’s office must be submitted by the end of January. Committee members reviewed and discussed the budget and were in support of adding a motion to the agenda to approve.

MOTION:	To approve the Calendar Year 2024 Annual Budget as shown in Attachment III.		
Motion Made By:	Laura Wheeler	Seconded:	Erin Bohne

No opposition

- Travel Exception
 - Mr. Sharpnack shared that recently Ms. Cardone was booking a flight for a conference and the airline would not allow tax exemption. Ms. Cardone contacted Mr. Randal L. Strickler, the Board’s legal counsel, for guidance, who recommended she request an exception from the Board to pay for, and submit for reimbursement, the flight taxes using

the Board's credit card. Ms. Cardone contacted the Board Chair, Mr. Ben Chaffee, and requested permission to move forward with the purchase as there was not time to request permission from the full Board prior to booking the flights. Mr. Chaffee granted the exception.

MOTION:	To grant a travel exception to the Executive Director, permitting her to pay, and submit for reimbursement, flight taxes of \$20.62 on the corporate card.		
Motion Made By:	Lenora Minor	Seconded:	Carol Anderson

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

Yes: 13 No: 0 Abstain: 0

- November 2023 Financial Report (Attachment IV)
 - Mr. Sharpnack shared that the Committee members reviewed and discussed the Board's November 2023 Financial Report as shown in Attachment IV. A summary of the report is as follows:
 - Revenues: \$441,822.83
 - Expenditures: \$212,897.87
 - Cash Balance: \$3,146,345.05
 - Encumbrances: \$1,500,794.61
 - Ending Balance: \$1,645,550.44

MOTION:	To approve the November 2023 Financial Report through November 30, 2023 as shown in Attachment IV.		
Motion Made By:	Amber Boldman	Seconded:	Laura Wheeler

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

Yes: 11 No: 0 Abstain: 2

- November 2023 List of Bills (Attachment V)
 - Mr. Sharpnack shared that the Committee members reviewed and discussed the November 2023 List of Bills as shown in Attachment V.

MOTION:	To approve the November 2023 List of Bills through November 30, 2023 as shown in Attachment V.		
Motion Made By:	Nora Knople	Seconded:	Sandy Hovest

1	Katie Chieda		Ben Chaffee, Jr.	2	Erin Bohne
3	Laura M. Wheeler	4	Julie Landoll	5	Silvia Hernandez-Abstain
6	Amber Boldman	7	Nora Knople	8	Tom Sharpnack

9	Lenora Minor - Abstain	10	John Soisson	11	Sandy Hovest
12	Carol Anderson	13	Wendie Parsons-Nuhn		

Yes: 11 No: 0 Abstain: 2

- December 2023 Financial Report (Attachment VI)
 - Mr. Sharpnack shared that the Committee members reviewed the December 2023 Financial Report as shown in Attachment VI. A summary of the report is as follows:
 - Revenues: \$208,784.32
 - Expenditures: \$193,690.74
 - Cash Balance: \$3,161,438.63
 - Encumbrances: \$1,330,102.01
 - Ending Balance: \$1,831,336.62

MOTION:	To approve the December 2023 Financial Report through December 31, 2023 as shown in Attachment VI.				
Motion Made By:	Sandy Hovest		Seconded:	Laura Wheeler	

1	Katie Chieda		Ben Chaffee, Jr.	12	Erin Bohne
8	Laura M. Wheeler	10	Julie Landoll	6	Silvia Hernandez-Abstain
2	Amber Boldman	4	Nora Knople	13	Tom Sharpnack
9	Lenora Minor -Abstain	11	John Soisson	7	Sandy Hovest
3	Carol Anderson	5	Wendie Parsons-Nuhn		

Yes: 11 No: 0 Abstain: 2

- December 2023 List of Bills (Attachment VII)
 - Mr. Sharpnack shared that the Committee reviewed and discussed the December 2023 List of Bills as shown in Attachment VII.

MOTION:	To approve the December 2023 List of Bills through December 31, 2023 as shown in Attachment VII.				
Motion Made By:	John Soisson		Seconded:	Erin Bohne	

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

Yes: 11 No: 0 Abstain: 2

- Mr. Sharpnack shared that the minutes from the January 9, 2024 Finance Committee meeting were sent to Board members on January 11, 2024.

MOTION:	To approve the Finance Committee minutes as sent on January 11, 2024.				
Motion Made By:	Julie Landoll		Seconded:	Lenora Minor	

No opposition

VIII. OLD BUSINESS

- Mr. Chaffee asked Board members if they had any old business to discuss.

- Board members did not have any old business to discuss.

IX. MEETING DISCUSSION/NEW BUSINESS

- Mr. Chaffee reminded Board members that if they are interested in serving on the Levy Committee, in any capacity, to contact either Ms. Cardone, Ms. Williamson, or himself by next week.
- Board members did not have any further meeting discussions or new business discussions.

X. EXECUTIVE SESSION

MOTION:	To enter into Executive Session under Ohio Revised Code 121.22 (G)(2).		
Motion Made By:	Laura Wheeler	Seconded:	Tom Sharpnack

9	Katie Chieda		Ben Chaffee, Jr.	5	Erin Bohne
1	Laura M. Wheeler	3	Julie Landoll	12	Silvia Hernandez
7	Amber Boldman	10	Nora Knople	6	Tom Sharpnack
2	Lenora Minor	4	John Soisson	13	Sandy Hovest
8	Carol Anderson	11	Wendie Parsons-Nuhn		

Yes: 13 No: 0 Abstain: 0

- Mr. Chaffee informed Ms. Boldman she needed to abstain from the Executive Session. Board members entered Executive Session at 7:23pm.

MOTION:	To exit Executive Session		
Motion Made By:	John Soisson	Seconded:	Nora Knople

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

Yes: 12 No: 0 Abstain: 0

- Executive Session ended at 7:31pm.

XI. ADJOURNMENT

MOTION:	To adjourn the January 16, 2024 Huron County Board of Mental Health and Addiction Services meeting.		
Motion Made By:	Lenora Minor	Seconded:	Laura Wheeler

The January 16, 2024 meeting of the Board adjourned at 7:33pm.

Huron County MHAS Board Onboarding Process

Within 30 days of Board appointment

In person meeting with MHAS Executive Director, mentor, and new Board member

Review the following information:

- MHAS Board Handbook Sections
 - Purpose of Board & brief history (A-4)
 - Roles and responsibilities (Board vs. staff, fiscal role) (A-3, D-12)
 - Current contracted providers (A-6)
- Logistics
 - Board roster & bios (A-1)
 - Committees & structure (A-2)
 - Board meeting schedule (A-5)
 - Board by-laws (A-4)
 - Google login, Board email, Chromebook (if requested) (email)
 - Acronym list (D-15)
- Homework
 - Videos: Roberts Rules of Order (D-11), Sunshine Laws (C-10), Roles & Responsibilities (A-3)
 - Read history of the Board (B-7) & ORC Chapter 340 (C-9)
 - Review OACBHA slides (Board training) and OACBHA information (B-8)
 - Read Board by-laws (A-4)

Date:
Initials:

Mentor will contact new board member via phone or email at least once per month in between meetings

After 1st Board meeting but prior to 2nd Board meeting

In person meeting with mentor and new board member

Review the following information:

- Relevant rules and laws
 - Sunshine law, transparency (C-10)
 - Ethics, conflict of interest (D-13)
 - Confidentiality, HIPAA (D-14)
- Meeting Operations
 - Roberts Rules of Order (D-11)
 - Contracts and budgetary actions (F-20)
 - Financial overview & fiscal year (F-20)
- Strategic Plan & Board Staff
 - Mission, vision, values, goals, targeted objectives (F-19)
 - MHAS staff & ED duties (E-17)
 - Information Sharing (D-16)
 - OhioMHAS Strategic Plan & Annual Report (F-20 and F-21)
- Homework
 - Videos: HIPAA (D-14), Ohio Ethics Laws (D-13)
 - Review personnel policies (E-18)
 - Read fiscal policies (F-22)

Date:

Initials:

9 months after joining the Board

In-person meeting with mentor and new Board member

- Questions about any topic to date
- Pick a CE topic, assign a video segment, and discuss that topic
- Feedback on onboarding process

Date:
Initials:

5 months after joining the Board

In-person meeting with mentor and new Board member

- Questions about any topic to date
- Pick a CE topic, assign a video segment, and discuss that topic
- Feedback on onboarding process

103.3 SECTION 3

Revised: November 18, 2019
November 22, 2022

ORIENTATION OF BOARD MEMBERS

The Board member orientation process shall be led by members of the Board, with staff assisting in compiling the new Board member manual and related administrative tasks. Each new Board member shall be assigned a mentor who shall make themselves available to answer questions and provide insight. The Board member orientation process is as follows:

1. Board Chair shall contact new member once their appointment is confirmed by the appointing authority.
2. Board Chair shall appoint a mentor for new member.
3. Executive Director shall send new member a letter of congratulations and schedule a time to meet to deliver the member's Board manual, introduce mentor, and begin onboarding process.
4. Board chair shall introduce new member to existing members of the Board at next Board meeting.
5. Mentor shall follow the Onboarding Flow Chart as detailed in this policy.

