

**LUZERNE/WYOMING COUNTIES DRUG AND ALCOHOL PROGRAM  
MINUTES OF THE EXECUTIVE COMMISSION MEETING**

Wednesday, March 25, 2020

The Luzerne/Wyoming Counties Drug and Alcohol Program Executive Commission conducted its monthly meeting on Wednesday, March 25, 2020 at 3:00 p.m.

<b>Participants</b>	Ryan Hogan, Jill Sprau, Pamela Coveleski, Marie Baratta	SCA
<b>Participants via Teleconference</b>	John Alunni	OHS
	Charles Blewitt-Chair, Cara Divine-Homza-Co-Chair	Exec. Comm.
	Rev. Lou Divis, Bonnie Dodson	Exec. Comm.

**Welcome** Dr. Blewitt welcomed everyone, and the February 26, 2020 minutes were reviewed. *A motion was made to accept the minutes by Rev. Divis, seconded by Ms. Dodson. All in favor. MOTION CARRIED.*

**Administrator's Report** Mr. Hogan noted that he is very happy to announce that the new Case Management Supervisor, Ms. Jill Sprau, has officially taken the position as of March 13, 2020. Mr. Hogan reviewed that Ms. Sprau has been with the D&A Program for over 15 years. Mr. Hogan reviewed that Luzerne/Wyoming Counties Drug & Alcohol Program staff are deemed essential by the PA Governor's Office and are able to work from the office. The SCA staff have the capabilities to work from home too. Mr. Hogan reviewed that he participates in weekly conference calls with DDAP/PACDAA regarding COVID-10 responses. The Commission discussed inviting Councilman Vough to an upcoming Executive Commission Meeting to learn more about his work and outreach in our community's. The Commission discussed how they are each taking great care to stay healthy and safe.

Mr. Hogan reviewed the GPRA Reporting Conference call with DDAP regarding the requirement of updating procedures for six-month follow-up reports. The SCA completed Annual SCA Monitoring Visits with Pathway to Recovery and The Robinson Counseling Center-Children's Service Center. Visits went well and future visits are TBD due to the COVID-10 outbreak. Mr. Hogan attended the Criminal Justice Advisory Board Meeting and received updates on how the LCCF is handling the COVID-10 outbreak. Mr. Hogan completed monthly reports including the Warm Hand-Off Report, Fraud Waste and Abuse Verification Report, and PA WITS Compliance Reports for Providers. He reviewed attending the Wyoming County HOPE Coalition Meeting and its Treatment Needs Sub-committee. *A motion was made by Dr. Blewitt, seconded by Ms. Dodson. All in favor. MOTION CARRIED.*

**Luzerne County Office of Human Services** Mr. Alunni reviewed that due to the COVID-19 directives for safety and prevention measures, there are no walk-ins or public meetings taking place at this time. The Office of Human Services Building is following the Luzerne County Office of Human Services Mandate. Mr. Hogan confirmed that our Security Staff meet the individuals outside the building and offer them the Agency Contact information sheet to reach out via telephone for assistance. Mr. Alunni relayed that he is impressed by the work being done by the SCA CM Unit and Administrative Office. *A motion was made by Rev. Divis, seconded by Dr. Blewitt. All in favor. MOTION CARRIED.*

**Case Management Report** The CM Unit are conducting Telemedicine with the approval from DDAP due to COVID-19. The CM Unit completes assessments via teleconference/skype/referrals/placements with Providers. Ms. Kimberly Franks has been hired as the newest CM Specialist and will start on April 13, 2020. Two open Case Management Specialist position interviews are ongoing at this time. Dr. Blewitt stated that he appreciates the SCA and their hard work to help our communities. Mr. Hogan continues to monitor inpatient treatment provider capacity and operations.

**Fiscal Report** Ms. Coveleski reviewed the cash disbursements thru February 20, 2020. Operating fees, and services are on track. PASTop.org Prevention Awareness items will be reviewed for purchase to help our Communities learn how to reach out for help. *A motion was made by Ms. Divine-Homza, seconded by Rev. Divis. All in favor. MOTION CARRIED.*

**Prevention Committee Report** Wyoming Valley Alcohol & Drug Services, Inc. has laid-off its Prevention Staff while schools are shut down due to the COVID-19 Coronavirus. Pathway to Recovery and The Robinson Counseling Center have implemented creative, unique Prevention programming including more information development and dissemination to those in need during the crisis. Mr. Hogan reported that Children's Service Center and CEO are distributing food, coloring books, crayons' in our Counties as well. *A motion was made by Ms. Dodson, seconded by Ms. Divine Homza. All in favor. MOTION CARRIED.*

**Executive Commission Nominating Committee** Dr. Blewitt discussed that Ms. Divine-Homza, Ms. Bonnie Dodson, and he have terms that will end on April 27, 2020. Both Ms. Divine-Homza and Ms. Dodson have already served

two (2) three-year terms, which is the maximum time frame that individuals are allowed to serve. He confirmed that he has served one (1) three-year term and has re-applied for another three-year term to the Luzerne County Council Clerk Ms. Lawrence, and is awaiting her response to his Volunteer application. Our Executive Commission volunteer compliment represents both Luzerne and Wyoming Counties, and we are in need of several volunteers for each County. Ms. Divine-Homza confirmed that she has a volunteer candidate to represent Education who is interested in completing an application to the County Council for their approval process. *A motion was made by Ms. Dodson, seconded by Rev. Divis. All in favor. MOTION CARRIED.*

**By-Laws and County Joinder Agreement** The By-Laws have been reviewed and approved in the 1<sup>st</sup> quarter of 2020. The By-Laws will be reviewed on a bi-yearly basis in the 1<sup>st</sup> quarter of calendar year 2022. Mr. Hogan confirmed that the term of the County Joinder Agreement is July 1, 2015 to June 30, 2022. *A motion was made by Dr. Blewitt, seconded by Ms. Dodson. All in favor. MOTION CARRIED.*

**Next Meeting** The next Executive Commission Meeting will take place on April 15, 2020 at 3:00 p.m. via Teleconference. *With no further business the Meeting adjourned at 4:05 p.m.*

Submitted by: Marie Baratta, Administrative Assistant

Reviewed by: Ryan Hogan, Assistant Administrator