

In attendance: KC, Liz, Kerry, Phillip, Kristin, Emily (Phone), Anna (Phone), Amar, Erin, Adam

Agenda:

- 1) Review Upcoming Meeting Schedule  
**2020:** April 3 @ 6:30PM / June 5 @ 6:30PM / August 7 @ 6:30PM / October 2 @ 6:30PM / December - TBD
- 2) Staff Updates: Those in attendance introduced themselves, their availability, and specialties.
  - a) Welcome Erin - Share days and specialties: **Specialty:** Substance abuse, mood disorders, anxiety, exposure therapy, and some psychosis. **Availability:** Fridays and Tuesdays. **Ages:** 16 and up. **Insurance:** Signa, Blue Cross and Aetna.
  - b) Welcome Amar - Share days and specialties: **Specialty:** transgender people, LGBT population, couples, some trauma, some mood disorders, and low level abuse. **Ages:** 13 and up. **Availability:** Wednesdays and Saturdays. **Insurance:** No insurance.
  - c) Welcome Erica or remind that she will be here in May: Phillip introduces Erica briefly.
  - d) Adam new responsibilities
    - i) Responsibilities & Schedule - Discuss reporting structure
      - (1) **Do not ask or assign tasks to Adam without checking with Phillip and/or Kristin** - he has been instructed to decline requests.
        - (a) Any request will be added to Adam's task list via Phillip and/or Kristin. Any request not on Adam's official task list will be declined.
        - (b) Adam is an employee of RWC. He is tasked with supporting RWC operations and reports to Phillip and Kristin.
      - (2) Adam is taking on new clinical administrative tasks and will be adding hours.
  - e) Still seeking employee clinicians - Especially play therapy.
  - f) Seeking psychiatrist - Phillip and Kristin will be interviewing a psychiatrist in the next few weeks. April is moving to Durham, with her last day being February 29th. We discussed how to handle future psychiatry referrals. For the time being, North Raleigh Psychiatry is a good place to send clients
  - g) Possible LCMHC Intern - Summer, Fall, and Spring Semesters. (Last year graduate student at NCCU is looking for shadowing and observing) KC and Liz are open to having an intern observe their sessions.
- 3) Matrix Update - Asked everyone to email any updates to Admin before **Friday, Feb. 14.**
- 4) Office Reminders/Updates:
  - a) New cleaning company: So far, so good. We are keeping an eye on the dusting.
  - b) Found: Credit/Debit Card (**The card belonged to Kerry's client**)
  - c) Opening / Closing procedures

- i) **Closing Procedure Reminder:** (Reminded to fully lock office at night. Lock knob and door will automatically lock the deadbolt. Everyone was asked to use sliders on the fridge to know when you are in and out of office. Turn white noise machine off and listen for a split moment.
    - ii) **Departure Safety:** It was discussed and most do not feel unsafe leaving the building at night. It was suggested that clinicians leave together or schedule their sessions to end earlier if they feel unsafe.
  - d) RWC Updates: Phillip is no longer accepting Aetna.
  - e) Tenant changes: April will leave RWC at the end of the month, Gabriella left RWC since our last meeting.
    - i) How to handle future referrals for psychiatry--who do you know locally that you would recommend (also with insurance) until we hire someone or find a psych tenant
  - f) Office availability: Office A (Front office and corner back of 4068) will be available once April moves to Durham. Amar has elected to move to that office starting on March 1.
  - g) RWC is now in network with Aetna (also BCBS and Cigna)
  - h) Exploring options for health, disability, etc. (Is there any interest?)
    - i) Phillip and Kristin shared that they have been exploring ways of getting Health, Disability, and 401K for RWC employees and tenants. Those present expressed interest in learning more. Phillip and Kristin will continue to work with insurance companies to explore how/if this can work.
- 5) RWC Continuing Education
- a) RWC Trainings:
    - i) Feb. 28 - (LGBT & NPS) (at the Carolina Club in Chapel Hill, and you get a continuing education certificate)
      - (1) Student rate for RWC
  - b) Recommended trainings/recent trainings? (Human trafficking training was talked about) (Monthly group that accepts trans people, learn how to write letters for disphoria, and 10 hour credit, online) (W-path discussed) (KC speaking at NCSU) (Erin goes to training for \$75)
- 6) Share Private Practice Tips / Questions
- a) Ideas for generating referrals
  - b) Availability updates for each of us (who needs clients?) **Liz** can take people, but run by her first, **KC** has little room, **Anna** can take two more, **Emily** is full (out for 10 days on the 17th), **Kerry** can take a couple, **Amar** looking for clients, **Erin** is still looking for more, **Erica** will take people in May)