

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, February 2, 2012
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, February 2, 2012, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Dean Jennings, <i>Chairperson</i>	William Brown
Ronald Merricks, <i>Vice Chairperson</i>	James Clark
Roy Ford, <i>Secretary</i>	Anne Geyer
Betty Pickral, <i>Member-At-Large</i>	Polly Humphrey
Dan Angell, <i>Member-At-Large</i>	Jerry Testerman
Jessie Barksdale	Mary Lee White
Julie Brown	Gayla Wood

BOARD MEMBER ABSENT

JoLane Dunlap, *Past Chairperson*

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Pat Burnette, *Executive Assistant*
Mary Beth Clement, *Finance Division Director*
Cindy Lewis, *Human Resources Division Director*
Mindy Conley, *Behavioral Health Services Division Director*
Richard Gary, *Intellectual Disability Services Division Director*
Amanda Oakes, *Prevention Services Division Director*
Allen Thorn, *Compliance and Information Systems Division Director*

CALL TO ORDER

Chairperson Dean Jennings called the meeting to order at 5:30 p.m.

CHAIRPERSON'S COMMENTS

Chairperson Dean Jennings announced that Board Member Gayla Wood, whose second three-year term expires June 30, 2012, plans to retire and move to Wisconsin in June. Although the Board is excited for Ms. Wood and her family on this move that places her closer to her grandchildren, she will be greatly missed.

ADOPTION OF AGENDA

The Agenda was distributed with the Board Packet for this Meeting. Jim Bebeau presented request to amend the Agenda, as follows:

Add Discussion Item VI-D. *Commonwealth of Virginia's Settlement Agreement with the U.S. Department of Justice*. Mr. Bebeau noted that the information regarding this proposed item was received after the current Agenda was distributed.

Motion was made by William Brown and seconded by James Clark to approve addition of VI-D. Commonwealth of Virginia's Settlement Agreement with the U.S. Department of Justice to the Agenda and to adopt the Agenda as amended. The motion passed unanimously.

PROGRAM PRESENTATION – RESIDENTIAL SERVICES: ICF COMMUNITY HOUSING

Corene Hermanson, Director of Residential Services within the Intellectual Disability Services Division, presented an overview of DPCS' Intermediate Care Facility (ICF), which is a residential facility that provides a highly intensive level of health and rehabilitation services to individuals with intellectual disabilities. The ICF is certified by the Virginia Department of Health and provides ongoing evaluation, planning, 24-hr supervision, coordination, and integration of intense services to help the individuals function at the greatest ability possible. Each individual receives an active treatment program that includes aggressive, accountable, and consistent implementation of specialized training, treatment, and health services. The active treatment provides opportunities for choices and engagement in a meaningful life that promotes independence and self-determination. Each individual receives appropriate interactive support for participation in community events. Linda Montgomery, Group Home Director, addressed the requirements and regulations of an ICF and shared interesting facts about the daily activities. Board Members viewed photos of DPCS' ICF located at 504 Middle Street, Danville, which currently serves twelve individuals.

ACTION ITEMS

Minutes

Minutes of the December 1, 2011, Regular Board Meeting were distributed with the Board Packet for this Meeting. There were no corrections or additions to the Minutes.

Julie Brown made motion to approve the December 1, 2011, Minutes as presented. Ronald Merricks seconded, and the motion passed unanimously.

Grant Application – Office of National Drug Control Policy (Prevention Services)

Amanda Oakes requested Board approval to submit application to the Office of National Drug Control Policy for a Drug-Free Communities Support grant in an amount not to exceed \$120,000, and approval to accept the grant funds if awarded, for grant year October 1, 2012 - September 30, 2013. This grant has been awarded to DPCS for nine consecutive years; however, this is the final year that DPCS is eligible to apply. The grant is used in coalition with the local Regional Alliance for Substance Abuse Prevention (RASAP). DPCS serves as fiscal agent for RASAP and provides ongoing leadership and support for the group. RASAP would like for DPCS to apply for continuation of funding and continue serving as its fiscal agent. The grant program focuses on increasing community collaboration and reducing youth substance use. The varied activities completed by the coalition throughout the grant year include assessing the risk and protective factors for local youth; hosting community "prescription drug take-back" and training events; disseminating information at the local health fairs and community events; distributing parenting guides to parents of all 8th graders; marketing drug prevention media campaigns; and increasing compliance checks/providing funds for local prevention programs and initiatives.