The following information shall be included in the Board manual and mentor will be review with new Board member:

Section A: Community Board

Board Member Roster (A-1)

1. List of Board Members and contact information
2. Board Member Bios

Board Committees and Structure (A-2)

1. Program Committee
2. Finance Committee
3. Governance Committee
4. Board Meeting ground rules

Roles and Responsibilities (A-3)

1. Board Member Job Description
2. OACBHA Roles and Responsibilities training
3. Removal from office

Governance Policies (A-4)

1. Board By-Laws/Board Governance Section 100

Board Information (A-5)

1. Calendar of Board and Committee Meetings
2. Board Meeting Minutes (most recent)
3. Annual Report
4. Newsletter

Services & Providers (A-6)

1. Huron County Resource List

Section B: Behavioral Health

Ohio's Behavioral Healthcare System (B-7)

1. Ohio's Alcohol, Drug Addiction, and Mental Health Boards
2. Auditor of State Behavioral Health Handbook

OACBHA-Ohio Association of County Behavioral Health Authorities (B-8)

1. Who is OACBHA
2. OACBHA Services

Section C: Laws & Legislation

Ohio Revised Code Chapter 340 (C-9)

1. Chapter 340 ORC

Ohio's Sunshine Laws & Public Meetings (C-10)

1. The Sunshine Laws and Public Meetings

Section D: Reference Materials

Robert's Rules of Order (D-11)

1. Introduction to Robert's Rules of Order

The Fundamental Roles & Responsibilities of a Board (D-12)

1. What are the fundamental roles and responsibilities of a board?

Ohio Ethics Laws (D-13)

1. Ohio Ethics Training

HIPAA (D-14)

1. HIPAA Training

Acronyms/Abbreviations (D-15)

1. Abbreviations list

Information Sharing (D-16)

1. Where to find information

Section E: Board Office

Staff (E-17)

1. Table of Organization
2. Employee Job Descriptions

Personnel Policies (E-18)

1. Board Personnel Policies and Procedures Section 200

Section F: Strategic Plan

Strategic Framework (F-19)

1. Mission, Vision, Values
2. Strategic Plan

OhioMHAS Strategic Plan (F-20)

Section G: Financials

Financials (F-22)

1. Monthly Financial Statements
2. Preparation of Fiscal Year Budget (July through June)
3. Board Levy Reserve
4. Fiscal Year Revenue Budget (most recent)
5. Fiscal Year Expense Budget (most recent)
6. Fiscal Year Revenue YTD (most recent)
7. Fiscal Year Expenses YTD (most recent)
8. Fiscal Policies
 - a. Board Fiscal Policies Section 400

Attachment II
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 (Roles and Responsibilities)
 - 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~~
Monday, April 15 - 5:00 P.M. - Program Committee
Tuesday, April 16 - 12:30 P.M. - Finance Committee
Tuesday, April 23 - 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 III

Huron County						2024 Budget Worksheet	
VIP Analytics Budget Entry For 100 Mental Health Department						100 Mental Health	
	2023 Final Budget	2024 Interim Budget	2024 Final Budget				
100 Mental Health	2,755,208.50	3,065,571.00	3,055,917.00			Breakdown of available revenue for appropriation:	
100.100.10100 Real Estate Tax	560,000.00	570,000.00	570,000.00			December 31st, 2023 Unencumber Balance	1,330,102.01
100.100.10101 Tangible Personal Tax	80.00	0.00	0.00			Estimated 2024 Revenue (from worksheet)	3,055,917.00
100.100.10102 TaxesRollback & Homestead	16,000.00	14,500.00	14,500.00			Grand Total	4,386,019.01
100.100.10121 MH Subsidy	886,758.00	930,398.00	930,398.00			Breakdown of proposed expenses for 2024:	
100.100.10122 ADTR Block Grant	239,692.00	189,692.00	189,692.00			Total Project Expenditures for 2024 (from worksheet)	3,055,917.00
100.100.10123 Recovery Housing	45,900.00	50,900.00	50,900.00			Anticipated December 31st, 2024 Balance	1,330,102.01
100.100.10126 MH Block Grant	42,304.00	42,304.00	42,304.00			Grand Total	4,386,019.01
100.100.10127 AOD Subsidy	76,176.00	76,176.00	76,176.00			<i>Difference between Revenue and Expense</i>	
100.100.10128 ODADASMedicaid	0.00	0.00	0.00			<i>0.00</i>	
100.100.10160 Title 19	0.00	0.00	0.00			<i>Kristen Cardone</i>	
100.100.10165 Title XX	40,513.00	40,513.00	40,513.00			Name of Person preparing this budget and Title	
100.100.10166 State Grants	282,785.50	44,998.00	44,998.00			Please Return to Auditor's Office	
100.100.10167 Federal Grants	560,000.00	1,095,590.00	1,085,936.00				
100.100.10168 IDAT	0.00	0.00	0.00				
100.100.10170 Other Receipts	5,000.00	10,500.00	10,500.00				
	2023 Final Budget	2024 Interim Budget	2024 Final Budget				
100 Mental Health - Expense	3,983,350.00	3,053,602.56	3,055,917.00				
100.100.00125 Salaries	220,000.00	220,000.00	220,000.00				
100.100.00175 Supplies	25,000.00	26,000.00	27,000.00				
100.100.00200 Equipment	0.00	0.00	0.00				
100.100.00275 Contract Repairs	3,600,000.00	2,650,000.00	2,648,414.44				
100.100.00280 Residential Program	0.00	0.00	0.00				
100.100.00300 Travel	10,000.00	15,000.00	15,000.00				
100.100.00400 OPERS	28,000.00	28,000.00	30,000.00				
100.100.00425 Workers Compensation	2,150.00	2,000.00	900.00				
100.100.00450 Unemployment	0.00	3,602.56	3,602.56				
100.100.00460 Medicare	3,200.00	3,000.00	3,000.00				
100.100.00475 Other Expenses	50,000.00	60,000.00	60,000.00				
100.100.00500 Hospitalization	45,000.00	46,000.00	48,000.00				

Attachment IV

November 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	16,045.44	188,748.46	85.8%	0.00	31,251.54
SUPPLIES 100.100.00175	25,000.00	493.71	22,251.40	89.0%	2,748.60	0.00
EQUIPMENT 100.100.00200	0.00		0.00	#DIV/0!	0.00	0.00
CONTRACT REPAIRS 100.100.00275	3,667,239.06	180,092.03	2,173,963.10	59.3%	1,493,275.96	0.00
RESIDENTIAL PROGRAM 100.100.00280	0.00		0.00	#DIV/0!	0.00	0.00
TRAVEL 100.100.00300	10,041.25	266.71	8,421.23	83.9%	1,620.02	0.00
O.P.E.R.S. 100.100.00400	28,000.00	2,246.34	26,348.72	94.1%	0.00	1,651.28
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	224.80	2,651.07	82.8%	0.00	548.93
OTHER EXPENSES 100.100.00475	100,255.00	9,765.06	97,104.97	96.9%	3,150.03	0.00
HOSPITALIZATION 100.100.00500	45,000.00	3,763.78	41,401.58	92.0%	0.00	3,598.42
TOTAL:	4,100,885.31	212,897.87	2,560,948.42	62.4%	1,500,794.61	39,142.28

