MHARS Board of Lorain County
Board Meeting Minutes of September 19, 2019

MHARS
MENTAL HEALTH, ADDICTION AND RECOVERY SERVICES
BOARD OF LORAIN COUNTY

Attachments referenced in these minutes were distributed prior to or at the meeting, will be included in the official minutes, but are not part of this packet.
MINUTES OF THE MENTAL HEALTH, ADDICTION AND RECOVERY SERVICES BOARD OF LORAIN COUNTY
BOARD MEETING HELD SEPTEMBER 19, 2019
AMY H. LEVIN CONFERENCE & LEARNING CENTER
1165 NORTH RIDGE RD. EAST
LORAIN, OH 44055

Present: Tim Carrion, Chair; David Ashenhurst, Kara Copeland, Dr. Denise Eacott, Dr. Tracey Frierson, Joseph Hribar, Inez James, Ted Kalo, Karen McIlwaine, Dr. Hope Moon, Regan Phillips Sandra Premura, Karen Sutera, Daniel Urbin, Pamela Waite

Staff: Elaine Georgas, Interim Executive Director; Barry Habony, Business Operations Director; Peggy Baron, Associate Director; Heather Distin, InterSystem Program Director; Christine Robinson, Director of Program Services; Elizabeth Wolanski, Child and Adolescent Services Director; Rhonda Hegenbotham, Fiscal Coordinator; Jeanette Hinkle, Operations Specialist; Clare Rosser, Director of Communications and Community Relations; Patrice McKinney, Manager of Human Resources and Special Projects

1. CALL TO ORDER:

Board Chair Tim Carrion called the meeting to order at 5:17 p.m.

2. INTRODUCTION OF GUESTS AND STAFF:

Clare Rosser introduced staff, and guests at the meeting were Joyce DeMichele, Bellefaire JCB/Applewood Centers/Wingspan; Tammy Strietter, Taylor Peck and Tad Peck, Lucy Idol Center; Conner Rutledge, Monica Bauer, Virginia Beckman, Genesis House; Tom Stuber, The LCADA Way; Kathy C. Boylan, Eric Morse, The Nord Center

3. ROLL CALL:

Roll call was taken and a quorum found.

4. MINUTES:

Regarding the 08/22/19 Board meeting minutes, there was a correction on page 4, under Informational – Finance Documents. The last line incorrectly stated: “He [Barry Habony] also suggested updating the bylaws to give the Executive Director authority to enter into contracts on behalf of the Board.” It should state: “He explained that the information item relating to contracts is to maintain compliance with the Board of Directors’ By-Laws.” Hearing no other corrections, the meeting minutes would be filed accordingly.

5. COMMITTEE ASSIGNMENTS AND COMMITTEE CHAIRS:

Tim Carrion shared a finalized Committee Assignments list that includes the assignment of Committee Chairs. (Attachment 1)
6. **Finance Documents, reported by Elaine Georgas:**

Regarding the finance documents there was one informational item and two recommendations.

**Informational:**

1. **Contracts Authorized by the Executive Director on Behalf of the MHARS Board of Directors** – Elaine Georgas provided an explanation regarding the contracts. *(Attachment 2)*

   There were no Board member questions.

**Recommendations:**

1. **Contracts to be Authorized by the MHARS Board of Directors** – Elaine provided an explanation regarding the contracts. There was discussion with Board members deferring the Seely, Savidge, Ebert & Gourash CO., LPA contract to the Finance Committee that will meet on 10/08/19 at 5:00 p.m. at the North Ridge Rd. site. Board members approved two other contracts for Catholic Charities and Lorain County Public Health. *(Attachment 3)*

   *(Resolution 19-09-01)* Moved by David Ashenhurst, seconded by Dr. Hope Moon

   **Roll Call: (Aye):** Tim Carrion, David Ashenhurst, Dr. Denise Eacott, Dr. Tracey Frierson, Joseph Hribar, Inez James, Ted Kalo, Karen McIlwaine, Dr. Hope Moon, Regan Phillips Sandra Premura, Karen Sutera, Daniel Urbin, Pamela Waite

   **Carried.**

   **Resolution adopted.**

2. **MHARS Board of Lorain County Revised Budget for FY20** – Elaine Georgas and Barry Habony answered Board member questions about the revised budget. *(Attachment 4)*

   *(Resolution 19-09-02)* Moved by Pamela Waite, seconded by Karen McIlaine

   **Roll Call: (Aye):** Tim Carrion, David Ashenhurst, Dr. Denise Eacott, Dr. Tracey Frierson, Joseph Hribar, Inez James, Ted Kalo, Karen McIlwaine, Dr. Hope Moon, Regan Phillips Sandra Premura, Karen Sutera, Daniel Urbin, Pamela Waite

   **Carried.**

   **Resolution adopted.**

   *(Kara Copeland arrived for the meeting at 5:38 p.m.)*
7. **Executive Committee, reported by Inez James:**

**Present:** David Ashenhurst (Chief Governance Officer), Tim Carrion (Chair), Joseph Hribar, Inez James (Secretary), Dr. Hope Moon, James Schaeper, Pamela Waite (Vice Chair)

**Staff:** Elaine Georgas, Interim Executive Director

**CALL TO ORDER:**

Board Chair Tim Carrion called the meeting to order at 5:05 p.m.

