

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF WOOD  
COUNTY**

**BOARD MEETING MINUTES**

**March 26, 2018**

**ADAMHS BOARD MEMBERS PRESENT:** Doug Cubberley, Randy Rothenbuhler, Stan Korducki, Leanne Eby, Judy Ennis, Jessica Clements, Tom Kiger, Cary Wise, Erin Hachtel, Corey Speweik, Allan Baer, and Marc Jensen

**ABSENT:** Sue Moore (E)

**GUEST:** Paige Runhart-Ana, Aeryn Williams, Steve Benjamin, Kyle Clark, Bill Ivoska, Theresa Butler, Janelle LaFond, Stephanie McGuire Wise, Deb Rose, Kayla Stiles, Kelsee Bainer, Kathy Didion, Kathy Mull, Jeff Howell, Jason Floldlwer, Julie Weinandy and Jessica Schmitt

**BOARD STAFF:** Tom Clemons, Julie Launstein, Chris Streidl, Aimee Coe and Britni Fackler

• **CALL TO ORDER:**

Doug Cubberley, Board Chair, called the Board Meeting to order at 6:00p.m. Roll call was taken. A quorum present.

• **UNFINISHED BUSINESS:**

**APPROVAL OF CONSENT AGENDA:** Tom Kiger needs to be removed from the March Joint Committee Meeting as unexcused absent. Stan Korducki made a motion to approve the consent agenda, Mark Jensen seconded, roll call was taken, consent agenda approved.

• **BOARD ACTION/RESOLUTIONS** (*Resolution #FY2018- 28 through #FY2018-34*)

**REENTRY AND COMMUNITY CORRECTIONS PROJECT**

**MEMORANDUM OF UNDERSTANDING (MOU)**

Resolution FY2018-28

March 26, 2018

**THIS MEMORANDUM OF UNDERSTANDING ("MOU")**, is made and entered into this 26<sup>th</sup> day of March 2018, Resolution No. 28 by and between the following participating entities: Wood County Alcohol Drug Addiction and Mental Health Services Board ("WCADAMHS"), NAMI Wood County (NAMI), A Renewed Mind (ARM) and NorthWest Community Corrections Center (NWCCC), each a "Party", and collectively referred to as "Parties".

**WHEREAS**, WCADAMHS currently partners with the Wood County Justice Center (WCJC) and NorthWest Community Corrections Center (NWCCC) in Project DirectLink; and

**WHEREAS**, the WCADAMHS collaborates with NAMI Wood County to provide Crisis Intervention Team training for law enforcement agencies within the county; and

**WHEREAS**, WCADMAHS funds a Criminal Justice Coordinator position to work closely with WCJC to identify, assess, and link to appropriate treatment prior to discharge; and

**WHEREAS**, there is a need for expanded mental health and addiction services for incarcerated individuals or those involved in community corrections; and

**WHEREAS**, there is a need for additional Crisis Intervention Team training for law enforcement and first responders within the county; and

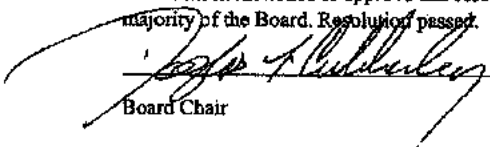
**WHEREAS**, WCADAMHS was awarded a grant for the Reentry and Community Corrections Project to provide expanded services to incarcerated individuals, provide expanded Crisis Intervention Team training to first responders and law enforcement, and to add screening and boundary spanner services within the Wood County Justice Center; and

**WHEREAS**, the Parties have agreed to work collaboratively with each other as well as with other agencies to unify efforts and provide expanded services;

**NOW THEREFORE**, the parties agree to enter into this MOU.

Board Members	Yes	No	Absent	Abstain
Allen Baer	X			
Cary Wise	X			
Corey Speweik	X			
Erin Hachtel	X			
Judy Ennis	X			
Jessica Clements	X			
Leanne Eby	X			
Marc Jensen	X			
Randy Rothenbuhler	X			
Stan Korducki	X			
Sue Moore			X	
Tom Kiger	X			
Doug Cubberley	X			

Marc Jensen motioned to approve this resolution and Cary Wise seconded. This resolution is adopted by the majority of the Board. Resolution passed.

