

2017 Program Information

Please use a separate form for each program.

1. Agency: NAMI Wayne and Holmes Counties

2. Program Name: MOCA House Recovery Program

A. Based on the targeted outcomes of this program, from which of the following community impact areas are you requesting funding?

Nurturing Children & Youth

(Provides positive outcomes that help children and youth succeed in school and develop into successful adults)

Helping In Hard Times

(Provides emergency assistance: food, shelter, clothing, and legal help)

Developing Life Skills

(Provides positive outcomes with programs that enable individuals and families to become more emotionally, physically, and/or financially stable)

Promoting Health & Wellness

(Provides positive outcomes with programs that enable individuals and families to have access to prevention and/or treatment in the health arena, enabling them to become and/or stay healthier emotionally, physically, and/or financially)

B. Is this Program

New program

Expanded program

Continuation of a previously funded program

3. Please complete the following for each program:

\$15,000 + _____ = _____
Funds Requested From OAUW Funds Requested/Received From Other Sources Total Program Funds

4. If previously funded program, are you asking for increased dollars of support?

Yes No

5. If yes, why are you requesting more money? N/A

6. If your program was not funded for the full amount you requested for 2016, what impact did this have on your program? What adaptations did you have to make?

We were fully funded. Thank you!

7. How will the agency adapt this program next year if your requested funding level cannot be met or if a decision is made that the program will not be funded at all next year?

We will have to cut staff hours which will also result in cutting program hours and possibly cut van transportation.

8. Please describe the fees and reimbursements associated with this program.

Fees: Participants and family members are NOT charged a fee for attending peer support and mental health education/support groups or any MOCA House activities. Our program is provided free of charge to the persons with a mental health disorder and family members/loved ones. However, if a person is interested in becoming a member of NAMI Wayne and Holmes County, membership fees are as follows:

- MOCA House Participant only- Free
- NAMI Open Door Membership- \$3.00 (this is intended for consumers who have limited income)
- NAMI Membership- \$35.00

Sliding Fee Schedule: N/A- Our programs are free to our participants, families in the community.

Insurance Reimbursement: N/A- We do not receive any payments for our services through insurance.

Government Subsidies: N/A Our organization is not clinical therefore, we are unable to bill Medicaid for our services.

Community Impact

9. Describe the target population and eligibility requirements for the Program:

MOCA House Program serves community members (known as participants), age 18 and older who have a persistent and severe mental health diagnoses, i.e. schizophrenia, bi-polar, panic attacks, depression and other. The participants are in all stages of recovery, and are able to manage their overt symptomology sufficiently in order to participate in educational/support groups and activities.

10. What agencies or programs in the community provide similar services? Please be specific about how we can differentiate this program from others.

NAMI Wayne and Holmes Counties with the MOCA House Program is the only organization in the two-county area that is certified by the Ohio Department of Mental Health and Addiction Services as a Peer Support and Consumer Operated Service (COS). Our recovery services, as well as our educational services are unique given that participants are involved in leading the groups, as well as participating in the planning of the educational and preventive programming. Our Recovery program and our community education programs are free to participants and are conducted with the support of many volunteer hours. Our Recovery Aide staff persons serve as advisors to the facilitators and participants, and ensure that the MOCA House Program is a safe, accepting and welcoming place for all participants.

The MOCA House Recovery Program is NAMI's largest program and is the program for which we are seeking funding. All services of the MOCA House Program and the educational support programs are offered free to participants and family members.

Membership in NAMI Wayne and Holmes Counties is open to individuals, family members, professionals, and any other person or group who is concerned about mental health. It is not necessary to become a member in order to participate in our programs, however we do encourage participants to join at a reduced rate; our membership roster does strengthen the organization.

Our MOCA House program works on all levels of individualized recovery, it offers hope and support, and a safe environment for all participants that attend. Participants develop their own personal recovery plans and goals. This program as well as our family education and support programs are always free to persons in need.

Impact Analysis

11. Describe the targeted outcomes of this program. In other words, you ran this program, you gave clients certain skill sets, you increased their knowledge, and you treated their illness, which is all good. But how have you changed the lives of those people, and as a result, our community?

Targeted Outcomes for MOCA House Program:

- 80% of program participants will actively involve themselves in their own recovery as shown by staying out of the hospital, not using the emergency room, less crisis situations, and participating in community (i.e. volunteer work, employment, etc.);
- 80% of program participants will show reduction in negative emotional and behavioral conditions such as depression, anxiety, isolation, and stress.
- 80% of program participants will show increase in hopefulness, happiness, self-image, and social interaction
- 80% of program participants will express satisfaction with MOCA House programs (art, socialization, nutrition, skill development, etc).

Please include the following information in your narrative *and limit this to 2 pages:*

Description of the activities and resources you use to accomplish these outcomes

The MOCA House program is dedicated to reducing the isolation of persons with mental illnesses and to improve their quality of life. The program challenges, encourages and offers hope through peer support, educational services, social and recreational activities, advocacy and opportunities for community involvement.

We utilize a variety of programs and resources to accomplish our outcomes at MOCA House. Examples include:

- Wellness Recovery Action Plan (WRAP) an evidence based program
- Depression Bipolar Support Alliance (DBSA) groups support and meetings
- Physical Health and Wellness Program
 - This includes teaching on nutrition, movement and medication information
- Sewing class
- NAMI Connections support group
- Painting and Creative outlet programs
- Recovery Work Group
- Skill Development
- Peer to Peer Mentor Class
- Spirituality and Prayer group

In addition to MOCA House programming, NAMI also offers:

- Family education programs (Family to Family, NAMI Basics)
- Family Support Group
- Suicide Postvention services:
 - People Affected by a Loved-ones Suicide (PALS) Support group
 - Local Outreach to Suicide Survivors (LOSS) Team
- Veteran Support (Warrior's Journey Home Healing Circle)
- Crisis Intervention Team (CIT) training for law enforcement personnel

We believe in recovery and we are committed to providing programs to participants so that they can work and achieve recovery in a safe environment. Our programming is designed to encourage participants to socialize, to develop friendships, work on their own health and wellness and empower them to build a strong support system within the MOCA House program and outside of our walls. At the MOCA House program our Recovery Aides and certified Peer Supporters educate participants on skills that will support their individual recovery process and assist them develop meaningful activities that are appropriate for their stage of recovery. Peer Supporters are persons with lived experiences who mentor and guide others in their personal recovery.