**COMMITTEES:**

Tim Carrion indicated that has selected committee chairs: Community Relations and Plan Committee – David DiTullio, Finance Committee Chair – Joe Hirbar, Governance Committee Chair – David Ashenhurst, Nominating Committee – Karen Sutera. Tim Carrion indicated he will contact David DiTullio and Karen Sutera by the end of the week.

David Ashenhurst indicated the need to have the Governance Committee meet soon to update the current Bylaws.

Tim Carrion indicated the need to create Ad Hoc Committees. He shared the copies of the due diligence items that came from the consultant – Marta Brockmeyer who assisted the Joint Board committees earlier this year. Executive Committee Members discussed how certain merger/transition work would connect to the Finance Committee particularly – finance, information/technology, space/facility, insurance.

Discussion followed about the Human Resources components for the Board. Elaine Georgas indicated she is contacting a consultant who assisted the Stark County Board through their merger regarding staffing, job descriptions and pay equity. Members discussed how the two former boards have different personnel components and the need to bring these to equity in a judicial manner.

Tim Carrion indicated he will contact all members of the board to let them know of their committee assignments, including the Ad Hoc committees.

**COMMUNICATION FORMAT FOR REGULAR UPDATES TO BOARD MEMBERS:**

Tim Carrion noted diverse styles of communication from the prior Executive Director of the Mental Health Board and the current Interim Director and opened the discussion of the Executive Committee’s recommendations for communication of updates to board members. David Ashenhurst recommended that unless out of the ordinary, of matters outside normal board business or urgent, that the Board members can receive regular, detailed information at the board meetings.
NEW BUSINESS:

Tim Carrion indicated the need to have the new Board’s strategic plan updated. Elaine Georgas has inquired from other boards regarding their consultants they used for this purpose and will share these details once received. Tim Carrion, Pamela Waite and Elaine Georgas will meet soon to discuss this scope of work.

Elaine reminded members of the Crisis Stabilization Earmark to Lorain County in this biennium. She reported the need for the Board to prioritize this improvement with public and private partners including the county commissioners, philanthropic partners and service providers.

David Ashenhurst recommended that Tim Carrion and Pam Waite have coffee with each board member.

Elaine Georgas provided information regarding contracts for the board website and sign replacements for outside both locations.

BOARD EXECUTIVE DIRECTOR:

1. **Director’s Salary** – At the Committee meeting, Tim Carrion opened discussion to keep Elaine Georgas on as Interim Executive Director while the ad-hoc committees do their work and the strategic plan is completed. Pamela Waite inquired about the potential to compensate Ms. Georgas for her new duties. After deliberation, the Committee **Recommended** providing Ms. Georgas a $15,000 annual salary increase from $80,000 annually to $95,000 annually retroactive to July 1, 2019.

David Ashenhurst requested amending the resolution to include Ms. Georgas’ current salary of $80,000 which has been noted above.

*(Amended Resolution 19-09-03)* Moved by Inez James, seconded by Karen Sutera.

Discussion ensued with a request by Daniel Urbin prior to voting on the amended resolution that Board members go into Executive Session to pursuant to Ohio Revised Code: “*To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official....*”

*(Resolution 19-09-04)* Moved by Daniel Urbin, seconded by Regan Phillips.

**Roll Call: (Aye):** David Ashenhurst, Dr. Tracey Frierson, Joseph Hribar, Inez James, Ted Kalo, Regan Phillips, Daniel Urbin

**Roll Call: (Nay):** Tim Carrion, Kara Copeland, Dr. Denise Eacott, Karen McIlwaine, Dr. Hope Moon, Sandra Premura, Karen Sutera, Pamela Waite

*The motion to go into Executive Session was defeated.*
(Amended Resolution 19-09-03)

**Roll Call: (Aye):** Tim Carrion, David Ashenhurst, Kara Copeland, Dr. Denise Eacott, Dr. Tracey Frierson, Joseph Hribar, Inez James, Ted Kalo, Karen McIlwaine, Dr. Hope Moon, Regan Phillips Sandra Premura, Karen Sutera, Daniel Urbin, Pamela Waite

**Roll Call: (Nay):** Daniel Urbin

**Carried.**

**Resolution adopted.**

2. **Search Committee** – There was also discussion to have a search committee for the Board’s Executive Director. After much discussion it was agreed to have the Executive Committee take on the search committee function.

