Exhibit 3

BSAS meeting records with MASH, October to December 2017

Source

DPH public records production, request BSAS-2024-62, second production, pages 16 to 5.

Redactions

Redactions made by the producing agency are preserved as produced. In addition to those, the Vanderburgh Foundation has redacted email addresses and telephone numbers. Our redactions are solid black boxes. Nothing else has been altered; pages appear in their original order.

October, 2017 Sober Housing Meeting Agenda

I. Narcan/Naloxone
   a. Review of where to get it, how to get trained
   b. MASH should be sharing this information broadly
      i. Have on hand for calls
      ii. Website
      iii. SH101 curriculum
   c. Paul training on-site at inspection

II. MASH Website Data
   a. "garbage in, garbage out"

III. Train the Trainers

IV. Schedule next meeting

SOBER HOUSING MEETING
November 2, 2017
Time: 1:30pm

In attendance: Alexandra, Brenda, John, Kissa , Marie and Paul,

Topic: **MASH Management System Breakdown in Count Communication**

Discussion:

RESOLVED: Kissa and Paul will review and communicate about the BSAS report on Friday mornings (time TBD based on their mutual decision) and send the report to Alexandra no later than 2pm each Friday.

Alexandra stated to the group her concern regarding inspection and re-inspection count.

Marie stated that the MMS program is not producing what is needed to meet the correct count for re-inspection and echoed concerns about MMS program some time ago.

Alexandra questions the data being insufficient and why? Kissa uploaded the MMS program to demonstrate how the system works and discussed changes to the home inspection status data. Kissa demonstrated by using the tab that showed the inspection page and the house's primary info tab. Marie requested that old inspection data be entered so that all inspections can be accounted for. Alexandra stated that the number of homes in the inspection tab do not reflect the actual count. Kissa spoke of backlog request where she created an excel spreadsheet to highlight this list.

Alexandra went on to question the accuracy of the inspection count, which is one of the main measures for the program. She discussed the formula for how the program calculates the inspection count. Kissa, demonstrated how she input the dates when it is received from Paul.

Alexandra asked the group "what is the best way to measure the count?" Alexandra felt hand counting could suffice moving forward that will produce accurate amount.

FOLLOW-UP: Discuss with AHP the possibility of adding an "inspection scheduled" date field in the inspector's tab which is also visible on the MASH side of the system.

Paul, John, Marie, Kissa agreed. Kissa spoke about visiting the sites to ensure they meet all criteria for re-certification. Kissa asked that Paul send her dates for new and re-inspections.

RESOLVED: MASH will receive all paperwork from applicant sober homes; RHC will not collect paperwork at the time of inspection.

Marie recommended her list be added to help with the process. Marie stressed her concerns about the safety for re-inspections. John understood her concern and recommended that his approach to correcting the problem will help to dissolve some of the re-certification backlog. Paul echoes John on how he too is willing to improve the communication.

John passes around to the group the MASH "Grievance Policy." John states that this is the policy RHC is following and that if MASH would like to change the grievance policy with BSAS's approval, they may let RHC know the new policy and RHC will follow it.

Adjourned: 3:30pm

Notes: Sober Housing Vendor Meeting December 19, 2017

Present: Cheryl Kennedy-Perez
John McGahan
Marie Graves
Richard Winant
Allie Puleo

Allie reminded MASH that weekly reports are due on Fridays and that the quarters and quarterly report due dates are as follows:

FY18 Q1 (July, Aug, Sept) – Due October 20, 2017 (already received)
FY18 Q2 (Oct, Nov, Dec) – Due January 15, 2018
FY18 Q3 (Jan, Feb, Mar) – Due April 16, 2018
FY18 Q4 (Apr, May, June) – Due July 16, 2018

Cheryl inquired about a SAMHSA BRSS TACS TA grant that MASH had applied for and received for (quoted from MASH Q2 report) "Creating a strategic planning for creating a decision-making and course correction process with DPH and RHC." MASH did not inform DPH-BSAS about this during the application process or at any point before submitting this report.

Cheryl inquired why MASH had not informed BSAS of this, given that SAMHSA is a major funder of BSAS. Marie, on behalf of MASH, responded that she felt they "couldn't." Cheryl requested that Marie send her the SAMHSA proposal and award letter, and Marie agreed.

CKP stated that MASH had not submitted an accurate weekly report in at least six months and that this was problematic for contract compliance. Richard asked why he hadn't received this feedback. Allie responded that she provided MASH staff with feedback weekly. Richard expressed that he wanted a copy of the scope of services and had previously requested one; Allie responded that the scope is in the MASH contract. Richard stated that he wanted every due date and had requested this information prior. [N.b., Allie created and sent to Marie an in-depth chart of every scope of services expectation and due date on 12/14/17]

Cheryl explained that MASH staff are the BSAS contacts and that BSAS would communicate with MASH staff only and would not contact the board unless something was seriously amiss, e.g. financial mismanagement. She cited an earlier email to Richard stating this. [see email 10/30/17] Cheryl reiterated that the board was responsible for overseeing MASH staff and BSAS would not communicate with the MASH board about day to day issues like weekly reports.

Marie responded that the inaccurate weekly reporting was because of the MMS and missing documentation. Cheryl clarified that this was MASH's responsibility to update or find out. John suggested that MASH could save a report on their desktop to update manually if MMS was incorrect. Marie questioned whether this would be acceptable to BSAS, Allie and Cheryl responded that it would be if it was explained. Allie stated that she had expected MASH to check in with Paul each week to