Information about the tools you use to measure outcomes

We use a participant surveys to measure growth and satisfaction with the program measure and major changes in conditions by the program attendees. In addition, the evidence-based programs we offer have measurement surveys we use. These surveys all provide information about life satisfaction.

Dialogue about the challenges you face in measuring the success of the program

The challenge we face in measuring the success of our programs are that the surveys are completed and self-reported by the participants who attend the program. Our attendance is fluid, and we are only able to capture information from persons attending during the time the survey is conducted. Administering the surveys is a challenge, and staff and volunteers must assist those who have learning disabilities. Tabulating the data is work intensive.

Specific information about the recorded outcomes you achieved last year

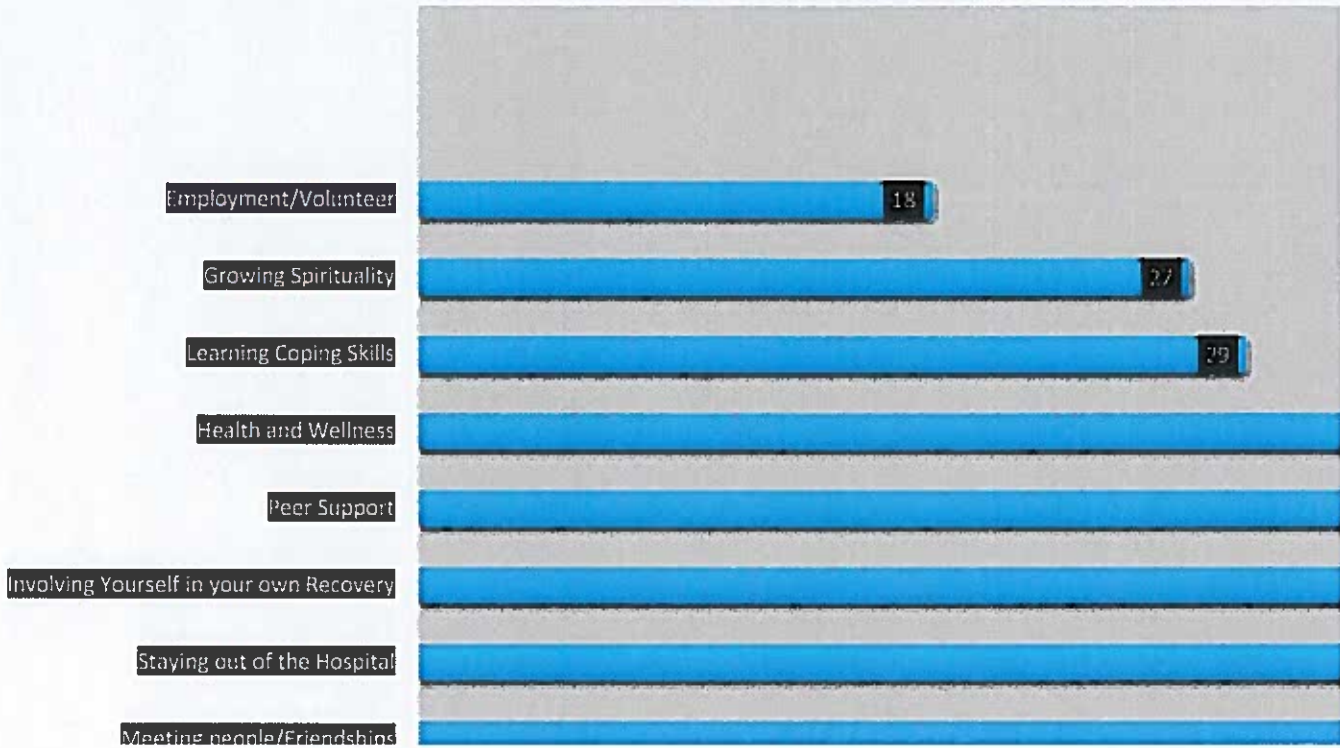
Monitor of Daily Attendance in FY 2016

- The MOCA House Recovery Program average serving:
 - 25+ persons daily
 - 75+unique persons monthly
 - In FY 2016, we recorded 4274 visits to the program
- Recovery Survey: (40 completed) (50% a month of attendees)
 - Improved knowledge and skills in wellness and recovery (staying out of the hospital, learning coping skills, peer support and involving self in their own recovery);
 - Improvements in Emotional and Behavioral Regulation;
 - Reduction in Symptomology;
 - And, satisfaction with program
- Our outcome results

