
Executive Committee Meeting Agenda

Tuesday, December 14, 2021 at 5:00pm, Amy Levin Center

EXECUTIVE COMMITTEE: The Executive Committee shall be composed of the Chair, the Vice Chair, Secretary, Chief Governance Office, and ALL Chairs of Standing Committees. 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.

Board Members Attending: Daniel Urbin, Board Chair; Regan Phillips, Vice Chair; Dr. Denise Eacott, Secretary; David Ashenhurst, Chief Governance Officer; Kreig Brusnahan, James Schaeper

Staff Attending: Michael K. Doud, Executive Director, Nancy Kelsey, Patrice McKinney, Barry Habony

I. Informational:

- a. The Slanina Fund (attachment)
- b. Executive Director's Job Description and Evaluation (attachment)
- c. List of Contracts Authorized by the Executive Director

II. Recommendation:

- a. LCCRC Project APS 12.1
 - Hill International, Owner Representative (presentation)
 - Clark & Post Architects, Inc.
- b. 2022 Levy Consultant APS 12.2
 - Fallon Research & Communications, Inc.
 - JS Strategies, LLC
 - Roetzel Consulting Solutions
- c. Contract Recommendation – Road to Hope APS 12.3
- d. FY22 Budget Revisions
- e. FY23 Budget Process

III. Old Business

- a. Holiday Giving: Cornerstone Pregnancy Services (flyer attached)
- b. Staff Retreat update

IV. New Business

V. Determination of Consent Agenda

Next Meeting: Schedule as necessary

THE COMMUNITY FOUNDATION OF GREATER LORAIN COUNTY
FIELD OF INTEREST ENDOWMENT FUND AGREEMENT
FOR
SUPPORT OF CONTINUING EDUCATION FOR EMPLOYEES OF ORGANIZATIONS
CONTRACTED BY THE LORAIN COUNTY BOARD OF MENTAL HEALTH

THIS AGREEMENT is made and executed on this 12th day of February , 1997, by and between THE W.G. NORD CENTER OF 6140 South Broadway / Lorain, OH 44053-3891, acting as the temporarily designated agency (hereinafter referred to as "Donor"}, and THE COMMUNITY FOUNDATION OF GREATER LORAIN COUNTY {hereinafter, the "Foundation") to evidence the absolute transfer by the Donor of certain property to the Foundation for its public, charitable, scientific, literary, and educational purposes, in order to establish with such property a Field of Interest Endowment Fund. By so doing, the Donor is reserving the right to define the charitable purposes of this Fund. This shall be done in accordance with the provisions set forth below.

1. Name of the Fund. The name of the Field of Interest Endowment Fund established with the property transferred as described hereunder shall be the **"Frederick P. Slanina Fund for Development of Mental Health Professionals."**

2. Initial Contribution. The Donor hereby gives, assigns, and transfers to the Foundation for its public, charitable, scientific, literary, and education purposes -- which purposes are inclusive of those of the Donor -- the property described in Exhibit "A" attached hereto and made a part hereof. The ultimate purpose of such property transfer is to create a permanent endowment of at least \$5,000, with opportunity for the Donor and/or supporters to make further contributions to the established Fund at any time.

3. Acceptance of Property. The Foundation hereby accepts the property transferred and affirms that it will hold such and any additional property transferred to the Fund on the terms and subject to the conditions set forth by this Agreement for Field of Interest Endowment Funds. The guidelines and procedures for such Funds are described in the Foundation's governing instruments, including its Articles of Incorporation and Code of Regulations, as amended from time to time, and any policy resolutions and procedures from time to time in effect.

4. Purpose of the Fund. Authorized distributions from income from this Fund shall be used to support the development and continuing education of employees of non-profit organizations that are under contract to the Lorain County Board of Mental Health. The procedures for selection of such grant recipients and guidelines for their use of awards are outlined in Exhibit "B" attached hereto and made a part hereof.

5. Investment of Fund. Control over the investment or reinvestment of such property and the asset management of the Fund will be exercised exclusively by the Foundation.

6. Administrative Fee. The Foundation shall assess a reasonable fee for administering this Field of Interest Endowment Fund. (Currently, this fee, which is subject to adjustment, is 3/4ths of 1% of the market value of the corpus of the Fund. The market value will be established annually in accord with the Foundation's Investment Policy.) Such administrative fee will be taken from income generated by the endowed Fund unless the Donor or others wish to make additional contributions to cover this amount

7. Distributions. In accord with the spending policy in effect as set by the Board of Trustees of the Foundation, the Foundation will annually distribute to the Donor-designated agency (or the subsequently selected non-profit alternative agency) a percentage of the value of

the corpus of the Fund (e.g., in 1997 it is 5%, minus the Foundation's administrative fee). The total amount to be distributed to the agency will be computed and communicated to the agency twice each year (in February and June).

Upon notification of the availability of funds, the agency may exercise one of three options: (1) request outright distribution of all income available in order that it may be awarded to impartially-selected non-profit groups under contract to the Lorain County Board of Mental Health; (2) request that all or a portion of such income be held in escrow by the Foundation until such time as the agency shall request its transfer for the charitable purposes of the Fund; or (3) request that all or a portion of such income be reinvested in the principal of the Fund to supplement amounts already being reinvested through the Foundation's "Investment Policy." In no instance will distributions be made from the endowed corpus of the Fund.

