

HOLLISTON YOUTH & FAMILY ADVISORY COUNCIL MINUTES

7:00 pm - Monday June 15, 2020 /1750 Washington Street, Holliston, MA 01746

Meeting via Zoom

Advisory Council Members Present: Darlene Vittori-Marsell, Alison Quinan, Kathy Cumming, Lynne Rahim, Jen Lieberman, Peggy Payne, Kate Cunningham, John Drohan, Ainsley Maclachlan, Brendan Haddad, Jean Vazza. Stephanie Farrell

Absent: Brian Sahajian

YFS Staff in Attendance: Director Jackie Winer, Clinician Kirsten Rancourt

-Motion to open the meeting: Jean Vazza

Second: Lynne Rahim

-Motion to accept the May 2020 Minutes: Lynne Rahim

Second: Alison Quinan

-Motion to accept the May 2020 Minutes: Kathy Cummings

Second: Peggy Payne

General Business:

1. Welcome new student members: Welcome to Stephanie Farrell. Brian Sahajian was not able to attend.
2. Director's Report
 - Jackie was interviewed by Jim Morelli.
 - Jackie participated in a parent information Zoom meeting supporting parents as we wrap up the school year during quarantine. An impressive number of parents (70+) accessed the meeting. They are hoping to plan another parent meeting in August when more is known about the logistics of starting the 20/21 school year.
 - Jackie and Kirsten are creating a parent resource guide to include rituals and routines for the summer.
 - Jackie and Kristin are working to identify ways to begin to see clients safely. There are plans to see clients individually and in small groups for the summer.

- Sarah finished her internship. All of her clients had a successful end, with referrals made for new clinicians where applicable.
- YFS will provide support during the summer for students who would benefit from continued services as identified by school counselors.
- YFS budget was approved.

New Business:

1. Update: EMR/Telehealth: They are using the basic Doxi program for Telehealth currently. The town has approved the use/purchase of the premium version. Jackie hopes to be fully online by the end of the summer.
2. Finalize roles of board members for next year/ Resignation of Chair:

The board thanks Darlene Vittori-Marsell for her 9 years of service. She has provided invaluable knowledge and support to Holliston Youth and Family Services and the director.

Chairperson: Jen Lieberman, and Vice Chairperson: Lynne Rahim will co-chair moving forward.

Duties

- Draft agenda each month. It must be sent 48 hours prior to the next meeting (Darlene sends it a week in advance).
- Invite HDAC representative to the meetings.
- Oversee Ethics certification and swearing in of board members.
- Run the meeting.
- Quorum of 5, not including chairperson (Vice Chair will count towards a quorum when Chair is present to run the meeting).
- Replace Darlene's seat. (There should be 9 total members; Chair and 8 members). Student members do not count toward a quorum.
- Chair/Vice Chair responsibility to oversee Ethics certification and swearing in of board members is up to date.
- Chairperson will represent the board at town meetings as needed.
- Lead the students. Support students in being recognized and heard.
- Vice Chair will write the annual review of the director.

Secretary: Peggy Payne

Duties

- Take the minutes during monthly meetings.
- Submit minutes to the town.
- Make sure the board conforms to town bylaws and meeting guidelines.

Liaison to the director: Jean Vazza.

Duties

- Assist in interviews, as needed.
- Representing mental health perspective at town meetings, as needed.

Evaluation Coordinator: Kathy Cummings.

Duties

- Coordinate outreach to all stakeholders for feedback on the director for the annual review.

Community Action Fund: John Drohan

Duties

- Attend monthly meetings.
- Update the board on Community Action Fund activities.

Student Advisors: Stephanie Farrell, Brian Sahajian

Duties

- Students will attend meetings and provide insight on student perspectives during board conversations.
- Take part in a service project if they choose.

3. Update on Community fund:

- Provided 5 gift cards from the Community Action Fund.
- The Community Action fund may have the opportunity to manage money granted to the town for Covid-19 relief through the Cares Act.

4. Updates and good byes for our student advisory board members:

Ainsley Maclachlan and Brendan Haddad were thanked by the board and director for their service and honesty. Students reported that they learned a lot from their participation on the board.

-Motion to adjourn: Jen Lieberman
Second: Lynne Rahim

Next Meeting: Monday September 21, 2020

Respectfully Submitted By:

Peggy Payne
Secretary YFS Advisory Council