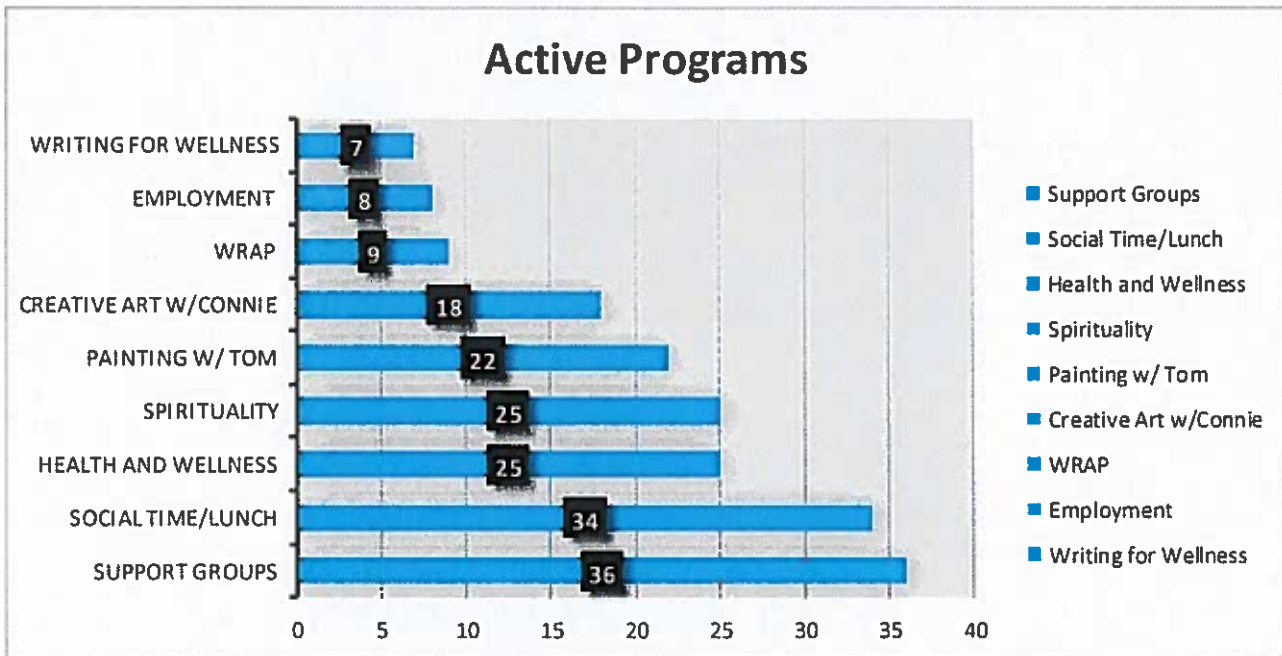
1.0 The outcome findings show that our participants are focusing on recovery and setting recovery goals:

- Meeting people/developing friendships;
- Staying out of the hospital;
- Involving themselves in their own recovery;
- Peer support;
- And, health and wellness are beneficial and assist our participants and family members in maintaining their recovery.
- SEE CHART ON NEXT PAGE

Recovery Goals



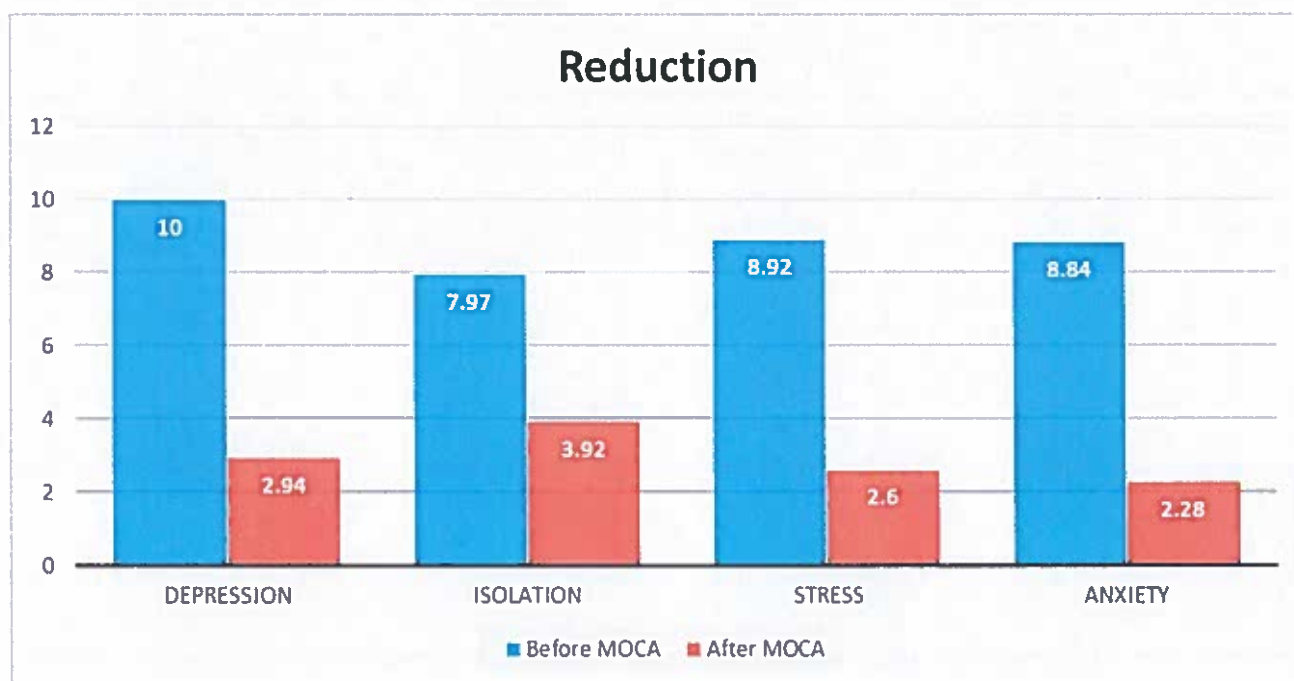
2.0 The chart below shows that support group involvement, social time (being able to socialize and develop healthy relationships), the Health and Wellness Program and the spirituality group are the highest attended activities at the MOCA House Program. Next most attended programs are art and other creative endeavors.



3.0 This graph illustrates that persons attending the MOCA House program report improvements in levels of happiness, social interactions, energy, self-image peer support and family support..



Graph 4.0 shows that surveyed persons report a reduction in the areas of depression, isolation, stress, and anxiety after becoming involved in the MOCA House program.



