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| **SERCC Executive Team Meeting**  **Date and Time11/10/20, 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 | Hiring Approval (Executive Director) | Margaret/All |  |
| 4:00 pm | Budget Approval   * Sustainability Plan | Tim/Amy/Margaret |  |
| 4:20 pm | Committee updates   * Admin/Practices * Clinical Oversight * Communications * Facilities | Tim/Amy/Margaret |  |
| 4:40 | Targeted Opening date | Tim/All |  |
| 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 November 10, 2020 SERCC Ex. Board Meeting

Meeting called to order at 3:33pm.

Minutes from the October 1st motion to approve made by Dr. Hoffman and seconded by Dr. Clements, motion passed unanimously.

2021 Draft Budget:

Finance committee reviewed draft budget and assumptions. Margaret shared the budget narrative, reviewed and responded to questions. Discussed the residential and non-residential assumptions regarding rates and service usage used to create the draft budget. Question regarding contracting with DHS timeline to ensure that billing timeline will match SERCC opening timeline. Tim Hunter confirmed that both him and Nexus have had conversations with DHS. Question about nursing staffing and Margaret confirmed that the nursing subcommittee reviewed and confirmed the budget nursing staff assumptions. Finance committee will review the 2021 budget and present a recommendation at the next Ex. Board meeting.

Committee Updates:

1. Administrative Practices and Clinical Committee – first meeting was level setting and road mapping how to move through policies and procedure completion. Planning to use a walk-through the facility approach to draft, review and confirm policies. As the committees move through the facility both will review the draft policies along with statute/rule/regulation that is not up for debate. This will also allow for both committees to review same policies on the same timeline. OneHub will be used for storing and review policies as the work moves forward.
2. COVID Protocol – Nexus has decided to move these down the priority list until 2021 so that the new hires (ED, MC Coordinator, etc.) and so that the license priority policies taken precedent. Dr. Clements confirmed waiting on protocols writing until 2021. Dr. Sutor and Dr. Clements discussed watching PPE availability and possibly purchasing a stockpile of PPE in 2020. Dr. Clements indicated he would be willing to be a resource for further questions regarding PPE.
3. Communications – the committee has been discussing how to move the branding of SERCC forward. Working on messaging framework to go out to all partners and community members regarding SERCC interfacing with the current services. Watch for messaging coming out for review. Communications committee has also been working on visual and logo updates that connect SERCC and mobile crisis services.

Application and Certification Process:

Nexus is drafting the policies and procedures for review and feedback to complete final versions. Plans include becoming a Rule 29 provider and have the ability to bill medicare but pushing this out until after the other 4 licenses are obtained. Will use OneHub to store finalized policies for review by the Ex. Board – index of policies has been asked for review purposes. Asked about the policies purchased from Woodland and have used them as examples and it has been a good resource.

Hiring Update:

There was one candidate that moved through the Nexus process and introduced to the Ex. Board but upon review the candidate withdrew his application as ED. Nexus is still in the process of hiring the ED – there is one other candidate in the que but may need to contract out for a retained search. Nexus is leaning toward a retained search – Ex. Board has indicated being more aggressive in the ED search. Still working through other hires anticipated for early 2021.

Building Update:

Going up as planned and on schedule. Working on interiors and furniture. The parking lot asphalt company stopped laying asphalt. Olmsted County facilities is working with the company to either get the parking lot completed yet this year or 1st on the list for 2021 – need the parking lot complete before we can open the doors.

Transportation Subgroup Update:

Tim is working on a transportation GIS map – will outline what is available and gaps. How fast do we move with this subgroup? Who should be on this subgroup? Discussion and consensus around delaying the start of this subgroup until 2021. Also looking into partnering within the Region for options/solutions that are currently being discussed around transportation. Tim will provide a list of current transportation options/solutions within the Region.

Questions:

How is the attendance of the committees and sub-committees? – good attendance and mix on the committees for both clinical and policy – Tim has done some recruiting outside of Olmsted for the clinical committee. Discussion around regional representatives from Mayo Health Systems (Goodhue and Mower Counties?)

Motion to adjourn made by Dr. Hoffman and seconded by Sean Kinsella; motion passed unanimously. Meet adjourned at 4:40pm.