

Staff Meeting Minutes
June 23, 2020
via Zoom

1. Wellness Tip: Jim Foley – Notice any new healthy habits that filled the time once spent on commuting or driving yourself or kids to evening activities, (notice how good it felt to spend time on exercise, reading, home projects, family games even remotely, video chatting with a friend, preparing healthy food, or getting outside), and try to maintain these activities even when things start to get busier again.

2. Waiting List: Counseling & Psychotherapy – 0; Adult CPST – 0; Kids CPST – 18; HBI – 23; Adult Psychiatry – 31; Kids Psychiatry – 0; Residential Treatment – 1 (Portage); Residential Support – 5 (3-Nold; 2-Parkview); SAMI – 0, Employment – 0

3. We Welcome:

- Trey Gardner – Kid’s Case Management on July 6th

Welcome Back:

- Jim Kennedy – Emergency Services Therapist

Transitions:

- Andrew Joseph-Kemplin will be leaving the agency on June 26th
- David Jenks has submitted his resignation and will be leaving in July
- Charlene Milano has submitted her resignation and will be leaving in July

4. Dr. Berry and Dave Stauffer clarified a few items from this morning’s benefits open enrollment meeting. In addition to the distant EAP program offered through the broker, we continue to offer our local EAP program through the SourceOne Group. The SOG EAP program continues to provide six sessions of counseling at no charge to employees/families. Carol Haburay, EAP Program Director for SOG, will speak at a future staff meeting about the SOG EAP services. Dave Stauffer said you should have received an email from “Ease”. This provides the online enrollment for our new optional benefits. This is an online enrollment platform; you will not be given any paperwork.

5. Some staff were concerned that the email from Ease could have been a phishing scam. If you receive an email that concerns you from an unknown source, please contact Brent Ellsworth before clicking on any links. Additionally, there have been instances of fraudulent emails in the past pretending to be Dr. Berry. If the email next to the name is not a Counseling Center email, it should be reported to Brent Ellsworth. Dr. Berry will not send emails asking you to purchase gift cards.

6. We are temporarily suspending our quarterly trainings for new staff. Directors will need to thoroughly review our confidentiality and client's rights policies with new staff. New staff should also read our personnel policies. Any questions regarding this can be directed to Dave Stauffer.
7. All clinical staff should have completed the 12-hour telehealth training. Once complete, please give your certificates to Bonnie Nair. If you have not completed this training, please speak to your director. This needs to be completed by June 30.
8. Brian Leggett presented the Overall Income over Expense and Actual Net Operating Income for May and the fiscal year to date. We were close to goal until the pandemic.
9. Despite our current financial situation, we are in a similar or better position than most other community mental health centers in Ohio. We all had a setback due to the pandemic, but the PPP loan has helped fill the gaps. Our fiscal year ends on June 30th.
10. We have received a copy of our FY21 contract from the Mental Health and Recovery Board. We will be flat funded again this upcoming fiscal year.
11. We have resubmitted Medicaid aged accounts going back to July 2018 and hope to see some of those funds in the near future.
12. Jamie Tippett, from our Board of Directors, in conjunction with Dawn Carter has formed an ad hoc Board of Directors Quality Review committee.
13. We continue to plan for reopening and will use a phase-in and cautious approach. We have not set a date, and will be incorporating all recommended safety procedures.
14. We are still in the process of purchasing smartphones for clinicians to use to communicate with clients. There has been a delay but we hope to proceed soon.
15. Diane DeRue announced that we will be moving the intraweb onto our website, using a secure log in portal. She provided a demonstration. This process should be complete by July. Once the site goes live, you will receive an invite to log in.
16. Diane also announced that screening tools are now available on Credible to add to a service you are providing.

Submitted by:
Bonnie Nair