

**Oswego County Division of Mental Hygiene  
Community Services Board  
Meeting Minutes  
Friday, February 17, 2023**

**Present:** Angela Christmas-Mattison, Robert Ireland, Brian Coleman, Samantha Cleveland, Sara Sunday, Teresa Woolson, Melinda Casson, Greg Osetek, Julie Landy, Kevin Velzy, Amy Durkin

**Excused:** Patrick Waite

**Absent:** James Karasek

**Staff:** Nicole Kolmsee, Director of Community Services  
Catherine Li Voti-Rice, Community Services Program Coordinator  
Nathan Barron, Adult Services Coordinator  
Jill Gutelius, Children’s Services Coordinator  
Susan Naugle, Senior Typist

**Community Members:** Eric Bresee (Farnham), Lori Murray (DSS AP), Mark Raymond (Farnham), Lee Sullivan (OI/ARC), Dean Wright (Desen’s House), Alyssa Maglione (Helio), Elizabeth Thompson (OCO), Monica Carney (LRI), Jessica Hotaling (OCO), Ian Paddock (LRI), Pete Williams (Health Dept.), Kim English (LRI), Noel Montero (OCO), Nicole Nicholson (LRI), Beth Hurny-Fricano (ARISE), Teresa Edwards (YAI), Vincent Schmidt (OPWDD), Richard Mitchell (County Attorney), Del Guile (County Attorney)

- 1) Called to order by Chairman, Robert Ireland
- 2) Roll call of members
- 3) Approval of agenda. Motion by Melinda Casson, seconded by Brian Coleman. All in favor.
- 4) **APPROVAL OF ACTION ITEMS**
  - A. Approval of October 2022 Meeting Minutes. Motion by Brian Coleman, seconded by Sara Sunday. All in favor.
  - B. Approval of October 2022 Business Meeting Minutes. Motion by Julie Landy, seconded by Brian Coleman. All in favor.
  - C. Review of Community Services Board Application of Diane Oldenburg. Motion by Theresa Woolson, seconded by Melinda Casson. All in favor.
- 5) **REPORTS (re-certifications, site visits, performance monitoring, etc.)**
  - A. ***Farnham Family Services Opioid Treatment Program (OTP) (822) with Telehealth Designation Recertification, 111 Hamilton Street, Mexico, NY. Dates of Review: 09.27.2022-10.05.22.2022 – Mark Raymond, OTP Director*** – This was the first site review for the new integrated program, and it went well. Allows for access to multiple standards of care. Did not have any recommendations for improvement. Will continue to seek exemplary status. No identified deficiencies. NYS regulations changed this past year, had to change all policies and procedures. In 1 of 10 records there was not an initial treatment plan done with the assessment. In 1 of 5 records patients did not have a physical exam (patient no showed repeatedly). In 4 of 10 cases there was no evidence that a supervisor reviewed the treatment plan. Have updated policy and procedures for better oversight. In 5 of 10 records progress notes did not reflect that the treatment plan was being worked on. Trained staff to address. 1 in 10 records did not include the medical needs that were identified in the treatment plan. 1 in 3 records had no documentation that the medical director considered certain take home criteria in determining whether a patient is responsible in handling opioid drugs for unsupervised use. In 3 of 4 records the Level of Care plans did not specify resources and follow-ups. 5 of 5 records had no transition plans. 5 of 5 records showed no family or significant other was offered

overdose training and education. 2 in 5 active admission dates were not consistent with the OASAS date. Received a 1-year approval.

- B. *Farnham Family Services Outpatient Services (822) Addendum to Operating Certificate 241012269 Certified Additional Location, 61 Delano Street, Pulaski, NY. – Mark Raymond, OTP Director and Eric Bresee, Executive Director*** – The Pulaski site offers counseling for individuals and families aged 13+ and has limited utilization. Continuing to assess whether it is needed. Will keep it going for now.
- C. *Oswego County Opportunities, Inc. Transitional Living Apartment Program Addition/Deletion of Apartments (Change to Operating Certificate) - Elizabeth Thompson, Director of Behavioral Health / Jessica Hotaling, Mental Health Services Program Coordinator*** - One of the mental health apartments in Oswego at Brandonwood changed from a double occupancy unit to single unit to accommodate a consumer who obtained custody of their child. The Fulton site switched a single unit to a 2-bedroom male only unit. Currently there are 22 beds in total.
- D. *Oswego County Opportunities, Inc. Developmental Disabilities Program Recertification – Michelle Canfield, Director of Developmental Disability Services*** - Program audits occur annually, and unannounced. Since October have had 6 audits. Deficiencies included not having individuals involved in the community. Now changing procedures and scheduling more activities. Lack of training and oversight has caused some of the deficiencies received. HCBS means everything done must be person-centered. Each individual should be making their own decisions. For every citation given a written plan of correction must be submitted. Plans have been written and staff retrained. A lot of positive comments were also given. Have had 4 fire safety inspections with no deficiencies.

