

In attendance: Emily, KC, Liz, Amar, Phillip, Kristin

Agenda:

- 1) Check-in's (How is everyone doing?)
    - a) We spent time updating one another on how we and our families are coping with COVID-19 and isolation.
  - 2) How do we adapt modalities to TeleHealth to keep clients engaged
    - a) We discussed using different modalities to continue the work we are doing with clients. We discussed whether or not it is feasible to engage in or ethical to utilize EMDR via telehealth.
    - b) Modalities that were discussed:
      - i) NPS Worksheets (Phillip)
      - ii) DBT- Ice Bowl Exercise (Emily)
      - iii) Pictionary (Kristin)
      - iv) Inner Critic Video - (Phillip) - [https://www.youtube.com/watch?v=NUKMNgJB\\_kw&t=1s](https://www.youtube.com/watch?v=NUKMNgJB_kw&t=1s)
  - 3) TeleHealth or Office updates (who is where)
    - a) Elise on Monday
    - b) Amar on Wednesdays and Saturdays
    - c) KC considering using office for specific clients - he will update Kristin and Phillip with his schedule
  - 4) New RWC Employee - Elizabeth Greenly. There was a request to invite RWC employees to the weekly check-in meetings.
  - 5) Adam's new duties - Adam is working remotely, but is taking on new responsibilities, including returning calls from numbers that do not leave voicemail on the RWC number.
  - 6) Office maintenance
    - a) Cleaning - We have requested to cancel services at this time. We will update everyone once cleaning service resumes.
    - b) Supplies (Coffee, creamer, etc.) - Will not be ordering supplies in April.
    - c) Collecting mail (forwarding). Due to the stay in place order, mail will not be collected. If you are expecting important mail, please consider having your business mail temporarily forwarded to your home address.
  - 7) Self-care - We checked in about everyone's self-care needs.
  - 8) Staffing Cases
    - a) Liz - Liz shared about a client she is working with.
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