

**Staff Meeting Minutes**  
**October 27, 2020**  
via Zoom

1. Wellness Tip: Jim Foley – Take a hot shower to relax muscles temporarily, but take a cool shower to rejuvenate skin, improve circulation, build resilience, reduce physical stress sensations, boost white cell production, and help relieve mild depression.
2. Waiting List: Counseling & Psychotherapy – 0; Adult CPST – 0; Kids CPST – 8; HBI – 24; Adult Psychiatry – 58; Kids Psychiatry – 7; Residential Treatment – 0; Residential Support – 3 (1-Nold; 2-Parkview) ; SAMI – 0, Employment – 0.
3. Staff Announcements:
  - Sarah Reutter will be transitioning from the Kids Unit to Crisis
  - We have hired an Office Manager for Psych Services, Amy Keck, who will begin November 16.
4. Community Announcements:
  - Community Action of Wayne/Medina have winter utility assistance and vehicle repair assistance available. CAWM is now offering a Senior outreach program. Information about all programs is available in Medical Records or by contacting Bonnie Nair.
  - The Wooster YMCA is offering a free Thanksgiving dinner on November 18 at 6:00 p.m. You must make a reservation to eat inside by calling (330) 264-3131. To go meals are available from 4:00-6:30 p.m. while supplies last. Information is available in medical Records or by contacting Bonnie Nair.
  - The Counseling Center has decided not to volunteer to ring the bell for the Salvation Army this year, due to COVID.
  - We will be participating in the Department of Job and Family's Adopt a Family Christmas program again this year. More information will be forthcoming.
5. This is the final week for our staff United Way drive. We strive for 100% participation. The dollar amount is not as important as is participation. If you want to donate to Orrville and do not reside in the Orrville area, please request an Orrville donation envelope from Bonnie Nair. Everyone who donates will be entered in a drawing for a \$25.00 VISA gift card.
6. On Tuesday, November 24, Attorney Ron Zimmet will present at training for all clinical staff on focused on mitigating suicide risk. **The regular staff meeting will begin at**

**8:00 am.**, followed by the Zimmet training at 8:30 a.m. which will require a separate Zoom meeting ID.

7. The Ohio Council Compliance training is this Thursday from 9 am – 12 pm. Ohio Council is offering 3 CEUs, but you must attend the whole thing. If you are interested in attending but did not sign up yet, please notify your VP.
8. Brian Leggett discussed the financials.
9. The Board has made some changes to the personnel policy. Dr. Berry noted that most of the proposed changes were minor changes, grammatical corrections, or language clarifications.

The following proposed revisions were explained by Berry:

- Specify that any employee who obtains employment outside of the Center, or its affiliated corporation, must obtain approval from the Chief Operating Officer
  - Adds that employees providing activities on a volunteer basis elsewhere are free to do so, if there is no association as part of Counseling Center services
  - Adds the day after Thanksgiving as a paid holiday and eliminates the floating holiday
  - Specify that staff have the option to receive monetary compensation for accrued personal leave time under the Personal Leave Time Reimbursement Procedure (this is just a name change for the procedure)
  - Specify that employees requesting catastrophic leave will be required to provide medical documentation, including the reason for the leave and the amount of leave time required
  - Delete reference to the Student Loan Repayment Program
  - Specify that staff, depending on circumstances, may be required to replace Counseling Center equipment/repair property
  - Defines what was previously referenced as in “good standing” to have credited paid leave time paid upon termination
  - Amends reportable/disqualifying offenses for residential facility employment pursuant to changes in the Ohio Administrative Code
10. Dr. Berry discussed the proposed changes to the Employee Recruitment Bonus program. The changes include tiered-rates for various positions, details about the circumstances which apply, and that management positions are ineligible for recruitment bonuses.
  11. Dave Stauffer and Dr. Berry discussed reinstatement of the employer-contribution retirement program offered through Mutual of America, which was suspended in April in response to the COVID-19 pandemic. Previously, the Counseling Center contributed 6.5% to retirement plans of eligible employees and no match was required. The Board of

Directors voted to reinstate the program with an employer contribution of 3.5% for eligible employees, with an additional match of up to 3% for employee contributions.

12. Diane DeRue announced that as of November 1 we will be required to do different coding for telehealth. Contact Diane if you have questions about these changes. Dawn reminded staff that CPST is and was a phone service, before telehealth, and should be coded as such.
13. Diane DeRue discussed the OBHIS web-based reporting system, which collects client information. OBHIS stands for Ohio Behavioral Health Information System. This will require uniform data collection for all clients and the info collected will be available to Medicaid and the MHRB. This is a federal initiative of SAMSHA and states' participation will determine how much money they will be awarded federally. We have devised a way to extract the necessary information from our system and put it into the spreadsheet the State wants in February.
14. Dr. Berry discussed the MHRB requirement to identify clients who are not on Medicaid but would likely qualify and assist them in the application process. Beginning in December or January, the MHRB will not pay for services after 30 days if the eligible client is not enrolled in Medicaid. We are devising operational processes to ensure we can comply. Otherwise we would be providing services without a funding source.
15. Crisis Flex Funds are still available. The current form is available on the Counseling Center web site, under the staff log in section. These funds are to be used for clients affected by COVID, who have looked at other means of assistance first.
16. Certificates of Appreciation were read.
17. Staff Compliments were read.
18. The Board has voted to close the agency at noon on Christmas Eve.
19. Former Counseling Center employee, John Sohar, has been found guilty of sexual assault of a minor. He was working as a school-based counselor on behalf of Child & Adolescent Services.

Submitted by:  
Bonnie Nair