**Date:** November 21, 2023

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

**Location:** Virtual via Teams

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

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| **Topic** | **Discussion** | **Assignment/Task** | **Point Person** | **Notes** |
| INTRODUCTIONS | No new introductions. |  |  |  |
| Approval of Prior Meeting Minutes | October 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 updated that one of their initiatives is the Zero Suicide Initiative. Case managers had shared that they didn’t feel that they had the appropriate skill level to screen people for suicide when these issues came up. They developed training to help case managers feel more comfortable in this realm and are instituting the use of the Columbia Screening Tool to better assess for these issues. They are trying to figure out what the frequency at which case managers should be administering screening questionnaires for suicide and finding a way to institute it while maintaining the relationship between the case manager and client.  There is a new medical safe haven in Lynn. It is not just for DMH clients but is focused on providing a medical respite for those who are homeless. Referrals have to come from the emergency room of Salem Hospital or Beverly Hospital. It is a 10 bed facility. Partnership between LCHC and LifeBridge. After someone is discharged from the ED, they can receive low-level medical care or have time to recover, can stay there for up to 6 months. They wouldn’t lose their homeless status while they are there, so would be able to remain on wait lists etc. Goals are to help maintain housing stability. No one would be discharged to a shelter, they would hopefully be discharged to stable housing. If someone needs 24 hour support or nursing home level of care, it wouldn’t be appropriate. Kat will send us a powerpoint on this program. This is separate from the existing medical respite.  Kat was also thinking that she could present demographics of the clients who have been referred to DMH in the last month so that we can get a sense of who they are encountering and what the needs are.  **GLSS:** Phoenix Food Hub just celebrated their 1 year anniversary. They were able to offer 10 community grants for organizations that are working to end food insecurity. They also just ran one of their biannual caregiver events. It went well. They are getting ready to deliver Thanksgiving meals to the homebound.  **Pathways:** They are working on recruitment right now, but other than that no new updates. Committee for Guatemalan Families helped 175 Guatemalans apply for passports.  **Lynn Housing:** They just had their big Thanksgiving food drive this weekend. Home Based Allowance is changing. Shelters are completely full right now and usually there are funds to divert people from shelter. So the state is talking about giving larger stipends for people to get them truly stabilized. Lynn Housing also has a program that helps low income working families in Lynn with vouchers**/**stipends to help stabilize. RAFT Program is still in business. United Way is also working with the State on the shelter issue and just launched a grant to look for churches etc that can help to house people. There is also a program for youth who are exiting the legal system, this is for reduction of recidivism. Michelle will send some links on these programs.  **CPCS:** No new updates. |  |  |  |
| Old Business | Election of Site Board Officers: People can serve 2 consecutive 3 year terms, then you have to take 1 year break, and then you can serve another 2 terms. Ilya’s second term expired on 2/26/23 and so is not eligible to serve as a Site Board Officer until a year from that date.  Michelle’s term ends in February; she is going to consider whether or not she will be coming back, and if not, she will try to find someone from her staff to attend. Doreen from DMH sends the information to Michelle every month, so she holds the treasury information.  Phil’s first term is ending in June and after that he would like to take a break.  One of the things that have come up is that we don’t have a lot of board members to vote on right now and so we can wait until we have some more people to fill the open seats and just have people covering the positions until then.  Recruitment of New Board Members: Kat has 3 people who are interested in applying. Someone from Lynn Public Schools, someone through the Mayor’s Office, and someone through Haven Project. Kat is going to reach out to a few other places to see if they would be interested including Raw Arts and LEO. Maeve will send an email to the Lynn PD meeting folks and connect Kat with Emily Fish from Roca.  Speaker Discussion**:** Phil was wondering if we wanted to have guidelines for speakers or anything like that. Do we want people to speak for CEUs. We will put together questions for the speakers prior to their visit to the board. Interested in hearing about the needs that the speaker sees in the community, areas of need. Thinking that 30 minutes is a good timeframe for the speaker.  Fundraising Ideas: Kat consulted with the team there and they were all excited about it. They had mentioned the fundraiser at the Lazy Dog and that this was a successful event. Craig, who works at DMH, is very interested in helping with fundraising. Phil is interested in contributing monetarily. In the past, we have asked the restaurant to contribute a prior of their revenue for the night to the board. Michelle will look into a potential United Way gift, as we have received those in the past. We would need to have someone with an in with the restaurant that we are doing the fundraiser at. Phil had the idea to have a few events at different places in the different service areas to raise awareness about the agency and the board.  A few of us are willing to put together gift baskets to raffle off. We can also do online auctioning. Lynn will look into this.  The holidays are very busy, but we are thinking February or March for a fundraiser. |  |  |  |
| New Business | * Clients have been coming to the DMH office and asking for food, so staff is wondering if we could pay for some pantry items to keep in the office for people who are in need. Michelle suggested that gift cards might be a better option. She also suggested that DMH connect with the Phoenix Food Hub and see if there are ways that they can partner to get clients what they need. Thinking maybe shelf stable snacks and then gift cards that people could take with them. |  |  |  |
| ADDENDA AND MATERIALS PROVIDED | * November 2023 Site Board Agenda * October 2023 Meeting Minutes |  |  |  |
| ADJOURNMENT/  NEXT MEETING | Next meeting: December 19th 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.