

**Luzerne/Wyoming Counties Drug and Alcohol Program
Executive Commission
August 26, 2020**

The Luzerne/Wyoming Counties Drug & Alcohol Executive Commission Meeting took place on Wednesday, August 26, 2020 at 3:00 p.m.

Participants

Ryan Hogan, Pamela Coveleski, Jill Sprau, Marie Baratta - SCA

Participants via Teleconference

Dr. Charles Blewitt - Executive Commission Chair

Gene Dziak - Executive Commission Co-Chair

Rev. Lou Divis, Eric Bieski, Nicholas Wilson - Executive Commission

Welcome and Review of Minutes Mr. Hogan asked the Committee to review the minutes of June 24, 2020. *With no corrections a motion was made to accept the minutes by Mr. Dziak, seconded by Dr. Blewitt. All in favor. MOTION CARRIED. Minutes were approved.*

Administrators Report Mr. Hogan welcomed and thanked Mr. Wilson as the newest Executive Commission volunteer. Mr. Wilson relayed that he attended Bloomsburg University. He has worked at the Day-Reporting Center-Luzerne County, and is now working in PA State Corrections as a Counselor.

Mr. Hogan reviewed that he continues to monitor the department's Covid-19 response. We are following all Federal and State Guidelines throughout this pandemic. Mr. Hogan will begin the interview process with applicants for the Assistant Administrator position next week. Mr. Hogan discussed the Prevention Education Needs Assessment and Prevention Services/Program Planning. The Strategic plan is being completed for both Luzerne/Wyoming Counties at this time. A demonstration of an Electronic Medical Records (EMR) system called CPR Web by Susquehanna Software will be held on September 9, 2020. Additionally, a review of the REMARK Program will also occur on September 9, 2020. This program will offer additional Program Pre/Post Testing and may be purchased by the SCA with SOR Dollars if it meets our requirements. *A motion was made to accept the report by Mr. Dziak, seconded by Mr. Wilson. All in favor. MOTION CARRIED.*

Case Management Report Ms. Sprau confirmed that both of our new CM Specialists have been working very well throughout their training. Another CM Specialist will start on September 11, 2020. She will begin the training process that day. Ms. Sprau built a Training Manual for the CM Specialists that they are finding very helpful. Ms. Sprau has completed the Virtual Coach Approach training, Warm-Hand Off report, and a Virtual teleconference with the following providers: Pocono Mountain, White Deer Run, Silver Pines, and Guardian Angel Recovery House. The teleconference allowed for program discussion and program information-gathering. Due to the COVID-19 directives for safety and prevention measures, there are no walk-ins or public meetings taking place at this time. Ms. Sprau relayed that Ms. Galey, and Ms. Gavrish worked diligently doing a wonderful job assisting individuals into proper Level of Care Placements, LOC assessments, and other Services very efficiently. Ms. Sprau stated that the CM Unit staff are working extremely well through Telehealth, and are able to complete level of care assessments and placements. *A motion was made to accept the report by Mr. Dziak, seconded by Dr. Blewitt. All in favor. MOTION CARRIED. Minutes were approved.*

Fiscal Report Ms. Coveleski reviewed the cash disbursements of July that were within normal operating costs and procedures. Ms. Coveleski discussed that the DDAP 5 year Grant Agreement was delayed. We received the allocation on July 24, 2020, nearly our week after the grant agreement was promised to the SCA by DDAP. Ms. Coveleski developed, built, scanned contracts to all Providers just two days ago. Ms. Coveleski confirmed that she and Mr. Hogan will present the D&A Budget to County Council at an upcoming meeting.

A motion to accept the report was made by Rev. Divis, seconded by Mr. Wilson. All in favor.

Prevention Report Mr. Hogan relayed that September is (FASD) Fetal Alcohol Spectrum Disorder Month and Recovery Month. Prevention Providers will offer web-based information and activities. Student Assistance Program services remain available. DDAP and state SAP have shared methods for conducting SAP services off-site with increased web-based activities and social media postings. Prevention Plans have been submitted in PA WITS and have been approved by DDAP for FY 20/21. School Districts are working toward offering Virtual classes as well as in person depending on the Parents decision as well as the School Districts decision.

Executive Commission Nominating Committee Dr. Blewitt discussed two Executive Commission volunteer positions available for Luzerne County, and one volunteer position available for Wyoming County. Dr. Blewitt asked the Executive Commission to reach out to candidates to apply. Luzerne County volunteers will apply through the

Advisory Boards/Commissions volunteer application, and interview process with the ABC Committee that is found on the Luzerne County Website under Advisory Boards and Commissions. Wyoming County volunteers will apply through the Wyoming County Commissioners.

Administrative Program Committee The Administrative Program Committee discussed nominations for Mr. Dziak to move from the Secretary position to the Co-Chair position, as well as nomination of Rev. Divis to Secretary if she would accept the nomination. Dr. Blewitt reviewed the nominations for a motion to approve them today. The Commission unanimously voted and approved. Both Mr. Dziak and Ms. Divis accepted the nominations to the Administrative Program Committee, which is now at full complement.

OHS Report No Report.

Provider Report No Report.

By-Laws The 2018 and 2020 By-Laws will be reviewed and approved by the ABC Committee when they are able to meet in person for their review. The By-Laws will be reviewed on a bi-yearly basis in the 1st quarter of Calendar Year 2022.

Next Meeting The next Administrative/Program Committee Meeting is scheduled to take place on Wednesday, September 30, 2020 at 3:00 p.m. *With no further business, a motion to adjourn was made at 12:00 p.m. by Dr. Blewitt, seconded by Mr. Dziak. All in favor.*

Respectfully submitted by: Marie Baratta, Administrative Assistant

Reviewed and approved by: Ryan Hogan, Administrator