  
 Board Chair

3/26/18  
 Date



Wood County  
**ADAMHS**  
*Promoting Community Wellbeing*

Alcohol, Drug Addiction and Mental Health Services Board

*Bringing Help. Bringing Hope. Thank You.*  
**Resolution FY2018-29**

**March 26, 2018**

WHEREAS, the members of the Wood County Alcohol, Drug Addiction and Mental Health Services Board are committed to leading Wood County in expressing our gratitude and appreciation to all community members working on the front lines in the fight against Ohio's opioid epidemic.

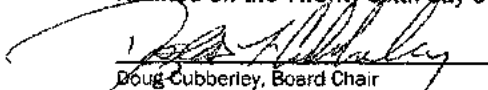
WHEREAS, the Wood County Opiate Taskforce which serves as the counties HUB to address opiate addiction and which is administered by the Wood County ADAMH Board per statue ORC 340.30, will nurture and reinforce county and community efforts to prevent and treat addiction, including opioids; educate youth and adults about addiction and recovery; promote family building and workforce development as ways of combatting the effects of addiction on communities; and encourage community engagement in efforts to address this present opioid epidemic.


WHEREAS, Wood County Alcohol, Drug Addiction and Mental Health Services Board is working to build a comprehensive system of prevention, education, intervention, interdiction, treatment, and recovery for all citizens of Wood County.

WHEREAS, through this work, we will continue to bring hope to our community and build the understanding that treatment works and people recover.

THEREFORE BE IT RESOLVED that the members of the Wood County Alcohol, Drug Addiction and Mental Health Services Board pledge our support for the individuals, family members, and professionals throughout our community who are *bringing help and bringing hope* by working day in and day out to save lives, provide treatment, assist families, and support recovery in Wood County.

Ratified on the Twenty Sixth day of March, Two Thousand and Eighteen.

  
\_\_\_\_\_  
Doug Cubberley, Board Chair  
Wood County ADAMHS Board

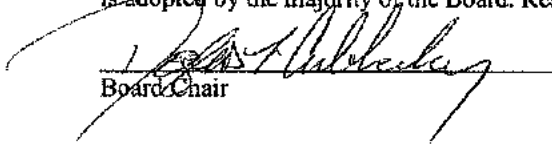
  
\_\_\_\_\_  
Tom Clemons, Executive Director  
Wood County ADAMHS Board

*Bringing Help, Bringing Hope.*

**Thank you**

Board Members	Yes	No	Absent	Abstain
Allen Baer	X			
Cary Wise	X			
Corey Speweik	X			
Erin Hachtel	X			
Jessica Clements	X			
Leanne Eby	X			
Marc Jensen	X			
Randy Rothenbuhler	X			
Stan Korducki	X			
Sue Moore			X	
Tom Kiger	X			
Doug Cubberley	X			
Judy Ennis	X			

Allan Baer motioned to approve this resolution Stan Korducki seconded. This resolution is adopted by the majority of the Board. Resolution passed.

  
 Board Chair

3/26/18  
 Date

**Wood County Alcohol, Drug Addiction and Mental Health Services Board**  
Policy and Procedure Manual

Purchasing regarding food	Section <#.#>
Resolution Number:	Page 1 of 1

**PURPOSE:** To provide guidance regarding the purchasing of food and drink for Board hosted events.

**POLICY:** Board staff shall not use appropriated funds to purchase food unless staff ensure that the provision of food is a necessary expense and one of the established exceptions below applies. However, food purchases should be infrequent and only made when benefit outweighs cost. No state or federal funds should be used to purchase food or drink unless the funding source explicitly states otherwise.

