



**Advisory Board Meeting
April 17, 2024
Minutes**

I. Call to Order

A regular meeting of the Fayette County Behavioral Health Administration (FCBHA) Advisory Board took place April 17, 2024 in person and virtually by way of Zoom. Mr. Harry Joseph called the meeting to order at 5:30 PM. The meeting started with a moment of silence followed by the Pledge of Allegiance. A quorum was present.

II. Roll Call

A. Ms. Stacey Evans took the roll call. Members present included:

Mr. Robert Behanna
Dr. Lawrence Glad
Dr. Paul Hartley
Mr. Harry Joseph
Dr. Denise Martin
Ms. Danielle Rowan
Dr. Brian Taylor
Commissioner Vincent A. Vicites-virtually

B. Board Members absent included:

Ms. Karen Blocker
Mr. Andrew Boni
Ms. Hillary Redman
Ms. Shannon Muma-Wallace
Ms. Carol Warman

C. Staff Members present included:

Mr. David Rider, Administrator, Chief Executive Officer
Ms. Nicole Barak, Mental Health Program Director
Ms. Nicole Fijalkovic, Human Resources Director
Mr. Harry Franks, Financial Officer
Ms. Sandra Walters, Fiscal Officer
Ms. Sherri Mitchell, Intellectual Disabilities Deputy Administrator
Ms. Kerry Smith, Intellectual Disabilities/Early Intervention Program Director
Ms. Stacey Evans, Executive Assistant

III. Audience Recognition – None

IV. Business



A. Approval of Advisory Board Minutes- Dr. Glad motioned to approve the February 21, 2024 meeting minutes with correction of the lettering in the Administrator's report. Mr. Behanna motioned second. The motion carried unanimously.

B. Program Updates

1. Financial Report-

Ms. Walters referred to the Liabilities/Accounts Payable section of the Balance Sheet page of the financials. She advised that the Accounts Payable figure is typically for items due to the County for Indirect Costs, Retirement contributions, and other year-end accruals. Accounts Payable HealthChoices is for redistribution of costs due to staffing allocations. The Accounts Payable Employee Flower Fund is an employee funded benefit provided to staff when they have a loss/death of certain family members. The Vouchers Payable figure includes amounts due to providers and vendors.

Mr. Franks informed this board that the financial report for Income and Expense (I&E) was for period ending May 31, 2023. June information was not included because figures still being finalized by DHS and waiting for report from D&A. I&E was similar to last meetings information but indicates growth due to Ford Office Solutions providing back up technical support. On the Building Repairs line item, the \$53,620 increase was due to the cost of keeping the HVAC up and running.

2. Administrators Report-

Mr. Rider reported the following updates:

- a) Buildings and Grounds – Mr. Rider updated the board on the status of our HVAC system renovation. The internal temperature is right where it should be. We are waiting on two modules to be delivered/installed that were delayed due to supply chain issues. These modules are upgrades to ones that are currently operational. Because completion will be post April 15, 2024 deadline, we will request a longer warranty instead of vendor penalties.
- b) Compensation Plan – Meeting with the Commissioners was held in February. The proposed compensation plan was approved and ratified at the March Commissioners' meeting. Non-union staff general pay increase was retroactive to January 1, 2024. The starting salaries for Caseworker 2 positions was also adjusted so we can be competitive in our recruitment. Additionally, we will ask to have Caseworker 1 positions added to our complement in order to widen our pool of candidates. We will not increase the number of caseworkers employed in the ID and EI departments. These Caseworker 1 positions are rungs on the career ladder to Caseworker 2

positions. The only difference between the two is that Caseworker 2 requires six months experience. We plan to hire Caseworker 1 staff, have them on a probationary period as they gain their six months of professional experience, then promote to the Caseworker 2 status. We need to meet with County HR and the Board of Commissioners before going to a Salary Board for approval of these new positions.

- c) Proclamations-FCBHA sent an Intellectual Disabilities (ID) Awareness Proclamation in February for the Commissioners to acknowledge March as ID Awareness Month. An Autism Awareness proclamation was sent in March for the Commissioners to acknowledge April as Autism Awareness Month. A Mental Health (MH) Awareness proclamation was sent in April for the Commissioners to acknowledge May as Mental Health Awareness Month. FCBHA sends representatives down at the proclamation readings to answer any questions and connect people to resources.
- d) Triennial Review-Every three years Pennsylvania requires we recertify as a Utilization Review company. This process has several days of in-person interviews and takes months to prepare for. Initial feedback received is that FCBHA should be very proud of our staff for not only knowing what we need to do as an agency but also the driving principles behind our good work.

