



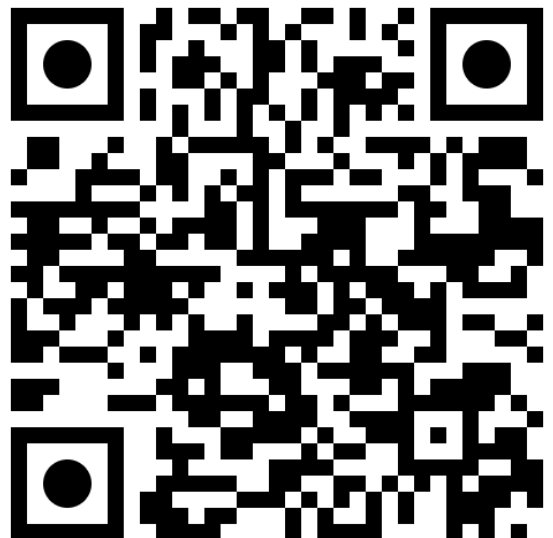
CUCF August Meeting Agenda

August 15th, 2024, 2:30-4:00pm

- I. **Call to Order – Ware**
 - Welcome
 - Introductions - CUCF board members/attendees
 - New Board Members: Bryant Dill, Officer Amy Findley & Mercy
 - Community Partner Updates
- II. **Agenda – Ware**
- III. **July 2024 & Special Meeting Minutes – Ware: Motion Required**
- IV. **Financials**
 - Approval of July Financial Report – Casto: Motion Required
- V. **New Business**
 - Early Intervention Report – Trachsel
 - Agreement Letter with Clark, Schaefer, Hackett - Humphrey: Motion Required
 - Records Retention DRAFT Update – Humphrey: Motion Required
 - Shared Plan Update – Humphrey: Motion Required
- VI. **Council Report – CUCF**
 - Director’s Report – Humphrey
 - Ideas for Future Meetings - Humphrey
- VII. **Adjourn**

Please complete the following survey:
<https://forms.office.com/r/M87XDP8qf3>

Next Meeting:
Thursday, September 19th, 2024 at 2:30pm
Conference Room- Mental Health and Recovery Board of Union County
131 N Main St., Marysville OH 43040





MEETING MINUTES

July 29th, 2024, 3:00pm

Attendance:

Voting Members Present: Jennifer Gross (parent rep), Adam Negley (MHRB), Jason Orcena (Health Dept), Lori Poling (parent rep), Kathryn Tummino (Interim Chair, Secretary - MHRB), Dave Lawrence (Commissioner), Jerome Shapiro (parent rep), Jamie Harris (LEADS Headstart)

Other Attendees: Vanessa Humphrey (Director, CUCF)

I. Call to Order – Tummino

- Kathryn Tummino called the meeting to order at 3:01

II. Nomination of CUCF Chair & Vice Chair – Tummino: Motion Required

- Motion to approve Sue Ware and Jason Orcena Jamie Harris, Seconded by Jennifer Gross
- All in favor, none opposed, motion carries, no discussion. The motion carries.

III. Agenda – Chair/Vice Chair

IV. May & June 2024 Minutes – Chair/Vice Chair: Motion Required

- Motion by Jerome Shapiro, Seconded by Dave Lawrence. All in favor, none opposed, no discussion. The motion carries.

V. Financials

- Approval of May & June Financial Reports – Chair/Vice Chair: Motion Required
- Motion by Dave Lawrence, Seconded by Lori Poling. All in favor, none opposed, no discussion. The motion carries.

VI. New Business

- New Board Members – Humphrey: Motion Required
 - Bryant Dill as Non-Profit seat, Designee for Andrew Binegar at Bridges
 - Officer Amy Findley as Municipal Designee
 - Motion by Jennifer Gross, Seconded by Dave Lawrence. All in favor, none opposed, motion carries, no discussion. The motion carries.
- Parent Representative Contracts for FY25 – Humphrey: Motion Required
 - Contracts will be retroactive to July 1, 2024.
 - Edited to increase from 3 additional meetings to 5
 - “\$50 per meeting with 5 additional meetings and 3 optional CUCF approved events not to exceed \$1,000 under the contract.”

- Motion by Jamie Harris / Second by Dave Lawrence. All in favor, none opposed, abstentions: Jerome Shapiro, Jennifer Gross, Lori Poling, no discussion. The motion carries.
- CUCF Annual Raise
 - 3% raise effective first pay in July for FY25 – Chair/Vice Chair: Motion Required
 - Motion by Dave Lawrence, Seconded by Jerome Shapiro, All in favor, none opposed. The motion carries.

VII. Adjourn

Motion to adjourn by Dave Lawrence, Second by Jamie Harris
The meeting was adjourned at 3:10



MEETING MINUTES

July 18th, 2024, 2:30pm

Attendance:

Voting Members Present: Jennifer Gross (parent rep), Adam Negley (MHRB), Jason Orcena (Health Dept), Lori Poling (parent rep), Kathryn Tummino (Interim Chair, Secretary - MHRB), Sue Ware (Human Services)

Voting Members Absent: Kara Brown (UCBDD), Melissa Ebling (Maryhaven), Dave Lawrence (Commissioner), Jerome Shapiro (parent rep)

Other Attendees: Vanessa Humphrey (Director, CUCF), Nicole Neumeier (CUCF), Nicole Gerty (CUCF), Wren Hawkins (CUCF), Holly Zweizig (MHRBUC), Makayla Brashear (NAMI), Angie Miller (Hope Center), Andy Johnson (Hope Center), Nancy Beals (MHRBUC), Halle DuMoulin-Camella (MHRBUC), Kimberly Bridges (Help Me Grow), Nick Miller (Aetna), Amy Finley (MPD), Jennie Horner (OFCF)

Zoom Guests: Denise Casto (Clark, Schaffer, Hackett), Christy Krafft (Adriel), LaToya McGary (Harbor-OHR), Kasey Bisch (OGS), Joey Newell (Fairbanks Local Schools), Katie Meeker (Maryhaven), Sara Tillman (DJFS), Jamie Harris (LEADS Head Start, mandated member), Samantha Brown (Chrysalis), Brandi Hibbs (United Way), JPO Edwards (mandated member), Katie Bock, LaToya McGary (Harbor)

I. Call to Order

Kathryn Tummino called the meeting to order at 2:33pm

II. Community Updates

- Nick Miller, Aetna – Ohio Dept of Medicaid completed RFP to expand IHBT, funds allocated to help providers start up or expand programming. National Youth Advocate Program applied for funds to serve Union County and will be working to develop a team for service provision.
- Angie Miller is the new director of the Hope Center, Andy Johnson is the new director of NexGen at the Hope Center. NexGen provides youth services including mentoring, tutoring, after school programming, drivers ed, and other services in response to youth needs.
- Nancy Beals, UCDFC – OHYES Survey Data is available (all three school districts participate in this survey, assessing a broad range of risk and protective factors). Anyone interested in reviewing the data please email Nancy@mhrbuc.org.
- Halle Du-Moulin Camella, MHRBC – Last call for Changemakers Conference registration
- Samantha Brown – Chrysalis Health is opening office space in Hilliard Ohio the week of July 22. Currently there is no wait for in-person and telehealth services in psych, outpatient, and case management. Chrysalis serves ages 3 and up.
- Sue Ware – Sara Tilman officially accepted Deputy Director position at DJFS, congratulations Sara!