The two exceptions to the general policy are as follows:

1. **Training Events:** When the Board is hosting trainings in the community or executing Board related activities (i.e., board retreat.) that are scheduled to occur for four or more hours or span a reasonable and customary meal time.
2. **Appreciation Events or Award Ceremonies:** The use of appropriated funds to provide food and non-alcoholic beverages at awards ceremonies when it has been determined that such food would materially enhance the awards ceremony in furtherance of the objectives of the awards. However, awards ceremonies must emphasize public recognition of performance.

**PROCEDURE:** All food purchases will require executive director, or designee, approval prior to purchase. Board staff will submit all related documentation of costs to Finance Director.

Original: 03/26/2018  
Last Reviewed: 03/26/2018

Revised: n/a

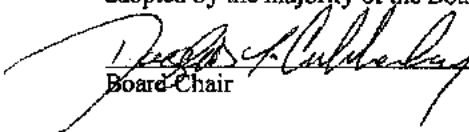
**RESOLUTION #FY2018-30**

**Policy Purchasing of Food**

March 26, 2018

<b>Board Members</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
Allen Baer	X			
Cary Wise	X			
Corey Speweik	X			
Erin Hachtel	X			
Jessica Clements	X			
Leanne Eby	X			
Marc Jensen	X			
Randy Rothenbuhler	X			
Stan Korducki	X			
Sue Moore			X	
Tom Kiger	X			
Doug Cubberley	X			
Judy Ennis	X			

Stan Korducki motioned to approve this resolution Cary Wise seconded. This resolution is adopted by the majority of the Board. Resolution passed.

  
Board Chair

3/26/18  
Date

**Wood County Alcohol, Drug Addiction and Mental Health Services Board**  
Policy and Procedure Manual

Federal Funds – Cash Management	Section <#.#>
Resolution Number:	Page 1 of 2

**PURPOSE:** To assure proper and efficient administration of Federal Funds in accordance with the Uniform Guidance over federal programs.

**POLICY:** In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, internal controls over cash management shall be implemented.

The WCADAMHS Board's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the Ohio Department of Mental Health and Addiction Services (OhioMHAS) (pass-through entity) and disbursement by the WCADAMHS Board, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

**PROCEDURE:** The WCADAMHS Board shall request grant fund payments in accordance with the provisions of the grant. Additionally, the WCADAMHS Board's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The WCADAMHS Board shall use forms and/or procedures required by the grantor agency or pass-through entity to request payment.

The Executive Director or designee is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693- 1693r).

When the WCADAMHS Board uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The WCADAMHS Board shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the WCADAMHS Board shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The WCADAMHS Board shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments will be deposited and maintained through the Wood County Treasurer's Office.
- F. Advance payments will be maintained in interest bearing accounts at a County approved depository unless the following apply:
  - I. The WCADAMHS Board receives less than \$120,000 in Federal awards per year.



2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.

3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

G. Pursuant to Federal law and regulations, the WCADAMHS Board may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS").

**APPLICABLE LAWS, REGULATIONS AND GUIDANCE: 2 C.F.R. 200.305, 15 U.S.C. 1693- 1693r**

Original: 3/26/18  
Last Reviewed: 3/26/18

Revised: n/a

**RESOLUTION #FY2018-31**

**Federal Funds-Cash Management**

March 26, 2018

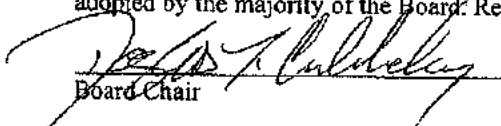
**Whereas**, 2 CFR Part 200 Uniform Administration Requirements, Cost Principles and audit requirements for Federal awards – Subpart D, requires formal written policies that address Cash Management and Allowable Costs; and

**Whereas**, required internal control policies needed to be clearly defined and documented;

**Now Therefore**, to assure proper and efficient administration of Federal Funds in accordance with the Uniform Guidance over Federal programs the Board resolves to approve this Policy – Federal Funds-Cash Management

Board Members	Yes	No	Absent	Abstain
Allen Baer	X			
Cary Wise	X			
Corey Speweik	X			
Erin Hachtel	X			
Jessica Clements	X			
Leanne Eby	X			
Marc Jensen	X			
Randy Rothenbuhler	X			
Stan Korducki	X			
Sue Moore			X	
Tom Kiger	X			
Doug Cubberley	X			
Judy Ennis	X			

Erin Hachtel motioned to approve this resolution Judy Ennis seconded. This resolution is adopted by the majority of the Board. Resolution passed.

