

COMMUNITY FAMILY SERVICES COMMITTEE MEETING

Ela Town Hall 1155 E. Route 22, Lake Zurich
Upper Level Conference Room
Wednesday, August 18, 2021 at 8:45 A.M.

MEETING MINUTES

1. **Call to Order:** Trustee Wilhoit called the August 18, 2021 Community Family Services Committee meeting to order at 8:47 A.M.
2. **Roll Call:** Present were Supervisor Palmblad, Trustee Wilhoit, Trustee Sikes, Township Manager Stefaniuk, and Director Marx.
3. **Staffing Needs:** The department is averaging 13 calls per day, and 10 people per day with lending closet needs. Two part-time Administrative Coordinator job opportunities are available. One of the opportunities will be filled as of August 24, final paperwork and background check contingent. This admin will fill the Tuesday Thursday position and will be trained and responsible for managing Emergency Assistance clients/paperwork. The department is also in need of a part-time therapist, however with further discussion and based on community need, the position will be offered as full-time with benefits. 19 new referrals have come in August thus far, 10 for therapy and 9 are case management. 11 clients have been put on a wait list for services due to staffing needs. Director Marx has 17 clients and is spending 1 hour per week with each client.
4. **Updating forms/intake:** Director Marx has updated adult and child intake forms to add insurance questions if they are put on a wait list, rights and responsibilities forms, bilateral release of information, informed consent, and gift card spreadsheets. Adult intake assessment, child intake assessment, and client spreadsheets still need to be updated as well as a lending closet inventory, treatment plan template, tax donation form, and to-do stickers.
5. **Organizing and placement of files:** All files need to be double locked and have a retention policy of 7 years.
6. **Department Policies and Procedures:** Department policies and procedures and policies and procedures regarding in-home visits will be updated.
7. **New Business:**
 - A) **HIPAA/Database:** Pricing for a HIPAA compliant database/telehealth system will be acquired. This will reduce liability and violations/fees in addition to providing security and accessibility so the department can transition to paperless files. Director Marx and Township Manager Stefaniuk will work on a presentation for Board approval in October. Liability and malpractice coverage will be reviewed.
 - B) **Rebranding:** Director Marx has found 8 different names for CFS in files and would like to incorporate all in order to decrease inconsistencies with the name. Health and Wellness Department will be proposed at the upcoming COW meeting. The department would like to host an open house in October with the new name and signage in place.

8. **Old Business:** None at this time.
9. **Set Date for Next Community Family Services Committee meeting:** September 22, 2021 at 1:00 P.M.
10. **Adjournment:** Trustee Wilhoit adjourned the August 18, 2021 Community Family Services meeting at 10:05 a.m.