

**Carbon-Monroe-Pike
Mental Health and Developmental Services
Advisory Board**

MINUTES	10/15/2019	6:00 P.M.	MULLALLY'S CLUBHOUSE CAFE AT GLEN BROOK GOLF CLUB STROUDSBURG, PA 18360
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A meeting of the Carbon-Monroe-Pike Mental Health and Developmental Services Advisory Board was convened on this date at 6:55 p.m. at Mullally's Clubhouse Cafe, Stroudsburg, Pennsylvania.

MEETING CALLED BY	Dr. Samuel Dolgopol, Chair & Tina L. Clymer, Administrator
BOARD CHAIR	Dr. Samuel Dolgopol
RECORDING SECRETARY	Beth Bingaman-Lutz
PRESENTER	ANNUAL AGENCY UPDATE - Ms. Tina L. Clymer, Administrator
BOARD MEMBERS PRESENT	Dr. Laurene Clossey, Dr. Samuel Dolgopol, Dorothy Eberts, Eugene Pelletreau, Nellie Gordon, Amy Kirkwood Albert, Susan Barradale, Elizabeth Torkildsen, Suzanne McCool, and Commissioner Moyer
BOARD MEMBERS ABSENT	Commissioner O'Gurek and Commissioner Guccini
STAFF MEMBERS PRESENT	Tina Clymer, Kathleen Peterson, Jennifer Williams, Sheryl Shay, Jeffrey Hartzell, Kimberly Chern, Sandra Hess, Tracy McGrath, Rebecca Berghoefer, Louis Santiago, Billi Jo Bliss, Zaadya Martinez, Mary Fisher O'Brien, Beth Bingaman-Lutz, Robyn Martini, Tammy Love, William Balester, and Nicole Polk

ACTION ITEMS

MINUTES	Motion by Suzanne McCool, seconded by Eugene Pelletreau, and carried unanimously to accept the minutes of the September 23, 2019 meeting.
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AGENDA TOPICS

PRESENTATION	ANNUAL AGENCY UPDATE	Tina L. Clymer, MS, LPC CMP MH/DS Administrator
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The slide show opened with Ms. Clymer explaining the Governance Organizational Chart and the goal of the presentation is to provide an understanding of departmental processes within the agency. She introduced the following individuals who presented a brief summary of their departments' functions, activities, and tasks:

- ~ **Human Resources Department** - presented by Sandra Hess, HR Training and Development Coordinator and Beth Bingaman-Lutz, HR Administrative Assistant
- ~ **Information Technology (IT) Department** - presented by Sheryl Shay, Director of Technology & Communications
- ~ **Fiscal Department** - presented by Kathleen Peterson, CPA, Fiscal Officer
- ~ **HealthChoices Department** - presented by Tina Clymer, MS, LPC, Administrator
- ~ **Mental Health Department** - presented by Jennifer Williams, Deputy MH Administrator
- ~ **Developmental Services & Early Intervention Departments** - presented by Kimberly Chern, Deputy DS Administrator

Ms. Clymer closed the presentation by summarizing the importance of how the workflow within departments serves to accomplish the overall organizational goals.

<p style="text-align: center;">AWARDS PRESENTATION</p>	<p>The following recipients were recognized and received an award for their Outstanding Community Service:</p> <ul style="list-style-type: none"> ➤ <u>Denise Kovalovsky</u> - Presented by Nicole Polk ➤ <u>Sue Ann Jacobs</u> - Presented by Kim Emmet ➤ <u>William Balester</u> - Presented by Jennifer Williams <p>No motion required.</p>	
<p style="text-align: center;">Next Meeting</p>	<p>Monday, January 27, 2020</p>	
<p style="text-align: center;">VISITORS</p>	<p>Commissioner Garris, Commissioner Christy, Commissioner Osterberg, Commissioner Schmalzle, Shirley Meryweather, Doreen Santiago, Denise Kovalovsky, Sue Ann Jacobs, Kim Emmet, Rick Peterson, Jay Berghoefer, Roderick T. Bliss, Anna Gordon, Michael Albert, Colin Love, Marcia Balester, Joseph Kovalovsky, Jonathan Hoppe, Doug Jacobs, and Nathan Jacobs</p>	
<p style="text-align: center;">ADJOURNMENT</p>	<p>Motion by Eugene Pelletreau, seconded by Elizabeth Torkildsen, and carried unanimously to adjourn the meeting at 9:03 p.m.</p>	
<p style="text-align: center;">APPROVED BY</p>	<p><i>Dr. Laurene Clossey</i></p>	<p><i>Laurene Clossey</i></p>