

COMMUNITY SERVICES BOARD
OF CORTLAND COUNTY

Meeting Minutes – January 22, 2019 – 3:00 p.m.
Room 302 – COUNTY OFFICE BUILDING

☆ **ORGANIZATIONAL MEETING** ☆

Members Present: Tiffanie Parker (Chair), Shari Weiss (Vice Chair), Doug Bentley, Christopher Driscoll, Elizabeth Haskins, Christopher Hyde, Elizabeth Larkin, Donald Noble, Kathy Reynolds, ReBecca Smith and Leslie Wilkins

Members Absent: Jeff Beal, Martha Bush and Michael Johnson

Others Present: Mark Thayer (Director), Timothy Lockwood (Catholic Charities of Cortland County), Dale Davis (JM Murray), Elaine Conway (Hillside Children’s Center), Deena Dombroske (Helio Health), Matt Whitman (Cortland Area Communities that Care), Patty Schaap and Nancy Smith (Cortland County Department of Mental Health), Julie Partigianoni and Jesse Belton (Wishing Wellness of Cortland County-CCOCC) and Gail Spitzer (Secretary)

Call to Order: By Tiffanie Parker, Chair at 3:03 p.m.

Agenda Item: Introductions

Agenda Item: Approval of Minutes – December 11, 2018 Chair, Tiffanie Parker, asked for a motion to approve minutes

- ✓ Motion made by Christopher Driscoll, seconded by Shari Weiss – no further discussion – minutes were unanimously approved

Agenda Item: Organizational Items

Officer Elections: Tiffanie Park said she would be happy to continue as Chair of the Community Services Board if the members chose but asked if anyone else is interested in serving

- ✓ Motion made to nominate Tiffanie Parker, Chair of the CSB by Elizabeth Larkin, seconded by Don Noble – Director, Mark Thayer said Tiffanie and Vice Chair, Shari Weiss have done a terrific job and asked if there were any other nominations – No other nominations were made and the members voted unanimously

Chair, Tiffanie Parker asked if there were any nominations for Vice Chair of the Community Services Board – when asked, Vice Chair Shari Weiss said she would continue if nominated

- ✓ Motion made to nominate Shari Weiss, Vice Chair of the CSB by Leslie Wilkins, seconded by Elizabeth Larkin – no other nominations were made and the members voted unanimously

Congratulations and thank you to both Tiffanie and Shari

Meeting Day and Time: Tiffanie: Work to end CSB meetings no later than 4:30 to allow easy exit from the building with new security – asked if there were any objections to keeping the same day and time

- ✓ Motion made to maintain 3:00 p.m. meeting time on the fourth Tuesday of each month by Christopher Hyde, seconded by Doug Bentley, unanimously approved

Proposed Calendar: Secretary Gail Spitzer sent electronic version of the 2019 proposed meeting schedule – this includes no meetings in July and August because of attendance issues – Joint meetings would be in May and December

- ✓ Motion made to approved proposed 2019 calendar made by Shari Weiss, seconded by Chris Driscoll, unanimously approved

Election of the Clerk: Chair and Director asked Gail Spitzer if elected, would she be willing to continue as Clerk – she accepted

- ✓ Motion made by Shari Weiss to nominate Gail Spitzer as Clerk of the Community Services Board and its Subcommittees, seconded by Kathy Reynolds – no further discussion – unanimously approved – Gail thanked the Board

Discussion – Attendance: Tiffanie explained new process of sending meeting notices as calendar invitations and once accepted, the meeting would attach to calendar and generate an “accept” or “decline” – this notification is important to anticipate a quorum and make decisions about possible cancellations when a quorum is unlikely – this is especially important when guests, speakers and those traveling greater distances, allowing notification in a timely manner

Agenda Item: Agency/Department Updates (Omitted from Agenda)

➤ Tiffanie Parker (Department of Social Services) – Asking Shari Weiss to help with details of new homeless situation arising in Cortland County – Shari: other neighboring counties reporting similar increases – this past weekend 76 people were being housed in local hotels; all except 3 were from Cortland County – Catholic Charities has been contacting all the local hotels, seeking accommodations; early next week is the official “Point in Time” count for the homeless population – first time an actual physical count will be done; traveling to “known locations” – coordination locally with the

Southern Tier Homeless Coalition, working with police, Charities staff and volunteers – highest number of homeless individuals in recent memory with a number of contributing factors; i.e., unwilling landlords, increase in rent, job loss, etc.