3. Director Reports

Ms. Mitchell

ID Work Group---Presented the emergency go pack

The IDD Month Carnival went extremely well with 200 individual participants. Staff were very invested in the event and were still smiling at the close of the event.

Lifesharing/Family Living event went well. We had presentations from various LS providers and individuals that shared how well LS can be. We had 3 LS providers attend and attendees visited all 3 providers to gather program information.

The Crime Victim Center has offered to provide classes on healthy relationships, what's appropriate, etc. for our ID individuals. Classes are one hour and they begin in May. They will be here at the FCBHA office. There will be several classes. 9 individuals have shown interest, 2 sets of folks from CLA's and one person from the community.

Self-Advocacy United as One will be here at the FCBHA office on June 10th to present on personal wellness and Dealing with tough times from 1-7PM

Our ID department continues to assess caseloads and work on emergency cases that come our way. The department is still down 3 staff.

Autism Event on April 25th at Hutchinson Park: Sensory Friendly Treasure Hunt event for Autism Month.

We continue to have 70+ referrals a month in the Early Intervention department and are still down three staff.

June 20th annual LICC picnic

We have exceeded our satisfaction survey requirements already for this FY.

Ms. Barak

The MH unit continues to support providers in our Base contracts for underinsured and uninsured Fayette County residents.

FCBHA occasionally have complexed cases that require cross-department collaboration. Some of the cases have forensic involvement or are related to a waiver client.

Social Determinants of Health-Housing continues to be an issue. We have staff that are specifically tasked with addressing social determinants of health. We predicted we would serve approximately 50 people the first year but are over 600.

Reinvestment-FCBHA plans to purchase a mobile treatment RV with reinvestment funds. Planning will begin this week and will include participation from Drug and Alcohol.

MH Awareness Month Activities

Ms. Barak informed the Board of the MH Awareness Month calendar of events in today's meeting packet. She highlighted several upcoming events such as the MH 302 training on May 14th and 24th. Our chief delegate will facilitate this training. Approximately 100 people have RSVP'd for the training. Also mentioned were the MH First Aid trainings for youth and adults, the Sensory Friendly Treasure Hunt at Hutchinson Park and a kick-off event at Yough River Park. We expect MH providers and community-based programs providers to attend. Lastly, Ms. Barak advised of our MH Awareness Month proclamation at tomorrow's Commissioners' meeting and that there will be a college student attending that presentation.

Community Outreach-Ms. Barak advised that FCBHA is actively seeking to be more involved in Veterans events and provide resources to 911 dispatchers to help them cope with the trauma they are exposed to on a regular basis.

Ms. Fijalkovic

Ms. Fijalkovic advised the board that in attempts to get more Caseworker candidates, discussions were had regarding a lower entry Caseworker position.

State Civil Service Commission (SCSC) is firm on the Minimum Education/Training (MET) requirements. FCBHA has historically posted for Caseworker 2 positions that required six months experience. Caseworker 1 positions have the same educational requirements but not the experience piece. Timing would be ideal for Caseworker 1 as college students will be graduating in the next few months. Under this proposed change, FCBHA would hire at the Caseworker 1 level and after a probationary period, move the employee up to Caseworker 2. SCSC is on board with this and changed five Caseworker 2 slots to Caseworker 1 slots in a matter of hours from the request. Question was asked to Ms. Fijalkovic about the differences in pay and supervision of the two different positions. She advised there is no difference in supervision and the pay difference is about \$1,000/year.

Community Recognition Award (CRA)-FCBHA Advisory Board HR committee received only one nomination and it was for a group consisting of three individuals that host a community event yearly. The HR committee voted yes for this nomination and will present the award on May 16, 2024 at the Commissioners' meeting. Mr. Rider suggested the family members of these individuals be invited to the presentation. Ms. Fijalkovic asked if any HR committee members would also like to attend.

Mr. Joseph stated that he heard good things about the work we are doing in the prison.

C. Committee Reports

1. Executive Committee – No Report
2. Bylaws Committee – No Report
3. Finance & Data Committee –No Report
4. Human Resource Committee –No Report.
5. Intellectual Disabilities Committee – Committee met and looked at the ODP emergency backpacks.
6. Mental Health- No Report.
7. HealthChoices (HC) Advisory Board Representatives- No Report

V. **Events-** Mr. Rider encouraged board members to attend any of the upcoming events in April and May to support awareness and destigmatizing efforts.

VI. **Other-**Mr. Joseph thanked Ms. Evans for arranging the nourishment for this evening.

VII. **Adjournment** –Dr. Hartley motioned to adjourn at 6:18 PM. Dr. Taylor motioned second. The motion carried unanimously.

Respectfully Submitted by: Stacey Evans, Executive Assistant



Approved by:

5-15-24

Date