**Butler Collaborative for Families**

**04/09/20**

1. The meeting was called to order by Josh and all members were asked to introduce themselves.
   1. This meeting was held via Zoom due to COVID-19 stay-at-home order/precautions.
2. Approval of March Meeting Minutes: Motion by Jill, second by Carl. All in favor.
3. Professional Recourses
   1. Zoom
      1. It was mentioned during the meeting that the current Pro-Account for Zoom is NOT HIPPA compliant. Zoom does offer a HIPAA compliant platform at $200 per month per user.
      2. ii. HIPPA compliant alternatives to Zoom include: gotomeetings, doxy.me, and Webex, if you get a Business Associate Agreement signed
4. Subcommittee/Ad-HOC Committee Reports
   1. No reports due to the abbreviated meeting.
5. Presentation
   1. Misty Miller, Clinical Director- Care Center
      1. Misty reported that the Care Center provides a variety of outpatient services including: individual therapy, IOP, drug and alcohol therapy, BCM, Psych Rehab, CRS, medication management, Vivitrol injections, and Suboxone.
      2. They are still open and accepting referrals to programs!
      3. There are still some staff working on-site but the majority have been holding sessions via Telehealth.
      4. They are seeing an increase of anxiety, depression, isolation, loneliness, domestic violence, and child abuse since the stay-at-home order went into effect.
      5. To help staff adjust to working from home they have been having more supervision, assisting with developing routines and schedules, advising to limit the intake of news, and have emailed links to articles about collective wellness.
      6. She noted that many are feeling a loss of connection, time, and safety.
      7. Links to resources were posted in the Zoom chat. Glenda emailed a copy of the chat to the General Membership.
   2. Howie Dittman- Tips and Tricks for Working from Home
      1. Howie had a detailed slide show that will be emailed out. Below are some highlights:
         1. Take it easy on yourself!
            1. Take time to pause and decompress.
            2. Set small achievable goals.
            3. The only deadlines you have are of your own making. It’s like Groundhog’s Day- you can always try again tomorrow!
         2. Be flexible!
            1. You won’t be able to accomplish things in the same way.
         3. Commute!
            1. If you are used to a commute, block of 10 minutes for a “virtual” commute before and after working.
         4. Don’t work, work, don’t work!
            1. There is no physical separation now between work and home.
            2. Have defined work times and when you are done for the day- you are done!
            3. If you would not normally check your work email while you are at home, don’t do it now. Maintain the separation as best you can.
         5. Get up and move!
            1. Take lunch and breaks as you normally would.
            2. Stretch and move around.
            3. Don’t feel bad for taking a break!
         6. Maintain social rhythm!
            1. If you would normally get drinks with co-workers- keep doing it!
            2. Have a virtual happy hour, game night, etc.
         7. Don’t kill time with tech!
            1. Don’t scroll mindlessly on social media.
            2. This can increase stress and anxiety.
         8. Explore new passions, rediscover old ones!
            1. Note: this does not mean you should text your ex.
            2. Do something you have always wanted to do (ex: learn to play the guitar)
            3. Get back into something you got out of (ex: reading)
         9. Take it easy on yourself!
            1. It’s important enough to list twice.
            2. Find your balance and ask for help when you need it ☺
6. Agency Announcements
   1. Emily Snow- BCCC is supporting staff by providing weekly calls.
   2. Allen Kitchen- He has worked on Cares Payroll Protection in the past. If anyone needs assistance with this please contact him. He also has experience working from home.
   3. VITA- The deadline for state, federal, and local taxes has been extended to July 15th. Anyone who filed either 2018 or 2019 taxes will be receiving the stimulus check. Individuals receiving SS/SSI/SSD and have not filed taxes will receive their stimulus in the same account their SS is deposited into. Physical checks are being sent to people who do not have an account for direct deposit.
   4. Family Pathways- Open 9-5 and someone is there answering the phones.
   5. Lighthouse Foundation- Transitional Living is still open and meeting face to face as necessary.
   6. St. Vincent De Paul- still accepting donations of food and paper products.
   7. Community Health Clinic- screening everyone for COVID by phone before permitting them to come to the clinic.
   8. VOICE- is working remotely with limited staff in the office. No walk-ins at this time, everyone must call ahead.
   9. Helping Butler County- working on how to safely accept and deliver donations.
   10. Butler County Child Advocacy Center- the County Commissioners approached them with concern about children being home more due to school being closed. The potential for abuse has increased. Dena is trying to put together a pamphlet for parents about how to deal with children being home all the time as well as board games to be distributed. Ideas were discussed as how to best distribute these so the largest amount of families can be reached.
7. Next Meeting: May 14, 2020 at 9:30am. Red Chimney Hall, Monarch Place.