**NEXT MEETING DATE:**

Tim Carrion asked members of their preference and availability to meet as an Executive Committee monthly. Members agreed to hold their next meeting on October 2, 2019 at 5:00 pm at the MHARS’ Oberlin Avenue office.

**ADJOURNMENT:**

The Executive Committee meeting adjourned at 6:30 p.m.

8. **AD HOC HUMAN RESOURCES REPORT:**

**Present:** Dr. Denise Eacott (Chair), Karen McIlwaine, Dr. Hope Moon, Kara Copeland

**Staff:** Elaine Georgas, Interim Executive Director; Patrice McKinney

1. **CALL TO ORDER:**

Dr. Denise Eacott called the meeting to order at 4:40 p.m.

2. **REVIEW AND DISCUSS AD HOC COMMITTEE PURPOSE:**

*Purpose:* The Ad Hoc Human Resources Committee shall review and recommend non-administrative, higher-level decisions regarding human resources matters to meet the needs of the integrated board as strategies are developed by staff.

When asked to clarify “…as strategies are developed by staff,” Elaine explained that the strategies may include staff making fiscal or programming recommendations for the Committees.
3. **PRIORITIZE APPROPRIATE BOARD-LEVEL DECISIONS FOR HR MATTERS**

   a. **Budgetary Impact**

   i. **Market Rate Salary Analysis** – Elaine reached out to Stark County to ask how they completed a wage and benefits analysis for their staff when they were going through their merger. They provided contact information of the consultant, and Elaine and Patrice had a conference call with her last week. The Committee asked that Elaine reach out to the consultant regarding a wage and benefits analysis to make sure salaries and benefits are more equitable.

   ii. **Other Material Components**

   a. **Aligning Medical Insurance, Leave and Conversion** – There was discussion about equity for all staff regarding Medical Insurance, paid time off, and the OPERS Annual Conversion Plan.

   b. **Other Items** – There was discussion about the importance of drafting a Table of Organization. The Committee also suggested that staff be involved as much as possible in the process. When asked, Elaine shared about plans for a staff retreat, and that the Ohio Association of Community Behavioral Health Authorities (OACBHA) offered to be a facilitator.

4. **NEW BUSINESS:**

   None.

5. **NEXT MEETING DATE:**

   The next Ad Hoc Human Resources Committee meeting will be 10/09/19 at 4:30 p.m. at the North Ridge Rd. site.

6. **ADJOURNMENT:**

   The Ad Hoc Committee meeting adjourned at 5:14 p.m.

   A correction was made and is reflected above that the Committee’s name is Ad Hoc Human “Resources.”

7. **UNFINISHED BUSINESS:**

   None.

8. **NEW BUSINESS:**

   None.
11. **CHAIRPERSON’S REPORT:**

Tim Carrion indicated he had no report. He thanked staff for all their work with the Board merger and for working together for the blending of the two work cultures.

12. **EXECUTIVE DIRECTOR’S REPORT:**

**Federal:**

"U.S. Representatives Don Beyer (D-VA) and John Katko (R-NY), the co-chairs of the House Suicide Prevention Task Force, and Grace Napolitano (D-CA), founder and Co-Chair of the Congressional Mental Health Caucus today introduced the Barriers To Suicide Act. The bipartisan legislation would create grants for state and local governments to fund nets and barriers on bridges, which have been shown to reduce suicide."

SAMHSA Just released the Key Substance Use and Mental Health Indicators in the United States — Results from the 2018 National Survey on Drug Use and Health. The report can be found via: on www.SAMHSA.gov This report has great information regarding suicide, depression and substance use rates.

**State:**

Ohio MHAS has announced a Crisis Academy on October 28th and our team will be present to share and learn more about state of the art crisis improvements and how this can assist our $1.2 million earmark to create a crisis stabilization center in Lorain County. The following day we will spend time with state leadership and representatives from RI International regarding these initiatives.

We have received notice that the PATH program has been renewed along with the State Opioid Funding initiatives for next year.

Through our association we sent a letter to Governor DeWine, Speaker Householder, and Senate President Obhof regarding the response to the shooting in Dayton and the plans and messages that followed. More will be forthcoming to work with the Administration and the General Assembly as more plans and details are shared about any proposed policy changes related to the Governor’s 17 point plan and any other connected legislative activity.

Also, OACBHA we sent letters to the Ohio Congressional delegation encouraging them to support efforts to expand the available uses of the State Opioid Response grant dollars to go beyond opioid specific services.

The Ohio departments of Agriculture and Mental Health and Addiction Services, along with RecoveryOhio and the Ohio Farm Bureau, have rolled out the #GotYourBack campaign earlier this month. Got Your Back reminds farmers that it’s OK to address their own mental health, raises awareness about the high rate of suicide among farmers, connects farmers around the state with mental health resources in their area, and helps combat the stigma that surrounds the issue. We are checking this out and defining local partners who can help with this target population.
Local:

Ohio MHAS has approved a $500,000 capital project investment with Boys and Girls Clubs of Lorain County to support at $3 million investment in their Lorain city facility — the goal is to expand their youth center to 17,000 sq feet to allow them to serve over 6,000 youth. Our Board (former ADAS) signed off on supporting the capital plan.

