

CORNER HOUSE BOARD
APPROVED REGULAR MEETING MINUTES
March 9, 2022
by videoconference

Members in attendance: Danita Ishibashi (co-chair), Wendy Jolley, Cecilia Mathews, Leah McDonald, Leighton Newlin, Joann Parker, Wendy Perello (co-chair).

Student Representative: Faria Majeed.

Staff in attendance: David Errickson, Tracy Kindelsperger, Jean Woodman.

Not present: Henry Polanco.

- I. Wendy Perello called the meeting to order at 6:00 PM and read the following notice into the record.

Notice of this regular Board meeting as required by Sections 4a, 3d, 13 and 14 of the Open Public Meetings Act has been provided to the public. On March 4, 2022 public notice with a videoconference link and a draft agenda were posted on the municipal website.

- a. Introductions – none.
 - b. The minutes of the February 9, 2022 meeting were approved. Motion Cecilia Mathews, second Leah McDonald, approved by show of hands.
 - c. Dave Errickson reported that Henry Polanco has asked to resign, citing increased professional responsibilities that interfere with his ability to serve well at this time. The resignation of Henry Polanco from the Board, effective February 10, 2022, was accepted. Motion Wendy Perello, second Cecilia Mathews, approved by show of hands.
- II. Director’s Report – Dave Errickson. See attachment A for details.
 - a. The subcommittee described in Section II.e. of the February 9 minutes is scheduled to meet on March 14 to draft a mission statement for Corner House as it seeks to expand into mental health services. The application process will include policy and procedure development. Once the application is complete, the State’s review can take 3 months, Typically the State then issues a 6-month provisional license, under which license services could be provided.
 - b. The mental health counseling program at Princeton Middle School and Princeton High School is up and running. The school guidance counselors typically refer students to the program. Middle schoolers’ parents must provide informed consent, while high school students age 16 and over are old enough to provide their own informed consent. The Board asked how many students, or percentage of the student body, are participating and if the program will continue during the summer months. Dave expects this information to be available later this spring.
 - c. The Board noted the rising demand for mental health services and the declining demand for substance use services. Faria Majeed noted participants in Corner House student programs are aware of the program and have confidence in it because they already know the staff. Board members spoke favorably of this connection and the strength of students referring their friends. Board members also asked about the equal access to services and simplifying the consent-to-treat process to extent allowed.
 - d. The Board discussed how mental health concerns manifest among students and how they can be addressed and referred. Dave noted the school hopes to see a reduction in absenteeism, a reduction in “acting out” behaviors, and increased engagement.

- e. Financial Report: Jean Woodman reviewed the February 2022 clinical revenue report. The Board discussed length of treatment episodes, reflecting that treatment ranges from just a few sessions or stay in treatment for months. Board members asked if school mental health treatment could be included in future reports.
- III. Municipal Liaison – Leighton Newlin noted his participation in mental health discussions with students. Leighton also noted the importance of getting as much information as possible on the retail cannabis decision coming to the Council.
- IV. Corner House Foundation and Development – Tracy Kindelsperger, Coordinator of Grants & Development:
- a. The 50th Anniversary Gala will be held Saturday, April 30, 6:00 – 10:00 PM at the Bedens Brook Club. Honorees are Geniva Martin of the Corner House Foundation Board and Princeton University’s PACE Center for Civic Engagement, which recruits Princeton University students as mentors for middle schoolers in the Academic Success Today (AST) program. Tracy asked for Board members’ preferred addresses so she can send invitations. Tracy encouraged Board members to suggest possible event sponsors.
- V. The Board proceeded to Old Business on Electronic Health Records (EHR). Via screen sharing, Jean Woodman outlined the Zoobook Systems web-based database Corner House is purchasing for its clinical records.
- a. Zoobook can extract client data from the NJ Substance Abuse Monitoring System (NJSAMS) where contracted providers such as Corner House are required to report information. The use of cloud storage and the automatic reminders to complete reports, notes, admissions, and discharges, should save us time and physical storage space in the long run.
 - b. We are currently in the testing phase with prototype data. Zoobook staff are training our staff individually.
 - c. Zoobook also has a space for recording and updating employee information, effectively actin as electronic personnel records. This will be helpful for keeping required vaccination, tuberculosis screening, and licensing records up to date for government audits.
- VI. Corner House Student Board: Faria Majeed
- a. The Jeopardy-style trivia contest went well. Prizes included Wawa gift cards and candy.
 - b. Student Board members are preparing a substance-use survey for Princeton high school peer-group classes.
 - c. Open Mic Night will be held a Small World Coffee in late April. The students are also planning an *a capella* night and perhaps another trivia contest or in-person event, once COVID restrictions are lifted.

VII. New Business

- a. None.