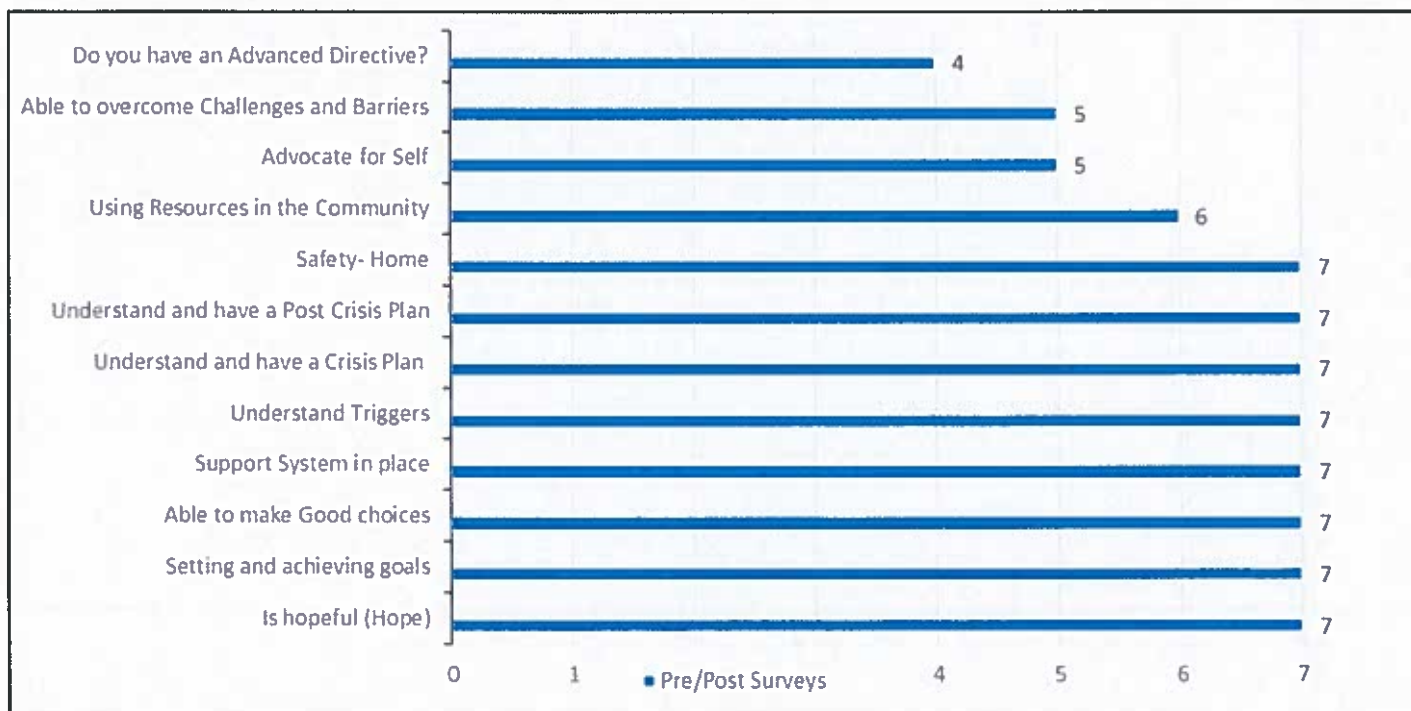
5.0 Surveys show that that 33 of the 40 participants who completed surveys are very satisfied with the programs offered NAMI/MOCA House program.



6.0 WRAP April 2016 Workshop Post Survey Results

Seven persons participated in the WRAP workshop; surveys show results from all persons completing the workshop:

- Feel safe in their home and in the community;
- Understand and have begun to develop a Crisis and Post Crisis Plan;
- Understand triggers and identified some of their own during the class;
- Feel they are able to make better choices for their lives;
- Feel they are able to set and achieve their goals;
- And feel hopeful.



Discussion of whether or not your outcomes met, exceeded or fell short of your desired outcomes

We firmly believe our outcomes in the MOCA House Program have been met. Participants repeatedly express that they receive positive support from staff, as well as from their peers. We offer individual support to those with learning challenges, mental health difficulties and co-occurring issues. Overall, people are forthcoming and choose to talk about their experiences and recovery processes with peers and staff. Participants appreciate the opportunity to learn, grow and change in their recovery development and that is a result of people feeling accepted and encouraged in all programming at the MOCA House program.

We continue to provide van transportation to those individuals who live in Wayne and Holmes Counties. We also send calendars and newsletters announcing weekly happenings and special events to agencies, members and participants. We have consulted with local leaders to enhance recruitment of participants from the Orrville area and will continue to take the appropriate steps to increase community awareness and participation in our programs in what we do in the field of peer support and consumer operated recovery services. Our goal is to always increase and maintain the number of participants from the Orrville area, as well as from the surrounding communities.

Program Outputs

11. Define a unit of service. If it is not possible to define one unit, please state why.

Remember that whatever the method of measurement, you are consistent from year-to-year.

We define a Unit of Service as being equal to one hour per consumer served per day.

12. Complete the following if the agency is seeking United Way funding for this program.

Fiscal Year	Number of Clients in zip codes 44667, 44618, 44645	Number of Clients in all of Wayne & Holmes Counties	Clients on a Waiting List
2015 Actual	57	345	0
2016 Actual	68	307	0
2017 Projected	5 additional individuals	350	0

Please note that during fiscal year 2016, we reviewed our member list and removed persons from the active list who are no longer attending the MOCA House Recovery Program (i.e. death, relocation). This is why the currently reported numbers are different from the previous year reports.

13. Unit Cost: Please explain changes either up or down in your cost.

Year	Individuals or Units of Service	Total Cost of Program	Unit Cost (Cost/Units)
2015 Actual	9 Individuals (OAUW zip codes)	\$116,633	Avg. 20 participants daily at \$3.82 per hr.
2016 Projected	11 Individuals (OAUW zip codes)	\$127,926	Avg. 18 participants daily at \$5.38 per hr.
2017 Projected	5 additional Individuals (OAUW zip codes)	\$158,352	Avg. 25 participants daily at \$6.60 per hr.

