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| **SERCC Executive Team Meeting**  **Date and Time: February 11, 21, 3:30pm-5:00pm**  **Location: Teams Virtual Room** |

**Agenda**

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| **Time CDT** | **Topic** | **Proponent(s)** | **Attachment** |
| 3:30 pm | Welcome | Chair-Dr. Sutor |  |
| 3:35 pm | Minutes | All |  |
| 3:40 pm | Certifications/License Updates | Margaret/Nicole/All |  |
| 3:50 pm | Hiring Status | Margaret/Nicole |  |
| 3:55 pm | Committee updates   * Policy Manual * Admin/Practices * Clinical Oversight * Communications * Outcomes/Measures | Tim/Amy/Margaret/Nicole |  |
| 4:20 | Governance agreement | Amy/All |  |
| 4:45 | Executive Director Notes   * Standing item? | Nicole |  |
| 5:00 pm | Adjourn | All |  |
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| Attendance: **Must have quorum to vote** |

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| **Member** |  | **Member** |  | **Voting Member** |  |
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X= attending; 0 = absent

Minutes of the January 12, 2021 SERCC Executive Board meeting.

Meeting called to order at 3:32pm.

Minutes from the December 10th motion to approve made by Dr. Hoffmann and second by Nina Arneson, motion passed unanimously.

Introduction of Nicole Mucheck as the SERCC Executive Director. Introductions of the Ex. Board meeting attendees and details regarding their connections to SERCC and connections/relationship building within the community.

Dr. Sutor shared an email from Senator Senjem responding to a brief update Dr. Sutor had sent. Senator Senjem indicated his thanks and appreciation to the group for the work, progress and unique collaboration.

Committee Updates:

Admin/Practices – holds and commitments discussion. Dr. Joss from Woodland presented at the last committee meeting how holds are handled at Woodland. Looking for feedback from Ex. Board regarding holds/commitments policy. Question/concerns raised regarding state discharge/provisional discharge waits. Clarifications raised regarding holds/commitments doesn’t require a need for a locked facility. Need to develop solid criteria around holds policy – need to be based on behavior instead of just the hold itself. Maintain clear communication between SERCC and local hospitals regarding when safety or risk/need is raised. Look at capacity numbers as SERCC is open to address commitments (which will be longer term stays) and factor in the youth vs. adult splits. Will build in a rolling evaluation and adjustment regarding SERCC. Support for SERCC to admit clients on holds/commitments with policy or procedure around the capacity or review of current SERCC census numbers. Will go onto the clinical committee for next steps.

Clinical – very good feedback and robust conversations. Multiple policies are being washed into final form and will be submitted either late this week or early next week as part of the license process.

Communications – will meet later this month and is working on a messaging framework. Tim Hunter is working on an internal communication/talking points so that all partners are continuing to use the same language.

Facilities – Margaret, Tim and Nicole did a walk-through of the facility 1/12/21. Tim will complete a virtual walk-through soon for all partners. Still on target for the building for April, still no confirmation on the parking lot.

Policy manual is on OneHub for review. Will be locked when submitted as part of the license process. Nicole will begin to work through the procedures in collaboration with the committees. As we move from policy work into procedure work are there individuals from each agency that would be better on the committees for procedure work. Forward additional names onto Tim Hunter and Margaret Vimont.

Governance Agreement:

Both the Governance Agreement and Attachment A will be added to OneHub for review. Send any comments or modifications to either Amy Becker or Tim Hunter.

Motion to adjourned made by Nina Arneson with a second by Dr. Clements, motion passed unanimously.

Meeting closed at 4:45pm.