Calendar Year 2023 Receipts and Cash Journal

Nov-23							
	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	31,279.00	0.00	31,279.00	77.2%	40,513.00
MH Block Grant	100.100.10126	Fed MH	32,895.75	10,576.00	43,471.75	102.8%	42,304.00
ADTR Block Grant	100.100.10122	Fed AOD	172,238.50	47,423.00	219,661.50	91.6%	239,692.00
Federal Grants	100.100.10167	Federal Grants	647,718.60	183,158.58	830,877.18	148.4%	560,000.00
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	725,692.50	180,598.25	906,290.75	102.2%	886,758.00
Recovery Housing	100.100.10123	State AOD	48,400.00	0.00	48,400.00	105.4%	45,900.00
AOD Subsidy	100.100.10127	State AOD	63,332.00	12,844.00	76,176.00	100.0%	76,176.00
State Grants	100.100.10166	State MH & Aod	214,203.88	6,250.00	220,453.88	78.0%	282,785.50
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	569,333.48	0.00	569,333.48	101.7%	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	14,522.53	0.00	14,522.53	90.8%	16,000.00
Other Receipts	100.100.10170	Other Receipts	25,177.39	973.00	26,150.39	523.0%	5,000.00
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	#DIV/0!	0.00
TOTAL RECEIPTS:			\$ 2,544,793.63	\$ 441,822.83	\$ 2,986,616.46	108.4%	2,755,208.50
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 2,917,420.09				
Plus: Receipts			441,822.83				
Equals: Total Balance			\$ 3,359,242.92				
Minus: Expenditures			212,897.87				
Equals: Ending Balance			\$ 3,146,345.05				
Minus: Encumbrances			1,500,794.61				
Equals:			\$ 1,645,550.44				

Attachment V

Huron County Expense Audit Trail Report

Accounts: 100.100.00125 to 100.100.00500

From: 11/1/2023 to 11/30/2023

Include Inactive Accounts: No

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount	
100.100.00175 Supplies							
EJ2023110013-103	11/08/2023	DFC Prosper Rack Cards from	CK0000431258-01	PO2023-00425 Laser Images Inc	23-0785 Inv 23-15	\$388.00	\$0.00
EJ2023110033-133	11/22/2023	LEVY Toilet Paper, Paper Tow	CK0000431791-01	PO2023-00425 Amazon Capital Services	23-0805 Inv 16YY-	\$46.83	\$0.00
EJ2023110033-135	11/22/2023	LEVY Paper Plates, Plastic Wr	CK0000431791-01	PO2023-00425 Amazon Capital Services	23-0806 Inv 1LVC-	\$44.94	\$0.00
EJ2023110033-137	11/22/2023	LEVY Manila Folders from 369	CK0000431791-01	PO2023-00425 Amazon Capital Services	23-0807 Inv 1NP7-	\$13.94	\$0.00
100.100.00175 Total:						\$493.71	\$0.00
100.100.00275 Contract Repairs							
EJ2023110002-059	11/01/2023	LEVY Ofc Copier Services 100	CK0000431103-01	PO2023-00426 US Bank Equipment Finance	23-0772 Inv 51323	\$451.51	\$0.00
EJ2023110002-061	11/01/2023	LEVY WHOH-B Electric Servic	CK0000431105-01	PO2023-00426 Ohio Edison	23-0771 Acct 1101	\$151.92	\$0.00
EJ2023110002-063	11/01/2023	LEVY Ofc Electric Services 092	CK0000431105-01	PO2023-00426 Ohio Edison	23-0770 Acct 1101	\$185.11	\$0.00
EJ2023110002-065	11/01/2023	SOR INNOV Grant from 36847	CK0000213674-01	PO2023-00426 Lets Get Real Inc	23-0769 Invoice 1	\$9,096.95	\$0.00
EJ2023110002-067	11/01/2023	COSSAP Grant Invoice 2 from	CK0000213674-01	PO2023-00426 Lets Get Real Inc	23-0768 Invoice 2	\$3,500.00	\$0.00
EJ2023110002-069	11/01/2023	SOS 3.0 WHO/Rec Nav/Rec Ri	CK0000213674-01	PO2023-00426 Lets Get Real Inc	23-0767 Sept 2023	\$12,527.05	\$0.00
EJ2023110002-071	11/01/2023	COSSAP Personnel & Auto fro	CK0000213674-01	PO2023-00426 Lets Get Real Inc	23-0766 Sept 2023	\$2,700.00	\$0.00
EJ2023110002-073	11/01/2023	SAPT TX Peer Support Service	CK0000213674-01	PO2023-00426 Lets Get Real Inc	23-0765 Sept 2023	\$5,388.00	\$0.00
EJ2023110002-075	11/01/2023	Crisis Infra After-hours crisis se	CK0000431106-01	PO2023-00426 Firelands Counseling & Recov	23-0764 Inv 3230	\$2,019.99	\$0.00
EJ2023110002-077	11/01/2023	SOR 2.0 NCE Admin from 368	CK0000431106-01	PO2023-00426 Firelands Counseling & Recov	23-0763 Inv 3228	\$327.36	\$0.00
EJ2023110002-079	11/01/2023	SAPT PREV Strengthening Fa	CK0000213675-01	PO2023-00426 Family Life Counseling and Ps	23-0762 Inv 3012	\$1,100.00	\$0.00
EJ2023110002-081	11/01/2023	GRF 421 MH GOSH 102423 fr	CK0000213675-01	PO2023-00426 Family Life Counseling and Ps	23-0761 MH GOS	\$1,450.51	\$0.00
EJ2023110002-083	11/01/2023	LEVY Ofc Internet Services 10	CK0000431104-01	PO2023-00426 Charter Communications	23-0760 Inv 01577	\$237.97	\$0.00
EJ2023110002-085	11/01/2023	LEVY Miriam House from 3684	CK0000213676-01	PO2023-00426 Catholic Charities Diocese of	23-0759 Sept 2023	\$3,706.77	\$0.00
EJ2023110013-105	11/08/2023	SOR INNOV Language Line fro	CK0000431260-01	PO2023-00426 Boostlingo LLC	23-0773 Inv INV30	\$15,000.00	\$0.00
EJ2023110013-107	11/08/2023	LEVY Ofc Water & Sewer 0921	CK0000213704-01	PO2023-00426 City of Norwalk	23-0774 Acct E041	\$31.80	\$0.00
EJ2023110013-109	11/08/2023	LEVY WHOH-A Water & Sewer	CK0000213704-01	PO2023-00426 City of Norwalk	23-0775 Acct D274	\$112.80	\$0.00
EJ2023110013-111	11/08/2023	LEVY WHOH-B Water & Sewer	CK0000213704-01	PO2023-00426 City of Norwalk	23-0776 Acct D274	\$131.70	\$0.00
EJ2023110013-113	11/08/2023	LEVY Adobe October 2023 fro	CK0000431263-01	PO2023-00426 Elan Financial Services	23-0777 Inv 25831	\$9.99	\$0.00
EJ2023110013-121	11/08/2023	GRF 421 MH GOSH 110123 fr	CK0000213705-01	PO2023-00426 Family Life Counseling and Ps	23-0779 MH GOS	\$1,135.83	\$0.00
EJ2023110013-123	11/08/2023	SOR 2.0 NCE Gas Cards from	CK0000213705-01	PO2023-00426 Family Life Counseling and Ps	23-0780 Inv 2011	\$9,490.20	\$0.00
EJ2023110013-125	11/08/2023	Recovery Housing MHOH July,	CK0000213705-01	PO2023-00426 Family Life Counseling and Ps	23-0781 MHOH	\$11,438.97	\$0.00
EJ2023110013-127	11/08/2023	CRISIS INFRA Crisis WRAP Tr	CK0000431262-01	PO2023-00426 Firelands Counseling & Recov	23-0782 Inv 3241	\$188.08	\$0.00
EJ2023110013-129	11/08/2023	GRF 421 MH MH Inpatient fro	CK0000431262-01	PO2023-00426 Firelands Counseling & Recov	23-0783 Inv 3243	\$515.19	\$0.00
EJ2023110013-131	11/08/2023	SOR INNOV SA/MH Health His	CK0000431261-01	PO2023-00426 Huron County Sheriff	23-0784 SOR INN	\$1,750.00	\$0.00
EJ2023110013-133	11/08/2023	LEVY WHOH-A Electric Servic	CK0000431259-01	PO2023-00426 Ohio Edison	23-0787 Acc 1101	\$110.69	\$0.00
EJ2023110021-153	11/15/2023	LEVY Cell phone reimburseme	CK0000431438-01	PO2023-00426 Ashley Morrow	23-0803 October 2	\$60.00	\$0.00
EJ2023110021-157	11/15/2023	LEVY WHOH-A Internet Servic	CK0000431435-01	PO2023-00426 Charter Communications	23-0791 Acct 8361	\$96.79	\$0.00
EJ2023110021-159	11/15/2023	LEVY WHOH-B Internet Servic	CK0000431435-01	PO2023-00426 Charter Communications	23-0792 Acct 8361	\$101.79	\$0.00
EJ2023110021-161	11/15/2023	LEVY WHOH-A Gas Services	CK0000431436-01	PO2023-00426 Columbia Gas of Ohio	23-0793 Acct 2070	\$68.06	\$0.00
EJ2023110021-163	11/15/2023	LEVY WHOH-B Gas Services	CK0000431436-01	PO2023-00426 Columbia Gas of Ohio	23-0794 Acct 2070	\$60.44	\$0.00

