

Office of Community Services for Warren and Washington Counties  
 Warren County Community Services Board  
 Washington County Community Services Board  
 January 09, 2020

**Warren County**

**Present:** K. Brayton-Chair, A. Molloy, B. Bradley, C. Wasson, M. Schmidt

**Excused:** J. Grishkot-Vice Chair, C. Bessen, H. Irion, J. Dexter

**Washington County**

**Present:** H. Adams-Wendell-Chair, D. Boucher, M.A. Murphy, L. Michaud

**Excused:** T. DeLorme-Vice Chair, C. Bromley, M. Burke, P. Hunt

**Staff:** Robert York; Harry Carlson; Lisa Coutu; Carrie Wright; Crystal Lawrence

**Guests:** Dillon Swertner, Joleen Darby, Katie Jock, Marlana Cannata, Mary McLaughlin

| Agenda Item   | Outcome   | Action   |
|---|---|--|
| <b>2020 Organizational Meetings – Call to Order</b>         | A quorum was confirmed for Warren County and the 2020 Organizational meeting for the Warren County Community Services Board was commenced at 3:00p, held at the Liberty House at 54 Bay St, Glens Falls.<br>Outcomes are presented in the reports detailed below.   | K. Brayton-Chair, presided over the meeting  |
| <b>2020 Warren County Organizational Meeting Report</b>     | Election of officers:<br>Kimberly Brayton – Chair (1/1/20-12/31/21)<br>Joan Grishkot – Vice-Chair (1/1/20-12/31/21)<br>Crystal Lawrence – Secretary to the Community Services Boards (1/1/20-12/31/21)<br><br>The dates and time of the regular meetings of the Warren County CSB were established to be the 2 <sup>nd</sup> Thursday of the month at 3 p.m.<br><br>Standing committee and Subcommittee assignments were appointed as presented in the Board packets. | Motion: M. Schmidt<br>Second: A. Molloy<br>Abstentions: None<br>Motion carried with unanimous vote<br><br>Motion: C. Wasson<br>Second: M. Schmidt<br>Abstentions: None<br>Motion carried with unanimous vote |
| <b>2020 Washington County Organizational Meeting Report</b> | The 2020 Organizational meeting for the Washington County Community Services Board was deferred due to lack of a quorum.  | Deferred   |
| <b>Regular Meeting – Call to Order</b>                      | A quorum was confirmed for Warren County and the January 09, 2020 Regular Meeting of the Warren and Washington County Community Services Boards was convened.   | The meeting was chaired by K. Brayton, Warren Co.  |

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| <b>Meeting Minutes</b>   | <p>Minutes of the December 12, 2019 joint meeting of the Warren and Washington County Community Services Boards were presented for approval.</p> <p>Minutes of the December 12, 2019 joint meeting of the Warren and Washington County Community Services Boards were presented for approval.</p>   | <p>Warren Motion: B. Bradley<br/>           Second: M. Schmidt<br/>           Abstentions: None<br/>           Motion carried with unanimous vote</p> <p>Washington County: Deferred</p> |
| <b>Program Presentation:<br/>           Julia Beebe, Executive<br/>           Director</b> | <p>Liberty House is a not-for-profit agency founded in 1972 and is part of the Clubhouse movement pioneered by Fountain House. The club is operated together by individuals with mental illness and/or developmental disabilities known as members, not patients or clients, and a highly qualified and caring staff. Individuals who reside in Warren, Washington, and Saratoga Counties, who are at least 18 years of age, who have a diagnosed mental illness or developmental disability are eligible for membership, which is free except for minimal food costs. Every day, members and staff work side by side to facilitate the operation of the clubhouse. It is through this work that they begin the process of rehabilitation, develop relationships, and begin to trust, enhance and refine skills they never knew they had. Members don't come to see doctors or get medication but staff members facilitate connections to necessary treatment. At Liberty House they believe that every member can work, regardless of their lack of work history, past work history, number of hospitalizations, education or experience. There are no requirements except a sincere desire to work. Through their own work members discover that they can contribute to the world and that they are needed, most importantly it gives the member back their dignity. Currently there are about 50 members daily with 36-40 members working in the community for a total of about 100 members per year. They have a full staff of 11 people.</p> <p>Clubhouse Programs include <b>Day Training Services</b>; transportation to and from programs and appointments, daily lunch and snack bar</p> | N/A  |