The purposes of charitable distributions from this Fund will be to support the work of a Selection Committee appointed by non-profit organizations under contract to the Lorain County Board of Mental Health in fulfilling its general public, charitable, scientific, literary, and educational goals. Such Committee will exercise discretionary power in selecting grant recipients and awarding grants of support for continued development and education of such recipients. The designated non-profit agency serving as grantee and coordinator of the Selection Committee agrees to file a report with the Foundation on the accomplishments of individual awardees within 12 months of their reception of such grants.

8. Termination. The corpus of the Fund shall be retained in the permanent endowment of the Foundation and shall be known the "**Frederick P. Slanina Fund for Development of Mental Health Professionals Endowment Fund.**" From the time of its

establishment and in perpetuity all grants made by the Foundation from this Fund will acknowledge it as the source.

In accord with the Foundation's legal powers of variance, however, its Board will regularly review the activity of the charitable program designated to receive grants from this Fund in order to determine whether the program continues fulfilling the functions and purpose the original Donor considered worthy of support. If not, or if in the sole judgment of the Board of Trustees of the Foundation any restriction or conditions on the distribution of funds imposed by the original or subsequent Donors become, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served; then, and only then, can the Board of the Foundation vote to redistribute such funds to another charitable purpose, consistent with the Donors' charitable objectives and the needs of the community served. Prior to any decision to redistribute such funds, the Board of the Foundation shall confer with the Selection Committee constituted by the agency that has heretofore received distributions from this Fund. In such consultations, the Foundation Board shall always retain final decision-making authority.

9. Fund not a Separate Trust. The assets of the Fund shall be the assets of the Foundation and not a separate trust. The Fund shall be organized and administered so that the Federal income tax status of the Foundation as a public charitable organization under Section 501(c)(3) of the Internal Revenue Code, as amended, will not be adversely affected under. This agreement will be interpreted in a manner consistent with the federal income tax provisions and regulations that govern the operation of the Foundation, and it may be amended from time to time by the Foundation to conform to such provisions and regulations.

10. No Amendment. The Donor understands and declares that this donation is absolute and irrevocable and that, after the execution of this instrument, the Donor has no right, title, interest, or incidents of ownership in the property described in Exhibit A or any additional property contributed to this Fund. The Donor and its representatives shall have no right to alter, amend, or terminate this agreement.

IN WITNESS WHEREOF this agreement has been executed by the Donor(s) and on behalf of the Foundation on the day and year first above written. The following authorized signatures attest to this fact:

Donor's Representatives: Bernard Greenberg
Dr. Bernard Greenberg, Executive Director of
The W.G. Nord Center

Received for The Community Foundation of Greater Lorain County by:
Malcolm J. Keef
President of the Board or Executive Director

ATTACHMENT "B"

ADMINISTRATION AND GUIDELINES FOR THE FUND

Purposes of the Fund:

The "Frederick P. Slanina Fund for Development of Mental Health Professionals" has been created to support the development and continuing education of employees of non-profit organizations that are under contract to the Lorain County Board of Mental Health.

The non-profit organizations in contractual relationship with the Lorain County Board of Mental Health (agencies certified by the Ohio Department of Mental Health) at the time of establishment of this Fund include:

- Catholic Charities
 - Center for Children & Youth Services
 - El Centro Services Sociales
 - Family Services Association of Lorian Ct.
 - Genesis House
 - Guidance Center of Lorain County
 - Lorain County Labor Agency
 - Lucy Idol Center
 - New Sunrise Properties, Inc.
 - Nord Mental Health Center
- (This list is not meant to be definitive or final and may be changed over time.)*

The forming Committee which set up this Fund has determined that its purposes will best be met through three types of grants:

- 1st - Grants to support joint workshops and opportunities for professional development in Lorain County
- 2nd - Grants to support individual staff participation in seminars (both local and national) and workshops important for professional development
- 3rd - Scholarships to assist staff in obtaining undergraduate and/or graduate education required for certification or to further professional development of staff in mental health and related fields

Additional types of grants may later be identified by the Advisory Committee (see below).

Selection Committee:

1. A Selection Committee of five (5) members will be appointed and charged with the following responsibilities:
 - a. Annually receiving from the Director of the Lorain County Board of Mental Health or its successor information regarding income available for charitable grants from the Slanina Fund;
 - b. Annually convening the Directors of all agencies under contract to the Board of Mental Health to obtain their advice on the types of grants to be made from

- available income in particular years;
- c. Publicizing, with the assistance of the Lorain County Board of Mental Health, the availability and types of grants from the Slanina Fund;
 - d. Receipt and evaluation of applications received from contract agencies and their employees and deciding each year upon grantees;
 - e. Providing direction to the Board of Mental Health and, in the case of scholarships, to the Foundation on the distribution of grant checks;
 - f. In collaboration with the Director of the Lorain County Board of Mental Health, submitting to The Community Foundation of Greater Lorain County each year a report on the use of grant funds distributed.
2. The five-member Committee will be appointed by and chaired by Frederick P. Slanina until he wishes to retire from such responsibility. Thereafter, the power of appointing this Committee will pass to the Executive Director of the Lorain County Board of Mental Health or its historic successor.
 3. In constituting the five-member Committee, these guidelines will be observed:
 - a. The Initial Committee will include the following:
 - One (1) long-term Chair (initially, Mr. Slanina)
 - Two (2) members for one-year terms
 - Two (2) members for three-year terms