The 2017 projected units reflect an annual calendar of 5 hours per day, five days per week. Total cost of program is higher because NAMI has had to hire additional staff.

14. Individuals served Last year (actual): 11 persons from Orrville Area United Way zip codes

This year (projected): 5 additional persons from OAUW zip codes

Client Demographics

14.

	NUMBER
Types of Clients: Individuals	68
Information & Referral, Brochures	492
Organizations	6 Orrville Area

PLEASE COMPLETE THE INFORMATION FOR INDIVIDUAL CLIENTS ONLY		
Age Group:	Under 5	0
	6 thru 12	0
	13 thru 17	0
	18 thru 34	9 = 11%
	35 thru 54	51 = 74%
	55 thru 64	4 = 7%
	65 thru 74	2 = 4%
	75 thru 84	2 = 4%
	85 and over	0
	Unknown	0
TOTAL INDIVIDUALS:		100%*
Gender:	Male	25
	Female	43
	Unknown	0
TOTAL INDIVIDUALS:		68

	NUMBER		NUMBER
Household Income:		Ethnic/Racial Background:	
\$0 thru \$11,999	66	White	66
\$12,000 thru \$14,999	1	Black or African American	2
\$15,000 thru \$24,999	0	Hispanic or Latino	0
\$25,000 thru \$49,999	1	American Indian or Alaska Native	0
\$50,000 thru \$74,999	0	Asian	0
More than \$75,000	0	Native Hawaiian or Pacific Islander	0
Unknown	0	Unknown	0
TOTAL INDIVIDUALS:	68	TOTAL INDIVIDUALS:	68

*NOTE: All TOTALS should be the same number

Grants & Collaborations

Orrville Area United Way – **Complete this form for each applicant program**

Date: 9-08-2016

Agency: NAMI Wayne Holmes Counties

Program: MOCA House Recovery Program

Please respond in writing to the following questions:

1. What would happen if your program were to disappear?

If the MOCA House program were to disappear, the persons we serve would not have a place to go where they could socialize with peers as we are the only Certified Peer Support and Consumer Operated Service (COS) in Wayne and Holmes Counties. We are the only organization in the two-county area that is certified for these services by the Ohio Department of Mental Health and Addiction Services. Being a certified COS, we encourage personal contact and social relationships to alleviate isolation and loneliness, which persons with severe and persistent mental illness are quite vulnerable to experiencing. We provide the venue for persons with mental illness to experience relationships, skill development and a variety of programs that help them manage symptoms with the support of their peers. If this program was to disappear, individuals who utilize our services would again isolate, feel abandoned, and not achieve the wellness (recovery) that we know is possible. The community would lose valuable advocates, as well as volunteer leaders in the mental health field.

2. What would happen if you were not to receive the requested amount?

Since we are not an organization that provides billable services (insurance, Medicaid, Medicare), not receiving the requested amount would impact us significantly. We need to have a minimum of two staff on duty in the program at all times to assure safety. We would have cut staff hours and this would, in turn, cause a need to cut operation hours. Also, we would likely need to cut back on van availability for both counties.

3. Specifically, how would decreases in your grant impact your programming:

- a. 25% decrease? Hours of operation and staff hours would be reduced by at least 1 hour per day. That would move us from 5 hours per day to 4 hours per day.
- b. 50% decrease? We would need to reduce staff hours even more which puts us in a position of losing the qualified staff that we have, and we would also need to reduce hours of operation by at least another hour per day or even one day per week. Transportation would not be available to Wayne and Holmes Counties for five days a week; we would have to reduce the route in Holmes and Wayne Counties.

- c. 75% decrease? We would clearly have to reduce staff and program hours by as much as one day per week or more. Staff, transportation and hours would be reduced.

4. What other organization/s provide/s the same or similar services/programs?

NAMI Wayne and Holmes Counties is the only organization in Wayne and Holmes Counties that provides a mental health Recovery Center (MOCA House program) that provides consumer-operated/peer supported services as certified by the Ohio Department of Mental Health and Addiction Services. Our recovery services, as well as our educational programs are unique given that participants are involved in leading the groups, as well as participating in planning the educational and preventive programming. We also provide free education and support to family members that is not available elsewhere in the area.

Although other organizations may offer some mental health education to persons with mental illness, those services are not free nor are they peer led. Our MOCA House Recovery Program works on all levels of people's individualized recovery, offering hope and support, and a safe environment for all participants that attend. Participants develop their own personal recovery plans and goals which empowers them to be in control of their lives.

5. Specifically, how are you collaborating with other agencies/organizations?

NAMI Wayne and Holmes Counties collaborates with the following organizations:

- Mental Health and Recovery Board of Wayne and Holmes Counties;
- Wayne-Holmes Suicide Prevention Coalition (SPC) –
 - The SPC is a committee of NAMI and, as such, NAMI is the fiscal agent for this group. NAMI staff also coordinates a survivor's of suicide outreach program and facilitates a peer grief support group;
- One-Eighty - we collaborate on a Peer Recovery Coordinator position to assist people coming out of psychiatric hospitals in getting connected with recovery supports such as MOCA House program, we also exchange referrals as appropriate;
- The Counseling Center of Wayne And Holmes Counties – we receive referrals through case management, counseling and pre-employment program as well as making referrals to this organization as needed;
- AnaZao Community Partners – we receive referrals from their counseling and case management and make referrals to their programs as needed;
- Catholic Charities Wayne County – we accept referrals
- Wooster YMCA – They provide us with a group membership for our Health and Wellness program
- Wooster Community Hospital - Health and Wellness Program
- INAPS- International Association of Peer Support-Peer Services
- Consumer Operated Organizations in other Counties; New Philadelphia, Mansfield and Ashland
- Wayne County Coroner's Office - LOSS Team

- Multiple community churches through the FaithNet Program that we provide
- University of Akron/Wayne Campus- QPR training
- Orrville Area United Way
- United Way of Wayne and Holmes Counties

6. What services/programs for which you are requesting support are complementary services in collaboration with other entities?

