



Niagara County Community Services Board
 Minutes
 Regular Meeting
 Date: Monday, December 5, 2022
 Time: 6:00 pm

LOCATION: Dept. of Mental Health & Substance Abuse Administrative Offices, Shaw Building, Health Department Conference Room, 1st Floor, 5467 Upper Mountain Road, NY. This meeting was also offered via Webex.

<u>ATTENDANCE:</u>	PRESENT	EXCUSED
Rosamond Siegwarth, Board President	X	
Burt Marshall, 1 st Board VP	X	
Robin Stevens, 2 nd Board VP	X	
Peter Butera, PhD, Board Member	X Webex	
Jaclyn Bieber, Board Member		X
Robert Spuller, MSW, Board Member		X
Thomas Gerbasi, MD, Board Member	X	
Candace Butcher, Board Member	X	
Ronald Barstys, PhD, Board Member		X
Stephanie Donovan, Board Member	X	
Suzanne Diez, Board Member	X	
Annette Dobrasz, EdD, Board Member		X
Richard Abbott, Board Member	X	
Betsy Farkas, Board Member	X	
<u>Niagara County Mental Health Administration</u>		
Laura Kelemen, LCSW-R, NCDMH Director	X	
Myrla Gibbons Doxey, LMFT, NCDMH Deputy Director	X	
Lee Ann Cogar, Confidential Assistant	X	
<u>Guests</u>		
Rita Cuda, VP of Children and Family Services, BestSelf	X	

- 1) **Rosamond Siegarth, Board President, called the Community Services Board (CSB) Meeting to order at 6:07 PM.**
- 2) **The Minutes for the September 26, 2022 and October 17, 2022 meetings were reviewed.**
Suzanne Diez motioned to approve the minutes as presented, Dr. Thomas Gerbasi seconded the motion; the minutes were approved unanimously.

3) Membership Review:

- **2023 Board/Subcommittee Membership – Upcoming vacancies** - Director Kelemen reported Bob Spuller’s 2nd term is ending on December 31st.
- **2023 Board Member Reappointments**

Burt Marshall motioned to approve the Board membership reappointments as presented, Dr. Thomas Gerbasi seconded the motion; the reappointments were approved unanimously.

- **2023 Subcommittee Reappointments** – To be reviewed during our January meeting.
- **2023 Board Officer Election**
Slate of Officers:
President – Burt Marshall
1st Vice President – Dr. Annette Dobrasz
2nd Vice President - Stephanie Donovan

Call for nominations from the floor – No further nominations

A motion to accept the Slate of Officers as listed was made by Candace Butcher, and seconded by Dr. Thomas Gerbasi. The motion to accept the Slate was approved unanimously.

4) Director’s Report

- **Correspondence was reviewed by Laura Kelemen, Director.**
 - **CON-Prior Consult**
 - **Save the Michaels** – Establish a Part 820 Residential Reintegration Program in Newfane, NY. This is currently under review with OASAS as of 11/28/2022, and not yet ready for CSB review until approved by OASAS.
 - **EzPar**
 - **BestSelf** – Lockport City School District satellite clinics at Charles Upson and Emmet Belknap Intermediate. Deputy Director Gibbons-Doxey provided an update to the Board, and answered some of the questions and concerns of the Board from a previous meeting.

Rita Cuda, VP of Children and Family Services at BestSelf was present at the meeting to provide further information, and answer any questions regarding the two EzPars.

Robin Stevens motioned to conditionally approve support for the EzPar as presented, Stephanie Donovan seconded the motion; conditional support for the EzPar was approved by the Board. Conditional approval is based upon the following:

- Age range to be served at each location will be updated and reflective of the ages of students that attend the school building;

- Updated Emergency / Crisis Plan that incorporates Niagara County protocols will be memorialized in the agency's policies and procedures.
- Fiscal viability determination is made by the Office of Mental Health for the satellite locations.
- **BestSelf** – Establish satellite location in the North Tonawanda School District at Drake Elementary School. Deputy Director Gibbons-Doxey provided a brief presentation to the Board summarizing the submitted application.

Rita Cuda, VP of Children and Family Services at BestSelf was present at the meeting to provide further information, and answer any questions regarding the EzPar.

Candace Butcher motioned to conditionally approve support for the EzPar as presented, Burt Marshall seconded the motion; conditional support for the EzPar was approved by the Board.