III. Featured Community Partner - Help Me Grow

Kimberly Bridges of Help Me Grow presented an overview of Help Me Grow, a program for children aged 5 and under and for children with developmental delays. Services are income based.

The program is voluntary unless mandated by Children's Services, and anyone can make a referral.

Stephanie Trachsel is the Union County Contact.

Please see the July Board Packet for presentation slides and contact information.

IV. Agenda

V. Review of and Approval of May & June Financial Reports

Denise Casto of Clark Shaffer Hacket presented the financial reports for May and June. Please see financial reports in the July Board Packet.

Questions/Discussion: Sue Ware asked why the budget for JFS is \$17,104. Denise explained it included a \$5000 general contribution from mandated members and \$12000 from MSY money that comes over to CUCF. At the time of printing the \$5000 had not been received, but at the time of this meeting CUCF is in receipt of those funds.

A motion is required to approve the May and June Financial Reports tabled to August meeting

VI. Nomination for CUCF Chair & Vice Chair

Sue Ware (Union County DJFS) has accepted a nomination of Chair for the remainder of 2024 and Jason Orcena has accepted a nomination of Vice Chair for the remainder of 2024.

A motion is required to approve Sue Ware as Chair and Jason Orcena as Vice Chair through December 2024. Quorum not established - Motion to approve the May and June Financial Reports tabled to August meeting

VII. May & June Meeting Minutes

A motion is required to approve the May and June Meeting Minutes. Quorum not established - Motion to approve the May and June Meeting Minutes tabled to August meeting.

VIII. New Business

• **New Board Members**

Vanessa Humphry shared that some of the seats are allowed to have designees, and this will help in order to achieve quorum.

- Bryant Dill (Bridges, Navigator for UC)
- Designee for Kara Brown – Kara would like to continue to represent the Board
- Commissioner - Dave would like to continue to represent the Commissioner's office
- Largest municipality in the county (Marysville) - Officer Amy Finley will represent the City of Marysville

A motion is required to approve new board members. Quorum not established - Motion to approve new board members tabled to August meeting

• **Parent Representative Contract**

Parent representatives were approved at a previous meeting, and the contract was reviewed at the June Council meeting.

A motion is required to approve the parent representative contracts. Quorum not established – Motion to approve Parent Representative Contracts tabled for August meeting.

• **CUCF 3% Salary Raise for FY25**

Requested by finance director Lindsay Altizer to align with MHRBUC annual cost of living raises.

A motion is required to approve the salary increase

Questions / Discussion: Kathryn Tummino asked if it would be problematic to wait until August to approve this raise as it is presented to begin in the month of July. Jason Orcena asked if it can be made retroactive. Denis Casto said she believed so. Sue Ware asked if that would be ok with the auditor's office. Denise did not feel that it would be a problem. As a result, in August Council must vote to approve the increase and it dating back to July 1st.

A motion is required to approve the salary increases. Quorum not established – Motion to approve salary increases tabled for August meeting.

IX. Macro Discussion/Visit

Jennie Horner (West Regional Coordinator for OFCF)- The state FCF created the System of Care: Self Evaluation Tool that can be used annually to assess four core areas of services that FCFC supports

Jennie encouraged everyone to complete the survey sent by Vanessa Humphrey to assess services. Evaluation results will lead to technical support to CUCF to support the growth of Council services.

X. Council Report

Vanessa Humphry presented the Council Report for July. Please see the Board Packet to review a copy of the Director's report.

- Services provided in June
 - o 18 families enrolled
 - o 9 with wraparound
 - o 7 service coordination
 - o 4 family peer support
 - o 2 North Union Family Peer Support
- A new addition to the director's report is a graph and data summary of FY24 services. This addition was made at the suggestion of Health Commissioner Jason Orcena.

Questions / Discussion:

Sue Ware suggested Vanessa put out a poll to see if mandated members might be available at another time in order to vote on the tabled items.

XI. Adjourn

The meeting was adjourned at 3:31pm

Council for Union County Families

Balance Sheet - Modified Cash

As of July 31, 2024

	TOTAL	
	AS OF JUL 31, 2024	AS OF JUN 30, 2024 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 cash	150,377.16	153,369.32
1050 Help me Grow (944)	31,725.01	31,725.01
Total Bank Accounts	\$182,102.17	\$185,094.33
Accounts Receivable		
1110 Accounts receivable	24,795.95	29,277.68
Total Accounts Receivable	\$24,795.95	\$29,277.68
Total Current Assets	\$206,898.12	\$214,372.01
TOTAL ASSETS	\$206,898.12	\$214,372.01
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 Accounts payable	33,979.00	39,459.20
Total Accounts Payable	\$33,979.00	\$39,459.20
Other Current Liabilities		
2350 Unearned/deferred rev - other	0.00	36,381.47
Total Other Current Liabilities	\$0.00	\$36,381.47
Total Current Liabilities	\$33,979.00	\$75,840.67
Total Liabilities	\$33,979.00	\$75,840.67
Equity		
3010 Unrestrict (retained earnings)	138,531.34	126,208.46
Net Income	34,387.78	12,322.88
Total Equity	\$172,919.12	\$138,531.34
TOTAL LIABILITIES AND EQUITY	\$206,898.12	\$214,372.01

Council for Union County Families

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L Customers

July 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Income				
0004 Mandated Members				
0003.1 MEVSD		2,000	2,000	100.00 %
0003.2 NUS		2,000	2,000	100.00 %
0003.3 Fairbanks		2,000	2,000	100.00 %
0004.1 Health Department		3,000	3,000	100.00 %
0004.2 MHRB	18,553	232,500	213,947	92.00 %
0004.3 DJFS/CPS		17,104	17,104	100.00 %
0004.4 Juvenile Court		3,000	3,000	100.00 %
0004.5 Commissioners		5,000	5,000	100.00 %
0004.7 UCBDD		5,000	5,000	100.00 %
0009.0 At Large Members		1,000	1,000	100.00 %
Total 0004 Mandated Members	18,553	272,604	254,052	93.00 %
9999.01 Deferred In	36,381	12,026	-24,355	-203.00 %
Grant Revenue		256,066	256,066	100.00 %
Total Income	\$54,934	\$540,696	\$485,762	90.00 %
GROSS PROFIT	\$54,934	\$540,696	\$485,762	90.00 %
Expenses				
501.01 Compensation	19,343	270,976	251,633	93.00 %
503.03 Supplies/Printing	110	3,400	3,290	97.00 %
504.00 Equipment		500	500	100.00 %
506.10 Professional Service		23,800	23,800	100.00 %
508.03 Telephone		2,100	2,100	100.00 %
508.07 Travel Mileage	82	1,000	918	92.00 %
508.08 Conference/Training incl Travel		2,000	2,000	100.00 %
508.11 Dues		100	100	100.00 %
508.17 Parent Stipend	100	3,000	2,900	97.00 %
508.28 Purchase Services				
5700.01 Mentoring		500	500	100.00 %
5700.02 Parent Education		216	216	100.00 %
5700.03 Respite (incl. camp)		4,500	4,500	100.00 %
5700.04 Safety Adapt Equip		1,500	1,500	100.00 %
5700.06 Social Rec Supports	912	8,000	7,088	89.00 %
5700.07 Structured Activities		6,000	6,000	100.00 %
5700.08 Transportation		1,000	1,000	100.00 %
5700.10 Other Not Specified		212,104	212,104	100.00 %
Total 508.28 Purchase Services	912	233,820	232,908	100.00 %
Total Expenses	\$20,546	\$540,696	\$520,150	96.00 %
NET OPERATING INCOME	\$34,388	\$0	\$ -34,388	0%
NET INCOME	\$34,388	\$0	\$ -34,388	0%

