

# DOUGLAS COUNTY HEALTH CENTER / COMMUNITY MENTAL HEALTH CENTER

## Board of Trustees Meeting Minutes

Douglas County Health Center  
Town Hall on Main Street

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### DOUGLAS COUNTY HEALTH CENTER COMMUNITY MENTAL HEALTH CENTER BOARD OF TRUSTEES



## Meeting Minutes

**Monday, January 28, 2019**  
**4102 Woolworth Avenue**  
**Town Hall Rooms 1 & 2**  
**9:00 A.M.**

#### Board of Trustees Members

##### Members Present

Clare Duda, Chair  
Marc Kraft, Vice Chair  
Chris Rodgers, Trustee  
Mike Boyle, Trustee  
Mary Ann Borgeson, Trustee

##### Members Absent

PJ Morgan, Trustee  
Trustee Cavanaugh, Trustee

#### DCHC Attendees

Jean Hartnett, Administrator  
Todd Stubbendieck, COO  
Jan Hankey, Dir. Support Services  
Molly Motsinger, STR Program Director  
Erin Nelson, Director of Pharmacy  
DeDe Will, Director of Finance  
Ashley Martin, Executive Assistant

#### CMHC Attendees

Sherry Glasnapp, Director  
Mike Phillips, Outpatient Director  
Jessica Woodard, Compliance Officer  
Teri Speck, Director of Detox Services  
Marti Christensen, Director of Nursing  
Pilon Atkins, Fiscal Director

#### Other Attendees

Diane Carlson, DC Commissioners  
Dianne Wallace, IT Coordinator  
Joe Lorenz, DC Commissioners  
Leia Baez, PIO  
Geri Urban, DC Gen Assist  
Kristin Lynch, Dep County Attorney

#### I. Call to Order

Chair Duda called the meeting to order at 9:04 a.m. and stated that the meeting was being

Advance notice of the meeting was given by publication in The Daily Record, a legal newspaper.  
The notice advised that an agenda kept current was available for public inspection in the  
Office of the Administrator of Douglas County Health Center.

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conducted in compliance with Nebraska's Open Meetings law, a copy of which is located on the back wall.

Chair Duda called for the Roll at 9:04 a.m. Trustee Morgan, Cavanaugh and Rodgers were absent.

Trustee Rodgers arrived at 9:12 a.m.

### II. Consent Agenda

Chair Duda called for a motion to approve the Consent Agenda at 9:05 a.m. **Trustee Borgeson** moved, and **Trustee Boyle** seconded. Chair Duda called for the vote. Yeas: Duda, Borgeson, Boyle, Kraft. Absent: Cavanaugh, Morgan, Rodgers. Motion passed.

### III. Citizen Comments

Chair Duda called for members of the audience to be heard regarding any item not on the agenda. No questions or comments were presented.

### IV. Action

#### a. Annual Election of Officers

Chair Duda informed the board that is the time of year for the Annual Election of Officers.

**Trustee Borgeson** moved that Chair Duda remain Chair of the Board of Trustees, and **Trustee Boyle** seconded. Yeas: Duda, Borgeson, Boyle, Kraft. Absent: Cavanaugh, Morgan, Rodgers. Motion passed.

**Trustee Borgeson** moved that Trustee Kraft remain Vice Chair of the Board of Trustees, and **Trustee Boyle** seconded. Yeas: Duda, Borgeson, Boyle, Kraft. Absent: Cavanaugh, Morgan, Rodgers. Motion passed.

### V. Discussion

#### a. Mission Moment and DHHS Survey Update

Speaking was Jean Hartnett.

Ms. Hartnett informed the board that the Department of Health and Human Services surveying team completed their annual survey on January 23, 2019. She reported that the survey was a success. While she anticipates some deficiencies, the overall outcome was extraordinarily positive. We will know for certain what our specific deficiencies are in the next several weeks.

She thanked each of the staff members for their contribution to making this year's survey process successful. The surveyors commented over and over again about the caring staff they saw delivering care and remarked how well we know our residents.

#### b. Fire Marshal Survey Update

Speaking was Jan Hankey.

The State Fire Marshal completed the fire marshal inspection on January 16, 17 and 23, 2019. During the building tour, 82 items were found out of compliance to the Life Safety Code; 43 of the findings have been resolved.

#### c. Key Initiatives Update (DCHC)

##### i. STR Program Development

Speaking was Jean Hartnett.

Ms. Hartnett informed the board that the executive staff at the Health Center are continuing to evaluate the Short Term Rehabilitation Program to see how it fits in with our mission.