  
Board Chair

3/26/18  
Date

**Wood County Alcohol, Drug Addiction and Mental Health Services Board**  
Policy and Procedure Manual

Federal Funds -- Cost Principles	Section
Resolution Number:	Page 1 of 4

**PURPOSE:** To assure proper and efficient administration of Federal Funds in accordance with the Uniform Guidance over federal programs.

**POLICY:** The Executive Director is responsible for the efficient and effective administration of federal funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the federal award.

**PROCEDURE:**

**Allowable Costs**

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable under federal cost principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary to the operation of the WCADAMHS Board or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulation;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from established WCADAMHS Board practices and policies, regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.

Whether a cost is necessary shall be determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the WCADAMHS Board can demonstrate that the cost addresses an existing need and can prove it.

When determining whether a cost is necessary, consideration may be given as to whether:

- a. the cost is needed for the proper and efficient performance of the grant program;
- b. the cost is identified in the approved budget or application;
- c. there is a community behavioral health benefit associated with the cost;
- d. the cost aligns with identified needs based on results and findings from the WCADAMHS Board's evaluation of community needs;
- e. the cost addresses program goals and objectives identified in the WCADAMHS Board's Community Plan.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

B. Conform to any limitations or exclusions set forth as cost principles in 2 CFR Part 200 or in the terms and conditions of the Federal award.

C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the WCADAMHS Board.

D. Be accorded consistent treatment. A cost will not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.

E. Be determined in accordance with generally accepted accounting principles.

F. Be adequately documented:

1. For personnel services, the Executive Director shall implement a system for WCADAMHS Board personnel to account for time and efforts expended on federally funded programs to assure that only permissible personnel expenses are allocated;
2. For other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

#### **Selected Items of Cost**

The WCADAMHS Board shall follow the rules for selected items of cost described at 2 CFR Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, WCADAMHS Board staff shall check costs against the selected items of cost

Original: 3/26/18  
Last Reviewed: 3/26/18

Revised: n/a

requirements to ensure the cost is allowable. In addition, State, WCADAMHS Board and program-specific rules and requirements, including the terms and conditions of the award, may deem a cost as unallowable.

### **Cost Compliance**

The Executive Director shall require that federal funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the award application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each award.

### **Determining Whether a Cost is Direct or Indirect:**

A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a federally-funded project; purchased services contracted for performance under the award; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.).

B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved

ahead of time by the Substance Abuse and Mental Health Services Administration (“SAMHSA”) or the Ohio Department of Mental Health and Addiction Services (“OhioMHAS”) (For Federal funds subject to 2 CFR Part 200 pertaining to determining indirect cost allocation).

**Period of Performance and Obligation of Funds**

The WCADAMHS Board shall only incur new obligations to carry out the work authorized under the federal grant during the period of performance, as stated in the Federal award unless approval has been given for incurring pre-approved expenses.

Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

**Applicable Laws, Regulations and Guidance:**

2 C.F.R. 200.302(b)(7), 200.307, 200.403-.406, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458, 200.464(a)(2), 200.474(b), 200.56, 200.71, 200.77

**RESOLUTION #FY2018-33**

**Federal Funds-Internal Controls**

March 26, 2018

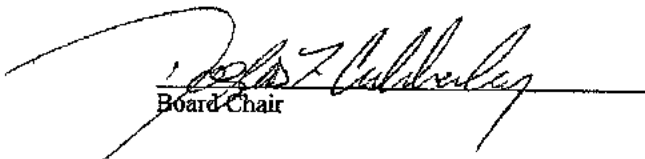
**Whereas**, 2 CFR Part 200 Uniform Administration Requirements, Cost Principles and audit requirements for Federal awards – Subpart D, requires formal written policies that address Cash Management and Allowable Costs; and

