

## CHRONOLOGY OF EVENTS FOR THE RECOVERY HOUSING PROGRAM AT 301 SUPERIOR St.

- 7/20/2018 *Email from P. Schade to Art Wills (ODMHAS)*  
Signed and notarized contract sent to A. Wills.
- 7/19/2018 *Email from Art Wills (ODMHAS) to T. Hardy, J. Baker, P. Schade, P. Shenigo*  
ODMHAS needs fresh signatures for the controlling board contract and it needs to be notarized.  
Only the applicant needs to sign and the signature of the board will be sought after the contract goes to the Controlling Board.  
Controlling Board contract states "The Board intends to support programs, annually monitor the program and operations of the project; These services shall be provided for the term of the contract and the Department, with input from the Board, including annual reports on Board's monitoring of the project, has the authority to determine whether such services are being adequately provided under this contract." The Board referenced here is the Mental Health and Recovery Board of Erie and Ottawa Counties.
- 7/18/2018 *Trey Hardy sent signed application and resolution to A. Wills (ODMHAS), J. Baker (ODMHAS), P. Schade and P. Shenigo*
- 7/17/2018 MHRBEO discussed the change in application from an 80 bed recovery housing facility to a 48 bed transitional housing facility.  
*Application and resolution signed by B. Cronin.*
- 7/2/2018 *Meeting with stakeholders regarding revised application from 80 bed recovery housing to 48 bed transitional housing program for adult women in recovery from substance use disorder.*  
Application was reviewed page-by-page and ODMHAS representatives (namely A. Wills) made edits on site in the program model, service delivery, etc.  
A Way Out facility operator was introduced.  
A tour of the program was conducted.
- 6/19/2018 *Email from Jonathan Baker (ODMHAS) to P. Shenigo, B. Cronin, D. Taylor, P. Schade, T. Hardy*  
ECHD has shared their revised application; In talking with ODMHAS staff and B. Cronin, it is clear that there are a few remaining questions, but the application is much improved from the previous submission.  
Standard process is to make a trip to the facility and hold an application meeting, make minor revisions, and walk away with a document and program that all parties can stand behind.  
"Brenda needs to brief her board on the final version, so we need to make this happen in time for her mid-July Board meeting."
- 6/8/2018 *Poulos and Schmid Design Group Correction letter 2-for interior alterations drawing*

- 6/7/2018 *MHRBEO received revised application for a 48 bed transitional housing program at 301 Superior St.*
- 6/6/2018 *D Taylor requested that T. Hardy forward a copy of the application so that she and B. Cronin could review it. He sent an email earlier this day wanting to come over and review it with D. Taylor.*
- 6/6/2018 *Email from J. Baker to B. Cronin*  
Upon receipt of application, take a week to review Transitional Housing Application then J. Baker will set up a phone call or in person review.
- 5/8/2018 *Poulos and Schmid Design Group Correction letter 1-for interior alterations drawing*
- 4/30/2018 *Email from J. Baker (x2) to B. Cronin explaining pre and post visit to the 301 Superior Street facility*  
Pre-ODMHAS staff are heading to the facility to review construction plans to see "how we can make the site more homelike." Post-"Our questions centered around their construction plans and how Commissioner Schade was going to make the facility more homelike. Today we had a chance to learn more about their renovations, to see the building while it is under construction, and to talk further about how the building is suited to recovery and tx. The state did ask Commissioner Schade to talk with treatment provider about whether a better course of action is to just turn the facility into a residential treatment facility. We will also be talking more with staff here at ODMHAS about whether or not that is advisable, or even possible given the intended capacity." During this visit, adjustments to the interior design were recommended.
- 4/26/2018 *Email from J. Baker to P. Schade*  
I had a good conversation with our housing staff today. They reiterated that you should consider pursuing licensure for this building as a residential treatment facility, but they also laid out examples of how your design could be improved to reflect a more homelike nature of a recovery residence. Before your architect puts a bunch of hours reworking your plan, lets discuss.
- 4/25/2018 *Poulos and Schmid Design Group Phase 1-Interior alterations drawing*
- 4/24/2018 *J. Baker (ODMHAS) email to P. Schade*  
Reducing your states census will help out in nearly every area. Target the pass-through bedrooms and multi-use room 3 and potentially room 2. That would put you at 49 beds. Reducing bed capacity would be viewed favorably here. Given the institutional nature of the facility consider pursuing licensure as a residential treatment facility. Recovery housing should be decentralized and homelike, not regional in nature. You might look to construct smaller recovery houses on the acreage down the road. The kinship room is small. How will your visitation and reunification practices take into account the values, desires, needs and circumstances of the residents? Level of staffing is low. Will you bring peers into the facility to serve as volunteers? Will women be given a formal role in working with new women? How can staffing be augmented? Provide more detail about the lounge/ activity area and how it will support the recovery of women. What weekend activities will be available? The state does not support