Expense Audit Trail Report
From: 11/1/2023 to 11/30/2023

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2023110021-165	11/15/2023	GRF 421 MH GOSH 110723 fr	CK0000213736-01	PO2023-00426 Family Life Counseling and Ps 23-0795 MH GOS	\$948.65	\$0.00
EJ2023110021-167	11/15/2023	CRISIS FLEX Crisis Flex from	CK0000431437-01	PO2023-00426 Firelands Counseling & Recov 23-0796 Inv 3254	\$4,375.00	\$0.00
EJ2023110021-169	11/15/2023	CRISIS INFRA Crisis WRAP Tr	CK0000431437-01	PO2023-00426 Firelands Counseling & Recov 23-0797 Inv 3256	\$202.50	\$0.00
EJ2023110021-171	11/15/2023	SOR 2.0 NCE Transportation,	CK0000431437-01	PO2023-00426 Firelands Counseling & Recov 23-0798 Inv 3209	\$1,272.58	\$0.00
EJ2023110021-173	11/15/2023	SOS 3.0 Transportation, Salari	CK0000431437-01	PO2023-00426 Firelands Counseling & Recov 23-0798 Inv 3209	\$2,954.47	\$0.00
EJ2023110021-175	11/15/2023	5TZ0 ADD'L COMM Family De	CK0000431433-01	PO2023-00426 Huron County Juvenile Court 23-0799 FY2024	\$30,000.00	\$0.00
EJ2023110021-177	11/15/2023	SPF D. Pollick Personnel Costs	CK0000431434-01	PO2023-00426 North Point Educational Servic 23-0800 Billing 194	\$90.21	\$0.00
EJ2023110033-139	11/22/2023	LEVY Ofc Gas Services 10132	CK0000431792-01	PO2023-00426 Columbia Gas of Ohio 23-0808 Acct 2070	\$52.23	\$0.00
EJ2023110033-141	11/22/2023	GRF 421 GOSH 111423 from 3	CK0000213863-01	PO2023-00426 Family Life Counseling and Ps 23-0809 MH GOS	\$922.34	\$0.00
EJ2023110033-143	11/22/2023	SAPT PREV Adventure Therap	CK0000213863-01	PO2023-00426 Family Life Counseling and Ps 23-0810 Inv 3057	\$1,308.00	\$0.00
EJ2023110033-145	11/22/2023	GRF 421 MH HC Schools GOS	CK0000213863-01	PO2023-00426 Family Life Counseling and Ps 23-0811 Inv 2040	\$866.06	\$0.00
EJ2023110033-147	11/22/2023	GRF 421 MH LGBTQ & Unity	CK0000213863-01	PO2023-00426 Family Life Counseling and Ps 23-0812 Inv 3065	\$141.20	\$0.00
EJ2023110033-149	11/22/2023	TITLE XX GOSH 111423 from	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0813 MH GOS	\$9,173.40	\$0.00
EJ2023110033-151	11/22/2023	GRF 421 MH GOSH 111423 fr	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0813 MH GOS	\$34,729.41	\$0.00
EJ2023110033-153	11/22/2023	GRF 421 AOD GOSH 111423 f	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0813 MH GOS	\$110.72	\$0.00
EJ2023110033-155	11/22/2023	SAPT COVID AUD Grant from	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0814 Inv 3273	\$111.11	\$0.00
EJ2023110033-157	11/22/2023	GRF 421 MH Huron Co Denial	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0815 Inv 3274	\$1,643.94	\$0.00
EJ2023110033-159	11/22/2023	GRF 421 MH Out of County Cri	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0816 Inv 3275	\$2,149.39	\$0.00
EJ2023110033-161	11/22/2023	CRISIS INFRA Out of State Cri	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0817 Inv 3276	\$594.57	\$0.00
EJ2023110033-163	11/22/2023	GRF 421 MH Clinical Exceptio	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0818 Inv 3277	\$3,945.76	\$0.00
EJ2023110033-165	11/22/2023	GRF 421 AOD Clinical Excepti	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0818 Inv 3277	\$69.74	\$0.00
EJ2023110033-167	11/22/2023	LEVY Ofc Phone Services 120	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0819 Inv 45266	\$195.22	\$0.00
EJ2023110033-169	11/22/2023	GRF 421 MH CROSSWAEH O	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0820 Inv AR162	\$315.00	\$0.00
EJ2023110033-171	11/22/2023	LEVY Cell phone reimburseme	CK0000431794-01	PO2023-00426 Kristen Cardone 23-0821 October 2	\$60.00	\$0.00
EJ2023110044-113	11/29/2023	LEVY Ofc Internet Services 11	CK0000431956-01	PO2023-00426 Charter Communications 23-0823 Inv 01577	\$237.97	\$0.00
EJ2023110044-115	11/29/2023	GRF 421 MH GOSH 112023 fr	CK0000213874-01	PO2023-00426 Family Life Counseling and Ps 23-0825 MH GOS	\$643.60	\$0.00
EJ2023110044-117	11/29/2023	LEVY Ofc Copier Services 110	CK0000431955-01	PO2023-00426 US Bank Equipment Finance 23-0826 Inv 51557	\$343.71	\$0.00
EJ2023110049-002	11/30/2023	Void Pmt for Inv 23-0813 MH G	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0813 MH GOS	\$0.00	\$9,173.40
EJ2023110049-004	11/30/2023	Void Pmt for Inv 23-0813 MH G	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0813 MH GOS	\$0.00	\$34,729.41
EJ2023110049-006	11/30/2023	Void Pmt for Inv 23-0813 MH G	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0813 MH GOS	\$0.00	\$110.72
EJ2023110049-008	11/30/2023	Void Pmt for Inv 23-0814 Inv 3	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0814 Inv 3273	\$0.00	\$111.11
EJ2023110049-010	11/30/2023	Void Pmt for Inv 23-0815 Inv 3	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0815 Inv 3274	\$0.00	\$1,643.94
EJ2023110049-012	11/30/2023	Void Pmt for Inv 23-0816 Inv 3	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0816 Inv 3275	\$0.00	\$2,149.39
EJ2023110049-014	11/30/2023	Void Pmt for Inv 23-0817 Inv 3	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0817 Inv 3276	\$0.00	\$594.57
EJ2023110049-016	11/30/2023	Void Pmt for Inv 23-0818 Inv 3	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0818 Inv 3277	\$0.00	\$3,945.76
EJ2023110049-018	11/30/2023	Void Pmt for Inv 23-0818 Inv 3	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0818 Inv 3277	\$0.00	\$69.74
EJ2023110049-020	11/30/2023	Void Pmt for Inv 23-0819 Inv 4	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0819 Inv 45266	\$0.00	\$195.22
EJ2023110049-022	11/30/2023	Void Pmt for Inv 23-0820 Inv A	CK0000431793-01	PO2023-00426 Firelands Counseling & Recov 23-0820 Inv AR162	\$0.00	\$315.00
EJ2023110050-001	11/30/2023	TITLE XX GOSH 111423 from	CK0000432053-01	PO2023-00426 Firelands Counseling & Recov 23-0813 MH GOS	\$9,173.40	\$0.00
EJ2023110050-003	11/30/2023	GRF 421 MH GOSH 111423 fr	CK0000432053-01	PO2023-00426 Firelands Counseling & Recov 23-0813 MH GOS	\$34,729.41	\$0.00
EJ2023110050-005	11/30/2023	GRF 421 AOD GOSH 111423 f	CK0000432053-01	PO2023-00426 Firelands Counseling & Recov 23-0813 MH GOS	\$110.72	\$0.00
EJ2023110050-007	11/30/2023	SAPT COVID AUD Grant from	CK0000432053-01	PO2023-00426 Firelands Counseling & Recov 23-0814 Inv 3273	\$111.11	\$0.00
EJ2023110050-009	11/30/2023	GRF 421 MH Huron Co Denial	CK0000432053-01	PO2023-00426 Firelands Counseling & Recov 23-0815 Inv 3274	\$1,643.94	\$0.00
EJ2023110050-011	11/30/2023	GRF 421 MH Out of County Cri	CK0000432053-01	PO2023-00426 Firelands Counseling & Recov 23-0816 Inv 3275	\$2,149.39	\$0.00
EJ2023110050-013	11/30/2023	CRISIS INFRA Out of State Cri	CK0000432053-01	PO2023-00426 Firelands Counseling & Recov 23-0817 Inv 3276	\$594.57	\$0.00
EJ2023110050-015	11/30/2023	GRF 421 MH Clinical Exceptio	CK0000432053-01	PO2023-00426 Firelands Counseling & Recov 23-0818 Inv 3277	\$3,945.76	\$0.00