Amherst School district has received approval to be a pilot project for Teen Mental Health First Aid along with 34 other districts nationwide. MHARS and LCCC are also partners in this pilot.

Earlier this month, Patrice McKinney, Carrie Wykrent and Elaine received certificates for Mental Health First Aid training along with 20 other community members. This was truly a great session.

Earlier this month, Elaine shared the OhioMHAS quality Housing Criteria with the City of Lorain’s Zoning board as they debated the four house Road to Recovery in central Lorain, which has been designed as housing for the sober. This type of ordinance review provides a unique opportunity to the work of MHARS in our communities for advocacy and support for those served through our network and integrating back into the community.

Congratulations to Clare Rosser for having received her QPR (Question Persuade, Refer) Master Trainer Certificate. Earlier this week, she offered a training of trainers to community members.

We have been highlighted in September’s Recovery Month Tab through the Morning Journal. Copies were made available for Board Members.

Yesterday your leadership presented updates at the Lorain County Commissioners meeting where they also presented us with a joint proclamation for Suicide Prevention Month and Recovery Month. Elaine also presented alongside the Jail and LCADA Way about a Medication Assisted Treatment Service Expansion for opioid addicted inmates at the County Jail. It is an initiative using the State Opioid Response funding, and Firelands Counseling has also secured a Federal Grant to support this expansion.

Elaine extended thanks to Vinaida and Heather for manning the table at the Labor Day Celebration on 9/2/19. Also, it was great to see Joseph Hribar, Ted Kalo, and Tim Carrion.

Our board received our notice of funding from the Community Foundation of Lorain County to assist in the Vicarious Trauma training next month. We are almost full having 197 first responders and front line workers who will participate at this amazing event. Outside of this event, Elaine asked that we continue to say thank you to our first responders who unconditionally do their work in our communities.

The computers at the North Ridge Road office have been bitten by a virus late last week and this week. Elaine thanked Board Members for their patience, and she thanked Jeanette Hinkle for her dedication by working with our tech team to get staff back online.

Last week our staff participated in the Culture of Quality 101 training provided locally by Fonda from OACBHA. This will assist our Board in obtaining COQ which is a peer certification.
process supported by the State Auditor as a best practice for Boards. There will be more details forthcoming.

Our Board received approval of our Community Plan that was submitted in early August. Elaine thanked Vicki Montesano, Christine Robinson, and Elizabeth Wolanski for assisting her in getting this together as a newly merged plan over these past two months.

Clare has been working on getting our new website, and transitioning our Board’s brand in the community through social media and products.

Elaine encouraged everyone to check us out the Firefish Festival this weekend along with our recovery partners for the “Recovery Rocks” painting for attendees. She thanked Christine for spearheading this great event.

There was great attendance at the Improbable Players event two days ago.

Details have been sent to Board Members regarding the Recovery Walk and Suicide Awareness Walk on Saturday, 09/28/19.

Elaine directly addressed the issue of the grant applications that were discussed at the Commissioners meeting yesterday. As shared with the Commissioners, Elaine stated that she took responsibility for filing errors with two grants that were expected to fulfill certain needs with the Recovery Court. These are important addiction services for those who participate in this life-saving court. We still expect to address the need, even though in seeking competitive grants, we always knew it was a possibility that we would need to explore other options.

Before discussing solutions, Elaine took a moment to commend and stand by her staff. The small staff that served the previous Alcohol and Drug Addiction Services Board have helped bring millions of dollars into Lorain County from various grant sources. They work with passion and integrity, even when they are living grant-to-grant. Having a small, dedicated team meant that we could respond with agility and flexibility to community needs. They do a great job in an ever-shifting funding environment.

These grant deadlines were earlier this year, before the merger, when we did not have the operational support of a larger network. In part, operational support is why we are merging systems, to provide the same solid foundation for addiction services as for mental health services. We bring together various knowledge sets and expertise, and now, we will have the logistical support to make sure that we take advantage of every opportunity.

13. INTRODUCTION OF ADDITIONAL GUESTS AND STAFF:

Clare Rosser introduced those who arrived later for the meeting: Dave O’Brien, The Elyria Chronicle-Telegram and Sabrina Jones.

14. VISITOR/PUBLIC COMMENTS:

Tim Carrion asked that anyone wanting to address the Board identify themselves and their affiliation so the meeting minutes accurately reflect their comments. He also asked that any comments be limited to not more than three minutes. There were no public comments.
15. **ADJOURNMENT:**

The meeting adjourned at 6:39 p.m.

