

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, February 7, 2013
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, February 7, 2013, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Ronald Merricks, <i>Chairperson</i>	JoLane Dunlap
Roy Ford, <i>Vice Chairperson</i>	Polly Humphrey
Betty Pickral, <i>Secretary</i>	Shelby Irving
Jessie Barksdale, <i>Member-At-Large</i>	Gracie Mays
Jerry Testerman, <i>Member-At-Large</i>	Gerald Milliman
Julie Brown	Robert Warren
William Brown	Mary Lee White

BOARD MEMBER ABSENT

Anne Geyer

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 Ronald Merricks called the meeting to order at 5:27 p.m.

ADOPTION OF AGENDA

The Agenda was distributed with the Board Packet for this Meeting. There was no request for amendment.

Motion was made by Julie Brown and seconded by Jessie Barksdale to adopt the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION “\$Billing\$ - Then and Now” (Finance Division)

Christie Rigney, Accounts Receivable Manager, and Courtney Wilkerson, Accounts Receivable Specialist, within the Finance Division, presented an overview of the Agency’s billing system through the years—from the time-consuming manual steps required in the past to the electronic process used today. The first automated billing system created in 1997 required manual entry of over 1,000 claims. Today, over 4,000 claims are processed each month to Medicaid, Medicare, Managed Care Organizations, Commercial Insurance, and other local payors through a completely electronic system, including health records, debt setoff, and all claims except service statements and a few miscellaneous insurances. Billing functions include, but are not limited to, setting up/managing payor code rules and payors in the electronic system; managing the service authorization process; posting payments of over 325 pages from monthly remits and working the denied claims; processing/posting/balancing daily deposits; reconciling accounts receivable payors and general ledger accounts daily and monthly; processing past due collection notices on

delinquent accounts and submitting to the Virginia Department of Taxation debt setoff program for collection; assisting staff with proper credentialing; and responding to calls and questions regarding billing within the same day they are received. Billing is still an everyday process involving numerous steps, but the process is faster and easier today.

BOARD MEMBER APPOINTMENT

Chairperson Ronald Merricks announced the appointment of Shelby J. Irving to a part term as Board Member representing the City of Danville. Ms. Irving was appointed in December 2012 by Danville City Council to fill the unexpired term of Past Board Member Dan Angell. Ms. Irving's part term ends June 30, 2015. Chairperson Merricks expressed appreciation for her willingness to serve the community through this Board.

ACTION ITEMS

Minutes

Minutes of the December 6, 2012, Regular Board Meeting were distributed with the Board Packet for this Meeting.

William Brown made motion to approve the December 6, 2012, Minutes; Gerald Milliman seconded, and the motion passed unanimously.

Grant Application – Womack Foundation (Intellectual Disability Services)

Richard Gary requested Board approval to submit application to the Womack Foundation for a grant in an amount not to exceed \$7,800, and approval to accept the grant funds if awarded. The funds would be used to cover expenses for eleven individuals with an intellectual disability to attend a one-week session at Camp Virginia Jaycee during the summer of 2013. The individuals live in DPCS' group homes and lack the financial resources to pay for a week at camp. Camp Virginia Jaycee is a summer camp located in Bedford, Virginia, where individuals with intellectual disability are provided opportunities to interact with peers and participate in activities such as swimming, arts and crafts, fishing, barn and animal care, sports and games, tent camping, and music.

Motion was made by Robert Warren and seconded by Jessie Barksdale to approve application to the Womack Foundation for a grant in an amount not to exceed \$7,800, and approval to accept the grant funds if awarded. The motion passed unanimously.

Grant Application – Knights of Virginia Assisting Citizens with Intellectual Disability (KOVAR) (Intellectual Disability Services)

Richard Gary requested Board approval to submit application to the Knights of Virginia Assisting Citizens with Intellectual Disability (KOVAR) for a grant in an amount not to exceed \$20,000, and approval to accept the grant funds if awarded. KOVAR, a Virginia Knights of Columbus Charity, provides financial assistance through grants to tax exempt organizations providing training and assistance to citizens with intellectual disability. The funds would be used to cover the cost of furniture for DPCS' group home located at 505 Keen Street, Danville, which serves twelve individuals with intellectual disability. Much of the furniture in the living and dining areas, as well as some of the bedrooms, is in need of replacement. Furniture needs include one couch, four love seats, one living room chair, seven beds, nine mattress sets, eight night stands, eight dressers, and three dining tables. The furniture would be purchased from Butler Woodcrafters, Inc., which specializes in making furniture that accommodates the special needs of the individuals served by DPCS.