Motion was made by Jessie Barksdale and seconded by Anne Geyer to approve application to the Office of National Drug Control Policy for a Drug-Free Communities Support grant in an amount not to exceed \$120,000 on behalf of RASAP with DPCS serving as fiscal agent for the grant, and approval to accept the grant funds if awarded for grant year October 1, 2012 – September 30, 2013. The motion passed unanimously.

Grant Application – Natural Science Center of Greensboro (Intellectual Disability Services)

Richard Gary requested Board approval to submit application to the Natural Science Center of Greensboro for a Group Visit Scholarship Assistance Fund grant in an amount not to exceed \$800 and approval to accept the grant funds if awarded. The Science Center

recently established this grant to assist with or offset the admission ticket cost and is awarded as in-kind passes valued at either partial or total admission ticket prices. The Science Center provides dynamic family-focused attractions designed to inspire scientific curiosity and encourage personal discovery about life and the natural world. The Science Center is a popular destination for individuals enrolled in DPCS' Day Services Program. This grant assistance is necessary in order for DPCS to continue providing trips to the Science Center for these individuals.

Mary Lee White made motion to approve application to the Natural Science Center of Greensboro for a Group Visit Scholarship Assistance Fund grant in an amount not to exceed \$800, and approval to accept the grant funds if awarded. Gayla Wood seconded, and the motion passed unanimously.

Grant Application – Lowe's Charitable and Educational Foundation (Behavioral Health Services)

Mindy Conley requested Board approval to submit application to the Lowe's Charitable and Educational Foundation for a grant in an amount not to exceed \$20,000, and approval to accept the grant funds if awarded. The Foundation is dedicated to improving communities through support of public education and community improvement projects and provides funding only to nonprofit organizations and public agencies in communities where Lowe's operates stores and distribution centers. DPCS would use the funds to build a Therapeutic Outdoor Education Classroom for its psychosocial rehabilitation program, Harmony House. The outdoor classroom would be used to expand the existing therapeutic programs and implement new group outdoor activities. The outdoor space would provide increased opportunities for social activities and engagement and would enhance knowledge and awareness of the environment.

William Brown made motion to approve application to the Lowe's Charitable and Educational Foundation for a grant in an amount not to exceed \$20,000, and approval to accept the grant funds if awarded. Polly Humphrey seconded, and the motion passed unanimously.

DISCUSSION ITEMS

Application to Department of Behavioral Health and Developmental Services for Crisis Intervention Team Program Grant

Mindy Conley reported that DPCS had the opportunity to submit application to the Department of Behavioral Health and Developmental Services for a Crisis Intervention Team (CIT) Program grant in the amount of \$17,424. The CIT Program helps prevent the inappropriate arrest and incarceration of individuals with mental illness and/or substance use disorder and effectively links these individuals to appropriate mental health treatment in the community. DPCS proposed to develop a CIT Program for the Danville-Pittsylvania County area to enhance community collaboration, develop effective infrastructure, and provide training to improve criminal justice and mental health system response to mental health issues. Due to the deadline for submission of the grant application being prior to the February 2, 2012, Board Meeting, the Board's Behavioral Health Services Committee considered and approved submission of application pending Board action at its February 2, 2012, meeting. However, DPCS has already received notification that it was not selected for award of the CIT Program grant; therefore, no action by the Board is requested. DPCS will continue to work toward development of a CIT Program and may apply for other associated grants.

Changes to Agency Time, Attendance, and Payroll Systems

Mary Beth Clement reported that effective January 1, 2012, DPCS utilizes an automated system through ADP Enterprise eTime for its time, attendance, and payroll systems. Agency employees check in/out and submit leave requests using either a time clock, computer, or a combination of both. Supervisors maintain employee schedules, approve employee leave requests, approve employee time cards, and monitor employee time card exceptions in the ADP system on a weekly and pay period basis. The new automated system benefits both the Agency and the employees in several areas, including

- elimination of paper time sheets and leave requests, thereby saving printing costs and employee time spent preparing, processing, filing, and maintaining the paper;
- elimination of manual calculations to pay employees, as the calculations are prepared by the system software;
- assistance to employees in preparing their own time sheets by alerting them to possible errors prior to submission to supervisors;
- elimination of manual calculations to accrue the amount of leave time earned by employees each pay period;
- time savings for employees, supervisors, and budget managers; and
- streamlined process of timekeeping and creation of a more efficient system complete with reports.