Chair

Secretary
# COMMITTEE ASSIGNMENTS

<table>
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<tr>
<th>BOARD MEMBERS</th>
<th>FINANCE</th>
<th>NOMINATING</th>
<th>COMMUNITY RELATIONS &amp; PLAN</th>
<th>GOVERNANCE</th>
<th>Merger (Ad Hoc)**</th>
<th>Human Resources (Ad Hoc)**</th>
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<tbody>
<tr>
<td>1. David Ashenhurst</td>
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<td>2. Tim Carrion</td>
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<td>3. Arthur Cleary</td>
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<td>4. Kara Keating Copeland</td>
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<td>5. David DiTullio</td>
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<td>6. Dr. Denise Eacott</td>
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<td>7. Dr. Tracey Frierson</td>
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<td>8. Joseph Hribar</td>
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<td>9. Inez James</td>
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<td>10. Ted Kalo</td>
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<td>11. Karen McIlwaine</td>
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<td>12. Dr. Hope Moon</td>
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<td>13. Regan Phillips</td>
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<td>14. Sandra Premura</td>
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<td>15. James Schaeper</td>
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<td>16. Karen Sutera</td>
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<td>17. Daniel Urbin</td>
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<td>18. Pamela Waite</td>
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<td><strong>Total Members on Committees:</strong></td>
<td><strong>7</strong></td>
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<td><strong>7</strong></td>
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<tr>
<td><strong>Staff Lead</strong></td>
<td>Barry Habony</td>
<td>Patrice McKinney</td>
<td>Co Leads: Vicki Montesano, Christine Robinson</td>
<td>Elaine Georgas</td>
<td>Elaine Georgas</td>
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COMMITTEE ASSIGNMENTS FY20
(updated 09/10/19)
(TROUGH JUNE 30, 2020)

*Meeting dates/times subject to change in new fiscal year. (Committees’ roles extracted from Bylaws).

The Board shall maintain standing committees, including:

—— FINANCE COMMITTEE: The Finance Committee shall review all expenditures of the Board monthly financial statements and shall report on these to the BOD. The Committee shall review the annual budget proposed by the Executive Director and shall make recommendations on the annual budget to the BOD. The Committee shall review results from the annual county financial audit and monitor the implementation of any corrective action plans required by the audit. *(Mtg dates/times: TBD)*

—— NOMINATING COMMITTEE: The Nominating Committee shall have the responsibility to prepare, recommend, and nominate candidates for election as officers to be submitted to the BOD at its May meeting, after soliciting names of candidates from the members of the BOD after which the nominations shall be closed. The Nominating Committee shall convene, consider, and recommend to the BOD candidates for vacant officer positions and shall act by a majority vote of its members. The Nominating Committee shall propose the slate of candidates for BOD officer positions by the June Board meeting each year. The Committee shall conduct interviews and shall make recommendations of potential BOD members to the BOD to formally request the appropriate appointing authorities to fill vacancies. The Committee shall endeavor to ensure that the composition of the BOD reflects the demographic characteristics of Lorain County. *(Mtg dates/times: TBD)*

COMMUNITY RELATIONS and PLAN COMMITTEE: The Community Relations and Plan Committee shall evaluate new programs and determine service gaps and unmet needs in the community. The Committee shall also establish methods to be used to monitor the performance of programs funded by the BOD. The Committee shall facilitate the development of a schedule of regular presentations to the BOD pertaining to current programming and emerging needs in the community. *(Mtg dates/times: TBD)*

GOVERNANCE COMMITTEE: The Governance Committee shall review Board By-Laws and recommend revisions to the BOD for adoption. Any BOD member or the Executive Director may suggest By-Law changes for the Governance Committee to consider. All discussions regarding By-Law changes shall include input from the Executive Director. The Governance Committee shall monitor and conduct self-evaluation surveys of BOD members to inform the future educational training needs of the BOD. These surveys shall be conducted not later than June of each year. *(Mtg dates/times: TBD)*

EXECUTIVE COMMITTEE: The Executive Committee shall be composed of the Chair, the Vice Chair, Secretary, Governance and Finance Chairs. Between the meetings of the BOD, the Executive Committee, shall have, and may exercise, the authority of the BOD, except as such authority is limited by statute. The Executive Committee shall have only such power and authority of the BOD between meetings of the BOD as shall be necessary to address crisis situations of the Board; any such action taken by the Executive Committee between meetings of the BOD shall be subject to ratification or modification by the BOD at its next regularly scheduled meeting. For the purposes of this section, “crisis situations” shall include the following:

a. Litigation or claims (pending, threatened, or anticipated); matters requiring BOD action or BOD decision that cannot be delayed;
b. Public relations matter that cannot be delayed;
c. Natural disaster issues, (e.g. floods, fire, tornadoes, etc.);
d. Workplace violence, sabotage, systems security/failures, computer hacking, data destruction or alteration;
e. Staff/volunteer theft, fraud, or mismanagement;
f. Financial decisions requiring board action or board decisions that cannot be delayed. *(Mtg dates/times: TBD)*

AD HOC MERGER—The Ad Hoc Merger Committee shall review and recommend Budget related details regarding infrastructure for integration (IT, real property, other assets) as strategies are developed by staff.