walk through bedrooms. Like your idea of the walkthrough spaces into mini lounges. Women need a private cabinet/dresser. The toilets and showers are institutional in nature rather than homelike and not consistent with trauma informed best practices. How can we improve for comfort and privacy of residents? Per diem includes lunch and dinner. How will residents store their breakfast food? Laundry room does not have adequate space and facilities for 80 women.

- 4/13/2018 *T. Hardy email to A. Wills, P. Schade and P. Shenigo*  
Sent amended drawing of the shower and restroom facilities; added a new room for sinks and toilets
- 4/12/2018 *Email from T. Hardy to A. Wills, P. Schade and P. Shenigo*  
Provided layout of bedrooms with square footage.
- 4/12/2018 *Art Wills email to T. Hardy*  
Per today's conversation, more info about your proposal renovation plans has been requested. Provide a floor plan markup that shows the location and number of beds in each room. Label the drawing to show how other spaces will be used.
- 4/12/2018 *Email from J. Baker to A. Wills*  
Can you ask them for information showing where they intend to locate 80 beds and how they intend to support a homelike atmosphere? Preferably this is an update to their architectural floor plan.
- 4/11/2018 *Email from A. Wills to P. Daniel*  
A. Wills spoke to P. Schade about updates on the change of occupancy/zoning approval, and bathroom renovations  
"We should have more information for you by tomorrow regarding next steps. I hope to have your controlling board request entered by the end of the week...."
- 4/5/2018 *Email from P. Daniel to A. Wills and J. Baker*  
"We closed on the property sale on March 1. When can we expect to finalize the remaining items?"
- 3/8/2018 *Email to P. Daniel from Lisa Crescimano*  
Board resolution for the Recovery Housing program sent to P. Daniel who forwarded it to A. Wills.
- 3/7/2018 *T. Hardy email to A. Wills and J. Baker*  
Attached architectural drawings received for the shower and bathrooms in the recovery housing facility.
- 3/5/2018 *B. Cronin email to P. Daniel*  
B. Cronin advised P. Daniel that a call was made to A. Wills and per A. Wills having the board pass the resolution in March will not delay any part of finalizing the application or presenting the application to the controlling board.

2/26/2018 *B. Cronin email to P. Daniel*  
Resolution will be on the March agenda for signature.

2/23/2018 *Email from P. Daniel to B. Cronin*  
Has the MHRBEO resolution been done?

2/2/2018 Email from A. Wills to P. Daniel, T. Hardy, P.Shade and J. Baker, CC'd to J. Baker and B. Cronin  
Received P. Daniel's drawing in response to request for renovation plans  
Provide list of planned renovations such as bathrooms, showers, bedrooms, flooring, electrical system, etc.  
What is local building department requirements for toilets, showers,etc.?  
Label on the drawing the location of toilets.  
Where are the intended bedrooms?  
Label other space such as dining area, kitchen, activity rooms, etc.

