



**FAYETTE COUNTY
BEHAVIORAL HEALTH ADMINISTRATION**

215 JACOB MURPHY LANE, UNIONTOWN, PA 15401

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**Advisory Board Meeting
September 16, 2020
Minutes**

I. Call to Order

A regular meeting of the Fayette County Behavioral Health Administration (FCBHA) Advisory Board took place September 16, 2020 virtually via Zoom platform. Dr. Denise Martin 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. John Andursky
Mr. Andrew Boni
Ms. Karen Blocker
Mr. Harry Joseph
Dr. Denise Martin
Ms. Hillary Redman
Mr. Joseph Segilia
Commissioner Vincent A. Vicites
Ms. Carol Warman

B. Board Members absent included:

Dr. Paul Hartley
Dr. Joseph Labuda
Ms. Shannon Muma-Wallace
Mr. Jeffrey Myers

C. Staff Members present included:

Mr. Harry Franks, Chief Financial Officer
Ms. Sherri Mitchell, Administrative Entity Director
Mr. David W. Rider, Mental Health Program Director
Mr. Benjamin Crable, Supports Coordination Manager
Ms. Stacey Evans, Executive Assistant

III. Audience Recognition – None

IV. Business



A. Approval of Board Minutes

Ms. Warman motioned to approve the minutes from the February 19, 2020 meeting. Ms. Blocker motioned second. The motion carried unanimously.

B. Program Updates

1. Financial Report-

Mr. Franks reported reduction in cost for the first six months of the FY 19-20 vs. the previous year biggest drop was for IT expenses. The expenses in the previous year included major upgrades to the virtual machine networking software and hardware. The remainder of the report we're running about for at least the first six months pretty much budget amount neutral in terms of expenses which will be volatile during the next subsequent quarters. This is the same for all county programs during the COVID period.

2. Administrators Report-

Mr. Rider reported the following:

a) FCBHA response to COVID-19

FCBHA Advisory Board has not had a full Board meeting since February although there have been bi-weekly conference calls with the Executive Committee to provide updates and obtain guidance. Mr. Rider provided the following historical report to the full Board: Mid-March our building was closed for the most part. Staff continued to work, but did so remotely. They were able to do so because of the Virtual Machine (VM) software that has been running for several years to minimize the risk of data breaches. With VMWare, staff are able to access the same desktop they utilize when working in the building. FCBHA increased its phone system capacity and is "twinning" desk phones with staff members' home or cell phone to receive calls that would come to the office.

In March and April, FCBHA developed procedures for conversion of paper documents to electronic. Approximately 30 laptops were purchased through four different vendors. Agency cell phones and mobile hotspots were deployed to allow for phone communication and internet connectivity. The clerical staff are coming to the office building as needed to process hard copy documents and mail letters, as these duties cannot be done remotely.

In mid-May, County moved from Red to Yellow phase, FCBHA staff began returning to the office at 50% capacity. In early June, FCBHA

received a directive from the Fayette County Board of Commissioners that all staff must return to the office. With this instruction, there were more staff in the building than before the pandemic as the Supports Coordinators, who would normally be out in the community were prohibited to do so according to guidance from the Office of Developmental Programs (ODP). Mitigation protocols were therefore increased. This included discontinuation of the use of the refrigerators and stove, additional guidance for the use of the coffee makers and water coolers and limited use of the microwaves. Staff entering into building with staggered start times to minimize congestion entering/leaving. Staff temperatures are taken upon entry.

In late July, the County issued revised guidance to work remotely if possible. FCBHA staff then returned to the operation plan practiced in March-May. Staff were instructed to carry their agency issued devices (laptops, cell phones) to and from work during the entire process of remote to in office work.

The County advised in mid-August to return to in-office work when it is required. Duties that can be conducted remotely are to be done remotely. FCBHA developed a specific plan for the staff that need to complete in-house tasks and continue to operate with as few staff in the building as necessary.

In mid-summer, the County released guidance concerning staff travel to COVID-19 hotspot areas. Mr. Rider and Ms. Fijalkovic began researching CDC and PA Department of Health metrics relevant to the areas staff were planning to travel. They use those statistics, updated daily, as well as information regarding the nature of the staff's travel plans to determine if a two-week period of mandated remote-work is necessary.

- b) Request For Proposal (RFP) - Ms. Ferris asked that Mr. Rider inform this Board that she and the Fayette County Board of Commissioners are in talks regarding an RFP for our Behavioral Health-Managed Care Organization (BH-MCO) contract. Fayette County HealthChoices is the Primary Contractor for the state's HealthChoices program, and our contracted BH-MCO is BEACON Health Options. Fayette HealthChoices has its own Advisory Board, and several of that group's members also serve on this FCBHA board.

3. Leadership Reports-No Reports

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. Mental Health Committee – No Report
6. Developmental Disabilities Committee – No Report

V. **Other –**

VI. **Adjournment** –Mr. Boni motioned to adjourn at 5:53 PM. Ms. Warman motioned second. The motion carried unanimously.

Respectfully Submitted by: Stacey Evans, Executive Assistant

Denise M. Martin

11-23-2020

Approved by:

Date