- Age range to be served at each location will be updated and reflective of the ages of students that attend the school building;
- Given the number of hours of operation per week, the Proposed Average Monthly Caseload / Annual Volume of Services will be revised to reflect a caseload / volume of service that permits frequency of service that is clinically responsive to the population served.
- Emergency / Crisis Plan that incorporates Niagara County protocols will be memorialized in the agency's policies and procedures.
- Fiscal viability determination is made by the Office of Mental Health for the satellite locations.

○ **Informational –**

- **Horizon Health Services** Deputy Director Gibbons-Doxey reported Horizon Health Services is in the process of submitting an EzPar application to establish a school-based satellite clinic in the Newfane School District at the Middle School. OMH has not yet deemed application complete and ready for LGU / CSB review. Agency communicated intention of beginning services at the location in advance of approval to establish a satellite location by billing offsite services. However, due to communicated plan meeting definition of satellite clinic services, Director Kelemen requested that the agency follow long, clear and well-established protocols for establishing a satellite clinic before initiating service provision.
- **Catholic Charities Monsignor Carr Institute** –Director Kelemen reported Niagara Falls and North Tonawanda are making minor changes to their operating hours, reducing a few hours at each of the sites. This should not have any impact on client care.
- **2021 Clinics Annual Report** – Director Kelemen touched on some key points. Carol Ross, Supervising Social Worker will prepare the 2022 annual report, and provide more detailed information in the spring.
- **2023 Local Services Plan** – Presented by Deputy Director Myrla Gibbons-Doxey during the October 2022 CSB meeting. At that time Deputy Director Gibbons-Doxey provided a PowerPoint presentation to the Board, including information on 2023 LSP changes, goal options, 2022 categories removed in 2023, and high need categories that are included in the Plan.

Burt Marshall motioned to approve the 2023 Local Services Plan as presented, Stephanie Donovan seconded the motion; the 2023 Local Services Plan was approved unanimously.

- **Corporate Compliance** – Presented by Deputy Director Gibbons-Doxey. No identified Corporate Compliance issues. Deputy Director Gibbons-Doxey shared that she advised supervisors to remind staff they supervise, particularly clinical staff, to ensure they address Utilization Review / Quality Assurance Correction Actions in a timely manner and to learn from corrective actions as repeated errors could appear as a red flag for possible fraudulent behavior.
 - Updated Corporate Compliance Manual is under review by Director Kelemen. Deputy Director Gibbons-Doxey will distribute finalized Manual to all staff and CSB members.

- **Programs / System Updates, provided by Director Kelemen. –**

- **Community Missions Inc.** – Director Kelemen discussed OMH program review for CMI that occurred in March 2022 and particular concerns related to the off-site Apartment Treatment Programs. Discussed the Performance Improvement Plan and further/ongoing OMH monitoring. Highlighted the urgent need for housing in Niagara County that will allow residents to live with dignity, including the proposed CMI/DePaul project. LGU will continue to work with OMH/CMI to support adequacy of housing within the ATP.
- **Departmental Updates** – NCDMH, similar to other agencies, is experiencing vacancies in Master’s Level Clinical positions. We are examining strategies relating to recruitment and retention, including piloting changes to our mobile crisis team scheduling. We continue to recruit through Indeed, at local colleges, and through Social Media. We are continuing to engage in discussions with County Administration related to strategies to increase flexibility (i.e. part time positions and a compressed work week).
- **Shaw Building Update** – Cazenovia Recovery is continuing to investigate the purchase of the Shaw Building but will need to have the property re-zoned to be able to utilize it for CR/SH program. As part of this process, Cazenovia will be holding an open house/public information session on 12/14 5-7:30pm at the Shaw Building. It is anticipated that early 2023, the Town of Lockport will then have a public hearing on the potential re-zoning.
- **Inter-Office Coordinating Council – State level cross-systems work** – Director Kelemen reported she had an initial meeting last week with the three “O agency” commissioners to discuss interagency concerns and the development of effective regulations and programs to meet the needs of individuals who have co-occurring concerns. Two key items discussed were housing and clinical supports. Another key item discussed was work force training particularly for direct support professionals. It is anticipated that joint meetings with the commissioners will take place quarterly in 2023.

- **Additional Agenda Items** – No additional items to report.

5) **President’s Report** – Rose wanted to thank everyone for hanging in there during the difficult challenges caused by the pandemic. “This is a wonderful collection of caring, knowledgeable people, and it has been a pleasure serving”. She also thanked everyone for their service on the Board, and wished everyone a wonderful holiday!

6) **Meeting Adjournment**

Robin Stevens motioned to adjourn the meeting at 8:00 PM; Candace Butcher seconded the motion; the meeting was adjourned.

Next CSB Meeting Date: January 23, 2023