Expense Audit Trail Report
From: 11/1/2023 to 11/30/2023

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2023110050-017	11/30/2023	GRF 421 AOD Clinical Excepti	CK0000432053-01 PO2023-00426	Firelands Counseling & Recov 23-0818 Inv 3277	\$69.74	\$0.00
100.100.00275 Total:					\$233,130.29	\$53,038.26
100.100.00300 Travel						
EJ2023110021-155	11/15/2023	LEVY Travel Expenses from 36	CK0000431438-01 PO2023-00427	Ashley Morrow 23-0804 October 2	\$111.08	\$0.00
EJ2023110033-173	11/22/2023	LEVY Milage Reimbursement fr	CK0000431794-01 PO2023-00427	Kristen Cardone 23-0822 October 2	\$155.63	\$0.00
100.100.00300 Total:					\$266.71	\$0.00
100.100.00400 OPERS						
EJ2023110011-171	11/15/2023	Matching for OPERS 2129-08 (CK0000020306-34 Ohio Public Employees Retirement System	Inv_187587	\$1,123.17	\$0.00
EJ2023110011-309	11/15/2023	Matching for OPERS 2129-08 (CK0000020306-35 Ohio Public Employees Retirement System	Inv_188453	\$1,123.17	\$0.00
100.100.00400 Total:					\$2,246.34	\$0.00
100.100.00460 Medicare						
EJ2023110018-097	11/10/2023	Matching for Medicare (Matchi	CK0000020307-41 Civista Bank-Payroll Taxes	Inv_189102	\$112.40	\$0.00
EJ2023110035-139	11/27/2023	Matching for Medicare (Matchi	CK0000020309-41 Civista Bank-Payroll Taxes	Inv_190352	\$112.40	\$0.00
100.100.00460 Total:					\$224.80	\$0.00
100.100.00475 Other Expenses						
EJ2023110002-087	11/01/2023	DFC 2024 National Leadership	CK0000431107-01 PO2023-00428	CADCA 23-0758 Inv 27740	\$745.00	\$0.00
EJ2023110013-115	11/08/2023	OVERDOSE AWARE Faceboo	CK0000431263-01 PO2023-00428	Elan Financial Services 23-0777	\$127.08	\$0.00
EJ2023110013-117	11/08/2023	LEVY PROMO MHFA Snacks f	CK0000431263-01 PO2023-00428	Elan Financial Services 23-0777 Walmart	\$29.54	\$0.00
EJ2023110013-119	11/08/2023	LEVY Board Meeting Snacks fr	CK0000431263-01 PO2023-00428	Elan Financial Services 23-0777 Walmart	\$36.70	\$0.00
EJ2023110013-135	11/08/2023	SPF Late Fees from 368743 - 2	CK0000431264-01 PO2023-00428	Hart Advertising Inc 23-0778 Inv FC8MI	\$31.80	\$0.00
EJ2023110013-137	11/08/2023	SPF PROSPER Youth Summit	CK0000431266-01 PO2023-00428	Nobils Sports & Trophies 23-0786 Inv 36841	\$400.00	\$0.00
EJ2023110013-139	11/08/2023	TOWN HALL PROSPER Youth	CK0000431266-01 PO2023-00428	Nobils Sports & Trophies 23-0786 Inv 36841	\$750.00	\$0.00
EJ2023110013-141	11/08/2023	SPF Youth Summit Facilitation	CK0000431265-01 PO2023-00428	Youth At The Center 23-0788 Inv INV-0	\$1,000.00	\$0.00
EJ2023110013-143	11/08/2023	SPF Youth Summit Facilitation	CK0000431265-01 PO2023-00428	Youth At The Center 23-0789 Inv INV-0	\$334.00	\$0.00
EJ2023110021-179	11/15/2023	LEVY PROMO Lock Bags from	CK0000431441-01 PO2023-00428	Amazon Capital Services 23-0790 Inv 1QFP-	\$53.96	\$0.00
EJ2023110021-181	11/15/2023	LEVY PROMO IT Remote Moni	CK0000431440-01 PO2023-00428	TekRx LLC 23-0801 Inv 2692	\$695.00	\$0.00
EJ2023110021-183	11/15/2023	LEVY PROMO Radio Ads fro	CK0000431439-01 PO2023-00428	WEOL-WKFM-WLKRFM-AM 23-0802 Ref 45700	\$480.00	\$0.00
EJ2023110033-175	11/22/2023	SPF Ohio Prevention Conferen	CK0000431794-01 PO2023-00428	Kristen Cardone 23-0821 Oct 23 Ex	\$50.00	\$0.00
EJ2023110033-177	11/22/2023	LEVY Thank you donuts for Cit	CK0000431794-01 PO2023-00428	Kristen Cardone 23-0821 Oct 23 Ex	\$31.98	\$0.00
EJ2023110044-119	11/29/2023	LEVY ECCF PROSPER Reimb	CK0000431957-01 PO2023-00428	Erie County Community Foun 23-0824	\$5,000.00	\$0.00
100.100.00475 Total:					\$9,765.06	\$0.00
100.100.00500 Hospitalization						
EJ2023110007-049	11/03/2023	Deduction: Hartford Life Insura	CK0000431206-19 The Hartford	Inv_188445	\$5.01	\$0.00
EJ2023110037-007	11/27/2023	November Health Insurance fro	CK0000431894-01 Huron County Treasurer	November	\$3,758.77	\$0.00
100.100.00500 Total:					\$3,763.78	\$0.00
Mental Health Totals:					\$249,890.69	\$53,038.26
Fund: 100 Total:					\$249,890.69	\$53,038.26
Grand Total:					\$249,890.69	\$53,038.26

Attachment VI

December 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	16,045.44	204,793.90	93.1%	0.00	15,206.10
SUPPLIES 100.100.00175	25,000.00	249.84	22,501.24	90.0%	2,498.76	0.00
EQUIPMENT 100.100.00200	0.00	0.00	0.00	#DIV/0!	0.00	0.00
CONTRACT REPAIRS 100.100.00275	3,667,239.06	167,110.37	2,341,073.47	63.8%	1,326,165.59	0.00
RESIDENTIAL PROGRAM 100.100.00280	0.00	0.00	0.00	#DIV/0!	0.00	0.00
TRAVEL 100.100.00300	10,041.25	402.75	8,823.98	87.9%	1,217.27	0.00
O.P.E.R.S. 100.100.00400	28,595.06	2,246.34	28,595.06	100.0%	0.00	0.00
WORKERS' COMP 100.100.00425	2,150.00	717.78	775.67	36.1%	0.00	1,374.33
UNEMPLOYMENT 100.100.00450	0.00	0.00	0.00	#DIV/0!	0.00	0.00

MEDICARE	3,200.00	224.80	2,875.87	89.9%	0.00	324.13
100.100.00460						
OTHER EXPENSES	100,255.00	2,929.64	100,034.61	99.8%	220.39	0.00
100.100.00475						
HOSPITALIZATION	45,165.36	3,763.78	45,165.36	100.0%	0.00	0.00
100.100.00500						
TOTAL:	4,101,645.73	193,690.74	2,754,639.16	67.2%	1,330,102.01	16,904.56

Calendar Year 2023 Receipts and Cash Journal

December 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	31,279.00	0.00	31,279.00	77.2%	40,513.00
MH Block Grant	100.100.10126	Fed MH	43,471.75	0.00	43,471.75	102.8%	42,304.00
ADTR Block Grant	100.100.10122	Fed AOD	219,661.50	0.00	219,661.50	91.6%	239,692.00
Federal Grants	100.100.10167	Federal Grants	830,877.18	193,991.47	1,024,868.65	183.0%	560,000.00
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	906,290.75	0.00	906,290.75	102.2%	886,758.00
Recovery Housing	100.100.10123	State AOD	48,400.00	0.00	48,400.00	105.4%	45,900.00
AOD Subsidy	100.100.10127	State AOD	76,176.00	0.00	76,176.00	100.0%	76,176.00
State Grants	100.100.10166	State MH & Aod	220,453.88	0.00	220,453.88	78.0%	282,785.50
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	569,333.48	0.00	569,333.48	101.7%	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	14,522.53	0.00	14,522.53	90.8%	16,000.00
Other Receipts	100.100.10170	Other Receipts	26,150.39	14,792.85	40,943.24	818.9%	5,000.00
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	#DIV/0!	0.00
TOTAL RECEIPTS:			\$ 2,986,616.46	\$ 208,784.32	\$ 3,195,400.78	116.0%	2,755,208.50
CASH JOURNAL RECONCILIATION							
Beginning Cash Balance:			\$ 3,146,345.05				
Plus: Receipts			208,784.32				
Equals: Total Balance			\$ 3,355,129.37				
Minus: Expenditures			193,690.74				
Equals: Ending Balance			\$ 3,161,438.63				
Minus: Encumbrances			1,330,102.01				
Equals:			\$ 1,831,336.62				