Council for Union County Families

1000 cash, Period Ending 07/31/2024

RECONCILIATION REPORT

Reconciled on: 08/05/2024

Reconciled by: Lindsay Altizer

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	153,369.32
Checks and payments cleared (16).....	-26,026.60
Deposits and other credits cleared (5).....	23,034.44
Statement ending balance.....	<u>150,377.16</u>
Register balance as of 07/31/2024.....	150,377.16

Details

Checks and payments cleared (16)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/02/2024	Bill Payment	647170	Visa	-1,434.92
07/05/2024	Journal	87		-9,679.86
07/09/2024	Bill Payment	647444	Jason King	-500.00
07/09/2024	Bill Payment	647445	Lori Poling	-37.50
07/09/2024	Bill Payment	647446	Jerome Shapiro	-37.50
07/09/2024	Bill Payment	647443	Jennifer Gross	-37.50
07/09/2024	Bill Payment	647447	Stewardship Driving School	-549.00
07/16/2024	Bill Payment	647688	Egreen Computers	-110.00
07/16/2024	Bill Payment	647687	Clark, Schaefer, Hackett	-1,010.00
07/16/2024	Bill Payment	647689	Vanessa Humphrey	-81.60
07/19/2024	Journal	88		-9,662.94
07/30/2024	Bill Payment	648206	Visa	-1,861.79
07/30/2024	Bill Payment	648202	Culligan of Marysville	-11.99
07/30/2024	Bill Payment	648203	Jennifer Gross	-50.00
07/30/2024	Bill Payment	648204	Lori Poling	-50.00
07/30/2024	Bill Payment	648205	Union County Family YMCA	-912.00
Total				-26,026.60

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/02/2024	Deposit		1 - Community Partners	5,000.00
07/10/2024	Receive Payment		1 - FFS	10,389.84
07/10/2024	Receive Payment		2 - MHRB Subrecipient Grants:Str...	500.00
07/11/2024	Receive Payment		2 - MHRB Subrecipient Grants:SA...	1,325.10
07/23/2024	Receive Payment		2 - FCSS	5,819.50
Total				23,034.44

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 942

ACCOUNT ACCOUNT NAME	BEG. BALANCE	ORG	DEBITS	CREDITS	NET CHANGE	END BALANCE
942 100000 UCFCFC CASH	153,369.32	942	23,034.44	26,026.60	-2,992.16	150,377.16
TOTALS FOR FUND 942 UC Family / Children First	153,369.32		23,034.44	26,026.60	-2,992.16	150,377.16

Council for Union County Families

1050 Help me Grow (944), Period Ending 07/31/2024

RECONCILIATION REPORT

Reconciled on: 08/05/2024

Reconciled by: Lindsay Altizer

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	31,725.01
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>31,725.01</u>
Register balance as of 07/31/2024.....	31,725.01

ACCOUNT SUMMARY TRIAL BALANCE FOR FY24/JUL TO JUL

FUND 944

ACCOUNT ACCOUNT NAME	BEG. BALANCE	ORG	DEBITS	CREDITS	NET CHANGE	END BALANCE
944 100000 Help Me Grow CASH	31,725.01	944	.00	.00	.00	31,725.01
TOTALS FOR FUND 944 Help Me Grow	31,725.01		.00	.00	.00	31,725.01

July 18, 2024

Council for Union County Families
131 N. Main Street
Marysville, OH 43040

Re: Accounting and Advisory Services

This letter confirms the accounting and advisory services Council for Union County Families (CUCF) has requested Clark Schaefer Hackett to perform, and under the terms, which we have agreed to do that work. Please read this letter carefully, because it outlines expectations by both our firm and your organization. The intention of this letter is to confirm your understanding of, and agreement with, both what is included with our services, as well as the limitations of the accounting and advisory services you have asked us to perform.

Monthly Financial Statements

At your request and under your direction, we will perform the accounting and advisory services described in Appendix A. You have requested that we prepare the monthly financial statements of the CUCF which comprise of the Balance Sheet, Budget vs. Actuals and any supplemental reporting outlined in Appendix B for the month ended June 30, 2024 and for the year and months ended June 30, 2025. Management has elected to omit substantially all the disclosures required by accounting principles generally accepted in the United States of America and the statement of cash flows. We are pleased to confirm our acceptance and our understanding of this engagement to prepare the financial statements of the CUCF by means of this letter.

Our Responsibilities

The objective of our engagement is to provide contracted financial services to the CUCF. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Company or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is the preparation of the financial in accordance with accounting principles generally accepted in the United States of America based on information provided by you. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

- a. The selection of accounting principles generally accepted in the United States of America based on information provided by you, is the financial reporting framework to be applied in the preparation of the financial statements.
- b. The prevention and detection of fraud.
- c. To ensure that the Company complies with the laws and regulations applicable to its activities.
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.
- e. To provide us with—
 - (1) Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
 - (2) Additional information that may be requested for the purpose of the preparation of the financial statements, and
 - (3) Unrestricted access to individuals within CUCF of whom we determine necessary to communicate.

Accounting and Advisory Services

At your request and under your direction, we will perform the accounting and advisory services Described below in Appendix A. Additionally, if you have questions and/or concerns regarding your ongoing financial reporting, accounting records, and business management issues, we may provide additional assistance and describe alternatives we are aware of. Our advice and related alternatives will be based on our knowledge, training and experience, but at all times the decisions you make are strictly yours, as is the responsibility for the financial records of your company. We encourage you to reflect on our recommendations and implement what you believe is best for your company.

If necessary, we may suggest you contact your attorney, one of our strategic partners with specific expertise, or someone else better suited to assist you. We have no responsibility to oversee the services of any other professionals with whom you engage to provide services.

Clark Schaefer Hackett, in its sole professional judgment, reserves the right to refuse to take any action that could be construed as making management decisions or performing management functions, including determining account coding and approving journal entries and will notify the CUCF of such refusal.

Your Responsibilities

You authorize Clark Schaefer Hackett to accept instructions from you and/or from the staff you designate for this engagement.