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### ii. EHR Update

Speaking was Dianne Wallace.

Ms. Wallace informed the board that the two candidates for EHR have been hired. They are still targeting July 1, 2019 as a go-live date.

Ms. Glasnapp also recognized the employees who have been pulled from their jobs to assist with Meditech.

### d. Trends in Behavioral Health Monthly Update (CMHC)

#### i. CMHC General Topics

Speaking was Sherry Glasnapp, Leia Baez, Mike Phillips and Pilon Adkins.

Ms. Glasnapp informed the board that Marti Christensen, Director of Nursing, is retiring. Her last day will be on February 1, 2019.

Ms. Baez presented branding for the Community Mental Health Center. She informed the board that she has been working with the staff at CMHC and a graphic design artist since July 2018 to come up with a brand that will assist with standardization in business cards, letterhead, etc. Mr. Phillips informed the board that they chose the dragonfly as their icon because the dragonfly symbolizes wisdom, change, transformation, light, happiness and adaptability in life. The dragonfly also represents transformation and life's ongoing process of change.

Chair Duda requested that they present this at the February board meeting for a final vote.

Ms. Glasnapp also discussed Dan's Cabinet. Dan's cabinet is filled exclusively with items that were purchased with donations made in memory of Dan. The staff use the items we keep in here routinely for patients when they are present with needs. Sara Beard, Case Management Specialist, wanted to share a client's story of need and how we were able to assist her through our generous donations at CMHC.

"One of my female clients came into the clinic a few months ago reporting she had been sleeping in a local park and walking around the city all day because she had no where she could stay. She reported she had to leave a friend's apartment because she was getting sexually harassed in the building. All of her belongings had recently been stolen at one of the shelters she slept at. She didn't trust staying at either place again. She was without medications. She hadn't been able to shower or eat for at least 24 hours. She was wearing shoes that were too small and causing her feet to bleed.

We were able to order her medications from the pharmacy. She was given food--granola bars, peanuts, and other snacks that we have in the clinic and that were paid for by our foundation funds. Those snacks provided immediate relief to her hunger. We were also able to send her home with a sack lunch ordered through our dietary department. She was given bandages for her feet and a pair of donated shoes that fit her better. Our resource closet provided her with a back pack for personal items, a hygiene pack that includes basic soap and other items, a calendar to write down appointments, and sunscreen. She was able to wash up in our restroom with her hygiene pack. She spent quite a long time in a quiet, cool office making calls to find a place to stay for the day/night. I assisted her with some housing referrals and a community support worker referral.

I am proud of the work we do in the clinic on a daily basis, but on this particular day, I was

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overwhelmed with all of this client's needs and at the same time amazed at how many resources that we could offer her. We do so much more than provide medication and therapy treatment. I am grateful for our donors that make providing resources to our clients possible."

### ii. Detoxification Services Update

Speaking was Sherry Glasnapp.

Ms. Glasnapp informed the board that they are continuing to move forward with Detox Services and finding additional funding. The board also discussed other funding sources.

### iii. Lincoln Regional Center Waitlist Update

Speaking was Sherry Glasnapp.

Ms. Glasnapp updated the board on the Lincoln Regional Center waitlist.

### iv. Peer Support Services Update

Speaking was Mike Phillips.

Mr. Phillips discussed that there have been no changes to the peer support services update definition. The State has responded and has said that they are willing to work with CMHC for an enhancement.

### v. HFAP Update

Speaking was Jessica Woodard.

Ms. Woodard thanked the staff of DCHC for a wonderful meeting following the state survey process. She is continuing to work on HFAP and CARF requirements, and is hoping to have most of the prep work done by July.

## VI. DCHC/CMHC Routine Reports & Updates

### a. Occupancy & Staffing Update (DCHC)

Speaking was DeDe Will.

Ms. Will informed the board overall CMHC continues to trend positively. DCHC is in the negative at the moment.

### b. Staffing Report

Information was provided via packet and no additional discussion was needed.

### c. Workload Report

Information was provided via packet and no additional discussion was needed.

### d. Medication Distribution Report

Information was provided via packet and no additional discussion was needed.

## VII. Executive Session

Chair Duda called for an executive session and approval at 10:02 a.m. Chair Duda called for the vote. Yeas: Duda, Borgeson, Boyle, Kraft, Rodgers. Absent: Cavanaugh, Morgan. Motion passed.

## VIII. Adjourn

The meeting reconvened at 10:34 a.m.

Chair Duda adjourned the meeting at 10:34 a.m.

**Next Meeting will be held on Monday, February 25, 2019.**