Attachment VII

Huron County

Expense Audit Trail Report

Date Range: 12/1/2023 to 12/31/2023

Include Inactive Accounts: No

Accounts: 100.100.00125 to 100.100.00500

Journal Definitions: Expense Correcting Journal, Expense Journal

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
100.100.00175 Supplies						
EJ2023120006-209	12/06/2023	LEVY Batteries & wreath lights	CK0000432119-01 PO2023-00425 Amazon Capital Services	23-0827 Inv 1V9K-	\$47.09	\$0.00
EJ2023120006-211	12/06/2023	LEVY K-Cups & Command Stri	CK0000432119-01 PO2023-00425 Amazon Capital Services	23-0828 Inv 1THR-	\$48.14	\$0.00
EJ2023120021-209	12/20/2023	DFC Journals, Glue Sticks, Sci	CK0000432533-01 PO2023-00425 Amazon Capital Services	23-0852 Inv 197X-	\$154.61	\$0.00
100.100.00175 Total:					\$249.84	\$0.00
100.100.00275 Contract Repairs						
EJ2023120006-213	12/06/2023	GRF 421 MH Medicaid Applicat	CK0000432122-01 PO2023-00426 Brown Consulting LTD	23-0829 Inv 11272	\$6,200.00	\$0.00
EJ2023120006-215	12/06/2023	GRF 421 MH GOSH 112823 fr	CK0000213920-01 PO2023-00426 Family Life Counseling and Ps	23-0830 MH 11282	\$611.11	\$0.00
EJ2023120006-217	12/06/2023	RECOVERY HOUSING WHOH	CK0000213920-01 PO2023-00426 Family Life Counseling and Ps	23-0831 WHOH Se	\$4,711.00	\$0.00
EJ2023120006-219	12/06/2023	RECOVERY HOUSING WHOH	CK0000213920-01 PO2023-00426 Family Life Counseling and Ps	23-0832 WHOH O	\$4,711.00	\$0.00
EJ2023120006-221	12/06/2023	RECOVERY HOUSING MHOH	CK0000213920-01 PO2023-00426 Family Life Counseling and Ps	23-0833 MHOH Oc	\$8,917.00	\$0.00
EJ2023120006-223	12/06/2023	CRISIS FLEX After-hours Crisi	CK0000432121-01 PO2023-00426 Firelands Counseling & Recov	23-0834 Inv 3284	\$632.61	\$0.00
EJ2023120006-225	12/06/2023	SAPT TX Peer Support Service	CK0000213921-01 PO2023-00426 Lets Get Real Inc	23-0837 Oct 2023	\$7,578.00	\$0.00
EJ2023120006-227	12/06/2023	LEVY Ofc Phone Services 120	CK0000432120-01 PO2023-00426 Mitel	23-0838 Inv 45266	\$195.22	\$0.00
EJ2023120006-229	12/06/2023	LEVY Ofc Electric Services 102	CK0000432123-01 PO2023-00426 Ohio Edison	23-0839/90377632	\$178.71	\$0.00
EJ2023120006-231	12/06/2023	LEVY WHOH-A Electric Servic	CK0000432123-01 PO2023-00426 Ohio Edison	23-0840/90297682	\$157.19	\$0.00
EJ2023120006-233	12/06/2023	LEVY WHOH-B Electric Servic	CK0000432123-01 PO2023-00426 Ohio Edison	23-0841/90297682	\$195.85	\$0.00
EJ2023120006-235	12/06/2023	GRF 421 MH CROSSWAEH C	CK0000213922-01 PO2023-00426 Oriana House Inc	23-0842 Inv AR16	\$315.00	\$0.00
EJ2023120006-237	12/06/2023	SAPT TX GOSH 112823 from	CK0000213922-01 PO2023-00426 Oriana House Inc	23-0843 SUD GOS	\$4,989.15	\$0.00
EJ2023120013-147	12/13/2023	LEVY Miriam House from 3708	CK0000213943-01 PO2023-00426 Catholic Charities Diocese of	23-0845 October 2	\$4,701.07	\$0.00
EJ2023120013-149	12/13/2023	LEVY WHOH-B Internet Servic	CK0000432308-01 PO2023-00426 Charter Communications	23-0846 Acc 8361	\$101.79	\$0.00
EJ2023120013-151	12/13/2023	LEVY Ofc Water Services 1025	CK0000213944-01 PO2023-00426 City of Norwalk	23-0847 Acct E041	\$27.60	\$0.00
EJ2023120013-153	12/13/2023	LEVY WHOH-1a Water Service	CK0000213944-01 PO2023-00426 City of Norwalk	23-0848 Acct D274	\$140.10	\$0.00
EJ2023120013-155	12/13/2023	LEVY WHOH-B Water Services	CK0000213944-01 PO2023-00426 City of Norwalk	23-0849 Acct D274	\$72.90	\$0.00
EJ2023120013-157	12/13/2023	GRF 421 MH GOSH 120423 fr	CK0000213945-01 PO2023-00426 Family Life Counseling and Ps	23-0850 MH GOS	\$738.04	\$0.00
EJ2023120013-159	12/13/2023	ATP Client Needs from 370845	CK0000213945-01 PO2023-00426 Family Life Counseling and Ps	23-0851 Inv 2030	\$1,210.00	\$0.00
EJ2023120021-211	12/20/2023	LEVY Mentimeter Survey Progr	CK0000432541-01 PO2023-00426 Ashley Morrow	23-0873 Dec 2023	\$143.88	\$0.00
EJ2023120021-213	12/20/2023	LEVY Cell phone reimburseme	CK0000432541-01 PO2023-00426 Ashley Morrow	23-0874 Nov 2023	\$60.00	\$0.00
EJ2023120021-217	12/20/2023	LEVY Miriam House from 371	CK0000214072-01 PO2023-00426 Catholic Charities Diocese of	23-0853 November	\$5,142.50	\$0.00
EJ2023120021-219	12/20/2023	LEVY WHOH-A Internet Servic	CK0000432536-01 PO2023-00426 Charter Communications	23-0854 Acct 8361	\$96.79	\$0.00
EJ2023120021-221	12/20/2023	LEVY WHOH-A Gas Services	CK0000432539-01 PO2023-00426 Columbia Gas of Ohio	23-0856 Acct 2070	\$78.83	\$0.00
EJ2023120021-223	12/20/2023	LEVY WHOH-B Gas Services	CK0000432539-01 PO2023-00426 Columbia Gas of Ohio	23-0857 Acct 2070	\$90.85	\$0.00
EJ2023120021-225	12/20/2023	LEVY Adobe, Wix 102823-113	CK0000432543-01 PO2023-00426 Elan Financial Services	23-0858 Acct 4798	\$331.97	\$0.00
EJ2023120021-229	12/20/2023	SAPT PREV Adventure Therap	CK0000214073-01 PO2023-00426 Family Life Counseling and Ps	23-0859 Inv 3087	\$1,569.60	\$0.00
EJ2023120021-231	12/20/2023	GRF 421 MH HC Schools GOS	CK0000214073-01 PO2023-00426 Family Life Counseling and Ps	23-0860 Inv 2013	\$1,111.49	\$0.00
EJ2023120021-233	12/20/2023	GRF 421 MH HC Schools GOS	CK0000214073-01 PO2023-00426 Family Life Counseling and Ps	23-0861 Inv 2044	\$1,050.10	\$0.00
EJ2023120021-235	12/20/2023	ATP Client Needs from 371480	CK0000214073-01 PO2023-00426 Family Life Counseling and Ps	23-0862 Inv 2049	\$1,300.00	\$0.00
EJ2023120021-237	12/20/2023	CRISIS FLEX Crisis Flex from	CK0000432540-01 PO2023-00426 Firelands Counseling & Recov	23-0863 Inv 3301	\$3,500.00	\$0.00