Roy Ford made motion to approve application to the Knights of Virginia Assisting Citizens with Intellectual Disability (KOVAR) for a grant in an amount not to exceed \$20,000, and approval to accept the grant funds if awarded. JoLane Dunlap seconded, and the motion passed unanimously.

Grant Application – Virginia Department of Criminal Justice Services (Prevention Services)

Amanda Oakes requested Board approval to submit application to the Virginia Department of Criminal Justice Services for a four-year Byrne Justice Assistance Grant in a total amount not to exceed \$180,000, with a total match contribution not to exceed \$120,000, and approval to accept the grant funds if awarded. Over the four-year period, the match requirement would increase each year—10% match year one, 25% match year two, 50% match year three, and 75% match year four. The grant would support the *Respect for All* bullying prevention project. DPCS would partner with the Danville and Pittsylvania County Public Schools to implement a school-wide approach to reducing the number of bullying, harassment, and violent incidents in the school setting. The funds would provide for a Prevention Specialist position responsible for coordination of the project, which would include assessment of baseline data, review and recommendation of policy changes, and school-wide bullying education training for all staff who come in contact with students. Also included would be training for teachers and/or guidance counselors on implementation of the *Steps to Respect* bullying prevention program in grades 3 to 6, as well as workshops and seminars for students and parents. Due to the deadline for submission of grant application being prior to February 7, 2013, the Board's Prevention Services Committee considered and approved submission of application pending Board action at its February 7 meeting. Should the Board not approve the request, the application will be rescinded.

William Brown made motion to approve application to the Virginia Department of Criminal Justice Services for a four-year Byrne Justice Assistance Grant in a total amount not to exceed \$180,000, with a total match contribution not to exceed \$120,000, and approval to accept the grant funds if awarded. Polly Humphrey seconded, and the motion passed unanimously.

Grant Application – United Way of Danville-Pittsylvania County (Prevention Services)

Amanda Oakes requested Board approval to submit application to United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$17,000, and approval to accept the grant funds if awarded. The grant would be used for the *Healthy Families Program*, which uses the Healthy Families America home visiting model and is part of the Healthy Families Virginia State System, coordinated by Prevent Child Abuse Virginia. The *Healthy Families Program* provides voluntary home-visiting services to expectant and new parents residing in Danville and Pittsylvania County. The Program is designed to promote healthy family functioning by reducing risk factors and building protective factors in at-risk families. Case Managers provide regular home visits for fragile families that may be at risk of child abuse and neglect and other poor outcomes due to a variety of risk factors, including poverty, single parenthood, low educational attainment, and unemployment. The home visits begin prenatally or around the time of the child's birth and may continue until the child is five years old. Due to the deadline for submission of grant application being prior to February 7, 2013, the Board's Prevention Services Committee considered and approved submission of application pending Board action at its February 7 meeting. Should the Board not approve the request, the application will be rescinded.

Motion was made by Betty Pickral and seconded by Jessie Barksdale to approve application to United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$17,000, and approval to accept the grant funds if awarded. The motion passed with vote of 12 Yes, 0 No, and 1 Abstain by Julie Brown. The Chairperson votes only upon Tie Vote. Dr. Brown stated a conflict of interest as she is currently a member of the Board of Directors for the United Way of Danville-Pittsylvania County.

Grant Application – Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention (Prevention Services)

Amanda Oakes requested Board approval to submit application to the Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention for a Sober Truth on Preventing Underage Drinking Act Grant (STOP Act Grant) for the Regional Alliance for Substance Abuse Prevention (RASAP) Coalition. DPCS serves as the fiscal agent for RASAP

and provides ongoing leadership and support. The STOP Act Grant is available for communities that currently have or have been funded a Drug Free Communities Grant. Grant awards will be made in the amount of \$50,000 per year, with the potential of continuation for an additional three years. The funds would be utilized to enhance and expand programs and initiatives to reduce underage drinking in partnership with local public school systems, colleges/university, and law enforcement.

Julie Brown made motion to approve application to the Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention for a Sober Truth on Preventing Underage Drinking Act Grant (STOP Act Grant) in a total amount not to exceed \$200,000, and approval to accept the grant funds if awarded. William Brown seconded, and the motion passed unanimously.

DISCUSSION ITEMS

Virginia Association of Community Services Boards Legislative Conference Highlights

Jim Bebeau reported on the Virginia Association of Community Services Boards (VACSB) Legislative Conference held January 22-23, 2013, in Richmond and expressed appreciation for the participation of Board Member Roy Ford who attended along with staff. The focus of the Conference was on items coming before the General Assembly in the 2013 Session, particularly legislation as it relates to the State budget and public policy issues. Conference highlights included Medicaid Expansion, Behavioral Health Partnership, and Top Budget Priorities—Infant Services, Discharge Assistance Project (DAP), Local Inpatient Purchase of Services (LIPOS), and Waiver Funding. While at the Conference, Mr. Ford and Mr. Bebeau were fortunate to meet briefly with Delegates Danny Marshall and Donald Merricks and the Legislative Assistant for Senator William Stanley regarding the needs of the Community Services Board System and the individuals we serve. They all expressed appreciation for the services that DPCS provides in Danville and Pittsylvania County.