**Whereas**, required internal control policies needed to be clearly defined and documented;

**Now Therefore**, to assure proper and efficient administration of Federal Funds in accordance with the Uniform Guidance over Federal programs the Board resolves to approve this Policy – Federal Funds-Internal Controls

<b>Board Members</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
Allen Baer	X			
Cary Wise	X			
Corey Speweik	X			
Erin Hachtel	X			
Jessica Clements	X			
Leanne Eby	X			
Marc Jensen	X			
Randy Rothenbuhler	X			
Stan Korducki	X			
Sue Moore			X	
Tom Kiger	X			
Doug Cubberley	X			
Judy Ennis	X			

Randy Rothenbuhler motioned to approve this resolution Leanne Eby seconded. This resolution is adopted by the majority of the Board. Resolution passed.

  
Board Chair

3/26/18  
Date

**Wood County Alcohol, Drug Addiction and Mental Health Services Board**  
Policy and Procedure Manual

Federal Funds – Procurement	Section <#.#>
Resolution Number:	Page 1 of 4

**PURPOSE:** To assure proper and efficient administration of Federal Funds in accordance with the Uniform Guidance over federal programs.

**POLICY:** Procurement of all supplies, materials, equipment, and services paid for from Federal funds or WCADAMHS Board matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Ohio Department of MHAS policies and administrative procedures, the provisions of Board Policy.

The Executive Director shall maintain a procurement and contract administration system in accordance with the requirements of 2 CFR 200.317-.326 for the administration and management of Federal funds and Federally-funded programs. The WCADAMHS Board shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the WCADAMHS Board's general purchasing policy.

All WCADAMHS Board employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of Board employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Board policy.

The WCADAMHS Board will avoid acquisition of unnecessary or duplicative items. When appropriate, the WCADAMHS Board will consider opportunities to use Federal excess and surplus property in lieu of purchasing new equipment and property. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the WCADAMHS Board may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

**Competition**

The WCADAMHS Board shall seek requests for information for any proposed procurement that will be paid for with Federal funds. While the Board is exempt under O.R.C. 340 from competitive bidding, the Board shall assess proposals for cost effectiveness as well as quality of services to be provided. Decisions to contract with a particular agency for services are



determined by the Board with input from the Executive Director.

#### **Procurement Methods**

The WCADAMHS Board shall utilize small purchase procurement methods for securing services, supplies, and other property that are greater than the micro-purchase threshold of \$3,000 but that do not exceed the sealed proposal threshold of \$150,000. Small purchase procedures require that price or rate quotations shall be obtained from more than one (1) qualified source. Sealed proposals shall be utilized for purchases in excess of \$150,000.

#### **Procurement Standards**

The WCADAMHS Board will make procurement awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The WCADAMHS Board alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of its procurements. These issues include but are not limited to source evaluation, protests, disputes, and claims.

#### **Contract/Price Analysis**

The WCADAMHS Board shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the WCADAMHS Board shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the WCADAMHS Board shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

#### **Time and Materials Contracts**

The WCADAMHS Board uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the WCADAMHS Board is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the WCADAMHS Board sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the WCADAMHS Board shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

#### **Suspension and Debarment**

The WCADAMHS Board will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the WCADAMHS Board and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the WCADAMHS Board shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Executive Director shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The WCADAMHS Board is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the WCADAMHS Board that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Executive Director to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The WCADAMHS Board shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the WCADAMHS Board shall confirm that the vendor is not debarred or suspended by either checking the Federal Government's System for Award Management, which maintains a list of such debarred or suspended vendors at [www.sam.gov](http://www.sam.gov); collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

#### **Maintenance of Procurement Records**

The WCADAMHS Board maintains records sufficient to detail the history of all procurements. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