(The staggered terms are intended to foster both continuity and rotating membership of the Committee.)
 - b. As terms expire, members may be reappointed for another, full, three-year term. With the exception of the Chair, however, no member may serve more than two successive terms without a year's sabbatical following. After such sabbatical, however, former members may be reappointed
 4. It shall be the responsibility of the Chair of the Committee to:
 - a. Convene meetings of the Committee
 - b. Oversee conduct of business
 - c. Maintain a record of the Committee's actions

Calendar, Frequency of Grants, and Application Process

1. Initially, the Selection Committee will adhere to the following calendar:
 - September-October: publicity regarding availability of grants
 - December 15: deadline for grant applications to be submitted
 - Late February: announcement of grants
2. No grant will be awarded two years in succession to any one applicant agency or its employees, with the exception of joint grants to support collaborative workshops and possible renewals of scholarship grants for a second or later years.

3. Applications of staff of any of the qualified agencies must be forwarded to the Selection Committee by the Director of the agency. Applications by any of the qualified agencies must be forwarded to the Selection Committee by the Director of the agency. In addition, the Director must offer his/her own recommendation(s) regarding the applicants or application. *(Such a procedure is designed to assist the Committee in making its final decisions, as well as to provide opportunity for qualified agencies to consider offering supplemental support if grants are awarded.)*

Applications

1. Individual staff members should plan to include the following in their applications:
 - a. Name, position, employing agency, address and phone.
 - b. Amount and purpose of grant sought. (Budget)
 - c. Rationale regarding how the grant will help the staff member's professional development and how it will help the agency.
 - d. Date by when grant is needed.
2. Agencies seeking joint grants to sponsor workshops need to include at least the following:
 - a. Name of agency, address and phone. Indication of other agencies involved in the application.
 - b. Amount and purpose of grant sought. (Budget)
 - c. Rationale regarding how the grant will help the collaborating agencies' staffs' professional development and the agencies' programs
 - d. Date by when grant is needed.
3. In years when scholarship grants are offered, the Community Foundation will assume primary responsibility for working with the Selection Committee to choose scholars, verify student enrollment, issue checks to institutions in which the scholars have matriculated, and receive reports on student achievement. The Selection Committee will be responsible for establishing guidelines for scholarship competitions.

Modifications

The Selection Committee is empowered to recommend modifications of these guidelines, although such must be reviewed and finally approved by the Board of Trustees of The Community Foundation.



POSITION DESCRIPTION

Classification Title:	Executive Director	Reports To:	Board of Directors
Employment Status:	Full-Time	Supervises:	Intersystem Program Director – (dotted line authority);
FLSA Status:	Exempt		Administrative Services Director;
Exemption Type:	Executive		Communications & Community Relations Director; Chief, Business Operations; Chief Behavioral Health Services; Co-Supervises Executive Assistant (with Administrative Service Director)
Civil Service Status:	Unclassified 124.11 [A] 18		

POSITION SUMMARY

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for persons covered by the Americans with Disabilities Act, in accordance with its requirements.

- Serves as the Chief Executive and serve at the will of the Board of Directors. Responsible to the Board in providing leadership to realize the MHARS Board’s mission, vision and strategic direction as set by the Board.
- Assures strict adherence to all local, state, and federal laws and rules pertaining to MHARS Board operations and functions.
- **Develop and negotiate, purchase arrangements with service and facility providers and vendors in conformity with Chapter 340 of the Ohio Revised code.**
- **Prepare an annual report required by Chapter 34 of the Ohio Revised Code.**
- **Perform all duties of the Ohio Revised Code and such other duties as may be directed by the Board of Directors.**
- Assures through planning, **funding** and evaluation that mental health, and alcohol and drug rehabilitation services, delivered by contract providers, are accessible, of high quality, cost effective and accountable.
- **Encourages the development and expansion of preventive, treatment, rehabilitative, and consultative programs in the field of behavioral health with emphasis on continuity of care.**
- Assures that there are adequate resources available to meet reasonable levels of service demand by promoting the acquisition of public and private funds through advocacy for local levy, state, federal and other resources.
- Assures that Board resources meet the highest accountability standards and are managed within budget guidelines established by the Board of Directors.
- Provides timely, accurate, and appropriate information to the Board of Directors that enables the Board to meet its statutory obligations and mission, vision and strategic directions.
- Employs, trains, supervises, evaluates and disciplines, ~~including termination~~, employees and consultants as may be necessary to carry out the work of the Board. **Sets- Determines** compensation within the limits set by the salary schedule and the budget.
- Develops and maintains key relationships with governmental, business, community, legislative, and other behavioral health and human services leaders to further the mission, vision and strategic direction of the Board.