Our recovery services through MOCA House are unique to the area since what we offer is free to participants and the community. Collectively, our programs blend in well with other organizations, they enhance the qualities of clinical services that are offered through other agencies. Participants benefit from counseling, case management, and psychiatric services from an array of other community programs. Our Peer Support and Recovery Program is an integral part of an overall treatment program for individuals with mental illness living in the community.

The Substance Abuse and Mental Health Services Administration (SAMSHA) states that, "recovery is a personal and a unique process; support from peers, family, friends and mental health professionals is essential to recovery from a mental illness. It is especially beneficial to have multiple sources of support. This not only reduces a person's sense of isolation, but also increases their activity in the community, allowing them to obtain an integral role in society".

In addition to support from other individuals, participation in support groups is an important tool for recovery. Participants frequently report that being able to interact with others who understand their feelings and experiences is the most important ingredient for their recovery.

NAMI Wayne and Holmes Counties Revenue and Expense

	FY2015	FY2016 Projected	FY2017 Proposed	One-Time Income/Expense for New Building
Income				
5000 · Rev direct Contributions				
5005 · Donations, Appeal Letter	17,720	17,285	18,000	
5010 · Donation-Fuel	1,680	3,583	1,300	
5015 · Donations, General	6,765	6,686	3,000	
5020 · Donations, LOSS Team	1,430			
5025 · Donations, MOCA	5,279	2,513	3,500	
5026 · Donations, MOCA Activities	439	401		
5030 · Donations, CIT	500	2,450		
5035 · Donations - PALS	0	570	100	
5039 · Warriors' Journey Home	0	0	0	
5040 · Donations, Walk	16,607	17,644	20,000	
5042 · Donations, Pizza Fundraiser	4,801	3,340	3,500	
5043 · Donations, Bob Evans	435	90		
5000 · Rev direct Contributions - Other	0	37,508		37,508
Total 5000 · Rev direct Contributions	55,656	92,071	49,400	37,508
5100 · Donated Goods & Services				
5120 · Donate Use of Facilities	4,254	3,191		
5130 · Donate Gifts in Kind	451			
Total 5100 · Donated Goods & Services	4,705	3,191	0	
5200 · Revenue non-govt Grants				
5210 · Laura B. Frick Charitable Trust	5,929	2,500		
5215 · Health and Wellness Grant	295	4,502	6,000	
5217 · LOSS Team Grant (OSPF)	0	1,000		
5218 · The Margaret Clark Morgan Found	0	60,681	49,319	60,681
5220 · Noble Foundation	15,154	101,162	20,000	75,000
5250 · Wooster Rotary Foundation	0	1,100		
5200 · Revenue non-govt Grants - Other	0	2		
Total 5200 · Revenue non-govt Grants	21,379	170,946	75,319	135,681
5300 · Revenue Indirect Contrib				
5310 · Orrville Area United Way	15,000	15,000	15,000	
5320 · United Way Wayne & Holmes	3,012	3,012	15,000	
5330 · Affiliated Organizations	-65	1,169		
5350 · Interest	182	163	156	
Total 5300 · Revenue Indirect Contrib	18,129	19,343	30,156	
5400 · Revenue, Govt. Grants				
5410 · MHRB	80,568	90,568	90,568	
5420 · MHRB/CIT		450	450	
5430 · MHRB - Peer Support Mileage	217	60		
5400 · Revenue, Govt. Grants - Other		63,267		63,267
Total 5400 · Revenue, Govt. Grants	80,785	154,345	91,018	63,267
5900 · SPC	9,169	2	1,000	
Total Ordinary Income	189,822	439,898	246,893	236,456
Other Income - Wayne County Community Foundation				
4000 - Non Operating, Building Maint. Fund		4,283	1,000	
4050 - Non Operating, Operating Reserves		1,245	1,200	
Total Income	189,822	445,427	249,093	236,456

NAMI Wayne and Holmes Counties Revenue and Expense

Expense	FY2015	FY2016 Projected	FY2017 Proposed	One-Time Income/Expense for New Building
6000 · Payroll Expenses	122,304	138,685	156,945	
66900 · Reconciliation Discrepancies	-55	0	0	
7100 · Programming	6,042	6,282	8,970	
7105 · Advertising & PR	124	999	210	776
7115 · Conferences & Mtgs	35	251	500	
7120 · Computer Tech&Sply	460	5,790	800	2,000
7130 · Janitorial Supplies	1,484	1,764	750	904
7135 · Interior Upgrades & Maint	664	7,029	700	6,658
7140 · Membership Dues	425	325	425	
7145 · Member Trans(Cab Pass)	0	200	1,000	
7150 · Office Expenses and Supplies	395	3,395	1,000	
7155 · Postage & Shipping	771	352	500	
7160 · Printing & Publications	98	0	0	
7165 · Travel & Mileage	847	706	950	
7500 · Grant Expenses	490	6,351	6,100	
8000 · Transportation Expense	7,953	9,255	9,330	
8100 · Depreciation	6,600	5,968	5,968	
8200 · Rent	5,454	4,091	0	
8250 · Rent-ACP-NAMI Building	0	11,449	3,809	10,000
8300 · Utilites	4,129	2,800		
8350 · Utilities, 2525	0	3,591	6,320	1,278
8900 · Administrative	10,916	11,238	10,872	581
8971 · Loss on Disposal of Assets	73		0	
9500 · MOCA United/MOCA Activites	-116	0	0	
9000 · Fundraising Expenses	5,145	3,412	5,500	
9900 · Suicide Prev Coalition Exp	4,787	4,486	1,000	
Total Ordinary Expense	179,023	228,419	221,649	22,196
Other Expense - Wayne County Community Foundation				
8800 - Non-Operating Expenses		380	525	
Total Expense	179,023	228,799	222,174	
Excess Revenue over Expense w/o WCCF Funds	10,799	211,479	25,244	