You agree you are responsible for the proper recordkeeping of transactions in the records, the safekeeping of assets, the prevention and detection of fraud, compliance with the laws and regulations applicable to your activities, and the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error, in accordance with the basis of accounting the CUCF uses for external reporting. In addition, we have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

You are responsible to make staff available during our ongoing work with you, provide timely responses to questions and calls for decisions, and devote the resources necessary to achieve the objectives of the engagement. If the information you provide is not submitted in a timely manner or is incomplete or unusable, we reserve the right to charge additional fees and expenses for services required to correct the problem and/or update your accounting records upon receipt of past-due information. If this occurs, we will contact you to discuss the matter and the anticipated delay in performing our services. We reserve the right to suspend or terminate our work. Upon suspension or termination, we will use commercially reasonable efforts to transfer information in our possession that the CUCF is entitled to per the AICPA Code of Professional Conduct to the CUCF or its designated representative. Because we will rely on the CUCF and its management (including the audit committee, if applicable) to discharge the forgoing responsibilities, the company holds harmless and releases Clark Schaefer Hackett, its shareholders and employees from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of the company's management, which has caused, in any respect, Clark Schaefer Hackett's inability to discover such matters should they exist. This provision shall survive the termination of this arrangement for services.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Hardware and Software Warranties

During the course of the engagement, we may recommend a purchase and installation of computer or technological hardware, software, communications, or services by your company. Warranties, to the extent they exist, are provided only by the manufacturer/developer/vendor of those computer or software products. We will do our best to provide appropriate recommendations when available, but the final decision and responsibility to purchase any computer or software products is at your sole discretion.

Computer Consulting Limitations

We have a basic understanding of computer hardware, but our area of expertise is in accounting software and related integrated applications. We do not have the skill set to work on your network, computer hardware, Windows configuration, mapping of drives or any other computer related issues. We advise that you maintain an ongoing relationship with a qualified IT professional and/or company to ensure that you have assistance available when technology needs arise. This includes your obligation to ensure that you have access to the internet in order to work with the software solutions and other "cloud-based" applications that we will use as a core part of the services we provide to you.

Your Investment

The scope of our services with you is outlined in the Appendix A of this agreement. In order to ensure that we are providing you with seamless access to the services and expertise you need from us, your investment has been conveniently structured as a monthly fixed fee arrangement. Fees will be analyzed on a quarterly basis for changes made to the appendices mentioned above.

Our fees for the services, noted in Appendix A, will total \$1,010 per month and will be effective July 1, 2024 through June 30, 2025. You may also be billed for out-of-pocket costs such as report production, word processing, postage, travel, etc. Additional expenses are estimated to be minimal. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed.

Our fees are inclusive of software charges some of which are billed based on usage. Any fees based on usage were detailed out in our quote and will be detailed out on your invoice.

In the event that extra consultation is needed outside the scope of the items noted on Appendix A, we will bill for those services at standard hourly rates or rates discussed and agreed upon with you. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Rush requests will be billed at standard hourly rates.

Requests for Additional Services

We want to ensure that you are never surprised by the price for any service we provide. Therefore, we have adopted a "Service Order" Policy. If you request that we provide services beyond those outlined in this agreement we will be happy to provide you with a "Service Order" outlining the scope of that request, our fees, and anticipated timeline for those services. Although we strive to meet your needs, we reserve the right to decline a request for additional services that is outside the scope of services we provide, our expertise or for any other reason.

Legally Required Services

In the event that we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our standard hourly rates at the time the services are performed. We will request a retainer payment in advance of the services being performed, as well as ongoing replenishments of the retainer. You also agree to reimburse us for all out-of-pocket expenses incurred in that regard.

Confidentiality

Clark Schaefer Hackett agrees to take reasonable steps to protect all confidential information and to use the confidential information only in connection with performing the services hereunder. For purposes of this agreement, confidential information shall mean any and all information which is private and not in the public domain about the CUCF that is provided, obtained, or produced in connection with the services in written, oral, digital or other tangible form, including, without limitation, all information furnished at any time relating to the CUCF business, customers, intellectual property, processes, strategies, all portions of any analyses, compilations, data, studies, or other documents prepared by the Clark Schaefer Hackett that contain or are based on any furnished information or that reflect its review of such information, and any and all information concerning the CUCF plans and activities, ideas, projects, software, methodologies, processes, tools, experience, customers and suppliers, financial information, and any other information, which ought reasonably under the circumstances to be considered confidential (the "confidential information"). Clark Schaefer Hackett agrees to take reasonable steps necessary to ensure that the confidentiality of the confidential information is maintained and that such confidential information is protected from unauthorized disclosure, but not to a greater extent than the CUCF itself uses to protect confidential information. Without limiting the generality of the foregoing, Clark Schaefer Hackett shall not disclose confidential information to any party outside its organization, without the prior written approval of the CUCF. Clark Schaefer Hackett represents that, as a matter of policy, it informs its personnel concerning maintaining the confidentiality of client information. The parties hereto agree that equitable relief, including injunctive relief and specific performance, shall be available in the event of any

breach of the provisions of this agreement. Such remedies shall not be deemed to be the exclusive remedies for a breach of this agreement but shall be in addition to all other remedies available at law or equity.

You assume all responsibility relating to adherence with privacy and disclosure requirements relating to the use and sharing of information in your industry.

You acknowledge that the proprietary information, documents, materials, management techniques, and other intellectual property we use are a material source of the services we perform and that these were developed prior to our association with you. Any new forms, software, documents, or intellectual property we develop in this engagement for your use shall belong to us, and you shall have the limited right to use them solely within your business. All report templates, manuals, forms, checklists, questionnaires, letters, agreements (including this one), and other documents, which we make available to you, are confidential and proprietary to us. Any and all new documents created as a result of this engagement will automatically become our property. Clark Schaefer Hackett recognize that the CUCF is a public entity required to follow Ohio Public Records law.

Third Party Disclosure and the use of Third-Party Services

Unless you indicate otherwise, you consent to and authorize our firm to transmit confidential information that you provide to us to third parties in order to facilitate delivering our services to you. Examples of such transmissions may include, but are not limited to, the access to your contact information by members of our team (independent contractors such as consultants, administrative assistants, or third party developers), transfer of accounting information and other data files via the internet, online back-up services, web site developer and hosting services (for newsletter and order processing), or a credit card processing company. We only work with established companies that we believe to be reputable and that have demonstrated their commitment to safeguarding your data. As the paid provider of professional services, our firm remains responsible for exercising reasonable care in providing such services, and our work product will be subjected to our firm's customary quality control procedures. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

Clark, Schaefer, Hackett & Co. and its affiliated companies employ individuals who work outside of the United States who may be involved in the services provided to you. You authorize that any and all information furnished to us for or in connection with our services may be disclosed to our employees or employees of our affiliated companies, including but not limited to Clark Schaefer Hackett Shared Services Private Limited, located outside the United States, engaged directly or indirectly in providing services outlined in this agreement. Disclosures under this paragraph may consist of all information used to complete the services that Clark, Schaefer, Hackett & Co. provides to you. If you wish to request a limited disclosure of information, you must inform us. You acknowledge that your information may be disclosed to our affiliates, related entities or subcontractors located outside the United States.

Record Retention

During the course of our work with you, we will use one or more third party applications (including internet-based application providers) to provide portions of our services to you. This may include online filing of your Accounts Payable or other business documents. By signing this agreement, you confirm

that you understand the services being provided and also agree that Clark Schaefer Hackett is not liable for record retention or any other aspect of the services provided by these 3rd parties, even if we absorb the cost (in part or in full) of a third-party service as a benefit to you. You at all times assume responsibility for a decision to maintain hard copies of your original documents or to limit your document retention to the digital copies stored by the web application.