POSITION DESCRIPTION

- Promotes cultural competence in the provision and administration of services funded by the Board and within the Board itself.
- **Interacts effectively with individuals of different cultures.**
- Ensures that open and productive lines of communication are developed and maintained with **persons seeking or receiving addiction services, mental health services, or recovery supports**, with families and with other behavioral health and human services care providing systems, county and state departments, community, and other Board Executive Directors.
- Develops operational policies and procedures consistent with the intent of Board decisions. Implements and administers policies and procedures that achieve accountability indicators.
- Maintains ultimate responsibility for procuring, proper disposition and accountability for all funds managed by the Board. Manages the operations of the Board office within the Board approved budget. Authorizes County Auditor to issue warrants for payment of Board approved obligations as authorized by Board of Directors.
- Recommends changes in policies and procedures that are needed to assure that the Board’s mission, vision and strategic direction are realized.
- ~~Develops and negotiates, subject to Board approval, purchase arrangements with service and facility providers and vendors in conformity with the Ohio Revised Code.~~
- Engages and advocates **for persons seeking or receiving addiction services, mental health services, or recovery supports.**
- Prepares an annual report required by the Ohio Revised Code for Board approval.
- Performs all duties required by the Ohio Revised Code and other such duties as may be directed by the Board of Directors.
- **Travel requirements at conference and other event to acquire and maintain fulfilling the duties and responsibility of this role.**

BEHAVIORS & CHARACTERISTICS

- **Leadership:** possesses breadth, presence, vision; has ability to manage, motivate and inspire others.
- **Communication:** can effectively communicate both up and down the organization and to external audiences; excellent verbal and written communication skills and presentation skills; active listener.
- **Collaborative:** demonstrates a willingness and ability to work with and through others.
- **Integrity:** personally possesses the highest ethical and moral standards.
- **Interpersonal skills:** personable; can relate to people of diverse social, economic, and cultural backgrounds.
- **Diplomat:** tactful, gracious, smooth style.
- **Team player:** management style which supports and encourages the efforts of staff.
- **Straightforward:** ability to provide direct feedback and information; transparent; candid.
- **Organizational skills:** results oriented; meets established goals and objectives.
- **Change agent:** anticipates, facilitates and manages change.
- **Executive presence:** professional demeanor and style.
- **Self-starter:** displays a passion for “getting the job done”; strong personal work ethic.
- **Visibility:** highly visible to staff and key stakeholders; active in the community.
- **Decision making process:** demonstrates good judgment and firmness in decision-making; carefully assesses facts of a situation and weighs alternatives but is decisive.
- **Multitask/focus:** able to manage and carry out multiple and complex assignments.
- **Credible:** able to build confidence with and command respect from staff, Board members and community representatives.
- **Persuasive:** can synthesize viewpoints and mobilize internal and external support for objectives and plans.
- **Negotiation:** able to effectively negotiate and seek “win-win” solutions to issues and conflicts.
- **Disposition:** demonstrates balance in his/her life; gracious; able to maintain a sense of humor.



POSITION DESCRIPTION

KNOWLEDGE, SKILLS & ABILITIES

- **Administration:** strong background in administrative leadership of a complex organization possessing at least 5+ years of upper management experience.
- **Community-based background:** ~~experience~~ **works** with community-oriented mental health, AOD and dual diagnosis programs and services.
- **Fiscal management:** ~~experience~~ **works** in developing, managing, and dealing with operating and allocation budgets.
- **Executive management:** ~~has managed~~ **manages** and ~~motivated~~ **motivates** strong staff members; team-oriented management style.
- **Planning:** ~~has worked~~ **works** with staff and Board to develop and implement successful strategic and tactical plans.
- **Board relationships:** significant involvement with governance issues and Board of Directors interactions; Board development and training experience.
- **Government regulation:** familiar with organizations governed by the Ohio Revised Code or related legal requirements if from outside Ohio.
- **Levy funding:** ~~experience~~ **works** with successful local or county levy campaigns.
- **Diversity:** ~~experience working~~ **works** with diverse groups; multi-culturally competent to diverse needs of individuals receiving mental health, substance use disorder and/or dual diagnosis services.
- **Behavioral health or human service management experience:** a high degree of behavioral healthcare administration knowledge with special understanding of the problems and techniques of urban and multi-cultural healthcare delivery; brings a mental health and substance use disorder recovery orientation.
- **External relationships:** ~~developed~~ **develops** effective relationships with other community leaders including elected officials, nonprofit organizations, educators, churches, government, and other provider organizations.
- **Community relationships:** active in other community-based organizations to advocate for adults, youth and children with mental illness and substance use disorders and their family members.
- **Resource maximization:** ~~ability to~~ **recognizes/seek** out grants and other sources of funding to support operations.
- **Media relations:** ~~experienced as an organizational spokesperson;~~ **has interacted** **interacts** with members of print and broadcast media.
- **Political acumen:** ~~demonstrated~~ **s** ability to strategically navigate among community, statewide and federal leaders.
- **Technology:** understands technology and uses it in assembling and assessing data.

QUALIFICATIONS

Education:

A Bachelor's degree is required; an advanced degree in Business Administration, Counseling, Law, Clinical Psychology Health Care Administration, Public Administration, Social Service, Social Work, or related field is required. Exceptions to the education requirement may be made based upon professional experience.

Professional Qualifications:

Possesses a vision and an ability to function as a strategic leader. Experience as an executive of a publicly funded, comparably sized mental health or substance use disorder organization or a merged board or nonprofit. Alternative experience may include an executive position in a health care specific or social service nonprofit organization or related state, county, or municipal agency with an emphasis on community health issues. Demonstrated knowledge of best practices in the areas of managed behavioral healthcare. Demonstrated knowledge of best practices in the areas of behavioral healthcare planning, funding, evaluation, and accountability.