**Applicable Laws, Regulations and Guidance:** 2 C.F.R. 200.317 - .326

Original: 03/26/2018  
Last Reviewed: 03/26/2018

Revised: n/a

**RESOLUTION #FY2018-34**

**Federal Funds-Procurement**

March 26, 2018


**Whereas, 2 CFR Part 200 Uniform Administration Requirements, Cost Principles and audit requirements for Federal awards – Subpart D, requires formal written policies that address Cash Management and Allowable Costs; and**

**Whereas, required internal control policies needed to be clearly defined and documented;**

**Now Therefore, to assure proper and efficient administration of Federal Funds in accordance with the Uniform Guidance over Federal programs the Board resolves to approve this Policy – Federal Funds - Procurement**

<b>Board Members</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>
Allen Baer	X			
Cary Wise	X			
Corey Speweik	X			
Erin Hachtel	X			
Jessica Clements	X			
Leanne Eby	X			
Marc Jensen	X			
Randy Rothenbuhler	X			
Stan Korducki	X			
Sue Moore			X	
Tom Kiger	X			
Doug Cubberley	X			
Judy Ennis	X			

Allan Baer motioned to approve this resolution Stan Korducki seconded. This resolution is adopted by the majority of the Board. Resolution passed.

  
Board Chair

3/26/18  
Date

**NEW BUSINESS:**

- Dr. Bill Ivoska presented the Summary of 2018 ADAMHS Youth Survey results. A copy can be viewed at [http://wcesc.org/files/Combined\\_2018\\_Youth\\_Survey.pdf](http://wcesc.org/files/Combined_2018_Youth_Survey.pdf) . A copy of Dr. Ivoska’s presentation slides can be accessed at <https://www.dropbox.com/sh/p2hmdpc3g6q8ppd/AAC0m241v2vcJOEMoNYe1j5ra?dl=0>
- Agency Presentations on proposed FY 19 Criminal Justice Coordination Services and FY 19 Forensic Monitor Services can be viewed at <https://www.dropbox.com/sh/p2hmdpc3g6q8ppd/AAC0m241v2vcJOEMoNYe1j5ra?dl=0>
  - Zepf – Stephanie McGuire Wise from Zepf and Jeff Howell from A Renewed Mind presented on Criminal Justice Coordination.
  - Theresa Butler from Harbor and Jeff Howell from A Renewed Mind presented on Forensic Monitor Services. The cost for this would be \$24,000 at Harbor and \$30,176 at A Renewed Mind. A Renewed Mind has someone in mind that has numerous years of experience in this area.

**OTHER:** Dialectic Behavior Therapy (DBT) training started today about 45 people are attending. On Wednesday, March 28<sup>th</sup> from 8:30 a.m. -4:00 p.m. leadership from agencies, and Board Members are invited to come to Olscamp Hall. Please contact Director Clemons. He will give you a parking pass.

Board Retreat is Saturday, April 14<sup>th</sup> 8:30 a.m.- 2:00 p.m.

**PUBLIC COMMENTS:**

Stephanie McGuire Wise- Zepf is continuing to push Naloxone Trainings.  
Steve Benjamin- Thank you for considering our Proposals.

**EXECUTIVE SESSION:** Doug Cubberley made a motion to go into Executive Session to discuss Personnel Compensation, Allan Baer seconded. Roll call was taken and the Board with the Executive Director went into Executive Session at 7:46 p.m. Erin Hachtel made a motion to come out of Executive Session, Britni Fackler called the roll, the Board came out of Executive Session at 8:17 p.m. No action was taken following the Executive session and there was no discussion.

**ADJOURNMENT:**

Erin Hachtel motioned to adjourn the meeting and Allan Baer seconded. Meeting adjourned at 8:18 p.m.

The next meeting will be on April 23, 2018

*Submitted by: Britni Fackler, Board Secretary*

Approved by:   
Doug Cubberley, Board Chair, ADAMHS Board of Wood County

4/23/18  
Date