

Staff Meeting Minutes
July 14, 2020
via Zoom

1. Wellness Tip: Jim Foley – Sitting at your desk for long periods increases the risk of blood clots. Getting up to move around, even if it’s for just ten minutes of each hour, is important for health.
2. Waiting List: Counseling & Psychotherapy – 0; Adult CPST – 0; Kids CPST – 22; HBI – 27; Adult Psychiatry – 26; Kids Psychiatry – 2; Residential Treatment –2 (1 Portage; 1 Oak Hill); Residential Support –5 (2 Parkview; 3 Nold); SAMI – 0, Employment – 0
3. Community Announcements:
 - Community Action Wayne/Medina has announced their new program and income guidelines for the Summer Crisis Program that helps with energy expenses. Flyers and information is available in Medical Records, or contact Bonnie Nair if you would prefer to have the information emailed.
4. We Welcome:
 - Trey Gardner – Kid’s Case Management

Transitions:

 - Jason Reith has submitted his resignation
 - Lauren Keller has submitted her resignation
 - Cynthia McIntire has submitted her resignation

Retirement:

 - Bob Wykoff has announced his retirement
5. Brian Leggett presented information about the budget, UR and goals for the new fiscal year. Your productivity memo for FY21 will be reviewed with you by your program director. Leggett described how the organization generates revenue and reviewed the direct service hours and time off and billable hours chart. Questions about productivity expectationsR can be answered by your director.
6. Dave Stauffer discussed our new dental, vision, and disability insurance company. The insurance cards will be sent out in the next few days. Dave can get you the info if you have an appointment before your card arrives.

7. The smartphones for the clinicians have shipped and will be here soon for distribution. A form describing procedures and responsibilities will be signed by all staff who receive a phone. Directors will advise their units regarding voice mail message recordings.
8. Dave Stauffer will be distributing the UR sheets to the directors this week. They are being reviewed before distribution.
9. At the next staff meeting, July 28th, Carol Haburay will be doing a presentation about the EAP program and services.
10. The County Fairs are still scheduled to happen as of now. The MHRB has a booth at the fair every year which the Counseling Center staffs for a day. This year the booth will not be staffed and we will not be able to leave materials for pick up. The MHRB will instead have a display board highlighting providers' services.
11. Crisis staff are available to do follow up calls on evenings and weekends, but exact times cannot be promised. Please tell clients what days (or weekday evenings) they will receive a call but don't give a specific time.
12. This Friday, July 17th, was the original end date for billing of telehealth services. It is expected that the state will issue an extension. They are working to finalize this by Friday and will backdate the extension if it takes longer. We will continue as we have been doing.
13. A staff compliment was read.
14. COVID-19 cases have spiked in certain areas of the country. We will continue the precautions we have in place. We are trying to accommodate clients who wish to be seen in the office while we mostly work remotely. If you will be going on vacation out of state, please let Dave Stauffer know where you are going. Upon return please speak to him again. It may be advisable to continue to work remotely if possible, and continue to observe all safety precautions if in the office.

Submitted by:
Bonnie Nair