



**Tompkins County
COMMUNITY MENTAL HEALTH SERVICES BOARD**

**Tompkins County Whole Health
201 East Green Street
Ithaca, New York 14850-5635**

Ellice Switzer, Chair

Jan Lynch, Vice-Chair

Frank Kruppa, Commissioner

Harmony Ayers-Friedlander,
Deputy Commissioner/Director of Community Services

Larry Roberts, Chair,
Mental Health Subcommittee

James Beaumont and Jeff Boles, Co-Chairs
Developmental Disabilities Subcommittee

Stu Bergman, Chair
Substance Use Subcommittee

**Tompkins County Community Mental Health Services Board
201 East Green Street, Ithaca NY 14850
Monday, February 6, 2023, 5:30 p.m. Meeting Minutes**

APPROVED 3/6/2023

<https://www.youtube.com/channel/UCkpJNVbpLLbEbhoDbTIEgSQ>

Present: Ellice Switzer; Mary Hutchens; Jan Lynch; Larry Roberts (Zoom); Stu Bergman (Zoom); Tom Lipa (Zoom); Sheila McEnery; Travis Winter; Jessica Conner, Psyd; Sullymar Pena Vazquez and Sally McConnell-Ginet

Excused Dr. Auguste Duplan

Unexcused: Dorothy Lovelace

Legislature: Randy Brown

Guests: Jana Thibodeau

Staff: Frank Kruppa, Commissioner; Harmony Ayers-Friedlander, DCS; and Karan Palazzo, LGU Administrative Assistant

The meeting was called to order at 5:30 pm by Ellice. Introductions were made. Ms. Lynch motioned to approve the January 2023 minutes, 2nd by Jessica; all were in favor.

Privilege of the Floor & Announcements: Ms. Switzer stated topics to be discussed at next month’s meeting. 1) Amending the language around the regulations, public meetings, and virtual participation in the. 2) Reappointments to the Nominating Committee (asked members to email her of their interest). 3) Revitalizing committee board work.

Commissioner’s Report: Mr. Kruppa said that after the CSB reviews the bylaws, the amended bylaws can move forward for Legislature approval since being out of compliance with several rules of the legislature for advisory boards with the current bylaws.

Opioid Settlement Funds: County funds from the Opioid Settlement funds are being allocated by the Legislature which has put together a task force to make recommendations on how to distribute the one-time funds of \$700,000 dollars. There is an unknown amount of additional funds coming to the Local Governing Unit (DCS and CSB) via OASAS. \$150,000 is specific for the City of Ithaca and \$4,000,000 for the regional pool of the Economic Development Region to allocate to the counties in the region on a percentage method.

OASAS and the State will also get money. The State has given the county four weeks to let them know what the money should be spent on. The task force will be helpful in the decision-making as there are several buckets for the money which will be discussed at next month’s meeting. The CSB will have to decide on the approach to take.

Ms. Switzer spoke of her concerns about potential tragedies and hopes for increased education outreach to the county's young people.

2022 Annual Incident Review: Jana Thibodeau shared an informative PowerPoint presentation on the 2022 Incident Review Report from the Incident Review Committee (IRC) which will be emailed to the board members following the meeting.

The Incident Review Committee is mandated by the Office of Mental Health and/or the NY State Justice Center to review incidents and must meet monthly with the required representation. IRC evaluates the response to incidents and whenever possible identifies ways to improve systems and processes to improve care and reduce the risk of future incidents.

Mr. Kruppa added that it is the responsibility of the CSB to look at issues and trends that were addressed in the community and ensure that the department is taking steps to manage and address them.

Highlights of the 2022 IRC’s review of the 27 reportable incidents for the period of January 1, 2022 – December 31, 2022.

- 10 Deaths – 8 were attributed to natural causes unrelated to mental health diagnoses
2 were failed overdoses
- 13 Suicide Attempts
- 3 Other incidents (all violent crimes)

- A decrease in the total number of deaths compared to 2021 reportable incidents
- An increase in the number of suicide attempts compared to 2021 reportable incidents
- An increase in the number of violent crimes compared to the 2021 reportable incidents

Corrective Actions

- Addressed Co-occurring substance use disorders
- Coordination of Care
- Staff Retention
- Caseload Management & Client Engagement
- Improve Building Security

Caseload Management

- QAI provided monthly metric packets with personalized caseload data for each clinician.
- Caseloads are reviewed.
- Quarterly no-client days to catch up on client engagement and documentation.
- Clinicians receive a weekly risk list the day before the Treatment Team High-Risk Meeting which includes a complete list of high-risk clients organized by the clinician.

Access to Coordination of Care & Collateral Information

- Improved collateral information
 - Streamline sharing records for clients with co-occurring disorders
 - Ensure record requests are fulfilled
 - Created a PCP referral/Continuity of Care form
- Improved hospital discharge planning
 - 1:1 nursing handoff
 - Timely discharge summaries
 - Coordination of long-acting injectable (LAI) medications

Client Engagement

Open Access Hours	Engagement Letter Process
Monday 9 – 2 Tuesday 10 – 3 Wednesday 9- 3 Thursday 9 - 3	Clinicians are provided with a caseload list to see which clients need outreach/engagement efforts
	Automated engagement letters embedded within the electronic health record allow clinicians to include personalized messages
Easy referral Form	OMH PSYCHES Project used TCMH’s Engagement letter as a gold standard for other clinics
Utilize scheduling data to monitor new intakes	Updated letters will include a copy of an attendance agreement

Staff Retention

HRSA Loan Repayment Program
Added New Direct Service Positions

Client Engagement Service

Delivery of services in person increased by 13.21% from 53% in 2021 to 60% in 2022. In-person services are preferred.

Improved building security.

Ongoing update of policies and procedures.

Framework for Orientation for New Board Members: Harmony asked for suggestions to make it easier for the recruitment process.

- Travis found the presentation given by Jed Wolkenbreit very helpful.
- Ellice shared that she was oriented by the DCS with a review of the Mental Hygiene Law when she first on-boarded and the expectations of the Board.
- Frank welcomed orientating new members.
- Sullymar suggested orientations with the Commissioner and/or DCS and/or Chairs or seasoned members to get more of a feel of what is expected, a handbook, and some guidelines for the meetings.
- Jessica suggested a shared space
- Frank suggested sharing Jed Wolkenbreit's recorded video presentation and having an open invitation for current members to meet with Board Chair or seasoned members.

The meeting adjourned @ 6:55 pm

**The Next Community Mental Health Services Board Meeting is
Monday, March 6th, 2023, at 5:30 pm.**