Expense Audit Trail Report
From: 12/1/2023 to 12/31/2023

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
EJ2023120021-239	12/20/2023	MHBG GOSH 121223 from 37	CK0000432540-01 PO2023-00426 Firelands Counseling & Recov	23-0864 GOSH M	\$11,146.53	\$0.00
EJ2023120021-241	12/20/2023	BOTH COMM INVEST GOSH	CK0000432540-01 PO2023-00426 Firelands Counseling & Recov	23-0864 GOSH M	\$26,275.27	\$0.00
EJ2023120021-243	12/20/2023	GRF 421 AOD GOSH 121223 f	CK0000432540-01 PO2023-00426 Firelands Counseling & Recov	23-0864 GOSH SU	\$771.62	\$0.00
EJ2023120021-245	12/20/2023	ATP Admin Costs for Family D	CK0000432537-01 PO2023-00426 Huron County Juvenile Court	23-0865 SFY24	\$1,954.00	\$0.00
EJ2023120021-247	12/20/2023	LEVY Cell phone reimburseme	CK0000432542-01 PO2023-00426 Kristen Cardone	23-0875 Nov 2023	\$60.00	\$0.00
EJ2023120021-251	12/20/2023	ATP Personnel from 371480 -	CK0000214074-01 PO2023-00426 Lets Get Real Inc	23-0866 Oct 2023	\$912.00	\$0.00
EJ2023120021-253	12/20/2023	ATP Personnel from 371480 -	CK0000214074-01 PO2023-00426 Lets Get Real Inc	23-0867 Sept 2023	\$855.00	\$0.00
EJ2023120021-255	12/20/2023	ATP Personnel from 371480 -	CK0000214074-01 PO2023-00426 Lets Get Real Inc	23-0868 Aug 2023	\$388.50	\$0.00
EJ2023120021-257	12/20/2023	ATP Personnel/Client Needs fr	CK0000214074-01 PO2023-00426 Lets Get Real Inc	23-0869 July 2023	\$1,806.13	\$0.00
EJ2023120021-259	12/20/2023	LEVY Ofc Phone Services 010	CK0000432534-01 PO2023-00426 Mitel	23-0870 Inv 45555	\$198.86	\$0.00
EJ2023120021-261	12/20/2023	ATP Admin Costs for NMC Dru	CK0000432535-01 PO2023-00426 Norwalk Municipal Court	23-0871 Statement	\$489.00	\$0.00
EJ2023120021-263	12/20/2023	LEVY Commercial Insurance fr	CK0000432538-01 PO2023-00426 The Cincinnati Insurance Com	23-0855 Acct 1000	\$4,070.00	\$0.00
EJ2023120033-175	12/28/2023	DFC PROSPER 2024 Member	CK0000432914-01 PO2023-00426 CADCA	23-0879 Member I	\$300.00	\$0.00
EJ2023120033-177	12/28/2023	LEVY Ofc Internet Services 12	CK0000432921-01 PO2023-00426 Charter Communications	23-0880 Inv 01577	\$237.97	\$0.00
EJ2023120033-179	12/28/2023	LEVY Ofc Gas Services 11132	CK0000432916-01 PO2023-00426 Columbia Gas of Ohio	23-0881 Acct 2070	\$68.67	\$0.00
EJ2023120033-181	12/28/2023	ATP Huron County Juv Court,	CK0000432922-01 PO2023-00426 Firelands Counsel & Recovery	23-0882 Inv 3300	\$331.87	\$0.00
EJ2023120033-183	12/28/2023	ATP Huron County Juv Court,	CK0000432915-01 PO2023-00426 Firelands Counsel & Recovery	23-0883 Inv 3269	\$280.80	\$0.00
EJ2023120033-185	12/28/2023	ATP Housing from 372106 - 20	CK0000432919-01 PO2023-00426 Firelands Counsel & Recovery	23-0884 Inv 3100	\$1,215.00	\$0.00
EJ2023120033-187	12/28/2023	ATP Huron County Juv Court,	CK0000432926-01 PO2023-00426 Firelands Counsel & Recovery	23-0885 Inv 3148	\$3,389.15	\$0.00
EJ2023120033-189	12/28/2023	ATP Huron County Juv Court fr	CK0000432924-01 PO2023-00426 Firelands Counsel & Recovery	23-0886 Inv 3226	\$529.35	\$0.00
EJ2023120033-191	12/28/2023	GRF 421 MH Clinical Exceptio	CK0000432917-01 PO2023-00426 Firelands Counsel & Recovery	23-0887 Inv 3314	\$1,417.03	\$0.00
EJ2023120033-193	12/28/2023	GRF 421 AOD Clinical Excepti	CK0000432918-01 PO2023-00426 Firelands Counsel & Recovery	23-0887 Inv 3314	\$227.90	\$0.00
EJ2023120033-195	12/28/2023	LEVY Clinical Exceptions from	CK0000432923-01 PO2023-00426 Firelands Counsel & Recovery	23-0887 Inv 3314	\$162.00	\$0.00
EJ2023120033-197	12/28/2023	COVID AUD Grant from 37210	CK0000432925-01 PO2023-00426 Firelands Counsel & Recovery	23-0888 Inv 3315	\$11.74	\$0.00
EJ2023120033-199	12/28/2023	GRF 421 MH GOSH 121923 fr	CK0000214151-01 PO2023-00426 Family Life Counseling and Ps	23-0889 MH GOS	\$5,805.22	\$0.00
EJ2023120033-201	12/28/2023	RECOVERY HOUSING WHOH	CK0000214151-01 PO2023-00426 Family Life Counseling and Ps	23-0890 Nov 2023	\$3,675.07	\$0.00
EJ2023120033-203	12/28/2023	LEVY Recovery Housing WHO	CK0000214151-01 PO2023-00426 Family Life Counseling and Ps	23-0890 Nov 2023	\$525.93	\$0.00
EJ2023120033-205	12/28/2023	Recovery Housing MHOH from	CK0000214151-01 PO2023-00426 Family Life Counseling and Ps	23-0891 Nov 2023	\$7,846.00	\$0.00
EJ2023120033-207	12/28/2023	LEVY PROMO 2024 Fair Booth	CK0000432920-01 PO2023-00426 Huron County Agricultural Soc	23-0892 2024 Fair	\$600.00	\$0.00
EJ2023120033-209	12/28/2023	SAPT TX Peer Support Service	CK0000214152-01 PO2023-00426 Lets Get Real Inc	23-0893 Nov 2023	\$11,880.00	\$0.00
EJ2023120033-211	12/28/2023	ATP Personnel from 372106 -	CK0000214152-01 PO2023-00426 Lets Get Real Inc	23-0894 Nov 2023	\$2,109.00	\$0.00
EJ2023120033-213	12/28/2023	SOS 3.02 Recovery Navigator	CK0000214153-01 PO2023-00426 Oriana House Inc	23-0895 Inv AR169	\$8,399.02	\$0.00
EJ2023120033-215	12/28/2023	SOS 3.02 Recovery Navigator	CK0000214153-01 PO2023-00426 Oriana House Inc	23-0896 Inv AR169	\$7,856.39	\$0.00
EJ2023120033-217	12/28/2023	DFC Reimbursement of Wix Pa	CK0000214154-01 PO2023-00426 Nicole Cross	23-0897 June 2023	\$456.00	\$0.00
100,100,00275 Total:					\$167,110.37	\$0.00
100.100.00300 Travel						
EJ2023120021-215	12/20/2023	LEVY Milage Reimbursement fr	CK0000432541-01 PO2023-00427 Ashley Morrow	23-0877 Nov 2023	\$80.10	\$0.00
EJ2023120021-249	12/20/2023	LEVY Milage Reimbursement fr	CK0000432542-01 PO2023-00427 Kristen Cardone	23-0876 Nov 2023	\$322.65	\$0.00
100,100,00300 Total:					\$402.75	\$0.00
100,100,00400 OPERS						
EJ2023120010-175	12/13/2023	Matching for OPERS 2129-08 (CK0000020311-34 Ohio Public Employees Retirement System	Inv_189108	\$1,123.17	\$0.00
EJ2023120010-233	12/13/2023	Matching for OPERS 2129-08 (CK0000020311-34 Ohio Public Employees Retirement System	Inv_190358	\$1,123.17	\$0.00
100,100,00400 Total:					\$2,246.34	\$0.00