POSITION DESCRIPTION

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator’s License or demonstrable ability to gain access to worksite.

EMPLOYEE UNDERSTANDING & AGREEMENT

I UNDERSTAND AND WILL EFFECTIVELY PERFORM THE DUTIES AND REQUIREMENTS SPECIFIED IN THIS POSITION DESCRIPTION.

Executive Director Signature

Date

Management Approval:

Board Chair

Date



M · H · A · R · S

MENTAL HEALTH, ADDICTION AND RECOVERY SERVICES
BOARD OF LORAIN COUNTY

EXECUTIVE DIRECTOR EVALUATION 2021

Executive Director Evaluation 2021

The Executive Committee requests that you complete this survey by DATE_____. To make the evaluation process most meaningful we request that you include comments for every item rated either above or below expectations.

1. Please indicate your length of time on the Board

- Under six months
- seven months to two years
- Between two and four years
- More than four years
- Other (please specify)

*** 2. PREPARATION AND ORGANIZATION: The Executive Director:**

Greatly Exceeds Expectations Exceeds Expectations Meets Expectations Below Expectations Greatly Below Expectations

A. Is prepared for Committee meetings; is prepared to provide information and recommendations to facilitate Committee action.

B. Is prepared for Board meetings; is prepared to provide information and recommendations to facilitate Board action.

C. Works to achieve meetings which are organized, businesslike, and kept to a reasonable length.

Comment / Suggestions for Improvement

*** 3. KNOWLEDGE: The Executive Director:**

	Greatly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Greatly Below Expectations
A. Exhibits a good knowledge of the policies, guidelines, regulations and laws that relate to the Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Has administrative skills to facilitate Board and staff compliance with such guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Suggestions for Improvement:

*** 4. COMMUNICATION: The Executive Director:**

	Greatly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Greatly Below Expectations
A. Identifies emerging trends and issues in mental health and recovery services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Informs the Board on all matters of concern including changes, innovations and trends.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments / Suggestions for Improvement:

*** 5. ADMINISTRATION: The Executive Director:**

	Greatly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Greatly Below Expectations
A. Administers Board operations in a fiscally sound manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Displays good judgment in business transactions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Develops an efficient and effective administrative team.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments / Suggestions for Improvement:

*** 6. PROFESSIONALISM: The Executive Director:**

	Greatly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Greatly Below Expectations
A. Operates in an ethical and professional manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Maintains a friendly, courteous attitude.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Listens to Board member ideas and suggestions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments / Suggestions for Improvement:

*** 7. INNOVATION: The Executive Director:**

	Greatly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Greatly Below Expectations
A. Demonstrates a strategic approach.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Generates ideas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Seeks creative ways to improve and vitalize the organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Advises the Board on priority needs based on an assessment of consumer needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments / Suggestions for Improvement:

*** 8. ADVOCACY: The Executive Director:**

	Greatly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Greatly Below Expectations
A. Advocates at the state and federal level regarding financial and quality assessment issues that impact mental health services in the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Maintains services throughout the community and fair distribution of funds among our agencies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Keeps focus on our primary mission to maintain services to the SED/SMD consumer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments / Suggestions for Improvement:

*** 9. Please add any additional comments regarding strengths or areas for possible improvement.**

Contracts Authorized by the Executive Director on Behalf of the MHARS Board of Directors

December 16, 2021

Consultants - Vendors	Service Provided	Amount Paid
Midview Local School District	"You Belong" Grant allocation FY22 - Midview Middle School	NTE \$3,000.00 for 11/3/21 - 6/30/22
Clearview Local School District	"You Belong" Grant allocation FY22 - Durling Middle School	NTE \$3,000.00 for 11/3/21 - 6/30/22
Avon Lake City School District	"You Belong" Grant allocation FY22 - Learwood Middle School	NTE \$3,000.00 for 11/3/21 - 6/30/22
North Ridgeville City School District	"You Belong" Grant allocation FY22 - North Ridgeville Academic Center	NTE \$3,000.00 for 11/3/21 - 6/30/22
Sheffield/Sheffield Lake City School District	"You Belong" Grant allocation FY22 - Brookside Middle School	NTE \$3,000.00 for 11/3/21 - 6/30/22
Keystone Local School District	"You Belong" Grant allocation FY22 - Keystone Middle School	NTE \$3,000.00 for 11/3/21 - 6/30/22
Lorain City School District	"You Belong" Grant allocation FY22 - Longfellow Middle School	NTE \$3,000.00 for 11/3/21 - 6/30/22
Lorain City School District	"You Belong" Grant allocation FY22 - Southview Middle School	NTE \$3,000.00 for 11/3/21 - 6/30/22
Lorain City School District	"You Belong" Grant allocation FY22 - General Johnnie Wilson School	NTE \$3,000.00 for 11/3/21 - 6/30/22
The Nord Center	Reimbursement of rent paid from OMHAS Access to Success II allocation	NTE \$3,500.00 for 7/1/21 - 6/30/22
Clark & Post Architects, Inc.	Provide architectural services for interior alterations to MHARS Administration building	NTE \$5,500.00 for 12/2/21 - 6/30/22
Carrie Wykrent	Provide services as a Peer Parent Coach @ \$60/hr	Effective 10/1/21 - 12/31/21