2/1/2018 *P. Daniel sent preliminary renovation plans to A. Wills, T. Hardy, P. Schade, P. Shenigo, J. Baker and B. Cronin*

1/30/2018 *Email from P. Daniel to A. Wills (ODMHAS)*  
Bank financing in the form of a federally tax-exempt bond;  
ODMHAS contract will be the only mortgage and in the first position;  
\$500,000 cash down-payment from ECBC and ECHD community partners more than offsets any difference with appraisals.  
Preliminary outline of the renovation plans underway and ODMHAS will receive them soon.

1/30/2018 *A. Wills (ODMHAS) email to T. Hardy, P. Schade, P. Shenigo, J. Baker and B. Cronin*  
Receipt of signed application.  
Neither appraisal supports the intended purchase price of \$2,300,000.  
Provide explanation about the appraisal values relative to the purchase price and bank loan of \$1.3.  
Is there a plan to renegotiate the sale price, or address the difference in valuation?  
Sign and notarize the applicant signature page.  
Obtain a formal resolution of support from the MHRBEO.  
Send preliminary outline of the construction/renovation plan; ODMHAS wants to see it before signing off  
As soon as it is in place, ODMHAS wants to see a copy of A Way Out's Recovery Solutions' agreement with the ECHD that includes detailed description of services (in alignment with recognized standards for recovery housing), the duration, staff ratios, operating costs, scalability of services and contingency planning.

1/26/2018 T. Hardy sent signed application to P. Schade, P. Shenigo, P. Daniel , A. Wills, J. Baker and B. Cronin

1/26/2018 *T. Hardy sent B. Cronin a copy of Recovery Housing application naming A Way Out as the facility operator. Application signed and sent to P. Schade and J. Baker*

1/16/2018 *Mental Health Board supports signing the application for an 80 bed recovery housing program for women once the provider agency that is chosen to replace Primary Purpose is added.*

1/11/2018 *P. Schade sent an email to J. Baker (ODMHAS)  
A Way Out Recovery Solutions is the provider selected to run the day-to-day operations.*

1/11/2018 *T. Hardy sent to A. Wills a copy of letter of intent for A Way Out Recovery Solutions signed by P. Schade on 1/11/2018.*

1/2/2018 *Pete Daniel submits second appraisal to the ODMHAS*

12/29/2017 *Second appraisal submitted to Pete Daniel by Joseph Vincent Passabet, Passabet Appraisal Service  
Appraised value is \$2,200,000.*

12/19/2017 *Email from T. Hardy to B. Cronin  
T. Hardy has spoken to Firelands and Bayshore. T. Stuber is working on document regarding the business model.  
Meetings with recovery housing providers ongoing.*

12/18/2017 *Email from B. Cronin to T. Hardy  
Has an explanation of the business model been explained to Firelands and Bayshore? They will be impacted.  
Advise when a provider for the operations has been selected.  
Has a meeting been scheduled with Firelands, Bayshore and B. Cronin to explain Medicaid billing?*

12/18/2017 *Email from T. Hardy to P. Daniel, A. Wills, P. Schade, J. Palmucci, P. Shenigo, J. Baker  
Application has been updated based upon questions presented at the meeting on 12/12/2017. We do not have a renovation plan, as we do not have access to building drawings at this point. We have reached out to Firelands and Bayshore Counseling. We are continuing our efforts with The LACADA Way to choose a recovery agency that best aligns with state and local goals. We have meetings scheduled *with other recovery agencies listed in the email.**

12/15/2017 *Email from Trey Hardy to P. Schade, J. Palmucci, P. Shenigo, J. Baker. and B. Cronin  
Attached updated application narrative and budget to reflect the talking points discussed at 12/12/2017 meeting with all parties.  
Currently there is no renovation plan;  
ECHD has reached out to Firelands and Bayshore as the application asks for local providers that*

have been contacted regarding the program proposal.

Email states that they are reaching out to LACADA Way for input on finding a recovery housing operator as Primary Purpose will not be running the program.

Meetings are also scheduled with a number of providers who run recovery housing facilities in the state.

12/12/2017

*Meeting with ODMHAS, ECHD, Pat Shenigo, etc. at the Erie County Health Department*

Tour of the facility with experts from ODMHAS giving direction on facility operations for females.