Expense Audit Trail Report
From: 12/1/2023 to 12/31/2023

Journal ID	Date	Transaction Description	Source Doc.	Invoice#	Debit Amount	Credit Amount
100.100.00425 Workers Compensation						
EJ2023120019-079	12/15/2023	Employer Installment Premium	CK0000020324-01 Ohio Bureau of Workers Compensation	1016846087	\$717.78	\$0.00
100.100.00425 Total:					\$717.78	\$0.00
100.100.00460 Medicare						
EJ2023120011-111	12/11/2023	Matching for Medicare (Matchi	CK0000020312-38 Civista Bank-Payroll Taxes	Inv_191053	\$112.40	\$0.00
EJ2023120028-045	12/26/2023	Matching for Medicare (Matchi	CK0000020314-42 Civista Bank-Payroll Taxes	Inv_192428	\$112.40	\$0.00
100.100.00460 Total:					\$224.80	\$0.00
100.100.00475 Other Expenses						
EJ2023120006-239	12/06/2023	LEVY 2024 Membership from 3	CK0000432124-01 PO2023-00428 Huron County Chamber of Co	23-0835 2024 Due	\$255.00	\$0.00
EJ2023120006-241	12/06/2023	LEVY PROMO Grocery Tote B	CK0000432125-01 PO2023-00428 Insight Type & Graphics	23-0836 Inv 15571	\$1,430.00	\$0.00
EJ2023120013-161	12/13/2023	LEVY PROSPER Youth Summi	CK0000432309-01 PO2023-00428 Catering by Design	23-0844 Inv 7598	\$860.00	\$0.00
EJ2023120021-227	12/20/2023	LEVY PROMO Stepping Up Fo	CK0000432543-01 PO2023-00428 Elan Financial Services	23-0858 Acct 4798	\$334.64	\$0.00
EJ2023120021-265	12/20/2023	SPF OPC Registration for FCF	CK0000432544-01 PO2023-00428 The Ohio State University	23-0872 Inv CI-002	\$50.00	\$0.00
100.100.00475 Total:					\$2,929.64	\$0.00
100.100.00500 Hospitalization						
EJ2023120004-077	12/04/2023	Deduction: Hartford Life Insura	CK0000432055-20 The Hartford	Inv_190350	\$5.01	\$0.00
EJ2023120025-045	12/22/2023	December Health Insurance fro	CK0000432758-01 Huron County Treasurer	December	\$3,758.77	\$0.00
100.100.00500 Total:					\$3,763.78	\$0.00
Mental Health Totals:					\$177,645.30	\$0.00
Fund: 100 Total:					\$177,645.30	\$0.00
Grand Total:					\$177,645.30	\$0.00

Attachment VIII

January 2024 Executive Director Report

Local Updates

- *HEALing Communities update:*
 - The HEALing Communities study in Huron County has concluded. The study accomplished the following goals in Huron County: expanded the number of Project Dawn locations in Huron County and the installation of a harm reduction vending machine at Huron County Public Health allowing for increased access to Naloxone, expansion of Medication Assisted Treatment, funding to address housing and transportation barriers to increase treatment retention, and the implementation of safer prescribing/dispensing practices.
- The Nord Center and the LCADA Way recently announced that their respective boards have approved an agreement for the two agencies to merge, effective July 1, 2024. The Nord Center provides Sexual Assault Services in Huron County and Don Schiffbauer, CEO for the Nord Center, has assured that this merger will not impact services.
- In partnership with the HEALing Communities Study (HCS) and the Huron County Board of Mental Health and Addiction Services (MHAS), Huron County Public Health (HCPH) has launched a Mental Health & Substance Abuse Data Dashboard on the agency’s website. The dashboard entails data collected from sources that are available and shared with HCMHAS, such as 911 and 988 calls, hospital emergency department data pertaining to alcohol, drug, and suicide-related cases, treatment data, pharmacy data, and more. The “data at a glance” section of the dashboard also provides a quick look at year-to-date statistics for overdoses and suicide in Huron County. The dashboard will be updated monthly, beginning January 2024.
- Effective immediately, Huron County Public Health will be overseeing the Huron County Prevention Coalition. They are currently conducting interviews for the Prevention Coordinator position.
- December Mental Health and Substance Related Reports

Overdose	↓	7
Fatal Overdose	↓	0
Mental Health/Suicidal Ideation	↓	29
Substance Use Related	↓	15
Suicide Attempts	↓	2
Suicide Completions	↓	1
Warm Handoff Opiate/Drugs	↑	8

- December Alcohol Related Reports

OVI	20
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DC/Intox	5
Warm Handoff	1

State Updates

- Governor DeWine has appointed LeeAnne Cornyn as the new director of OhioMHAS. Director Cornyn previously served as DeWine’s chief of staff and was actively involved in the creation of Ohio Rise, the state’s initiative to keep youth with severe mental health issues in the community and to ensure they receive coordinated care services under Medicaid.

Strategic Plan Updates

Goal 1: To increase public awareness and education related to Board funded services and behavioral health.

- New resource initiatives:
 - Crisis hotline decals on law enforcement vehicles: the Huron County Sheriff’s Office has approved decals for all of their cruisers.
- Newsletters and Social Media for December:
 - Alcohol and the Holidays/Alcohol Awareness
 - Grief and the Holidays
 - Meet MHAS: Laura Wheeler
- Social media analytics results for December:
 - FB reach: 3,800
 - FB visits: 225
 - FB page new likes: 8
 - Instagram reach: 117
 - Instagram profile visits: 6
 - New Instagram followers: 2
- Resource Distribution:
 - Grocery Bag Distribution at 10 locations throughout the county
- Education:
 - WLKR ads: Grief and the Holidays
- Newspaper Articles/Press Releases
 - (Nov. 27) MHAS board hears about coffee house plans, Rigel Recovery Services, and HEALing Communities Study <https://www.norwalkohionews.com/post/mhas-board-hear-about-coffee-house-plans-rigel-recovery-services-and-healing-communities-study>
 - (Dec. 4) Tips to reduce stress during the holidays <https://www.norwalkohionews.com/post/tips-to-reduce-stress-during-the-holidays>
 - (Dec. 8) Local Democrats donate musical instruments to new sober coffee house <https://www.norwalkohionews.com/post/local-democrats-donate-musical-instruments-to-new-sober-coffee-house>
 - (Dec. 16) Report: Unintentional drug overdose deaths decreased by 5% in 2022 <https://www.norwalkohionews.com/post/report-unintentional-drug-overdose-deaths-decreased-by-5-in-2022>

- (Dec. 19) Navigating grief during the holidays <https://www.norwalkohionews.com/post/navigating-grief-during-the-holidays>
- (Dec. 29) Survey: Huron County residents are less overweight/obese than they were 3 years ago <https://www.norwalkohionews.com/post/survey-huron-county-residents-are-less-overweight-obese-than-they-were-3-years-ago>
- (Jan. 6) Huron County health department asked to take over oversight of prevention coalition <https://www.norwalkohionews.com/post/huron-county-health-department-asked-to-take-over-oversight-of-prevention-coalition>
- (Jan. 7) Health board OKs donations for park projects, handles other money matters, and hears about data dashboard <https://www.norwalkohionews.com/post/health-board-oks-donations-for-park-projects-handles-other-money-matters-and-hears-about-data-dash>
- (Jan. 9) Don't brush off seasonal affective disorder <https://www.norwalkohionews.com/post/don-t-brush-off-seasonal-affective-disorder>
- (Jan 10) Business roundup: Karina Bartow, Norwalk Wellness Center, Fisher-Titus, and 7-Eleven <https://www.norwalkohionews.com/post/business-roundup-karina-bartow-norwalk-wellness-center-fisher-titus-and-7-eleven>
- (Jan. 11) Huron County Trauma Informed Care committee identifies 2024 goals, welcomes new members <https://www.norwalkohionews.com/post/huron-county-trauma-informed-care-committee-identifies-2024-goals-welcomes-new-members>
- (Jan. 11) More interest in education, expanded treatment access, and increased collaboration among 2023 highlights for MHAS <https://www.norwalkohionews.com/post/more-interest-in-education-expanded-treatment-access-and-increased-collaboration-among-2023-highli>
- (Jan. 12) 'Get There' — where? Norwalkians to find out during campaign launched by school district <https://www.norwalkohionews.com/post/get-there-where-norwalkians-to-find-out-during-campaign-launched-by-school-district>
- (Jan. 15) MHAS requests nearly \$500,000 from state to help Fisher-Titus, sheriff and others with technology needs <https://www.norwalkohionews.com/post/mhas-requests-nearly-500-000-from-state-to-help-fisher-titus-sheriff-and-others-with-technology-ne>