

## PLYMOUTH SITE BOARD MINUTES

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Plymouth Site Board – Webex Board Meeting

**Date:** June 11, 2020

**Attendees:** Funmi Aguocha – Site Director, Phil Bombardier - President, Nina Crasco – Administrative Assistant, Ray Burton, Brendan Burke, Kathleen Considine, Sheila Flaherty, Liz Haughn, Nancy Leonard.

**Board Members in Attendance:** Phil Bombardier, President, Ray Burton, Brendan Burke, Kathleen Considine, Liz Haughn, Nancy Leonard.

**Guests:** Sheila Flaherty

**Recording:** Nina Crasco

Topic	Discussion	Assignment/Task	Point Person	Notes
Approval of Prior Meeting Minutes	A motion was made to accept the April 9, 2020 minutes as written. Seconded and unanimously passed.			
General Business	Phil reviewed some of the WebEx's basic procedures and features.			
Child and youth Services Updates	Mark Keays discussed The Child, Youth, and Family Services (CYF) division in Plymouth, which consists of one case manager and one case manager supervisor. Currently, we have approximately 60 people served between the ages of 16 and 25. The current census is: Case Management-17 Flexteam-20 Continuum-5 Therapeutic Afterschool Program (TAP)/Day services-8 Group home- 0 Continuing Care Units (CCU)/ Intensive Residential Treatment Program (IRTP)- 3 Youth Villages Lifeset- 7		Mark Keays	

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	<p>Mark discussed some of the advantages and disadvantages of the use of technology during the pandemic. He said for some families it doesn't work as well because of worries about video and secure lines. The advantage is that does offer flexibility, and based on attendance, it has been pretty positive.</p> <p>Regarding COVID-19, some of the kids couldn't be with their families and could only see them online.</p> <p>Phil inquired about what the long term affects from the kids who couldn't see their families for long during this time may be. Mark said the units did a good job to try to keep the connection there with technology</p> <p>The year-end report should be available the next time Mark joins this meeting and he will be able to share it.</p> <p>Julia Meehan, Director of Child/Adolescent Services is retiring. The hiring process has begun and Julia will stay around to help the new person get settled.</p>			
ELECTION OF VICE PRESIDENT	A motion to elect Liz Haughn as vice president was made and seconded. Liz will serve as the Vice President for the Board.			
ONGOING PROJECTS	<p>Recruitment strategy – Phil has been in touch with one person.</p> <p>Vinfen staffing crisis – There is still concern about staffing in the group homes. Kathleen suggested meeting with Chuck Tuplin. Phil</p>		Phil	

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	would like to meet with Bruce Byrd and/or Chuck in person when it is possible rather than on the phone on WebEx. Phil will get in touch with Bruce and see if he can set up a meeting.			
SITE BOARD UPDATES FROM FUNMI	<p>The DMH Site Board Goals and Objectives committee will meet when able to.</p> <p>Funmi said she is in awe of the Plymouth Site Team and how they pulled together during this crisis.</p> <p>In terms of COVID 19, we had some people get it and recover from it, and have had no fatalities. If there are any presumed positives in group homes, ACCS notifies DMH, Fallon does testing within 1 to 2 days. Our Plymouth Site GLEs have all been negative. The Intensive Medical Group Living Environment (IMGLE) was embedded to take precautionary measure due to their medical illnesses.</p> <p>Housing – right now, there are eight openings and we have 7 clients in the process of moving in to their apartments.</p> <p>The Clubhouse is operating with one staff onsite. They are preparing about 20 lunches daily and delivering them. They are holding zoom groups every afternoon and Facebook Live posts every morning.</p> <p>The total number of members working is 21</p> <p>The number of members working on</p>			

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	<p>employment opportunities is 19</p> <p>The number of Transitional Employee (TE)'s: 2 (however one person has been waiting to restart once Home Goods reopens, and I have someone going through the hiring process with CVS. Once this goes through, they will have 3.</p> <p>The clubhouse is working on re-opening plans. There is no information as to what that will look like yet.</p> <p>They wanted to express their thanks to the Site Board and NAMI for the donations of the food containers.</p> <p>Brendan asked Funmi about the social injustices going on regarding the murder of George Floyd and what DMH was saying. Funmi was not pleased that nothing has come from DMH to support staff and clients of color</p> <p>DMH Adult Services</p> <table><tr><td>ACCS</td><td>111</td></tr><tr><td>PACT</td><td>50</td></tr><tr><td>Clubhouse</td><td>82, specific to Plymouth Bay 78</td></tr><tr><td>CM</td><td>130</td></tr></table> <p>COVID 19 Operational – Funmi has been coming in three times a week and works remotely with the VPN the other days. The cms work in the office once a week, the supervisors twice a week, administrative staff twice a week.</p>	ACCS	111	PACT	50	Clubhouse	82, specific to Plymouth Bay 78	CM	130			
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	<p>All the case managers have state-issued cell phones now, and we are working on securing VPN access for everyone. We are working on planning stage 2 for re-entry and what that will look like.</p> <p>ACE Awards - <b>Wednesday, August 12, 2020.</b></p> <p>We are planning for the 5th Annual All Citizen Board Meeting and want to have more representation for youth and the elderly. Since the focus has mainly been on adults, it was recommended to develop a subcommittee for these groups. If anyone is interested, please let Funmi know.</p> <p>Funmi asked that people let her know immediately when there are any issues. The goal is to address them quickly and not wait until the board meeting to address problems going on with clients receiving DMH services.</p> <p>Nancy asked if a mailing to the clients living in their apartment with directions about COVID and what people should do, such as wearing masks will be sent. Funmi will look into it some more. For PACT clients, staff meets with clients individually to provide information on how to stay safe during including wearing of masks and handwashing requirements.</p>			

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	<p>During Stage 2, there will be an opportunity for face to face meetings for ACCS clients in the offices. They are still working on the details.</p> <p>ACCS can begin to have visitors in group homes as well as DMH inpatient settings. They can visit in an open designated area and must stay 6 feet apart and wear masks. The visit guidelines will be mailed to families of individuals living in GLE settings</p>			
AREA BOARD UPDATES	The next Area Board meeting is July 1.			
ADJOURNMENT/ NEXT MEETING	<p>Meeting adjourned 4:45 p.m.</p> <p>Next Meeting is August 13, 2020 from 3 – 5 p.m.</p>			

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