**BOARD OF DIRECTORS MEETING
AGENDA PROCESS SHEET
DECEMBER 14, 2021**

EXECUTIVE COMMITTEE

COMMUNITY PLANNING & OVERSIGHT

FINANCE COMMITTEE

GENERAL MEETING

NEW PROGRAM

CONTINUING PROGRAM

EXPANDING PROGRAM

Subject: Owner Representative for Lorain County Crisis Receiving Center Project (LCCRC)

Contract Entities: Hill International Inc., Owner Representative (OR)
Clark & Post Architects Inc., Consultant

Contract Term: December 20, 2021 through March 31, 2022

Funding Source: Federal/State Crisis Infrastructure Funding

Contract Amount: Hill International Inc. \$44,000
Clark & Post Architects, Inc. \$5,000

Project Description:

- The first phase of the project would include the following items as their scope of work:
 - Advise the Board throughout the site selection process including lease review, site costs, utilities, risk factors, etc. It is anticipated that two sites will be evaluated, one new construction and one renovation/addition.
 - Discuss and provide advantages and disadvantages of delivery methods for the project.
 - Develop milestone schedules for each evaluated site and project delivery option.
- The intent of this first phase would be to develop two project alternatives for the Board's review that would include an overall budget and anticipated schedule for each alternative. The Board can then evaluate these options and decide on the path forward for the Project. It is anticipated that this initial phase will take approximately sixty days.

Related Facts:

- 5/27/21 MHARS Board of Directors Resolution 21-05-01 approved an allocation up to \$4 million toward the building construction of a facility. In addition, this resolution approved up to \$4,889,000 for the first five (5) years toward the operating cost and loss gap funding for the delivery of support services not reimbursed by Medicaid and other insurers.
- 8/24/21 Lorain County Board of Commissioners adopted Resolution #21-529 committed to issue match funds for the purpose of constructing LCCRC
- 9/28/21 The MHARS Board of Directors (BOD) approves priorities and authorizes release of RFQ for OR
- 9/30/21 The MHARS Board Releases RFQ for OR

- 10/08/21 Deadline for submission of e-mailed questions related to RFQ
- 10/15/21 Deadline for the MHARS Board to respond to e-mailed questions
- 10/22/21 Deadline to submit proposal in response to RFQ
- 11/4/21 Selection Committee with a representative from the County Commissioner complete review of proposals and formulate recommendation
- The Nord Center reported to the Steering Committee the Agency received the first donation from a private business toward the development of the project.
- 11/10/21 Update provided to foundation(s)
- 11/12/21 Executive Director & Commissioner representative meet with selected firm to negotiate scope of work to be performed during first phase of the project
- 11/18/21 Received the price proposal in response to the agreed upon scope of work for the first phase of the project
- 11/30/21 Update provided to the LCCRC Steering Committee
- 12/3/21 Update provided to Community Foundation of Lorain County

Metrics <i>(How will goals be measured)</i>	<ul style="list-style-type: none"> • Team meeting with OR will be conducted on a biweekly basis during the site selection process: lease review; site costs; utilities; and, risk factors • Two (2) sites shall will be evaluated, one (1) new construction and one (1) renovation/addition • Provide advantages and disadvantages of delivery methods for the project • Develop milestone schedules for each evaluated site and project delivery option
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Evaluation/ Outcome Data <i>(Actual results from program)</i>	<ul style="list-style-type: none"> • Final report due March 1, 2022
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Recommended Action:

- Do I have a motion to accept staff recommendation to support a contract with Hill International in the amount not to exceed \$44,000 and Clark & Post not to exceed \$5,000 and to move this recommendation to the Full Board?



**BOARD OF DIRECTORS MEETING
AGENDA PROCESS SHEET
DECEMBER 14, 2021**

EXECUTIVE COMMITTEE

COMMUNITY PLANNING & OVERSIGHT

FINANCE COMMITTEE

GENERAL MEETING

NEW PROGRAM

CONTINUING PROGRAM

EXPANDING PROGRAM

Subject: Consultants for 2022 levy planning

Contract Entities: Fallon Research & Communications Inc., Roetzel Consulting Solutions and JS Strategies

Contract Term: 10-month contract beginning in 2022

Funding Source: Levy funds

Contract Amount:

Fallon:	\$15,500.00
Roetzel:	\$50,000.00
JS Strategies	\$50,000.00

Project Description:

- Consultants will provide guidance to the Mental Health, Addiction and Recovery Services Board in the following three areas related to planning for 2022 levy: surveying, communications and campaign strategy
- They have each presented proposal outlining their recommendations.
 - *Surveying:* A telephone survey comprised of a series of 300 telephone interviews (+/- 5.65 percent overall estimated margin of sampling error) among registered voters.
 - *Communications and campaign strategy:* This would include research and leader engagement, analyzing and enhancing existing communications and strategizing for effective community engagement and outreach.

