



**FAYETTE COUNTY
BEHAVIORAL HEALTH ADMINISTRATION**

215 JACOB MURPHY LANE, UNIONTOWN, PA 15401
DAVID W. RIDER, ADMINISTRATOR / CHIEF EXECUTIVE OFFICER

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**Advisory Board Meeting
May 15, 2024
Minutes**

I. Call to Order

A regular meeting of the Fayette County Behavioral Health Administration (FCBHA) Advisory Board took place May 15, 2024 in person and virtually by way of Zoom. Mr. Andrew Boni called the meeting to order at 5:32 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
Ms. Karen Blocker
Mr. Andrew Boni
Dr. Paul Hartley
Mr. Harry Joseph
Dr. Denise Martin
Ms. Shannon Muma-Wallace-virtually
Ms. Hillary Redman
Ms. Danielle Rowan
Dr. Brian Taylor
Commissioner Vincent A. Vicites

B. Board Members absent included:

Dr. Lawrence Glad
Ms. Carol Warman

C. Staff Members present included:

Mr. David Rider, Administrator, Chief Executive Officer
Ms. Sherri Mitchell, Intellectual and Developmental Disabilities Deputy Administrator
Ms. Nicole Barak, Mental Health Program Director
Ms. Nicole Fijalkovic, Human Resources Director
Ms. Sandra Walters, Fiscal Officer
Ms. Stacey Evans, Executive Assistant

III. Audience Recognition – None

IV. Business

A. Approval of Advisory Board Minutes- Dr. Taylor motioned to approve the April 17, 2024 meeting minutes. Dr. Martin motioned second. The motion carried unanimously.



B. Program Updates

1. Financial Report-

Ms. Walters advised the financial report was for period ending June 30, 2023. She stated that FCBHA was finally able to submit the FY 22/23 non-block grant report but is still waiting for information from the Office of Child Development and Early Learning (OCDEL) in order to complete the Early Intervention (EI) report. Ms. Walters advised the board that the 8% variance total on the Budget vs Actual Expenses page is due to staff vacancies.

Dr. Hartley made a motion to accept the financial report. Ms. Blocker motioned second. The motion carried unanimously.

2. Administrators Report-

Mr. Rider reported the following updates:

- a) Buildings and Grounds – Mr. Rider advised the board that we are currently looking for a back-up person to take care of maintenance when our building superintendent is off. Ms. Fijalkovic is in conversations with Goodwill to find someone.

Mr. Boni mentioned that our air conditioning system seems to be working well. Mr. Rider agreed.

- b) Staffing – Mr. Rider advised that FCBHA is down several staff members in the EI department, a few in the Supports Coordination unit and will be down a fiscal staff person soon. FCBHA submitted a request to the County for a Salary Board meeting. Commissioner Vicites made himself available to discuss the request with Mr. Rider and to provide information for his consideration. As a result, FCBHA submitted an amended request that eliminates five Caseworker 2 positions in order to add five Caseworker 1 positions as well as eliminate an Administrative Officer 2 position while creating an Administrative Officer 1 position. Commissioner Vicites explained to the board that when positions are created the positions they replace should not be left vacant as this is not a good administrative practice according to county code. He also advised that he knows that FCBHA already has the funding for positions budgeted, so there should not be an issue in creating positions.

Ms. Fijalkovic provided insight on the challenges in recruitment citing the Civil Service process and timeline for hiring. She shared that once the positions are created, it will take a week to post. The positions will be posted on the employment.PA.gov website for 14 days. Once the job posting closes, it takes about 10 days for Civil Service to review and score the applications and then forward the candidate referral list to FCBHA. Add one week to schedule and conduct interviews. At minimum, the chosen candidate

will need to give two weeks' notice. The entire process, if everything goes perfectly, takes approximately 7 weeks from position creation by the Salary Board to onboarding a new employee.

Commissioner Vicites stated the County tried to schedule a Salary Board meeting for May 22, but there is a conflict. He added that May 29th looks good and shared that he sent an email to County HR endorsing May 29 as a good option for the Salary Board to meet, since they already have a Prison Board meeting that day.

- c) Provider Contracts-Mr. Rider advised that this is contract season. He used the four contract amendments submitted for consideration at this month's Commissioners' meeting as an example of the dynamic nature of the contracts. Two amendments are related to EI for approximately \$90,000. EI is an entitlement program that is cost reconciled at the end. The other amendments were for unexpected expenses for residential programs. One was for approximately \$75,000 to SPHS due to an individual staying longer than anticipated. The other was to Laurel House for approximately \$95,000 to provide services to a specific individual. These amendments are quite common and codify the providers' responsibilities to provide specific services to identified persons.

