

# HUMAN SERVICES ADVISORY BOARD

APRIL 12, 2023

SHARWELL BUILDING

## **CALL TO ORDER:**

A meeting of the Human Services Advisory Board was Called to Order at 5:01 p.m. by Pete Smeltz, Chairman.

**Members:** Pete Smeltz; Virginia Council; Carla Mitcheltree; Commissioner Snyder; Commissioner Mirabito; Nancy Penfield; Chad Riley; Emily Powell Hodges; Dr. Terri Calvert; Jonah Milliken; Ben Green; and Susan Newcomer.

**Staff:** Keith Wagner – Executive Director/MH-ID Administrator; Matt Salvatori - CYS Administrator; Kathy Hepler-AE Quality Manager; Vanessa Shellman-HealthChoices Clinical Manager and Aundrea Trautner- Administrative Assistant.

**Guests:** Jennifer Reeder – West Branch Drug and Alcohol Abuse Commission

## **MINUTES OF PREVIOUS MEETING:**

Due to a lack of attendees, there were not enough participants to meet the quorum requirements to approve the meeting minutes from November 9, 2022. Therefore, Mr. Smeltz asked if everyone had reviewed the minutes from both the meeting held on 11/09/22 and 01/11/23 and asked for a Motion.

Commissioner Mirabito Moved, and Ben Green Seconded a Motion to:

*“Approve the minutes from the November 9, 2022, and January 11, 2023, Human Services Advisory Board meeting as presented by staff.”*

The Motion passed unanimously.

## **ELECTION OF OFFICERS**

The election of officers was postponed from the meeting on January 11, 2023, due to a lack of attendees. Current Chairman Pete Smeltz and current Vice Chairman Carla Mitcheltree both commented on their long-time involvement serving as officers. They said they would be willing to step down from their positions.

After the previous meeting, Keith Wagner sent out a poll to ascertain any interest in the officer positions. Jonah Milliken, Chad Riley, and Ben Green expressed an interest in serving as officers on the Board. Jonah Milliken is the current Director of Bayada, Chad Riley is a foster parent, and Ben Green is the Director of the Clinton County United Way. Mr. Wagner commented on the time commitment required to serve in an officer position. He stated that the agenda is prepared beforehand, and Aundrea Trautner, the Joinder Administrative Assistant, takes the minutes for all the meetings.

Commissioner Mirabito Moved, and Pete Smeltz Seconded a Motion to:

*“Elect Jonah Milliken as HSAB Board Chairman, Chad Riley as HSAB Board Vice Chairmant, and Ben Green as HSAB Board Secretary.”*

The Motion passed unanimously.

**Discussion:**

The board members acknowledged Pete Smeltz, Carla Mitcheltree, and Carol Sides for their dedication. They expressed their appreciation for all their hard work through the years.

Carla Mitcheltree thanked the Board and commented on the Board’s origination and its history through the years. The 30th anniversary of the HSAB Board is approaching, and she added that there needs to be more presence in the community. She suggested an anniversary celebration would help promote the Board and its work.

Commissioner Mirabito agreed and commented that many clients and parents in the community are not aware of the Board and the services it helps to provide.

Keith Wagner commented that the information for the HSAB board is posted on the website, and there is a waiting list currently for members of the community that would like to serve on the Board.

**MH SERVICES UPDATE**

HealthChoices Clinical Manager Vanessa Shellman provided a presentation outlining various MH/ID services throughout Lycoming and Clinton Counties. She commented that this list of services is updated regularly and available to providers and other community agencies so they can make the appropriate referrals for client services.

**Discussion:**

Keith Wagner commented that these monthly updates to the list detail names of the agencies providing the service, the age of the client base they serve, whom to contact for referrals, and other special notes about the programs. He also stressed the importance of tools like these siting situations in the past where providers were not accepting new clients and individuals were put on a waiting list for admission.

Ben Green and Susan Newcomer agreed that this was an incredible resource.

Keith Wagner also commented that many school districts are unaware that such MH/ID services exist, and the compiled list gives those working in the community the knowledge to refer those needing assistance to the appropriate providers.

There was further discussion surrounding the referral process and making those in the community aware of the services offered. Parents can advocate for their children to their local schools for these services. Vanessa Shellman stated that HealthChoices staff have met with local school districts to provide education on this topic and would continue to do so in the future. Board members suggested that Vanessa Shellman attend future meetings to give updated presentations on the local services available to clients.

## **OVERVIEW OF ADMINISTRATIVE ENTITY MANAGEMENT QUARTERLY REPORT AND IM4Q UPDATES:**

Kathy Hepler, the Joinder's Administrative Quality Manager, provided the HSAB with a required update of Administrative Entity Quality Management Plan Objectives and IM4Q reporting information. She noted there were four ongoing objective areas addressed in the review period of 01/01/2023 to 03/31/2023: Individual to Individual Abuse; Employment; Restraints; and IM4Q. She briefly reviewed each objective summarized on the handout she distributed to the Board. She noted there were a total of 5 incidents of one-on-one abuse reported for this quarter. Agencies continue to support housemates and teach individuals non-violent coping skills. She noted that there were zero restraints used during this quarter. Commissioner Mirabito inquired if those living in private residences were cataloged in these figures. Ms. Hepler answered no and stated that the Lycoming-Clinton Supports Coordination Unit follows up on one-on-one incidents in private housing. She also added that all clients are educated on abuse and their rights and given information on reporting those situations. The summary documents distributed by Ms. Hepler are an attachment to these minutes (**Attachment A**).

## **CYS FAMILY CENTER:**

Mr. Salvatori stated that the renovations and updates to the new Family Center located at 192 Beach Road, Montoursville, PA, should be completed by July 2023. He added that new flooring and a new playground were currently being installed. All CYS Visitation services will be moving to the new location. The new location will improve and enhance visits, allowing families to spend time outside and engage in more activities. CYS prevention programs, including Big Brothers/Big Sisters, Family Group Decision Making, and Outreach Services, will also operate out of the new Family Center building. Chad Riley expressed his enthusiasm for the new location and stated it was a great idea.

## **FAMILY ENGAGEMENT INITIATIVE**

Mr. Salvatori reviewed again that this past January, Lycoming County Children and Youth Services had been selected by the Office of Children and Families in the Courts to participate in the newly implemented Pennsylvania's Family Engagement Initiative (FEI), which was designed to assist Counties in furthering collaborative efforts between the judiciary and child welfare agency to enhance meaningful family involvement in the child welfare system.

## **OTHER BUSINESS:**

Keith Wagner added that there would be a public hearing meeting in August to review annual plans and budget details for the coming fiscal year.

**NEXT MEETING AND ADJOURNMENT:**

It was noted that the next quarterly meeting of the Human Services Advisory Board is scheduled for Wednesday, August 9, 2023, at 5:00 p.m. at the Sharwell Building. With no further business before the HSAB, the meeting was adjourned at 6:37 p.m.

Respectfully Submitted,

Keith A. Wagner  
MH/ID Administrator

Matthew Salvatori  
CYS Administrator