Our workpapers are the property of our firm and will be maintained by us in accordance with our firm's record retention policy and any applicable legal and regulatory requirements. Our workpapers are not a substitute for your own records and do not mitigate your record retention obligations under any applicable laws or regulations. Catastrophic events or physical deterioration may result in damage to or destruction of our firm's records, causing the records to be unavailable before the expiration of the retention period as stated in our record retention policy.

Non-Solicitation

In order to maintain independence, to protect our employees from violating their employment agreements, and ensure the quality of services delivered, both parties agree not to hire, or solicit for hire, or in any manner engage the services of, or use of, directly or indirectly the other party's personnel during the term of this engagement or extension thereof, and for a period of one year after the completion thereof. If either party violates this clause by hiring the other's personnel, they agree to pay a fee equal to twice the current salary of the hired personnel.

Mediation/Arbitration

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

The CUCF and Clark Schaefer Hackett both agree that any dispute over fees charged by Clark Schaefer Hackett to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees charged by Clark Schaefer Hackett, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to the principles of conflicts of law thereof.

Assignment

All obligations provided under this Agreement are between Clark Schaefer Hackett and the CUCF and neither party shall assign any rights or delegate any obligations hereunder without the other party's prior written consent. Any attempted assignment without the required consent shall be null and void.

Termination of Services

Either party may terminate this agreement by providing written notice to the other party.

You understand and agree that we may withdraw from the present engagement at any time for any reason at our sole discretion. In particular, you agree that if you fail to provide the requested information or pay for services for this engagement on the agreed upon schedule, we either may discontinue performing services for you until all outstanding balances are paid and/or may withdraw from the engagement ten days after the mailing of written notice to you at the same address to which statements are sent.

If our work is suspended due to lack of payment and we later receive payment from you along with your request that we resume services, we may provide you with an updated timeline for completion of any past due work. We are under no obligation to resume services. You understand that this may result in significant delays in processing.

We reserve the right to terminate our work immediately if, during the course of our services, we become aware of any matters that would compromise our professional or legal standing in any way, either in fact or based on confirmed or potential public perception.

Any dispute regarding billed amounts must be submitted in writing within 10 days of the invoice date; email is acceptable. No amounts may be disputed after that 10-day period.

You may elect to terminate this agreement by providing Clark Schaefer Hackett with 30 days written notice. In the event that services are terminated, you assume responsibility for the transfer data of any 3rd party vendor services as described earlier in this agreement. We will make reasonable efforts to provide you with information and transaction data that we have collected in performing our services. Additional charges may apply for obtaining transactional data. We reserve the right to not share application data that we consider proprietary to our service. In the event you elect to terminate prior to this agreement's stated term date of June 30, 2025, we reserve the right to bill you, and you agree to pay, for any non-cancelable software license fees we have incurred through the term date.

The onboarding process for new clients involves a significant investment of time and resources by our team, much of which we consider an investment in our relationship. In the event that you decide to terminate service within the first twelve months of this engagement, you agree to pay an exit fee equal to 12 months of service charges prorated from the start of service. Any exit fee due will be included in your final invoice.

If our work is suspended or terminated as provided herein, you agree that we will not be responsible for your failure to meet government and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any other damages, including consequential damages.

Conclusion

This letter sets forth the entire agreement relating to our work with you. This letter supersedes any prior agreements, discussions or understandings. No amendment or modification of this agreement shall be valid unless in writing, signed by both parties to this agreement. As indicated earlier in this agreement, you may request that we perform additional services at a future date beyond the scope of this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional service will necessitate that we issue a Service Order as an addendum to this agreement, or a separate engagement letter to reflect the obligations of both parties.

If this letter correctly describes your understanding of our engagement, please print and sign an original of this engagement letter and return it to us.

We look forward to serving the CUCF.

Sincerely,

Clark, Schaefer, Hackett & Co.

The above letter and the supporting Appendices confirm our understanding of the services to be performed and the limitations of those services.

Signature - CUCF

Title

Printed Name

Date

Appendix A

Council for Union County Families

Services to Be Provided

QuickBooks Online (QBO)

- 1.) Provide technical assistance with regards to QBO functions and reports.
- 2.) Assist the organization in creating budgets in QBO as requested.

Financial Preparation

- 1.) Provide oversight and review as necessary transaction categories, funding sources, and contracts
- 2.) Prepare financials statements and council dashboard for Executive Director and Council Committee Members
- 3.) Present to Council as requested virtually

Council Budgeting

- 1.) Assist the organization in the creation of budgets as requested
- 2.) Produce or oversee production of reports showing actual to budget information

End of Year Support

- 1.) Prepare and file financial statements in the Hinkle system and facilitate the financial portion of the bi-annual audit

Operational Support

- 1.) Attend regularly scheduled meetings with client to review current client activity virtually.

Responsible for compliance with CUCF financial policies and procedures

***Monthly fees include CSH platform hosting and processing fees for Quickbooks.*

Appendix B

Council for Union County Families

Deliverables

Monthly-

Balance Sheet
Budget vs. Actuals Board
Council Dashboard
Reconciliations
Munis Cash Reports

Present to Council as requested



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 East 17th Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Union County Council for Union County Families

(local government entity)

(unit)

Brenda Rock
 (signature of responsible official)

Brenda Rock
 (name)

Coordinator
 (title)

10/4/2011
 (date)

Section B: Records Commission

Union County Records Commission

937-645-4177

(telephone number)

128 South Main Street, Suite 114
 (address)

Marysville
 (city)

43040
 (zip code)

Union
 (county)

To have this form returned to the Records Commission electronically, include an email address: sbadenhop@co.union.oh.us

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Charles C. Hall
 Records Commission Chair Signature

10-11-11

Date

Section C: Ohio Historical Society - State Archives

The Archives
 Signature

State Archivist
 Title

10-21-11
 Date

Section D: Auditor of State

Martin E. March
 Signature

10-31-11
 Date

**Please Note: The State Archives retains RC-2 forms permanently.
 It is strongly recommended that the Records Commission retain a permanent copy of this form.**



RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Section E: Records Retention Schedule

FROM: Council for Union County Families
 (local government entity) (unit)

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required
CUCF11-01	Children's Trust Fund Records <i>Fiscal and administrative records of the Ohio Children's Trust Fund, which seeks to prevent child abuse and neglect</i>	5 years, provided audit	Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
CUCF11-02	Council for Union County Families Executive Meeting Minutes <i>Official record of proceedings of the Executive Council of the Council for Union County Families</i>	Permanent	Paper		<input checked="" type="checkbox"/>
CUCF11-03	Council for Union County Families Meeting Minutes <i>Official record of proceedings of the Council for Union County Families</i>	Permanent	Paper		<input checked="" type="checkbox"/>
CUCF11-04	Family Centered Services and Support (FCSS) Fund Records <i>Fiscal and administrative records of the Family Centered Services and Support Fund, which seeks to maintain children in their own homes by providing non-clinical family-centered services and support</i>	5 years, provided audit	Paper		<input type="checkbox"/>
CUCF11-05	Grant Records <i>Records documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grants received</i>	5 years, provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper		<input type="checkbox"/>
CUCF11-06	Non-Behavioral Health Fund Records <i>Fiscal and administrative records of the Non-Behavioral Health Fund, which seeks to fund services for children who do not have a mental health or substance abuse</i>	3 years, provided audit	Paper		<input type="checkbox"/>
CUCF11-07	Program Files (Workshop Files) <i>Records documenting programs and workshops sponsored and conducted by the Council for Union County Families</i>	5 years	Paper/Electronic		<input type="checkbox"/>
CUCF11-08	Records of Receipts and Expenditures <i>Financial records of the Council for Union County Families showing money received and expended</i>	3 years, provided audit	Paper		<input type="checkbox"/>
					<input type="checkbox"/>



