**Date:** December 19, 2023

**Time:** 9:30 a.m. to 11:00 a.m.

**Location:** Virtual via Teams

**Attendees:** Maeve Edwards, Kathryn Ashe, Ilya Ablavsky, Quendia Martinez, Michelle D’Amico, Lynn O’Neal, Phil Litch

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| **Topic** | **Discussion** | **Assignment/Task** | **Point Person**  | **Notes** |
| INTRODUCTIONS  | No new introductions.  |  |  |  |
| Approval of Prior Meeting Minutes | November meeting minutes were reviewed and accepted as written.  |  |  |  |
| Treasurer’s Report | Michelle updated us that our current balance is $617.65. That is unchanged from the previous month.  |  |    |    |
| Local Community Services Updates | **DMH:** Kat shared some data that she collected for admissions to services. They had 5 people approved for services, out of those 5 they had 3 Black, 2 Hispanic individuals. These individuals were 3 people from Lynn, 1 from Lynnfield and 1 from Lynn who is now living in Medford (will be transferred to another area office). 2 of the 5 are unhoused and 3 are living with family and looking for housing. 3 were referred from hospital, 2 were self-referred. 3 are dual diagnosis. All 5 people need housing, 1 is in need of group living, 3 need an intensive clinical team, 1 is seeking employment, 1 needs assistance with immigration and 1 needs job seeking help. They are a range of ages. Extreme need for housing for the people that DMH is serving right now. To Kat’s knowledge, there were no people who were denied for services by DMH, but some who may not have been in touch after the initial application, or were delayed in getting back in touch. State hospitals are at over capacity at the moment, because there is a shortage of group living environments to step people down to. They are looking for more availability of co-occurring programs since there are limited openings in that area. DMH is also looking to address DEI in the workforce. It is important to them to have employees reflecting the demographics of the populations they are serving. They are trying to recruit interns that are more diverse and offer more training for their existing staff on equity and diversity. They are fully staffed right now but are looking for social work interns. **GLSS:** The Phoenix Food Hub just celebrated their 1 year anniversary. GLSS is doing nutritional food courses that have been very successful and looking to collaborate with the Food Hub to expand this program. They had a successful caregiver retreat with lots of positive feedback. They are looking to do another one in the spring. They are also working to keep people housed and fed. Protective Services is almost fully staffed. **Pathways:** They are doing recruitment next month, especially for GED and Spanish HISET. They have a long waiting list for English language courses. Next month they are also working with the Guatemalan community for passport appointments. In November they did almost 200 appointments for passports**Lynn Housing:** Michelle will circulate a list of where to get free meals for the holidays. There are no changes in the RAFT program, it is still up to $7000 in one year. It does not go by the calendar year, but it is 12 months from the time that you received the funding. Staff are buying toys for clients’ children with funding from banks. **CPCS:** No new updates. Maeve and CPCS are willing to do a training for DMH staff on court proceedings if that would be helpful. Kat will follow up if interested.  |  |  |  |
| Old Business | Board Member Recruitment: We have 7 people who have submitted applications to be on the board. We have people from Lynn Public Schools, one from Haven Project, City of Lynn, Essex County Sheriff’s Department, Spectrum, and others. There are also a few people who we are expecting to submit applications.Speakers: Phil is open to producing a list every few months on speakers who are of interest to us as a board. Phil has a list of questions to ask speakers when they come to speak with us. Lynn suggested that we email the list to everyone for review. Kat will send out to DMH staff and the board members and we can finalize the list at the next board meeting. Fundraising: Lynn sent out a list of fundraising ideas and Kat passed that along to the DMH staff. One person submitted a basket that we can use for a fundraiser. Another person has a band that is popular in the area and they would be willing to perform for the fundraiser. He mentioned that DMH put on an event at Lynn Housing Authority in the past that might work…Michelle confirmed that they have a large community hall that we could get for free if we needed. This would take a lot of time and coordination, so maybe we could incorporate the band into an auction item if we are doing. We could also look into doing a band at a bar or restaurant. This might be more manageable. We could also look into the community center partnering with us since they could do it as a tax write off.  |   |  |  |
| New Business  | We will meet next month on January 23rd so that more people can make it. We will try to do an in person meeting when we have some new board members join.  |   |  |  |
| ADDENDA AND MATERIALS PROVIDED | * December 2023 Site Board Agenda
* November 2023 Meeting Minutes
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| ADJOURNMENT/NEXT MEETING | Next meeting: **January 23rd at 9:30 a.m.** via Teams.  \*\*note the new time and platform\*\* |   |   | .  |

**DMH staff:** Minutes should be emailed to **DMH-DL – Open Meeting Notices** after they are approved by the Public Body.