Related Facts:

- The MHARS Board levy is up for renewal at .6 mill for five years. It was last renewed in May 2018. It expires Dec. 31, 2022. There are three chances to renew/replace/renew Nov. 2022, May 2023, Nov. 2023.
- The 1.2 mill/10-year, was last renewed in Nov. 2014 and expires Dec. 31, 2024. There are three chances to renew/replace/renew Nov. 2024, May 2025 and Nov. 2025.
- This will be the first MHARS Board levy since the boards have merged. Ballot language will need review to reflect use under a merged board.
- In 2016, proposed millage under the former Alcohol and Drug Addiction Services Board (ADAS) failed. This was a 1.2 mill/5-year levy, with 45 percent voting in favor and 54 percent voting against it.

- Summer 2021, Communications & Community Relations Director reached out to various community stakeholders and developed a plan with three (3) experienced consultants to meet the changing levy needs of the MHARS Board. Fallon and JS Strategies had previous experience with the former mental health board.
- September 2021, Chair, Ad Hoc Levy Committee made a recommendation to have the consultants present to Executive Committee.
- Their recommendation was presented to the Executive Committee at its meeting on Oct. 5, 2021. The Executive Committee recommended that presentations be made to the Ad Hoc Levy Committee.
- October 26, 2021, Ad Hoc Levy Committee and Board Chair met with the consultants. Each of the consultants presented their proposal and took questions from the Committee.

<p>Metrics <i>(How will goals be measured)</i></p>	<ul style="list-style-type: none"> • Results of survey shall include presentation of statistically representative data reflecting the beliefs and views of Lorain County voters (Fallon) • Develop a communications/community relations plan that will include interviews of key community stakeholders and survey data (Roetzel, JS) • To formulate recommendations for ballot language (Roetzel, JS) • The compilation of digital data from online surveys (Roetzel, JS) • The communications strategist will audit current communications strategy, make informed recommendations for strengthening communications with the development of a campaign communication plan (Roetzel, JS)
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<p>Evaluation/ Outcome Data <i>(Actual results from program)</i></p>	<ul style="list-style-type: none"> • n/a
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Recommended Action:

- Do I have a motion to accept staff recommendation to support a contract with Fallon Research & Communications in the amount not to exceed \$15,5000, for Roetzel Consulting Solutions not to exceed \$50,000 and JS Strategies not to exceed \$50,000 and to move this recommendation to the Full Board?



M · H · A · R · S

MENTAL HEALTH, ADDICTION AND RECOVERY SERVICES
BOARD OF LORAIN COUNTY

BOARD OF DIRECTORS MEETING AGENDA PROCESS SHEET DECEMBER 14, 2021

COMMUNITY PLANNING & OVERSIGHT COMMITTEE
 EXECUTIVE COMMITTEE

FINANCE COMMITTEE
 GENERAL MEETING

NEW PROGRAM CONTINUING PROGRAM EXPANDING PROGRAM

Subject: Capital Funding Support for Recovery Housing
Contract Entities: The Road To Hope
Contract Term: One-Time Allocation
Funding Source(s): Levy
Contract Amount: \$150,000

Project Description:

- Located at 1863 Liberty Ave, Vermillion, OH 44089, The Road to Hope (RTH) is renovating an existing site with multiple buildings to provide additional recovery housing units, unique in that it would support maintaining families together. The facility has 11 buildings and nine structures are being converted to 14, one- or two-bedroom units. The main building will be offices, laundry, a group room and private space for residents to meet with service providers. Space will also be remodeled to possibly be a future licensed daycare. Furnishings, appliances and equipment for outside facility maintenance is a part of the project. 24/7 supervision is provided on site.
- Cottages will provide family style living with privacy as opposed to the few other options where multiple families share space. This allows for building new and sober family relationships in a safer environment for children by limiting their exposure to potential conflicts in another type of living scenario.

Related Facts:

- RTH has requested additional grant funds to offset the rising cost for construction materials and labor for the project. Additional funds will support the agency's ability to stay within their budgeted 1.3M mortgage obligation to Huntington Bank for the project.
- Total Development Cost is \$3,000,000
 - Nord Family Foundation provided \$150,000
 - Columbia Community Foundation provided \$100,000
 - April 2021 Ohio Mental Health & Addiction Services approved \$500,000
 - April 2021 MHARS Board of Lorain County Resolution #21-04-09 approved \$300,000 match funds
 - September 2021 Lorain County Commissioners Resolution #21-569 approved \$500,000 (this was done in response to Resolution #20-699 that was rescinded January 2021)

- Other sources of funding \$35,000
- RTH is certified by Ohio Recovery Housing (ORH) National Alliance Recovery Residences (NARR) standards as a recovery housing provider.

Number Served: 30 families estimated annually

System Impact:

- Families are often split up while a parent is in treatment. Having recovery housing available for children to reunify with a parent eliminates pressure on a parent to forgo or drop out of a sober living environment to prioritize family obligations.
- Supporting this type of recovery housing illustrates the need for change in family dynamics as a whole rather than just addressing one individual and returning them to the same, original environment.
- Additional 22 beds in 14 units of recovery housing for women with children in Lorain County. Total number served will vary with the size of families and length of stay. Average length of stay 5.3 – 6.8 months.

Metrics <i>(How will goals be measured)</i>	<ul style="list-style-type: none"> ● N/A Capital funding for building renovation
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Evaluation/ Outcome Data <i>(Actual results from program)</i>	<ul style="list-style-type: none"> ● N/A
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Recommendation Action:

Do I have a motion to accept the staff recommendations to approve \$150,000 for The Road to Hope capital project located in the City of Vermilion and to move this recommendation to the full Board of Directors?