AD HOC HUMAN RESOURCES — the Ad Hoc Human Resources Committee shall review and recommend non-administrative, higher level decisions regarding human relations matters to meet the integrated board as strategies are developed by staff.
<table>
<thead>
<tr>
<th>Consultant/Monitor</th>
<th>Service/Provider</th>
<th>Contract/Budgeted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holly Heritage, President, Burning River</td>
<td>Integrate features of two existing websites into one redesigned and functional</td>
<td>NTE $4,500 for 9/4/19 - 12/31/19</td>
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<tr>
<td>Digital Media, LLC</td>
<td>website</td>
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<td>Brooke Sherman</td>
<td>Provide Mental Health First Aid (MHFA) training @ $60/hour</td>
<td>NTE $1,440 for 7/1/19 - 6/30/20</td>
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<td>Wagner Electric Sign Co.</td>
<td>Furnish the necessary labor and materials to manufacture and install new faces for</td>
<td>NTE $2,815</td>
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<td></td>
<td>the existing signage for the merged Board</td>
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<td>Brian-Kyles</td>
<td>Snow and ice agreement for parking lot and walkways</td>
<td>NTE $10,000 for 11/1/19 - 4/30/20</td>
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<td>*Let's Get Real, Inc.</td>
<td>Provide services as a &quot;certified recovery peer specialist&quot; @ $30/hour</td>
<td>NTE $1,380</td>
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<td>Lorain County Public Health</td>
<td>To expand access of Naloxone to specific community stakeholders (first responders</td>
<td>NTE $20,725 for 8/15/19 - 9/30/19</td>
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<td></td>
<td>and local service entities) with OMHAS State Opioid Response funding</td>
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<td>Wellington Police Department</td>
<td>Implement alcohol retail purchase compliance check</td>
<td>NTE $800 reimbursement for personnel and informants</td>
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<td></td>
<td></td>
<td>for 8/1/19 - 9/29/19</td>
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<tr>
<td>Lorain Police Department</td>
<td>Implement alcohol retail purchase compliance check</td>
<td>NTE $800 reimbursement for personnel and informants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for 8/1/19 - 9/29/19</td>
</tr>
<tr>
<td>**Lorain County Mental Health Court</td>
<td>Specialized docket subsidy</td>
<td>$20,000 for 7/1/19 - 6/30/20</td>
</tr>
<tr>
<td>** Lorain County Probate Court/Veterans</td>
<td>Specialized docket subsidy</td>
<td>$30,000 for 7/1/19 - 6/30/20</td>
</tr>
<tr>
<td>Treatment Court</td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Lorain County Family Drug Court</td>
<td>Specialized docket subsidy</td>
<td>$30,000 for 7/1/19 - 6/30/20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* ISP Contract for which the Board is the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Agent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Pass-Through funding from OMHAS to subsidize specialized court programs. Rather than a direct allocation to the specific court, funds are allocated to the Board to "Pass-Through" to the agencies who were awarded funding.
<table>
<thead>
<tr>
<th>Consultant/ Vendor</th>
<th>Service Description</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Catholic Charities</td>
<td>Provide Youth Recovery Group Mentoring Services with Behavioral Health Juvenile Justice Grant funding</td>
<td>NTE $344,855 for 7/1/19 - 6/30/20 (amendment to original contract increasing $26,000 from $318,855)</td>
</tr>
<tr>
<td>Lorain County Public Health</td>
<td>Lorain County’s First Response project funding initiative through the Substance Abuse and Mental Health Services Administration (SAMHSA) to provide Naloxone for first responders and community members, data assistance for overdose and community response. Renewal year 3 of 4 year grant on approval from SAMHSA</td>
<td>NTE $75,000 for 9/30/19 - 9/29/20</td>
</tr>
<tr>
<td>Seely, Savidge, Ebert &amp; Gourash CO., LPA</td>
<td>Provide legal services in relation to merger of the Lorain County Board of Mental Health and the Alcohol and Drug Addiction Services Board of Lorain County</td>
<td>NTE $41,790.56 for 7/1/19 - 6/30/20 (amendment to original contract increasing $11,790.56 from $30,000)</td>
</tr>
</tbody>
</table>

* ISP Contract for which the Board is the Fiscal Agent
### Mental Health, Addiction and Recovery Services Board of Lorain County