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Council for Union County Families

(Local Government Entity)

(Unit)

Vanessa Humphrey

Director

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.68 – ORC 149.412 for Records Commission Information

Union County Records Commission

937-645-4177

(Telephone Number)

128 South Main Street
(Address)

Marysville
(City)

43040
(Zip Code)

Union
(County)

To have this form returned to the Records Commission electronically, email address: sbadenhop@unioncountvohio.gov

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Council for Union County Families

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
CUCF24-01	Client Files <i>Information and documents entered into the Ohio Automated Service Coordination Information System (OASCIS) including, but not limited to, referral information, intake packet, CANS assessment, Plan of Care (POC), safety plan, case notes and monitoring; confidential 45 CFR § 160 & ORC 149.43(A)(1)(a)</i>	Permanent	Electronic		<input type="checkbox"/>
CUCF24-02	Client Grievances & Complaints Records <i>Records pertaining to claims against the Council for Families documenting the allegations, investigation and resolution of the submitted claim</i>	3 years	Paper/Electronic		<input type="checkbox"/>
CUCF24-03	Council for Families By-Laws <i>Operational policies and standards for the Council for Union County Families</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
CUCF24-04	Council for Families Meeting Sign-In Sheets <i>Logs used to track meeting attendance by Council members and the public at Council meetings</i>	3 years	Paper		<input type="checkbox"/>
CUCF24-05	Council for Families Packets <i>Information submitted to the Council for Families prior to its meeting including, but not limited to, agenda, director's report, financial statement and meeting minutes</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
CUCF24-06	Council for Families Shared Plan <i>Plan that works to develop and implement processes that evaluates and prioritizes services, fills service gaps, and invents new approaches to achieve better results for families and children</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
CUCF24-07	Council for Union County Families Executive Meeting Minutes <i>Official record of proceedings of the Executive Council of the Council for Union County Families</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
CUCF24-08	Council for Union County Families Meeting Minutes <i>Official record of proceedings of the Council for Union County Families</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
RECORDS NOT CONTAINED ON THIS SCHEDULE ARE TO BE KEPT IN ACCORDANCE WITH THE COUNCIL FOR UNION COUNTY FAMILIES ADMINISTRATIVE AND FISCAL AGENT'S RECORDS RETENTION SCHEDULE					



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Council for Union County Families

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
CUCF24-09	Director's Report <i>Summary of activities of the Council for Families including statistics and upcoming activities</i>	Permanent	Paper/Electronic		<input type="checkbox"/>
CUCF24-10	Family Centered Services and Support (FCSS) Fund Records <i>Fiscal and administrative records of the Family Centered Services and Support Fund, which seeks to maintain children in their own homes by providing non-clinical family-centered services and support</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
CUCF24-11	Family Peer Support Client Files <i>Program records that assists families by identifying resources and facilitating access to services that support the family and child, including, but not limited to, referral information, release of information (ROI), goals, case notes and monitoring; confidential 45 CFR § 160 & ORC 149.43(A)(1)(a)</i>	5 years	Paper/Electronic		<input type="checkbox"/>
CUCF24-12	Financial Statements <i>Report detailing monthly revenues and expenditures of the Council for Families showing detailed revenues and expenses of Council operations and services and account balances</i>	3 years, provided audit	Electronic		<input type="checkbox"/>
CUCF24-13	Grant Records <i>Records documenting the application, awarding, administration, management, evaluation, monitoring and tracking of grants received</i>	5 years, provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper/Electronic		<input type="checkbox"/>
CUCF24-14	Records of Receipts and Expenditures <i>Financial records of the Council for Union County Families showing money received and expended, including, but not limited to, bank records, invoices, receipt documents, pay-ins, purchase orders and transfers</i>	3 years, provided audit	Paper/Electronic		<input type="checkbox"/>
RECORDS NOT CONTAINED ON THIS SCHEDULE ARE TO BE KEPT IN ACCORDANCE WITH THE COUNCIL FOR UNION COUNTY FAMILIES ADMINISTRATIVE AND FISCAL AGENT'S RECORDS RETENTION SCHEDULE					



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Council for Union County Families

(Local Government Entity)