6) **OLD BUSINESS**

- A. *Annual Report – Structure and/or Future of Report*** – Most of the reports have been submitted, still waiting on a few. Have scaled back on the information requested. The report will be smaller this year.
- B. *Reappointment of Greg Osetek and Brian Coleman to the Community Services Board*** – Their reappointments to the Community Services Board for an additional four-year term was approved by the County Legislature.
- C. *Status of Integrated Subcommittee (ISM) Restructuring*** – Scaling back the membership for the three subcommittees. Beginning with the March 2<sup>nd</sup> meeting it will be held with the new format and held virtually. Letters have been sent out to selected individuals requesting agency representation for specific subcommittees. Have not heard back from several individuals/agencies.

7) **NEW BUSINESS (program updates, announcements, state initiatives, etc.)**

- A. *Oswego County Opportunities, Inc. Arbor House Community Residence update - transition from 819 to 820 Regulations - Noel Montero, Operations Coordinator*** - Effective February 13<sup>th</sup> the transition from OASAS 819 to 820 was complete and will begin billing Medicaid for some of the services. Residents will have to engage a minimum of 5 hours a week in services. Staff are looking into how to provide services and what topics to cover, what is not working, and implement changes. Have 2 additional staff members and now have double the staff overnight. Have added staff to do more staff development training. Providing residents help with resumes and job searches. Currently have 6 residents, with 13 slots in total available. Accepting referrals. SUD Supportive Living Apartments also to convert to 820 Regulations.
- B. *Oswego County Opportunities, Inc. Mental Health Supported Housing Program transition to Medicaid Billing for Services - Elizabeth Thompson, Director of Behavioral Health Services / Jessica Hotaling, Mental Health Services Program Coordinator*** - In November 2022, an attestation was submitted to NYS Office of Mental Health (OMH) to participate in the voluntary Medicaid billable pilot program that will increase funding to the program. OCO will provide documentation from the client records to the State and NYS will assess and complete the billing. This may become mandatory in 1-2 years. Received \$39,000

startup money in January 2023. 65 beds total. Rate increase of \$600 per consumer bed in 2023, in addition to the January startup funds. Will hire 1 additional staff person for data entry and record keeping.

- C. Oswego Industries, Inc. Certificate of Need to close the Workshop located at 7 Morrill Place, Fulton, NY – Lee Sullivan, Director of Services** – At a recent audit it was noted that a Certificate of Need to close the Workshop had not been completed. Some people were still showing as receiving this service. The Workshop closed a couple of years ago, complying with OPWDD closure of all Workshops. The Pre-Voc program will be ending in the upcoming months, transferring the clients to other programs.
- D. Oswego Industries, Inc. Update on Family Support Services - Lee Sullivan, Director of Services**- Currently the program is down 2 staff and doing interviews to fill vacancies. The program had 177 face-to-face reviews to complete by March 31st that were originally thought to have a completion date of September 2023. This task is difficult due to limited staff. A recent review was done, and the expectation is that consumers are to have person-centered services. OPWDD reviewers asked that the face-to-face surveys be finetuned, however program choices are becoming more limited. The program has been heavily impacted by the revised list of reimbursement of eligible goods and services. If on the waiver, to be eligible for reimbursement of eligible goods and services, one must complete the application process and be approved. Guardianship access will take a minimum of a year to complete.
- E. Liberty Resources, Inc. Update on Oswego and Mexico Sites - Nicole Nicholson, LMHC, Clinical Supervisor Fulton Clinic** - The Oswego location now has 2 therapists. There is also a clinic within the Farnham site in Mexico; have not been able to hire staff for this location. Between Fulton and Oswego sites, there are 160 people on the waiting list. Looking to hire for all offices/locations.
- F. Nicole Kolmsee, Director of Community Services, Division of Mental Hygiene Director’s Report** – see attached.

**8) COMMENTS AND ANNOUNCEMENTS**

- Mental Hygiene Networking Meeting – Via Webex, Wednesday, March 15, 2023.
- Liberty Resources Mobile Crisis 24/7 service received the ARPA funding and thanks the community for their support.
- Vincent Schmidt from OPWDD is open to all feedback on what can be improved upon, what barriers agencies are seeing.

**9) ADJOURNMENT:** Motion by Brian Coleman, seconded by Melinda Casson. All in favor.

**10) NEXT MEETINGS:** Integrated Subcommittee Meeting: March 2, 2023.