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| **SERCC Executive Team Meeting**  **Date and Time11/10/20, 3:30pm-5:00pm**  **Location:** [**Teams Virtual Room**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWVjYjEzYjItYzZhOS00YTVhLWFiN2EtMjU2YTlmZWU3OTkz%40thread.v2/0?context=%7b%22Tid%22%3a%223b13dafd-8985-4fad-8f2c-467a9832b60a%22%2c%22Oid%22%3a%22a8c3cb89-e6c8-4b3e-b4d4-1121107a3504%22%7d) |

**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 | 2021 draft budget | Margaret/All |  |
| 4:00 pm | Committee updates   * Admin/Practices * Clinical Oversight * COVID protocol | Tim/Amy/Margaret |  |
| 4:15 pm | Application/Certification update | Margaret/All |  |
| 4:30pm | Hiring Updates | Margaret |  |
| 4:40 pm | Building Update | Tim |  |
| 4:50 pm | Transportation Subgroup | 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 October 1, 2020 SERCC Ex. Board Meeting

Meeting called to order at 3:32pm.

Minutes from the August 25th meeting approved.

Budget:

1. Proposed budget for 2020 presented by Margaret from Nexus – potential expenses for 2020 in the amount of $337,036 with a potential additional $73,000 in fees for enhanced employee recruitment. Budget outline included and then a more detailed description of what is behind the listed expense. ED and Marketing staff are the major hires in 2020 for SERCC. Administration fee is $20,000 for 7 months to Nexus includes all departments working currently and before SERCC opening to prepare/plan/initiate opening of SERCC. IT and AV equipment costs, staff uniforms and facility bedding/linens. Question regarding PPE for COVID – will be included in the 2021 budget. A question regarding mobile crisis coordinator – will be addressed later in agenda. Comment to allow flexibility regarding IT costs for possible additions of IT costs. Any significant change to the 2020 budget will be routed through the Finance Committee with a recommendation to the Ex. Board. This is the normal flow and only differs today based on timing of the Ex. Board meeting and the Finance Committee meeting. Motion made by Dr. Hoffman and seconded by Sean Kinsella to approve proposed 2020 budget – motion passed.
2. 2021 budget assumptions will be reviewed by the Finance Committee prior to recommendations coming to the Ex. Board in November. Will work on updating the data to drive the utilization both residential and walk-in sides of SERCC. Staffing concerns both too much staffing and not enough staff for SERCC opening. Looking at working with the Clinical and Administration committees in first meetings to address the budget assumptions regarding staffing and usage. Nexus would rather error on the side of over-staffed to avoid sending potential clients away – Board agrees with this. Volume to start will begin by working with community partners and referrals. Mayo ED and NAMI both indicated an increase in need from their current work. Staffing ratio does impact rates and over-staff would work better for rate setting. SERCC design space is focused on direct service – Nexus as looking into having non-direct service staff (finance, PQI, HR) staff off-site at Rochester Nexus location at a small rental cost.
3. Workflow of approving large budget items - discussed this with Finance Committee with recommendation then made to Ex. Board. The Ex. Board is comfortable with this workflow.
4. Disbursement schedule – individual conversations with each funder and this is moving forward. Nursing is the only expense that will be itemized to one funding stream with other expenses being allocated proportionally amongst the funders.

Construction Update:

On track even with the rainy weather. The foundation is in and utilities access are being added.

Mobile Crisis Proposal:

Grant management and Coordinator role will move over to Nexus with goal of this shift happening 1/1/2021. Have been discussing this proposal to the mobile crisis hubs for feedback. Once the details are more worked out this will go public and will tie in communication and updated branding as Nexus comes on board and mobile crisis changes move forward.

Hiring Updates:

Executive Director – have 2 candidates who are being vetted and updating the recruitment. Discussion around taking a more active recruitment step toward pushing the posting out to those in the region who are qualified. Conversation regarding this concern with partners but move forward with more active recruitment process. HR departments might have some ideas – forward HR contacts onto Margaret.

Transportation:

How to get clients to and from SERCC? Where are the transportation gaps? Should we have a sub-group specific to transportation? Sub-group should include community providers and law enforcement. Should SERCC have vehicles available to staff to transport clients? Protective transport exists but with very few providers outside of ambulance services. There are secure transport providers that with SERCC added would there be enough demand for a provider to come into the area? What about cabs, Uber, Lyft? Asking the question to clients when being dropped off as to how they will be getting home/back/next location? GSSC contracted provider? Volunteer driver program? County vehicles for Olmsted County clients – what about out of Olmsted clients? How to address late night transportation? Transportation for clients to and from non-Olmsted counties? Mobile crisis staff can transport clients? Sub-group but not an ongoing committee – time limited to this project. Motion made by Paul Fleissner and seconded by Dr. Clements to form a transportation subgroup – motion passed.

Certification:

Nexus is pursuing 4 licenses to cover SERCC. Working on dividing policy and procedures into 2 groups: policies that are standard and/or based on law and policies that need input from committees. Committee dates will be sent out by Tim Hunter.

Agenda Setting:

Want input from all members of Ex. Board and committee chairs/co-chairs to have input into the Ex. Board agenda. Agenda ideas will be submitted via email.

Paul Fleissner moved to adjourned meeting with a second by Dr. Hoffman – motion passed, and meeting closed at 4:35pm.