- Matt Whitman (Cortland Area Communities That Care): Data from recent student survey has been collected, will be running reports and analyzing data – headline substance use for youth population reflects either stable or decrease usage / reports of mental illness, i.e., depression, on the rise / will be creating reports for individual agencies, depending on work focus – results will be posted on CACTC website
- Elizabeth Haskins (Office of the Aging) – ending annual enrollment period with health insurance counselors
- Christopher Hyde (Family Counseling Services – Center of Treatment Innovations COTI) – getting busier as word spreads of this service; reaching out to people struggling to connect to services – spent time in Herkimer County’s meeting on the homeless crisis – did not participate but they are being invited to meetings; using law enforcement to assist / Chris and Mike Johnson will be recertifying at Helio Health
- Doug Bentley (County Legislator) – Visit from Senator Seward – Legislator Kelly Preston suggesting a Mental Health Court (similar to substance abuse court) / completing study of 8 ½ years of data, trying to determine reason for increase in jail population when crime rate is decreasing – probation violation large contributing factor
- Leslie Wilkins (Cortland Prevention Resources of FCS) – finally fully staffed / in beginning stages of developing a program at the request of high school, to provide support for the growing numbers of students whose parents are suffering from drug addiction – looking for ideas; similar to Alateen program – Matt Whitman: last survey will reflect information specifically about students dealing with these home situations; will provide information
- Julie Partigianoni (Wellness Center div. CCOCC) – excited about outcomes of peer programs in the jail; people who have been attending workshops provided by Wellness Center are going directly to the Center upon release from jail – expanding workshop outreach program to include halfway houses, Hospital and Riverview Apartments
- Elizabeth Larkin (County Clerk) – brought information about NAMI program: Family to Family, offered at no charge; benefit and support families and friends of people with mental illness – Association of Counties proposing resolutions addressing homelessness and treatment in jails
- Deena Dombroske (Helio Health) – opening 15 bed facility in Rochester, ribbon cutting next week
- Dale Davis (JM Murray) – asked by the State DDSO to pilot a program for low income families with developmental disabilities members for self- directed services; State providing money, up front, for any services they need and want / Listening to all webinars to stay on top of Managed Care rules and regulations and Melina will be on site soon to certify MC ARC
- Christopher Driscoll – Regional Youth Justice team awarded 3 year grant: \$200k first two years and \$100K third year – including 7 counties – draft of how money would be used due end of February, final due in March – money can be used for anything related to juvenile justice with few parameters but must have measurable outcomes – Mark: possibly cross-reference ACES Cohort and tie in with youth surveys

Agenda Item: Betty Hatheway Fund Discussion Mark Thayer

Gave brief history – founded in 1993, originally through Mental Health Association – Trust established to provide money for MH education in Cortland – set of rules created made use or final resolution difficult – has been in a Certificate of Deposit with bank – Bank recently insisting on some final determination to close account – part of original agreement read “with unanimous consent of entire board” – trust originally used only interest on account with current balance of \$12,200 (last year’s interest approximately \$60) – no result; waiting for determination from county attorney to finally disperse remaining money – with help of bank officials, determined principle can be spent with full board approval – bank drew a check for the remaining balance / With consent of the Community Services Board reset oversight board including Director of Community Services and 2 CSB members and 2 community members to be trustees – does not specify anything aside from its use toward MH education / ideally, establish oversight board, deposit check into a checking account and determine distribution, while maintaining the Fund’s original purpose and spend the funds.