Also effective January 1, 2012, DPCS changed from a semi-monthly pay period to a biweekly pay period, which affected calculations for wages, taxes, deductions, and fringe benefits. The software system rules, processes, and data were modified to accommodate the new pay period. In combination with the automated time and attendance system, the new pay period will enable DPCS to more efficiently monitor employee time cards and additional hours that generate overtime pay. This week DPCS successfully completed its first pay period close process in the ADP system, and this month DPCS successfully completed its first two biweekly payrolls.

Virginia Association of Community Services Boards Legislative Conference

Jim Bebeau reported on the Virginia Association of Community Services Legislative Conference held January 17-18, 2012, in Richmond and expressed appreciation for the participation of Chairperson Dean Jennings, Roy Ford, and Jessie Barksdale who attended along with staff. The focus of the Conference was on items coming before the General Assembly in the 2012 Session, particularly legislation as it relates to the State budget and public policy issues. While at the Conference, Chairperson Jennings, Mr. Ford, Mr. Barksdale, and Mr. Bebeau met with Delegate Danny Marshall and the Legislative Assistants for Senator William Stanley and Delegate Donald Merricks regarding the needs of the Community Services Board System and the individuals we serve. They all expressed understanding and appreciation for the services that DPCS provides in the Danville-Pittsylvania County area. In view of the hectic schedule of our legislators during the General Assembly, Chairperson Jennings noted his appreciation for the commitment and representation by Senator Stanley and Delegates Marshall and Merricks and their efforts to find time to meet with him and the others while in Richmond.

Commonwealth of Virginia's Settlement Agreement with the U.S. Department of Justice

As reported at the March 3, 2011, and August 4, 2011, Board Meetings, in February 2011 the U.S. Department of Justice (DOJ) released the findings report of its three-year investigation of the five training centers operated by the Virginia Department of Behavioral Health and Developmental Services (DBHDS). The investigation was in regard to the centers' compliance with Title II of the Americans with Disabilities Act (ADA), which requires

that individuals with disabilities receive services in the most integrated setting appropriate to their needs. The investigation findings summary concluded that systemic flaws and inadequacies have resulted in prolonged institutionalization to individuals with intellectual and developmental disabilities who could be served in the community. In March 2011, DBHDS entered into negotiations with DOJ in an effort to reach a settlement without subjecting the Commonwealth to a costly and lengthy battle with the federal government.

Jim Bebeau reported that on January 26, 2012, DBHDS reached a Settlement Agreement with DOJ to implement a specific series of improvements to the system over the next decade. The majority of these improvements focus on closing four of the five training centers, including Central Virginia Training Center (CVTC), and transition the services to the community. The target population is individuals with intellectual and developmental disabilities who meet any of the following additional criteria: (1) currently reside at any of the five training centers, (2) meet the criteria for the Intellectual Disability Waiver Wait List or the Developmental Disability Waiver Wait List, or (3) currently reside in a nursing home or intermediate care facility. Mr. Bebeau addressed information distributed at this Board Meeting regarding the history and future plans surrounding this historic transformation of service provision, including Governor McDonnell's press release regarding the Settlement Agreement and the Virginia ADA and DBHDS Fact Sheets with proposed plan to implement the terms of the Agreement. Mr. Bebeau also addressed an article from the *Lynchburg News and Advance* that presented an opposing view by families of CVTC residents. The families have vowed to fight the State's planned closure of CVTC, which is scheduled by June 30, 2020.

INFORMATION ITEMS

There was no discussion on Information Items, as distributed.

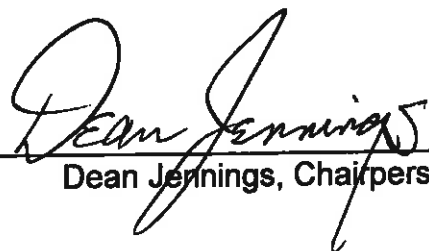
NEXT REGULAR BOARD MEETING DATE

Chairperson Dean Jennings presented a reminder that the next Regular Board Meeting will be held Thursday, March 1, 2012, 5:30 p.m.

ADJOURNMENT

Chairperson Dean Jennings declared the Board Meeting adjourned at 6:21 p.m.

Approved:



Dean Jennings, Chairperson

March 1, 2012

Date