Major Acquisitions - 2525 Back Orrville Road	211,588
Computers	3,872
Phone System	1,035
Furniture Capitalized	1,500
Total Assets Added	217,995

NAMI WAYNE AND HOLMES COUNTIES

FY17 BUDGET NARRATIVE

Exciting changes took place at NAMI Wayne and Holmes Counties this past year. The unexpected acquisition of State Capital funds through the Mental Health and Recovery Board allowed NAMI, in collaboration with Anazao Community Partners, to purchase a building at 2525 Back Orrville Road. This provides much needed room for the expansion of the MOCA House program by allowing more activities and programming to occur at the same time in addition to acquiring the much needed space due to crowding. With a successful Capital Campaign and assistance from both the Noble Foundation and the Margaret Clark Morgan Foundation, we have been able to make the transition to our new "home" a reality in less than a year.

Because of the unexpected acquisition which caused large one-time income and expense changes to our planned budget, a fourth column has been added on the right side of our Revenue and Expense Sheet to help the FY17 Proposed Budget make sense when comparing it to the previous years.

Revenue

Annual Appeal Letter donations were down slightly, but considering that NAMI ran a Capital Campaign at the same approximate time, our supporters were very good to us. The same is true with the general donations. Donors were focused on the building fund.

CIT donations in FY16 were from banking institutions, one of which is no longer a community bank. We need to develop contacts within the new institutions.

PALS group donations came "In Memory of" after a family loss. These funds are always variable.

The **Walk for Mental Wellness** successfully raised over \$17,000 and NAMI plans to continue growing this event as it is our major fundraiser.

Direct Contributions – Other, \$25,000 was the sum of donations from the Capital Campaign and the remaining \$12,507 was our own NAMI restricted funds the Board released to help with the building transition.

Donate Use of Facilities – This accounts for the difference between the amount of rent NAMI paid to The First Presbyterian Church and the actual market value.

The Laura B. Frick Charitable Trust – The Frick Trust provided a \$2500 grant towards computer upgrades.

The **Margaret Clark Morgan Foundation** provided initial funds to start MOCA House and provided \$110,000 this year to help fund the new building and provide the extras needed to make the transition. Of that grant, \$60,681 has been spent.

The **Noble Foundation** generously provided \$75,000 to help purchase the building. Additionally, separate amounts of \$6,000 towards computer upgrades and \$20,000 toward the MOCA House Transportation program.

Wooster Rotary Foundation gave money specified for the Warriors' Journey Home program. The unspent portion is restricted for use in this fiscal year.

United Way Funding – While Orrville Area United Way continues to generously fund MOCA House, we are hopeful that like funding can be obtained from United Way of Wayne and Holmes Counties.

Affiliated Organizations – Accounts for NAMI Membership dues paid to us by individuals and partially passed on to NAMI (state and national).

MHRB - NAMI was awarded \$90,568 for FY17.

Revenue, Govt. Grant – Other, Capital Funding from the State of Ohio solely for the purpose of purchasing the building.

Other Income – The Wayne County Community Foundation

Our reserve operating funds had been in a money market account at the Commercial and Savings Bank. In FY 2016, the Board of Directors moved this money to the Wayne County Community Foundation (WCCF) for two purposes:

Non-Operating, Capital Fund – This fund was established for donors to contribute to our Capital Campaign as we partnered with the WCCF in completing the campaign.

Non-Operating, Operating Reserves – This account was moved to the WCCF so that we can earn maximum interest on our reserve dollars.

Expenses

The right-hand column shows the amount spent in that category related to the move. After deduction, the budgeted amount for FY17 is more in line with previous spending.

Payroll – NAMI had contracted with Mature Adult Services for one PT position as a MOCA House Recovery Aide. That person was on the payroll of Mature Adult Services. The contract has expired and we are now filling that position on our payroll. Additionally, NAMI is in the process of filling the assistant director position and has had to overcome the challenges presented with personnel changes. The Margaret Clark Morgan Foundation monies already received are, in part, designated for personnel costs. All personnel are part-time employees and the changes from FY2015 thru FY2017 reflect additional hours added to the PT staff.

Programming – The MOCA House program has shown an increase in participants since our move to Back Orrville Road facility. Growing all of NAMI's programs and making people aware of services is a priority.

Advertising and PR – Most of the money spent in this category was related to updating all marketing materials, the website and all things involved with a move.

Conferences and Mtgs. – Fortunately this year, NAMI was provided with funding to go to conferences. This is not always the case so we include funding in our budget.

Computer Tech & Supply – NAMI received grants from The Noble Foundation and The Laura B. Frick Charitable Trust to upgrade our computer system. Windows software upgrades are part of the cost which NAMI will not be incurring in the near term. The right-hand column shows the cost of moving and setup in the new facility.

Janitorial Supplies – Some items like kitchen carts and floor mats are shown in the right column. They are items we will be purchasing infrequently, but cleaning supplies for the move were not separated to the outside column.

Interior Upgrades and Maintenance – Most of the money spent was in relation to the move. New tables, bariatric chairs, televisions and other items were purchased with the help of The Margaret Clark Morgan Foundation so the building could be appropriately furnished.

Membership Dues – NAMI pays membership to Depression and Bi-Polar Support Assoc., and to the area Chamber of Commerce.

Member Transportation – The move will require more cab passes for participants to reach our facility.

Office Expenses and Supplies – FY16 was high because of computers and software purchased with grant money.

Travel & Mileage – Mileage funds were increased slightly due to the move and transporting more persons to the program.

Grant Expenses – Grant money provided a **Health and Wellness program** for MOCA House participants. NAMI FaithNet funds are for ministerial outreach.