Tiffanie Parker asked for a motion to move forward, support the creation of a new Hatheway Fund Board

- ✓ Motion made by Leslie Wilkins, seconded by Shari Weiss – asked for a vote, Elizabeth (Betsy) Larkin expressed concern wanting to read the original Trust before voting – Mark will make the full Fund documentation available – Tiffanie: need volunteers – Betsy volunteered – Doug Bentley knew Betty Hatheway and volunteered to be on Board, will contact Kathy Taylor as a community member – will need one more volunteer / Vote requested to proceed with establishment of the board and checking account
- ✓ Unanimously approved

Agenda Item: Corporate Compliance – role of CSB Membership Nancy Smith, Corporate Compliance Office

Using rules of Medicare, Medicaid oversight of billing and spending – system of checks and balances to prevent errors or incorrect billing – audits by OMIG can be done periodically – CSB is the oversight Board to the Clinic – any issues brought to the members, should be reported to Nancy or Mark Thayer and an investigation will begin – CSB members trained in Compliance annually – on-going process: each year safeguards are improved with electronic billing system and diligent staff – the specific rules and regulations of Medicaid and Medicare are the most strict and same procedures are applied to all clients’ insurance and all billings – same across board – meeting the highest standards of ethics and procedures

Agenda Item: Subcommittee – discussion 2019

Tiffanie Parker: The results of the membership surveys were summarized and can be used to begin discussions within each subcommittee – planning meeting days/times, topics, subjects, speakers, goals for 2019

Agenda Item: Director's Report (Copy provided) Mark Thayer

- Many problems over recent months with MAS transportation – uncovered many issues with MAS – had a meeting with Cortland Transit and MAS representative which was very helpful and encouraging – if you are having issues, Mark will help connect to people to help
- Several openings due to two staff retiring
- Family Support Services – two staff left employment, necessary to slow progress towards new State plan implementation
- Patty Schaap began as SPOA Coordinator and Youth Development Services Director on January 16 – thanks to Chris Driscoll for maintaining the SPOA process for over two months and to DSS for allowing Chris to provide that service – thanks to Patty for taking over that position
- Next Justice League Meeting February 6 from 2 to 4:00 p.m. at the Cortlandville Fire House – everyone welcome to attend
- Working with FCS and the COTI program – FCS has been contracted to do jail evaluations – new funding related to COTI to help expand
- Cortland Counts Assessment process this week, Health, Youth, Housing and Economic Track – at Guthrie Assembly Room
- Cohort Management Program – exciting new partnerships to help improve some overall health issues – finding ways to help people engage in prevention services – Guthrie Cortland Medical Center lead / FCS lead on ACES,(Adverse Childhood Experience Study / FHN lead on childhood obesity in Cortland County (Tim Lockwood – funding was approved)
- CLMHD: focus on financial sustainability of COTI program / OPWDD – building resources to prevent serious problems of people who are caught between systems and to better adapt in crisis situations across systems – integrating training to current mobile crisis teams
- Mobile Crisis Teams – also working on sustainability, billable services – guidelines from OMH, new billable services working towards 24/7
- Regional Open Access Center – transportation issue – Deena Dombroske: contracted with Lyft service to bridge gap
- Governor's Budget Proposal Highlight – addressing, among other things, homelessness and funding for jail services – advocate for funding to help locally – pushing to have jail SUD services increased for Cortland County and annualized – advocating for "Bring it Home" to increase funding for community based mental health housing
- OPWDD new Commissioner, Theodore Kastner – extensive background and much needed leadership on State level
- National Institute of Drug Usage and Health Survey – Very important survey being conducted statewide – important to participate

Other Business: Tiffanie Parker – next meeting February 26 – Room 302 will be the new regular meeting room (unless otherwise noted) – February presentation: Racker Center presents "After School Program" update and development and OCM BOCES

Agenda Item: Adjourn Chair, Tiffanie Parker asked for a motion to adjourn

- ✓ Motion made by Shari Weiss, seconded Leslie Wilkins – meeting adjourned 4:35 p.m. / Tiffanie thanked everyone for coming

Next Regular CSB meeting February 26, 2019 at 3:00 p.m.

****DIRECTOR'S REPORT AND DETAILS OR EXPLANATION OF THE ABOVE AVAILABLE UPON REQUEST****

Minutes and notes submitted by Gail L. Spitzer
 Inquires may be made to:
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 607-428-5482