The VACSB 2012 Annual Report, *Building Resilient Communities: Each Person, Each Family Makes A Difference*, was distributed at this Board Meeting. The Report demonstrates an effective system for thousands of Virginians with a mental illness, intellectual disability, and/or substance use disorder who live as participating members of their communities. The Report includes representative stories of the success that can be achieved in the lives of individuals and families when they have access to the assistance they need.

Open House for ICF Project

Jim Bebeau addressed DPCS' Open House held February 6, 2013, to present its Intermediate Care Facility (ICF) Project to build a home for five individuals with intellectual disability who will have a transition of services from a State training center back to our community, per the Commonwealth of Virginia's Settlement Agreement with the U.S. Department of Justice. DPCS purchased three undeveloped lots located on Franklin Turnpike for construction of the five-bedroom home. The three lots, which are not located in a subdivision, will be consolidated into one 3.5 acre lot located on the western side of the Franklin Turnpike highway near Madison Avenue, which is the entrance to the Chandler's Point subdivision.

DPCS planned to make a public announcement in the near future about the project. However, calls were recently received from individuals in the neighborhood of the project property with questions about the project and concerns about an agency building a home, as opposed to a family building their home. In view of some of the neighbors already becoming aware of the land transaction but not fully aware of DPCS' intent, the Open House was planned to present the project, with invitations sent to 35 neighbors of the property. The Open House was well attended, with 20 neighbors and several supportive community partners present. Mr. Bebeau expressed appreciation to Chairperson Ronald Merricks and Board Members Jessie Barksdale, Polly Humphrey, Gracie Mays, Robert Warren, and Mary Lee White, who also attended. At the Open

House, Mr. Bebeau gave a presentation that included the history of DPCS, background and purpose of the project, architectural renderings, photographs, and a 3-D model of the home to help visualize the design. A copy of the presentation was distributed to Board Members at this Board Meeting. The Open House provided an opportunity for the neighbors to learn about DPCS' history and reputation, services provided, the individuals served, and specifics of the ICF project, as well as a discussion period with Mr. Bebeau and design staff from Dewberry Engineers, Inc. To further help dissipate any concerns, an invitation was extended to all the neighbors to visit DPCS, tour its facilities and programs, and ask the questions they may still have about the project. DPCS looks forward to working with its new neighbors.

Ashlawn View Group Home Project Update

Richard Gary gave an update on the Ashlawn View Group Home project to construct a four-bedroom house for use as a group home for individuals with intellectual disability. At a recent site visit of the project, Inspectors from the City of Danville's Department of Community Development expressed a concern regarding the site work to date and requested a meeting with the Owner and Project Civil Engineer. Following completion of the site storm water control, the Inspectors noted that the ditches and driveway entrances were a possible hazard to Ashlawn Drive traffic due to their depth and close proximity to the edge of the street. Although constructed according to approved specifications, the open culvert and water inlet are approximately four feet deep and within a foot of the road. Mr. Gary presented photos of the ditch/driveway area of concern. The Project Civil Engineer evaluated the situation, worked on design alterations, and at this juncture, has coordinated a resolution with the City that is both safe and cost effective. A drain will be installed, and the ditch area will be constructed back to street level. The City will pay the cost of approximately \$7,500 for this reconstruction. Updated information will be provided as the Project progresses.

INFORMATION ITEMS – The following Information Item was addressed:

Agency Fiscal Year 2013 Second Quarter Financial Report

Upon inquiry by Board Member Gerald Milliman, Mary Beth Clement addressed the Agency's Financial Report for the Fiscal Year 2013 Second Quarter ended December 31, 2012. This report lists the year-to-date revenues and expenses by line item category for the Agency's Divisions, Fiduciary, and Other Designations, compared to the annual budgeted amount. The report also lists the variance between the year-to-date actual amounts and the Board-approved budget amounts.

NEXT REGULAR BOARD MEETING DATE

Chairperson Ronald Merricks presented a reminder that the next Regular Board Meeting will be held Thursday, March 7, 2013, 5:30 p.m.

ADJOURNMENT

Motion was made by Robert Warren to adjourn the meeting. Roy Ford seconded, and the motion passed unanimously. Chairperson Ronald Merricks declared the Board Meeting adjourned at 6:40 p.m.

Approved:



Ronald E. Merricks, Chairperson



Date