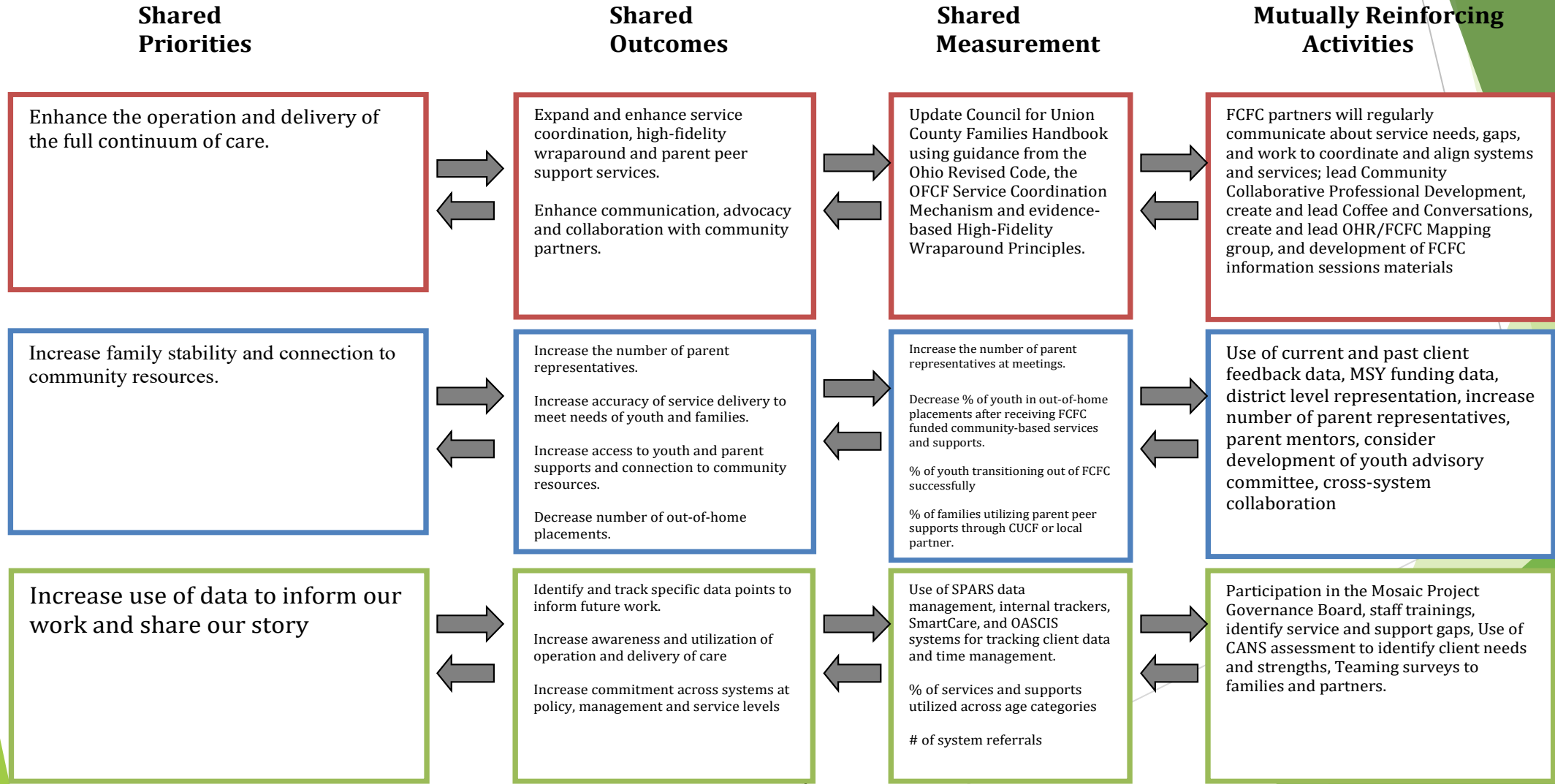
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
CUCF24-15	Service Coordination Mechanism <i>Policies and procedures of the Council for Union County Families</i>	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
CUCF24-16	Webpage Data and Layouts <i>Website information, data, format and layout published on the Council for Families website</i>	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
CUCF24-17	Workshop Files <i>Records documenting programs and workshops sponsored and conducted by the Council for Union County Families</i>	3 years	Paper/Electronic		<input type="checkbox"/>
CUCF24-18	Wraparound Facilitation Manual <i>Facilitator manual and best practices used to assist the Council for Families in supporting families and coordinating team planning for the delivery of supportive services to children and families</i>	Until updated, superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

RECORDS NOT CONTAINED ON THIS SCHEDULE ARE TO BE KEPT IN ACCORDANCE WITH THE COUNCIL FOR UNION COUNTY FAMILIES ADMINISTRATIVE AND FISCAL AGENT'S RECORDS RETENTION SCHEDULE

Union County Family and Children First Council Shared Plan for SFY 2023-2025

Current FCFC Initiatives: Service Coordination, High-Fidelity Wraparound, Parent Peer Support, Strong Families Safe Communities, Community Response Teams, The Mosaic Project, Family Voice/Choice, Out-Of-Home Placement Prevention



Appendix C Shared Plan Annual Report UPDATE

Report on Indicator Data (Please provide data for each shared measurement indicator listed on the Shared Plan. Please list only ONE outcome per page. This page can be duplicated as needed).

Shared Outcome: Expand and enhance service coordination, high-fidelity wraparound and parent peer support services. Enhance communication, advocacy and collaboration with community partners.

Shared Measurement Indicator(s):	Baseline Data	Current Year Data	Direction of Change (+, -, NC)
Update Council for Union County Families Handbook using guidance from the Ohio Revised Code, the OFCF Service Coordination Mechanism and evidence-based High-Fidelity.	Data: Version 2.0 Year of Data: FY23	Data: Version 2.0 Year of Data: FY24	Select one: NC
	Data: Year of Data:	Data: Year of Data:	Select one:
	Data: Year of Data:	Data: Year of Data:	Select one:

1. **Please list the data source(s) for the indicator(s):** CUCF & Wrap Facilitator Handbook
2. **Please identify any key findings: (explanation of data findings; FCFC actions taken in response to key findings, etc.) If no baseline data currently exists, please explain what efforts are being put in place to collect data.**

The previous director left her position at the end of FY23, an interim director was in place until mid-FY24 when I joined CUCF. The Service Coordination Mechanism update will be complete by December 2024, following those revisions CUCF will begin updating their Wraparound Facilitation Manual. All 3 CUCF full-time employees took a high-fidelity wraparound training and service coordination training in FY24, collectively we will use that knowledge to update the Handbook.

Please submit to: OFCF@jfs.ohio.gov by the close of business on August 15 each SFY, along with Council meeting minutes reflecting approval.

Appendix C

Shared Plan Annual Report UPDATE

Report on Indicator Data (Please provide data for each shared measurement indicator listed on the Shared Plan. Please list only ONE outcome per page. This page can be duplicated as needed).

Shared Outcome: Increase the number of parent representatives. Increase accuracy of service delivery to meet needs of youth and families. Increase access to youth and parent supports and connections to community resources. Decrease number of out-of-home placements.

Shared Measurement Indicator(s):	Baseline Data	Current Year Data	Direction of Change (+, -, NC)
Increase the number of parent representatives at meetings.	Data: 1 Year of Data: FY23	Data: 3 Year of Data: FY24	Select one: +
Decrease % of youth in out-of-home placements after receiving FCFC funded community-based services and supports.	Data: Unknown Year of Data: FY23	Data: Unknown Year of Data: FY24	Select one: Unknown
Increase access to youth and parent supports and connection to community resources.	Data: \$1,997 Year of Data: FY23	Data: \$21,713.68 Year of Data: FY24	Select one: +
Decrease number of out-of-home placements.	Data: Unknown Year of Data: FY23	Data: 6 youth Year of Data: FY24	Select one: Unknown

1. **Please list the data source(s) for the indicator(s):** Board Meeting attendance, internal Excel document (CUCF Tracking Grid), case notes, Family Centered Services & Supports (FCSS) budget summary
2. **Please identify any key findings: (explanation of data findings; FCFC actions taken in response to key findings, etc.) If no baseline data currently exists, please explain what efforts are being put in place to collect data.**

-CUCF recruited 2 new parent representatives in FY24, totaling 3 currently sitting on the board.

Please submit to: OFCCF@jfs.ohio.gov by the close of business on August 15 each SFY, along with Council meeting minutes reflecting approval.

Union County FY 24 UPDATE

-The MH&RB, our AA, funds SC and WR for youth through the Project Aware grant, that allows us to spend our FCSS state budget on community resources and social supports. In FY23, we only utilized \$1,997 on mentoring for youth and a limited number of gas cards of our \$21,716 allotment. In FY24, all but \$2.32 was spent on youth enrolled in SC or WR. CUCF increased gas cards for families to support transportation to appointments and added Uber gift cards to supplement Union County's ride share program through the Health Department.

-Insufficient data is available to determine a direction of change for youth in out-of-home placements enrolled in CUCF from FY23 to FY24. Data for FY24 is available but I had difficulty interpreting and collecting data highlighted in the shared plan. I look forward to developing a new plan collaboratively with my board next year.

Please submit to: OFCF@jfs.ohio.gov by the close of business on August 15 each SFY, along with Council meeting minutes reflecting approval.