Revised Budget for FY20

<table>
<thead>
<tr>
<th>Proposed Revisions FY20</th>
<th>Original Budget FY20</th>
<th>Revisions FY20</th>
<th>Revised Budget FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Estimated Beginning Cash Balance - MH</strong></td>
<td>$17,260,540</td>
<td>$</td>
<td>$17,260,540</td>
</tr>
<tr>
<td><strong>Estimated Beginning Cash Balance - ADAS</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Estimated Beginning Cash Balance - ISP</strong></td>
<td>2,249,870</td>
<td>-</td>
<td>2,249,870</td>
</tr>
<tr>
<td><strong>Estimated Beginning Cash Balance - TOTAL</strong></td>
<td>19,510,410</td>
<td>-</td>
<td>19,510,410</td>
</tr>
</tbody>
</table>

**Revenues:**

<table>
<thead>
<tr>
<th></th>
<th>Original Budget FY20</th>
<th>Revisions FY20</th>
<th>Proposed Revisions FY20</th>
<th>Revised Budget FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Levy</strong></td>
<td>11,347,976</td>
<td>-</td>
<td>-</td>
<td>11,347,976</td>
</tr>
<tr>
<td><strong>Local Grants</strong></td>
<td>1,000</td>
<td>-</td>
<td>4,566</td>
<td>5,566</td>
</tr>
<tr>
<td><strong>State Allocations and Grants</strong></td>
<td>1,579,370</td>
<td>-</td>
<td>1,019,612</td>
<td>2,598,982</td>
</tr>
<tr>
<td><strong>Federal Allocations and Grants</strong></td>
<td>917,232</td>
<td>-</td>
<td>(75,354)</td>
<td>841,878</td>
</tr>
<tr>
<td><strong>Pass-Through Grants</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Integrated Services Partnership</strong></td>
<td>1,466,922</td>
<td>-</td>
<td>190,000</td>
<td>1,656,922</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>174,250</td>
<td>(75,000)</td>
<td>-</td>
<td>99,250</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>15,486,750</td>
<td>-</td>
<td>1,063,824</td>
<td>16,550,574</td>
</tr>
</tbody>
</table>

**Expenses:**

<table>
<thead>
<tr>
<th></th>
<th>Original Budget FY20</th>
<th>Revisions FY20</th>
<th>Proposed Revisions FY20</th>
<th>Revised Budget FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel - Salary and Benefits</strong></td>
<td>1,842,069</td>
<td>44,352</td>
<td>-</td>
<td>1,886,421</td>
</tr>
<tr>
<td><strong>Operating</strong></td>
<td>570,042</td>
<td>-</td>
<td>20,000</td>
<td>590,042</td>
</tr>
<tr>
<td><strong>Board Governance</strong></td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Auditor &amp; Treasurer Fees - Levy</strong></td>
<td>188,000</td>
<td>-</td>
<td>-</td>
<td>188,000</td>
</tr>
<tr>
<td><strong>Integrated Services Partnership</strong></td>
<td>1,494,080</td>
<td>-</td>
<td>190,000</td>
<td>1,684,080</td>
</tr>
<tr>
<td><strong>Agency and Community</strong></td>
<td>3,539,889</td>
<td>26,000</td>
<td>854,212</td>
<td>4,420,101</td>
</tr>
<tr>
<td><strong>Network Agency Contracts</strong></td>
<td>15,994,815</td>
<td>40,000</td>
<td>-</td>
<td>16,034,815</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>23,633,895</td>
<td>110,352</td>
<td>1,064,212</td>
<td>24,808,459</td>
</tr>
</tbody>
</table>

**Net Income**

<table>
<thead>
<tr>
<th></th>
<th>Original Budget FY20</th>
<th>Revisions FY20</th>
<th>Proposed Revisions FY20</th>
<th>Revised Budget FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Income</strong></td>
<td>(8,147,145)</td>
<td>(110,352)</td>
<td>(388)</td>
<td>(8,257,885)</td>
</tr>
</tbody>
</table>

**Estimated Ending Cash Balance - MH**

<table>
<thead>
<tr>
<th></th>
<th>Original Budget FY20</th>
<th>Revisions FY20</th>
<th>Proposed Revisions FY20</th>
<th>Revised Budget FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Estimated Ending Cash Balance - MH</strong></td>
<td>13,071,451</td>
<td>-</td>
<td>-</td>
<td>13,071,451</td>
</tr>
<tr>
<td><strong>Estimated Ending Cash Balance - ADAS</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Estimated Ending Cash Balance - ISP</strong></td>
<td>2,222,712</td>
<td>-</td>
<td>-</td>
<td>2,222,712</td>
</tr>
<tr>
<td><strong>Estimated Ending Cash Balance - TOTAL</strong></td>
<td>$15,294,163</td>
<td>-</td>
<td>-</td>
<td>$15,294,163</td>
</tr>
</tbody>
</table>

---

Increase in Local Grants revenue and Agency and Community expense of $82 for Cleveland Indians ticket donation.