VIII. Public Comment – none offered.

IX. Adjournment

- a. The meeting was adjourned at 7:12 PM. Motion Leighton Newlin, second Cecilia Mathews, approved by show of hands.

Meeting schedule for 2022:

- May 11
- No meeting in July
- September 14
- November 9
- January 11, 2023 – reorganization

Respectfully submitted,
Jean Woodman, Corner House Board Secretary
Minutes approved May 11, 2022

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Executive Director's Report



Mission Statement Subcommittee

Corner House has developed a 9-person subcommittee to focus exclusively on the need to revise the agency mission statement. This subcommittee is made up of Corner House board members, Corner House Foundation members and Corner House staff members. Corner House has rebranded its logo and modified its mission statement over the years to reflect and adequately describe our programs and activities. Factors that have influenced the need for such changes include updated research, new evidence-based approaches, funding requirements, target populations, updated descriptive clinical language and other influential factors. However, one thing has remained the same, our primary purpose and responsibility is to continue to create new and innovative approaches in treatment, prevention, outreach, and leadership in behavioral health for the greater Princeton community.

As we expand our services by obtaining state licensure for “stand alone” mental health outpatient services to meet the needs of our community, our newly revised mission statement will legitimize even more newly adopted name of the agency Corner House Behavioral Health.

Princeton Regional School Based Counseling Services

Beginning the week of 02/07/2022 Corner House has provided two (2) masters-level mental health counselors on-site at Princeton High School and Princeton Middle School for two days a week at each location for a total of four (4) days of service. The identified need came from the school district's awareness to improve their capacity to provide access to mental health services on-site and decrease chronic absenteeism and emergency room use for mental health services. The primary activity has been to provide school-based mental health intervention on-site for targeted students with acute or elevated distress and other risk factors either individually or in small group. So far, the endeavor has been quite successful in meeting several student's needs of developing effective coping skills as it relates to acute stress. Statistics of the numbers of students served and measurable outcomes will be collected and reported at the next CH board meeting.

Mental Health Licensure Application

- Review of The NEW JERSEY ADMINISTRATIVE CODE (N.J.A.C.) NJAC 10:37E Outpatient Mental Health Services and other applicable State requirements has been started by CH staff
- admission criteria,
- policies and procedures specified in the Documents Checklist Form 4.1 of the application,
- policies and procedures to meet the requirements of OOL Mental Health Evaluation tool
- program schedules (as appropriate),
- staff job descriptions, and
- all forms that will be used to document information in the clinical records required by the regulations (e.g. assessments, psychiatric evaluation, any form used to document medication counseling and provision of the medication fact sheets, service or recovery plan, termination summary form, etc.).

Target date for completion and submission of the application is set for 05/01/22. Target date for provisional licensure is 12/31/2022.

Electronic Health Records at Corner House

Live launch date is set for 03/21/2022

CORNER HOUSE BOARD

Regular Meeting Agenda

May 11, 2022

6:00 PM

By videoconference

Notice of this rescheduled Board meeting as required by Sections 4a, 3d, 13 and 14 of the Open Public Meetings Act has been provided to the public. On May 6, 2022 public notice with a videoconference link and a draft agenda were posted on the municipal website.

- I. **Call to Order** – Danita Ishibashi and Wendy Perello, co-chairs
 - Introductions --
 - Approval of March 9, 2022 minutes
- II. **Director’s Report** – David Errickson 15 min.
 - **Financial Report and Review** – Jean Woodman 15 min.
- III. **Municipal Liaison** – Leighton Newlin 5 min.
- IV. **Corner House Foundation and Development** –
 - Dr. Maritoni Shah, Tracy Kindelsperger 5 min.
- V. **Corner House Student Board**
- VI. **Old Business**
 - Electronic Health Records progress
 - Mental Health license application – mission statement revisions
- VII. **New Business**
- VIII. **Public Comment** – 2 minutes per speaker
- IX. **Adjournment**



PUBLIC MEETING NOTICE

NOTICE OF REGULAR MEETING

CORNER HOUSE BOARD

NOTICE IS HEREBY given that the rescheduled reorganization meeting of the Corner House Board will be held on Wednesday, **March 9, 2022 at 6:00 PM** via videoconference using the following:

Join Zoom Meeting

<https://us06web.zoom.us/j/88419765222>

Meeting ID: 884 1976 5222

One tap mobile

+13017158592,,88419765222# US (Washington DC)

+13126266799,,88419765222# US (Chicago)

If logging in to Zoom via computer or mobile device for the first time, please allow a few extra minutes to install the program (if using a computer) or app (if using a mobile device). Once you log in, you will be asked to enter your name and an email address.

The agenda to the extent known has been posted and formal action may be taken.

David A. Errickson

Executive Director, Corner House

3/4/2022