Transportation Expense – This covers the van expenses for the year. The cost of the drivers is included in Payroll as they are employees. With the new facilities and new participants, our drivers and van are covering almost 3000 miles per month.

Depreciation – Our auditor calculates depreciation. This was the amount based on College Avenue; \$4900 is for the van, but the remainder will change.

Rent - NAMI no longer pays rent to First Presbyterian Church.

Rent-ACP-NAMI Building – The building at 2525 Back Orrville Road is owned by Anazao Community Partners and NAMI Wayne and Holmes Counties. It is currently being setup as a non-profit 501(c)25. Our rent will pay for any inside and outside maintenance needed on the grounds and to Wooster City Services. The \$10,000 currently showing in the right-hand column paid the overages on the construction costs. The proposed budget is the estimated amount needed to cover lawn maintenance, snow and ice removal and Wooster City Services.

Utilities – Because of the size of our space (approximately 5,000 sf) utilities have been increased. A new furnace and AC was installed as part of construction. Installation of LED lights with the help of a grant from The Romich Family Foundation will hopefully help NAMI be as energy-efficient as possible.

Administrative – The administrative cost of moving software is shown in the far column. Insurance for the whole organization is in this line item plus professional audit services.

MOCA United/MOCA Activities - Money the participants make by selling items they have made. Tracked now under Donations, MOCA Activities. This provides the MOCANS with money to go to a ball games, bowling and the like.

Fundraising Expenses – Pizzas are purchased and resold as a fundraiser. This accounts for almost \$1400 of the expense. In FY17, an Art Auction, “Expressions of Hope”, is planned so more money was allowed for this event.

Suicide Prevention Coalition – This coalition operates on a separate budget. With NAMI acting as fiscal agent, their plans are unknown for FY17, but because they operate with their own money it does not affect NAMI’s budget. In FY16, \$3000 went to QPR Training to work towards the prevention of suicides. SPC has also placed monthly newspaper ads to work towards prevention.

Other Expense – The Wayne County Community Foundation

Non-Operating Expenses – These expenses are associated with the accounts at the Foundation.

Excess Revenue over Expense - All remaining Margaret Clark Morgan Foundation monies are designated follows:

- Additional Personnel Costs
- Contract for Website Development
- Development and Printing of Marketing Brochures
- System to Hang or Display Art Work
- More bariatric chairs

Orrville Area United Way Supplemental Agency Questions

NAMI Wayne and Holmes Counties

9/08/2016

Agency Name

Date

Please check the appropriate box in answer to each question.

	Yes	No	Don't Know
Does the agency have checks/balances and distribution of responsibilities such that tasks such as opening mail, paying bills, signing checks, bookkeeping, producing internal financial reports do not rest in the hands of too few persons?	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the board and top administrative officers discussed/reviewed/agreed upon what is appropriate in terms of division of these responsibilities?	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the agency have a board approved Fiscal Policy?	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the auditor meet with the board and top administrator to discuss audit results?	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the board conduct an annual evaluation of the top administrative officer?	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the evaluation results in written form?	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the agency have written by-laws to which they adhere?	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the board and/or a Financial Committee or Executive Committee review complete financial statements monthly including cash flow statements?	<input type="checkbox"/> X	<input type="checkbox"/>	<input type="checkbox"/>
Are the agency goals/objectives/plans in written form?	<input type="checkbox"/> X	<input type="checkbox"/>	<input type="checkbox"/>
Do the agency by-laws/guidelines specify a length of term for board members?	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are board members required to rotate off the board for some minimum amount of time upon completion of some maximum time of service?	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the agency currently compliant with guidelines for submitting an Audit including the management letter, 990, Agency Agreement, and Verification of Registration with the State of Ohio Attorney General's Office to United Way?	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What percentage of your Board financially supports your agency?	100%		

Beverly Richards/Kate Ertl, Board Co-Chairs
Governing board representative (name, title)

Helen Walkerly, Executive Director
Administrative official (name, title)

NAMI Wayne and Holmes Counties

Board of Directors – Attendance July 2015- June 2016

Board Member	Term ending	Attendance (FY2016)
James A. Green	2018	July, Sept, Oct, Nov, Dec, Jan, Feb, March, April, May, June
Bruce Hendrick	2017	Sept, Oct, Nov, Dec, Jan, Feb, May,
Paul (Mac) Hawkins	2017	Aug, Sept, Oct
Carol McKiernan	2016	July, Aug, Sept, Oct, Nov, Dec, Jan, Feb
Brittany A. Bullard	2017	July, Sept, Oct, Nov, Dec, Jan, Feb, March, April, May, June
Sarah M. Ecker	2016	July, Sept, Oct, Dec, Jan, Feb, April, May, June
Kate Ertl	2017	July, Sept, Oct, Nov, Dec, Jan, Feb, Mar, April, May, June,
Brian Krebs	2017	July, August, Sept, Oct, Nov, Dec, Jan, March, April, May, June
Joe Messner	2017	Sept, Oct, Nov Dec, Jan, Feb, March, April, May, June
Joan Nunley	2016	Oct, Nov, Dec, Jan, March, April, May
Rita Roberts	2019	July, Sept, Oct, Nov, Dec, Jan, Feb, March, April, May, June
Leigh Oaks	2016	July, Sept, Oct, Nov, Dec, Feb, March, April, May, June
Ivan Stutzman	2018	July, Sept, Oct, Nov, Dec, Jan, Feb, March, April, May, June
Beverly Richards	2017	Nov, Dec, Jan, Feb, Mar, April, May, June
Judy Geiser	2019	Dec, Jan, Feb, Mar, April, May, June
Lisa Rumbaugh	2017	Aug, Oct, Nov, Dec, Jan, Feb, Mar, April, May, June

Eight (8) of our fifteen (15) Board of Directors are, or have been, consumers of mental health services.