

# FOREST WARREN COUNTY HUMAN SERVICES

285 HOSPITAL DRIVE  
WARREN, PA 16365

**Warren County Commissioners**  
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Single County Authority for Drug & Alcohol Services  
Melissa Baxter, SCA Director

ATOD/MH/DD Advisory Board Meeting Minutes  
Tuesday, December 3, 2024  
Human Services 12:00 p.m.

**Present:** Amanda Hetrick, Pam Khare, Commissioner Kline (via Zoom), Mark Rhoads, Danell Sowers, Diane Weckerly (via Zoom)

**Absent:** Commissioner Durbin, Dr. Nichole Harrison, Dr. John John, Katie Sobkowski, Jessica Uber

**Staff Present:** Adam McNeill, Melissa Baxter, Julie Lacki, Tammy Shippee, Annette Miller (Recording Secretary)

## **Ex-Officio:**

**Guests:** Jacki Bonace, Heather Stover, Sara Warmbroadt, Amanda Milliren (via Zoom), Jean Berry (via Zoom), Lisa Babo (via Zoom), Judy Baker (via Zoom), Jen Gesing (via Zoom), Nicole Neukum (via Zoom), Kim Thurston (via Zoom)

## **I INTRODUCTIONS**

- Danell Sowers called the meeting to order and introductions were made.

## **II MINUTES**

- A quorum was present and Danell Sowers asked for a motion to approve the minutes from February 6, 2024, the minutes from March 5, 2024, the minutes from April 2, 2024, the minutes from May 7, 2024, the minutes from June 4, 2024, the minutes from July 2, 2024, the minutes from August 6, 2024, the minutes from September 3, 2024, the minutes from October 1, 2024, and the minutes from November 5, 2024. A motion was made and seconded to accept all of the minutes, all were in favor and the motion carried.

## **III NOMINATING COMMITTEE**

- Danell Sowers asked for a motion to approve the nominations of Sarah Lyon and Heather Stover as new Board members. A motion was made and seconded to approve the nominations, all were in favor and the motion carried.
- Officers for 2025 were discussed. The position of Chair was tabled until January 2025. Danell Sowers asked for a motion to approve the nominations of Commissioner Kline as Vice Chair and Diane Weckerly as Secretary. A motion was made and seconded to approve the nominations, all were in favor and the motion carried.
- Pam Khare introduced and nominated Jackie Bonace as a new Board member. Pam shared that Jackie is very involved in Special Olympics and will be a good addition to the Board. A vote will be held at the next meeting.

- Adam McNeall nominated Misty Pennington and Dr. Peter Kauffman, both from Jamestown Psychiatric, who oversee the WGH psychiatric unit, as new Board members. A vote will be held at the next meeting.

#### **IV TREASURER REPORT**

- Danell Sowers asked for a motion to approve the use of \$183.13 for an adolescent consumer. A motion was made and seconded to approve the funds, all were in favor and the motion passed.
- Danell Sowers asked for a motion to remove Jessica Uber and Pam Khare as signatories on the Board checking account. A motion was made and seconded to approve the removal, all were in favor and the motion passed.
- Sarah Lyon and Melissa Baxter were nominated to be the signatories on the bank account. A vote will be held at the next meeting.

#### **V STATS**

- **ATOD** – Melissa Baxter is working on a cheat sheet for the stats. In comparing October 2024 to October 2023 all of the numbers have increased and we are unsure why.
- **MH** – Julie Lacki shared that comparing October 2024 to October 2023 the adult numbers are higher but RTF's were lower, however RTF's are currently exploding as of December 2024. Warren State Hospital numbers are up as well. Adam McNeill shared that Intake GPS calls are very high.

#### **VI UPDATES**

- a) **ATOD-** Melissa Baxter gave the ATOD update.
  - Submitted part 1 for the Prevention Needs Assessment. The next step is Community Engagement events.
- b) **MH-** Julie Lacki gave the MH update.
  - Julie participated in a Mental Health Planning Council today and viewed a presentation on Complex Needs planning at the State level.
  - Kayloni is very busy, we have many kids in inpatient and RTF and have several very young complex cases.
- c) **DD/EI-** Tammy Shippee gave the DD and EI update.
  - Looking to fill a Case Aide position for ID.
  - We have two new Community Living Waivers to fill, however the State has put a lot of restrictions on them.
  - Dan McKinnon, Office of Developmental Programs, will be coming to do a presentation on Incident Management for providers and staff.
- d) **Managed Care-** Lisa Babo gave the Managed Care update.
  - There is a Parent Member meeting tomorrow in St. Mary's.
- e) **Human Services/Strategic Plan-** Adam McNeill gave the Human Services/Strategic Plan update.
  - Continuing to work through changes with restructuring the Board. A new logo was created for FWHS and with the rebranding, looking at the direction we are going as a contracting agency with the providers.
- f) **Other**
  - Nicole Neukum shared that Family Services is purchasing the old Jefferson Tea House. The goal is to move in by May of 2025. An Open House will be held at their current location on December 11, 2024

from 3:00 pm to 7:00 pm, and once they have moved, another Open House will be held at the new location.

- Jen Gesing asked all members to review the proposed PRTF regulations and comments and then contact their State Legislators with concerns.

## **VII CONSUMER/FAMILY CONCERNS**

- Pam Khare shared a concern regarding a Special Olympic athlete who lost his mother. He is now alone in the house, but has some supports and his basic needs are being met.
- Pam Khare voiced her concern that Support Coordinators need to explain services to the consumers and their families better.
- Jackie Bonace shared that many volunteers for the Special Olympics are 65 years old and older, and will be stepping down, however no one is stepping up to volunteer.

## **VIII BOARD RESTRUCTURE UPDTE**

- Adam shared that starting in January 2025 we will move to meeting every other month.
- Will need to form a committee to work on revision of the bylaws.
- Looking at the CYS Board to pull some members into the larger Human Services Board.

## **IX ADJOURNMENT**

- Danell Sowers asked for a motion to adjourn the meeting. A motion was made and seconded to adjourn, all were in favor and the motion carried.
- Next Meeting is January 7, 2025.

Respectfully submitted,

*Annette Miller, Recording Secretary*