Mental Health, Addiction and Recovery Services Board of Lorain County
Revised Budget for FY22

	Original Budget FY22	Prior Approved Revisions FY22	Proposed Revisions FY22	Revised Budget FY22
Estimated Beginning Cash Balance - Board Levy	\$ 13,803,806		\$	13,803,806
Estimated Beginning Cash Balance - Unrestricted	129,095			129,095
Estimated Beginning Cash Balance - Board Allocations & Grants	2,559,667			2,559,667
Estimated Beginning Cash Balance - ISP	2,755,355			2,755,355
Estimated Beginning Cash Balance - TOTAL	<u>19,247,923</u>			<u>19,247,923</u>
Revenues:				
Levy	11,943,072	-	-	11,943,072
Local Grants	7,250	-	-	7,250
State Allocations & Grants	3,444,129	(811,467)	(270,273)	2,362,389
Federal Allocations & Grants	4,750,922	168,607	274,368	5,193,897
Pass-Through Grants	680,502	95,000	-	775,502
Integrated Services Partnership	490,731	-	-	490,731
Miscellaneous	453,329	-	-	453,329
Total Revenues	<u>21,769,935</u>	<u>(547,860)</u>	<u>4,095</u>	<u>21,226,170</u>
Expenses:				
Personnel - Salary and Benefits	1,934,250	-	-	1,934,250
Operating	434,500	-	69,300	503,800
Printing & Advertising	70,000	-	-	70,000
Board Development & Recognition	5,000	-	-	5,000
Capital Outlay	375,000	-	-	375,000
Auditor & Treasurer Fees - Levy	198,000	-	-	198,000
Integrated Services Partnership	1,624,527	74,413	-	1,698,940
Pass-Through Grants	680,502	95,000	-	775,502
Agency & Community	2,138,245	114,183	272,454	2,524,882
Network Agency Contracts	19,856,125	(1,895,629)	(272,454)	17,688,042
Total Expenses	<u>27,316,149</u>	<u>(1,612,033)</u>	<u>69,300</u>	<u>25,773,416</u>
Net Income	<u>(5,546,214)</u>	<u>1,064,173</u>	<u>(65,205)</u>	<u>(4,547,246)</u>
Estimated Ending Cash Balance - Board Levy	11,514,367		\$	11,932,733
Estimated Ending Cash Balance - Unrestricted	129,095			127,805
Estimated Ending Cash Balance - Board Allocations & Grants	436,688			1,092,993
Estimated Ending Cash Balance - ISP	1,621,559			1,547,146
Estimated Ending Cash Balance - TOTAL	<u>\$ 13,701,709</u>		<u>\$</u>	<u>14,700,677</u>

Shift \$50,000 from State Allocations & Grants to Federal Allocations & Grants for OMHAS Crisis Infrastructure funding allocation deemed Federal not State
Shift \$224,368 from State Allocations & Grants to Federal Allocations & Grants for OMHAS Mobile Response and Stabilization Services (MRSS) grant deemed Federal not State
Shift \$14,962 from Network Agency Contracts expense to Agency & Community expense for FEMA Grant expenditures
Shift \$176,158 from Network Agency Contracts expense to Agency & Community expense for Crisis Services Infrastructure expenditures
Shift \$77,943 from Network Agency Contracts expense to Agency & Community expense for Road to Hope Project expenditures
Shift \$8,391 from Network Agency Contracts expense to Agency & Community expense for SOR FFY22
Increase State Allocations & Grants \$4,095 for additional OMHAS Forensic Monitoring funding allocation
Increase Operating expense \$69,300 for consultants for levy planning

State Allocations & Grants	Federal Allocations & Grants	Agency & Community	Network Agency Contracts
(50,000)	50,000	14,962	(14,962)
(224,368)	224,368	176,158	(176,158)
4,095		72,943	(72,943)
		8,391	(8,391)
<u>(270,273)</u>	<u>274,368</u>	<u>272,454</u>	<u>(272,454)</u>



HOLIDAY CHARITABLE OUTREACH 2021
Cornerstone, 364 Griswold Rd., Elyria, OH 44035

W I S H L I S T

Clients needs:

Hygiene Essentials

- Diapers size Newborn to 6
- Pullups
- Wipes
- Baby Shampoo
- Baby Wash
- Baby Lotion
- Bath Towels
- Wash Cloths

Clothings: Newborn to 2T

- Onesies
- Sleepers
- Outfits
- Jackets
- Winter Coats
- Hats
- Gloves
- Scarves

Other Needs:

- Bottles
- Formula
 - Similac Advanced
 - Similac Soy
 - Gerber
- Crib sheets
- Receiving Blankets
- Baby Blankets
- Pacifiers
- Small Toys
- Rattles
- Teething Rings
- Stuffed Animals

For our Mother's

- Maternity clothes
 - Registries at:
 - Target
 - Walmart
 - Amazon



Contact Sue Marie Wilhelm
440-284-1010 ext. 220

Cornerstone's Mission: Caring for women by providing life-affirming services

Cynthia Carter-Harris, RN,BSN,MBA,D.Min., Executive Director, ccarter-harris@cornerstonepregnancy.org