Appendix C Shared Plan Annual Report UPDATE

Report on Indicator Data (Please provide data for each shared measurement indicator listed on the Shared Plan. Please list only ONE outcome per page. This page can be duplicated as needed).

Shared Outcome: Identify and track specific data points to inform future work. Increase awareness and utilization of operation and delivery of care. Increase commitment across systems at policy, management and service levels.

Shared Measurement Indicator(s):	Baseline Data	Current Year Data	Direction of Change (+, -, NC)
Use of SPARS data management, internal trackers, SmartCare, and OASCIS systems for tracking client data and time management.	Data: N/A Year of Data: FY23	Data: N/A Year of Data: FY24	Select one: N/A
% of services and supports utilized across age categories	Data: Unknown Year of Data: FY23	Data: Unknown Year of Data: FY24	Select one: Unknown
# of system referrals	Data: 42 Year of Data: FY23	Data: 49 Year of Data: FY24	Select one: +

1. **Please list the data source(s) for the indicator(s):** SmartCare batch reports, OASCIS, and internal Excel document (CUCF Tracking Grid)
2. **Please identify any key findings: (explanation of data findings; FCFC actions taken in response to key findings, etc.) If no baseline data currently exists, please explain what efforts are being put in place to collect data.**

-From FY23 to FY24 CUCF updated our internal Tracking Grid to collect more data points including school districts, other agencies/services involved, family income and insurance, and other key information. We continued utilizing OASCIS to house our EHR for youth, eliminating paper copies of intake packets (RIO and consent), POC, case notes, and expense documents. SPARS data management is no longer a requirement for CUCF for the Mosaic Grant, the Youth Systems of Care Director, Randi Bargo-Smith from the MH&RB took over this responsibility.

Please submit to: OFCF@jfs.ohio.gov by the close of business on August 15 each SFY, along with Council meeting minutes reflecting approval.

Union County FY 24 UPDATE

-When CUCF updated their internal Tracking Grid, data collection points on services and supports were added, moving from FY24 to FY25 we will have more data to support this measurement.

-When I joined CUCF in January 2024 any referral who was Medicaid eligible was automatically referred onto OHR. I changed the process to contact every referral, learn about the youths' needs then explain the options of CUCF and OHR, letting the caregivers use voice and choice in selecting an agency. I scheduled a series of meet and greets with schools and community agencies to re-build relationships and in turn increase referrals. This paired with reaching out to every referral increased the number of system referrals from FY23 to FY24.

Please submit to: OFCE@jfs.ohio.gov by the close of business on August 15 each SFY, along with Council meeting minutes reflecting approval.

Director's Report

FY25 - AUGUST



Total Engagement Metrics

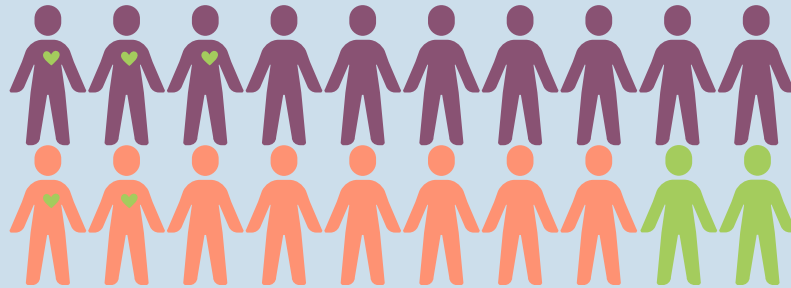
20 Families

10 wraparound

8 service coordination

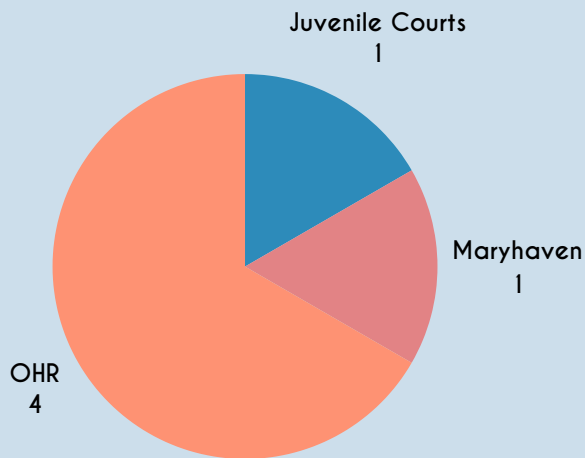
5 family peer support

2 NU FPS

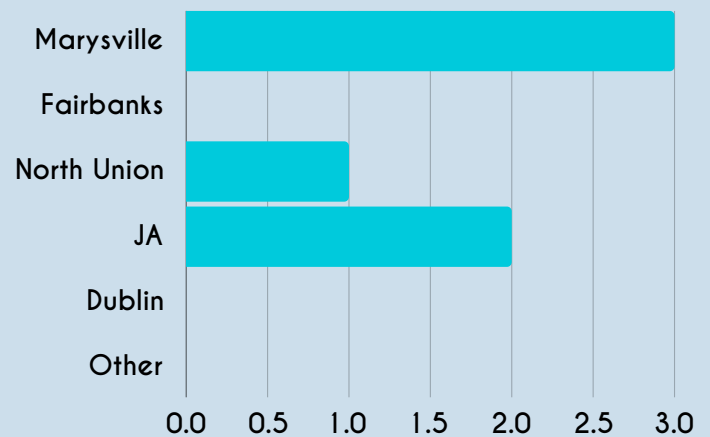


Referral Overview: 6 Youth

Referrals by Source



Referrals by School District



Status of Referrals

Client #1 & 4: Enrolled

Client #2: Not enrolled, OHR still serving family

Client #3: Pending, youth out of town for summer camp

Client #5: Sent 14 days letter after 2 phone calls

Client #6: Pending, kinship placement determining needs and next steps

Director's Updates

Updates

- Back to School Nights and Open House: attended several and have more planned in Fairbanks, North Union, and Marysville
- Attending Union County Farmers Market on 9/14
- CUCF audit for FY23 & FY24 begins 9/1/24
- Please complete the attached survey to provide feedback on making CUCF board meetings more meaningful and productive



**PATHWAYS
TO**

hope

A NAMI FaithNet Event



Register Today!

Aug. 23–24, 2024

Pathways to Hope helps communities build their grassroots movement to engage faith communities, mental health providers, NAMI members, and community partners in support of people living with mental health conditions.

**at 12809 State Route 736, Marysville, OH 43040
St. John's Lutheran School**

**Due to generous funding from the Hearst Foundation,
the conference is FREE for attendees with all meals included!**

**Join us for local conversations around mental health and discussions about
the intersection of faith and real-world solutions, all while building
meaningful partnerships. Conference goals include:**

- **Reduce the stigma of mental illness**
- **Activate and engage faith communities to help support families and individuals living with a mental health diagnosis**
- **Promote a holistic approach to mental health, body, mind, spirit, and community**
- **Provide information on resources for community members**
- **Promote inclusion and meaningful connection**



**Learn more and register today at
<https://nami-midohio2024.rsvpify.com>**

NAMI Mid-Ohio
National Alliance on Mental Illness
NotAloneOhio.org