Increase in Local Grants revenue and Agency and Community expense of $4,484 for Community Foundation of Lorain County grant to provide Vicarious Trauma Training for First Responders.

Increase in State Allocations revenue of $19,612 for Central Pharmacy rollover of unused funds from FY1.

Increase State Allocations revenue and Agency and Community expense of $1,000,000 for Crisis Stabilization operating allocation from OMHA.

Decrease in Federal Grants revenue and Agency and Community expense of $75,354 for Circle of Recovery grant originally allocated to MH, subsequently allocated to SUD.

Increase in Integrated Services Partnership revenue and expense of $190,000 for the Behavioral Health and Juvenile Justice (BHJJ) grant.

Increase Operating expense $20,000 to cover cost of payment to attorney for litigation relating to merge.

Decrease in Miscellaneous revenue and Agency and Community expense of $75,000 for OMHAS Allocation that was budgeted by both Boards when they were separate entities.
## BUDGET REVISIONS FY20

### REVENUES

<table>
<thead>
<tr>
<th>DATE</th>
<th>CATEGORY</th>
<th>AMOUNT</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NET REVENUE CHANGE**

<table>
<thead>
<tr>
<th></th>
<th>0</th>
<th>OVERALL AMOUNT REVENUES INCREASED / (DECREASED)</th>
</tr>
</thead>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th>DATE</th>
<th>CATEGORY</th>
<th>AMOUNT</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/27/2019</td>
<td>Personnel - Salary and Benefits</td>
<td>44,352</td>
<td>Increase for expected vacation payout for Executive Director resignation</td>
</tr>
<tr>
<td>6/27/2019</td>
<td>Agency and Community</td>
<td>26,000</td>
<td>Increase in Federal PATH Grant local match</td>
</tr>
<tr>
<td>6/27/2019</td>
<td>Network Agency Contracts</td>
<td>40,000</td>
<td>Increase for carryover amount for OMHAS Prison Re-Entry Grant</td>
</tr>
</tbody>
</table>

**NET EXPENSE CHANGE**

<table>
<thead>
<tr>
<th></th>
<th>110,352</th>
<th>OVERALL AMOUNT EXPENSES INCREASED / (DECREASED)</th>
</tr>
</thead>
</table>

## NET OVERALL CHANGE

<table>
<thead>
<tr>
<th></th>
<th>(110,352)</th>
<th>OVERALL AMOUNT ENDING BALANCE INCREASED / (DECREASED)</th>
</tr>
</thead>
</table>
Sample Due Diligence Review Items

Finance
Audited financial statements (last three years)
Accountant’s management letter
State and federal tax returns
Operating budget
Current financial statements
Names and addresses of financial institutions
Listing of all liabilities
Listing of all assets
Explanation of cash on hand
Copies of loans or liens against any assets
Statement confirming if any interested party (ex: board member or spouse) has an interest in any asset owned by the corporation
Description of terms, conditions, status of current grants and contracts
Explanation of assignability of clients (as assets) under grants
Description of terms, restrictions, agreements for all restricted funds, including endowment
All management, consulting or operating agreements
Fundraising plan or agreements, pledges receivable
Description of fundraising results (three years)

Insurance (may go with finance review)
Description of all polices/coverage
Officers and directors
Vehicles (if)
Fire and extended coverage property
Workers comp
Professional practice
Volunteers’ coverage

Capital/Real Estate (may go with finance review)
Deeds
Leases (for buildings and equipment)
Mortgages
List of significant equipment and vehicles (if)
Zoning and use permits
Environmental surveys, data
Other real estate records

HR
List of all current employees, job descriptions, compensation
Employment contracts
Personnel policies
Collective bargaining agreements (if)
Description of employee benefit programs, with vendor contact information
Volunteer policies, including job descriptions and agreements
Employee on boarding, performance evaluation documents
Employee manual

Governance
Articles of incorporation
Bylaws
Organizational chart
Copies of affiliation agreements, partnership agreements, joint venture agreements
List of current officers and directors
Conflict of interest statements
Board minutes (five years)
Tax documents
IRS tax exemption letter or other IRS communication
State tax exemption letter
990 submissions (three years)
Most recent state tax filing
Other federal and state tax records requested
Description of any pending litigation or government investigations; confirmation that none exist
Strategic plans
CEO employment agreement, compensation
Permits, licenses, accreditation and approval from government or accrediting bodies
Medicare and Medicaid provider approvals

IT
All licenses and service contracts
Audit of existing hardware, software
Review of phone systems, compatibility
Identification of additional technical resources needed for larger organization
Training and desired training opportunities
List of IT-related items that should be upgraded or replaced

COMMUNICATIONS
Website contracts (in concert with IT WG)
Identification of requirements for new website; process for vendor selection
Newsletters, letters of appeal, newspaper articles, print collateral
Logos, miscellaneous graphics
Signage