Tour of the facility with experts from ODMHAS giving direction on facility operations for recovery housing.

Tom Stuber of LACADA Way explained the billing process (via phone).

Primary Purpose will not be the facility operator. ECHD searching for other facility operators

Local providers have not been contacted regarding the program and their role in providing services based upon consumer choice as required in the application.

Application needs to be updated.

12/11/2017

*J. Baker (ODMHAS) email to P. Schade and B. Cronin*

ODMHAS will have questions at the 12/12/2017 meeting regarding the recovery house operator, Primary Purpose, listed on the application; Primary Purpose separated from a good portion of their board of directors.

ODMHAS wants to discuss Primary Purpose's ability to recover from current organizational stability and their ability to expand a good distance from their existing base of operations.

What is the back up plan if "they need to step back from your project."

ODMHAS wants to finish application at the 12/12/2017 meeting so that B. Cronin can take the application back to the board for approval.

12/8/2017

*Art Wills notifies B. Cronin of a meeting scheduled with the commissioners on 12/12/2017*

12/8/2017

*Email from A. Wills (ODMHAS) to P. Daniel and P. Schade*

*Summary of 12/8 phone call*

ODMHAS has application questions regarding the following:

Staffing seems low;

Budget needs to show benefits

Who will be responsible for the hiring?

Will food be provided? In what intervals?

Who is responsible for paying the daily rate per resident?

Identify the funders of the \$20,000 in grants on the budget page.

12/8/2017 *Email from A. Wills (ODMHAS) to P. Daniel*  
Phone call at 2:00; A. Wills advises P. Daniel that ODMHAS would like B. Cronin to participate in a phone call arranged by P. Daniel; A. Wills notifies B. Cronin of the phone call but there is a scheduling conflict.

12/8/2017 *Email from Jonathan Baker to A. Wills, P. Daniel, P. Schade*  
ODMHAS requests that LACADA Way be present for the meeting on 12/12/17

11/30/2017 *Email from Pete Daniel to Art Wills*  
"We will provide updates as we progress."

11/30/2017 *Email from A. Wills (ODMHAS) advising Pete Daniel of the following:*  
A second appraisal is requested;  
Commissioners will need to obtain a resolution from the MHRBEO;  
Brenda Cronin will need to be at the application meeting on 12/12/17  
ODMHAS will bring housing program and policy office experts

11/30/2017 *Email from P. Daniel to P. Shenigo, P. Schade and B. Cronin*  
ODMHAS would like to schedule an application meeting.

11/22/2017 *Email from Pete Daniel to Art Wills*  
R.A. Appraisal Services appraisal of 301 Superior St.  
Appraised value at \$2,120,000  
Purchase price \$2,300,000

11/22/2017 *Letter from John Stauffer of R.A. Reynolds Appraisal Service, Inc. sent to P. Daniel*  
Property is appraised at \$2,120,000.

11/20/2017 *Letter from Pete Daniel to Art Wills (ODMHAS)*  
Enclosed a certified copy of Board of Commissioners resolution providing authority on authorized signatures for various documents.  
MHRBEO minutes highlighting the "board's directive to have their Executive Director submit the grant proposal"  
Letter of support written by the Huron County Commissioners on October 10, 2017  
Letter of support written by Ottawa County Commissioners on November 22, 2017  
Valuation history in 1/11/2017 equals Appraised value of \$1,429,330 and Assessed value of land at \$500,270

11/15/2017 *Email from A. Wills to P. Schade*  
A. Wills received application and gave information on next steps, forms to complete, bidding requirements such as

construction renovation over \$200,000 or more requires O.R.C. 153 compliance. Renovations/construction under \$200,000 letterhead bids are acceptable. Three year operating budget requested of anticipated income and expenses for the project.

11/3/2017

*Email from B. Cronin to P. Schade, T. Hardy, P. Shenigo*

Briefed the group on conversation with Art Wills; No one should sign the application until ODMHAS makes their on-site visit. The board does not have to submit the application and it can be submitted by the applicant.