Mr. Joseph made motion to accept the Administrator's report. Ms. Redman motioned second. The motion carried unanimously.

3. Director Reports

Ms. Mitchell

Ms. Mitchell advised the Board that the families who have received the Office of Developmental Programs (ODP) emergency backpacks were thrilled and grateful to receive them. Matches were taken out of those backpacks where risk of fire setting was a possibility.

Autism sensory treasure hunt event on April 25, 2024 was successful. Commissioner Vicites attended as well as many individuals, families and service providers.

Ms. Mitchell stated her department is preparing for fiscal year rolls that require every individual with an Individual Support Plan have a review of that plan. The review is performed to update frequency and duration of services and to plan for the following FY. FCBHA has 620 individuals with a plan. This is a billable activity and is due June 30, 2024.

EI will have an event on June 20, 2024 at Areford Park. There will be fun activities for the children, lunch will be provided, and a presentation will be held for the parents.

Administrative Entity and SCO staff have been brainstorming on developing events that provide both learning opportunities and fun activities for our ID population.

These events will take place through the Speaking for Ourselves group. Some of the ideas are: a ladies only event where we would ask a business, for example LBI students to provide a number of beauty services like facials and nails while having a presenter touch on topics of interest for them; planning a guy's only event where they could play video games and have a presenter touch on topics of interest for them; and having a Friendsgiving event in November to allow for family connections and networking between families who share similar care needs for their disabled family members. These events are still in the planning phase.

Ms. Barak

There are 35-40 mental health (MH) contracts for underinsured individuals. The MH and fiscal departments are reviewing work statements for these contracts.

Ms. Barak highlighted recent events like the Autism sensory treasure hunt and the many MH Awareness Month events and trainings that have been well attended. The month began with a kick-off event for veterans. FCBHA will also attend the Veteran's breakfast and have sponsored two MH trainings geared to veterans. Training was conducted for workers who are at risk of burn out. There were also MH First Aid trainings for adults and youth and a training on the involuntary commitment process that had two sessions because of the high amount of interest.

Ms. Barak informed the Board of activities for residents of the Long Term Structured Residential (LTSR) and Torrance State Hospital (TSH) during MH Awareness month. The final event will be a huge event at Yough River Park on May 23, 2024 from 4:00-7:00 p.m. There will be at least 20 providers and many wellness activities.

Ms. Barak will be speaking at the Connellsville Rotary tomorrow.

Ms. Fijalkovic

Community Recognition Award (CRA)-FCBHA Advisory Board CRA will be presented at tomorrow's Commissioners' meeting. The recipients are three ladies that put together the special need's prom. They were very surprised and honored to be recognized. The Connellsville Courier will be there so hopefully they will get additional press. FCBHA has their flyer posted on our Facebook page and they have been getting calls of interest as a result.

Ten Year Service Awards-FCBHA Advisory Board also recognizes 10-year employees with a gift certificate and plaque. This year there were 34 employees that have 10 years of service, two of them FCBHA employees.

Staff Vacancies-Ms. Fijalkovic is happy to report that she is aware of six people who are interested in applying for the Caseworker 1 positions. As soon as those positions are officially in place, Ms. Fijalkovic will reach out to them.

Dr. Hartley make motion to accept the Director reports. Mr. Behanna motioned second. Motion carried unanimously.

C. Committee Reports

1. Executive Committee – No Report
2. Bylaws Committee – No Report
3. Finance & Data Committee –No Report
4. Human Resource Committee –This committee did not meet but Ms. Fijalkovic invited members to attend the CRA presentation tomorrow.
5. Intellectual Disabilities Committee – No Report.
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 remaining MH Awareness month events. A calendar was previously given to the Board.

VI. **Other-**Mr. Rider commented that other county departments (e.g. VA and EMA) are becoming more comfortable asking FCBHA for assistance/support. The FCBHA staff has appreciated those opportunities to partner.

Mr. Boni mentioned a bill that would help dispatchers with post-traumatic stress injury (PTSI).

VII. **Adjournment** –Ms. Redman motioned to adjourn at 6:01 PM. Ms. Blocker motioned second. The motion carried unanimously.

Respectfully Submitted by: Stacey Evans, Executive Assistant

Approved by: 


Date