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| <b>Program Presentation:<br/>Julia Beebe, Executive<br/>Director, continued</b>   | services, Vocational Training Units: Food Service, Clerical, Snack Bar and Maintenance, Weekly recreational activities and personal shopping trips. <b>Clinical Services</b> ; Comprehensive Rehabilitation Planning, On-going Clinical Evaluation and Assessment, Case Management, Medication Monitoring, Symptom Management, Weekly MICA, Employment and Support Groups, and <b>Employment Services</b> ; Situational Assessment of Vocational Abilities, Diagnostic Vocational Evaluation, Work Adjustment Training, Job Development, Placement and Coaching and Follow-Along Service, <b>Benefits Counseling</b> ; Review of current benefit status, apply for financial benefit for those eligible, recognize applicable employment supports, manage income to protect medical benefits, develop long term career goals and facilitate long term financial planning. They also provide Representative Payee services and HCBS Waiver services. J. Beebe also discussed their Continuity of Operations plan, in event of a disaster or emergency. |   |
| <b>New Business:<br/>Letter of Support for<br/>Transitional Services<br/>Association: Regional<br/>Intensive Crisis Residence</b> | R. York included and discussed a Proposal Summary for an Intensive Crisis Residence (ICR) submitted by Transitional Services Association (TSA) to establish and operate a 12 bed residence to be located in Saratoga Springs. The ICR will serve adults 18+ in behavioral health crisis for a short stay (28 day max) from Saratoga, Warren, Washington, Schenectady and Rensselaer Counties. He asked for a vote for a letter of support.  | Warren Motion: C. Wasson<br>Second: B. Bradley<br>Abstentions: None<br>Motion carried with unanimous vote<br><br>Washington: All four members present indicated a consensus agreement |
| <b>2020 Community Services<br/>Board and Subcommittees<br/>meeting schedule</b><br><br><b>Outpatient Services update</b>          | R. York provided the list of 2020 CSB and Subcommittees meeting schedule. He asked all members to take a look at their Standing Committee and Subcommittee assignments to and contact us with any requested changes.<br><br>K. Jock of Citizen Advocates and M. Cannata of GFH stated they have established subcommittees, holding weekly meetings with Citizen Advocates, GFH, OMH and OASAS. Everything looks good to move forward with the transition. The target date is April 1, 2020.   | N/A   |

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| <b>2020 CSB Member Code of Ethics forms</b>            | C. Lawrence passed out the annual Code of Ethics forms, which include a disclosure of Conflict of Interest section for everyone to review and sign.  |        |
| <b>2020 CSB meeting agenda planning</b>                | R. York engaged the CSB members in discussion around CSB meeting agenda planning for the year. Suggested agencies mentioned by various board members included presentations by/visits to the following agencies: ACCA, CWI, WWARC, Rose House and WWAMH Housing First.   |        |
| <b><u>Additional items/updates:</u><br/>Rose House</b> | D. Swertner announced he is leaving Rose House as their Site Director and has accepted a Case Management position with the Warren County Public Defender's Office. Joleen Darby stated the CSBs will be informed when a new Site Director is hired.  | N/A    |
| <b>CJ/CS Task Force</b>                                | C. Wright discussed her involvement and meetings with the Criminal Justice and Community Services Task Force. Bail reform in NYS has prompted the group to examine early points of intercept, including pre-arrest diversion and arraignment court intervention. The group has been meeting monthly on the first Thursday of each month, but may consider meeting every other month. There has generally been good participation from various key stakeholders, such as District Attorneys, Public Defenders Office, law enforcement agencies and various county departments, including Probation, Social Services, etc. |        |
| <b>Adjournment and next meeting.</b>                   | The meeting was adjourned at 4:00pm. The next scheduled meeting of the Community Services Boards will be held on <u>Thursday, February 13, 2020 @ 3:00 pm</u> at 230 Maple St, Glens Falls.  |        |

Minutes respectively submitted by Crystal Lawrence, Secretary to the Boards