This is new information and it was shared with the group. Board is willing to assist.

Comments from last review of the most recently submitted budget by P. Schade:

Ottawa County Commissioners are under the impression that they will be charged \$29.00 per day. The budget submitted shows a per diem of \$15.00/day but does not indicate who will pay the per diem. Budget is vague on the calculations of sources of revenue. How was the per diem determined? There are no line items for furnishing, appliances, clothing and incidentals.

Request that the county commissioners confirm that they have 5-7% in replacement funds and that treatment funds are not being used for development.

Provide a list of mental health and addiction service providers in Erie and Ottawa County who have been contacted and understand the model.

10/27/2017

*Email from B. Cronin to A. Wills*

Sought the expertise of A. Wills ; B. Cronin requested that he assist in determining if these requests would suffice for documentation of capital replacement funds and no intent to use treatment funds for development.

B. Cronin requested documentation from the county commissioners or the ECHD, on their letterhead, that there exists 5-8% of capital placement reserve available.

Requested documentation from the county commissioners or the ECHD, on their letterhead, that development funds will not be derived from the funding designated for the delivery of mental health and addiction services.

Also, the updated budget received from the ECHD was attached for discussion. The budget did not cover enough detail as required for capital funding as described by J. Baker in his previous email to B. Cronin.

B. Cronin also asked A. Wills to provide direction on the detail to which the MHRB needs to review the requirements of the application. B. Cronin wants to ensure that "the board is dotting all "i's" and crossing all "t's" while, at the same, time not being a hinderance to the development of the program.

10/26/2017

*P. Schade email to B. Cronin*

Attached is a more detailed budget

10/25/2017

*Meeting between B. Cronin, P. Schade, P. Daniel, T. Hardy, P. Shenigo, L. Crescimano*

Discussed B. Cronin's email regarding the review of the application.

Individuals leaving detox have a choice for treatment not solely the Primary Purpose program in Lorain.



Application needs to reflect that women will be provided with a variety of options post detox.  
 Request for a more detailed budget; budget does not include actual revenue expected  
 EHOVE agreed to provide services; Plan requested but does not exist  
 What is the extent of available transportation?  
 What is the extent of the residents' choice for participating in services outside the facility or the health department such as clinical, recovery support meetings, etc.?  
 Requested a list of providers with whom the applicants spoke to regarding services and consumer choice  
 Need confirmation that 5-7% of replacement reserve is available  
 Need assurance that funds for behavioral health treatment/supports will not be used to bring this project into operations.

- 10/24/2017 *B. Cronin emailed P. Shenigo and T. Hardy with response to several sections of the recovery housing application that were not complete, needed verified or the response did not answer the question.*
- 10/23/2017 *Email between B. Cronin and J. Baker regarding level of board's responsibility with the application (See Attached)*
- 10/3/2017 *Executive Director and board members received application from Trey Hardy*
- 9/27/2017 *Email from T. Hardy to B. Cronin*  
 ECHD wrapping up the application and wants to bring it by for signature. T. Hardy was advised to drop it off so that B. Cronin had time to read it and send it to the board.
- 8/29/2017 *B. Cronin email to T. Hardy*  
 Sent 3 year pro forma template, Capital Application, Capital Guidelines and Site Identification Feasibility Study.  
 Advised T. Hardy that the state may ask for two appraisals of the location.
- 8/23/2017 *B. Cronin emailed MHRBEO and advised them of the capital funding process.*
- 8/15/2017 *MHRBEO votes to have Tom Stuber of LACADA Way work with B. Cronin to submit grant proposal*
- 8/8/2017 *Finance Committee meeting*  
 Commissioner Shenigo attended the meeting requesting funding to assist in purchasing the Ability Works Bldg. for a women's 12 step model facility for women leaving detox. Facility would be a "sister" facility to the men's program in Lorain County. Commissioner Shenigo indicated that there would be no need to return to the board for additional funding. Finance committee invited Mr. Shenigo to meet with the full board to discuss the program.