

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, February 16, 2017
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, February 16, 2017, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

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| Robert Warren, <i>Chairperson</i> | Rufus Fuller III |
| Jessie Barksdale, <i>Secretary</i> | Anne Geyer |
| Frank Wickers, <i>Member-At-Large</i> | Gracie Mays |
| Ronald Merricks, <i>Member-At-Large</i> | Mike Mondul |

BOARD MEMBERS ABSENT

Shelby Irving, *Vice Chairperson*
Julie Brown, *Past Chairperson*
Jackie Satterfield
Kim Van Der Hyde
Faith Stamps
Gwen Edwards

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Vicki Bryant, *Administrative Assistant*
Sandy Irby, *Director, Behavioral Health Services*
Sara Craddock, *Director, Developmental Services*
Amanda Oakes, *Director, Prevention Services*
Allen Thorn, *Director, Compliance and Information Systems*
Cindy Lewis, *Director, Human Resources*
Mary Beth Clement, *Director, Finance*

CALL TO ORDER

Chairperson Robert Warren called the meeting to order at 5:31 pm.

ADOPTION OF AGENDA

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

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

PROGRAM PRESENTATION

Employee Statistics: "Who, What, and Where?" (Human Resources)

Christine Thompson, Human Resources Coordinator within DPCS' Human Resources Division, presented statistics on the Agency's employees. Using the total number of 281 personnel employed by the agency as of December 31, 2016, she separated them by division and job status (full-time, part-time, contract). The gender breakdown as of December 2016 was 85% female and 15% male. Utilizing the information provided by the

employee upon hire, Christine offered a visual of how the 281 employees stood regarding ethnicity: 1 Asian, 126 Black/African American, 2 Hispanic/Latino, 1 Two or More Races, and 151 White. Information was presented showing the state from which employees graduated high school as well as in what county/city they are presently residing. Christine reported 242 employees were on the approved drivers list and noted the remaining employees were more than likely in a position that doesn't require them to be on the approved driver's list. The years of service of all employees were shown in five-year increments with the total years of service being 2,027 years. Christine highlighted the 41 employees with licensure or certification and concluded the presentation with an inspiring account of an employee who began her career at the Agency as a Senior Secretary and through hard work and dedication, advanced her career to the Licensed Professional Counselor that she is today.

ACTION ITEMS

Minutes – December 8, 2016, Regular Board Meeting

Minutes of the December 8, 2016, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Jessie Barksdale made motion to approve the December 8, 2016, Minutes as presented; Ronald Merricks seconded, and the motion passed unanimously.

Grant Application – Luncheon Pilot Club of Danville (Behavioral Health Services)

Sandy Irby requested Board approval to submit application to the *Luncheon Pilot Club of Danville* for a grant in the amount not to exceed a total of \$500, and approval to accept the grant funds if awarded. The grant would be used to help pay for medication for individuals who have engaged DPCS' services through the Behavioral Health Services Division and are being treated by the medical staff psychiatrist, but cannot afford their psychotropic prescriptions. This type of medication assistance is essential in helping to stabilize individuals until such time as they are able to access ongoing medication assistance programs.

Motion was made by Frank Wickers and seconded by Jessie Barksdale to approve application to the Luncheon Pilot Club of Danville for a grant in an amount not to exceed \$500, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Womack Foundation (Developmental Services)

Sara Craddock requested Board approval to submit application to the *Womack Foundation* for a grant in an amount not to exceed \$825, and approval to accept the grant funds if awarded. The grant would be used to provide the opportunity for one individual with developmental disability to attend Camp Virginia Jaycee, located in Bedford, Virginia. At Camp Virginia Jaycee, individuals with developmental disabilities experience the enjoyment of interacting with peers and participating in activities such as swimming, arts and crafts, fishing, horseback riding, sports and games, tent camping, and music.

Motion was made by Jessie Barksdale and seconded by Ronald Merricks to approve application to the Womack Foundation for a grant in an amount not to exceed \$825, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Luncheon Pilot Club of Danville (Developmental Services)

Sara Craddock requested Board approval to submit application to the *Luncheon Pilot Club of Danville* for a grant in an amount not to exceed \$825, and approval to accept the grant funds if awarded. The grant would be used to cover costs to attend adaptive, recreational summer camp at Camp Virginia Jaycee. The individual who utilizes the grant would be unable to participate without financial assistance. The individuals who attend Camp Virginia Jaycee enjoy their experience and share memories of the time there with staff and peers when they return to their home. Camp provides new experiences and the opportunity to make new friends. During a session at camp, participants take part in many activities, such as arts and crafts, music and drama, nature study, swimming, recreation, and camp fire stories.

Motion was made by Rufus Fuller and seconded by Jessie Barksdale to approve application to the Luncheon Pilot Club of Danville for a grant in an amount not to exceed \$825, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – J. T.-Minnie Maude Charitable Trust (Developmental Services)

Sara Craddock requested Board approval to submit application to the *J.T.-Minnie Maude Charitable Trust* for a grant in an amount not to exceed a total of \$1,650, and approval to accept the grant funds if awarded. The grant would be used to send two individuals to Camp Virginia Jaycee for one week during the Summer of 2017. While at camp, the two individuals will experience the enjoyment of interacting with peers and participating in activities such as swimming, arts and crafts, fishing, horseback riding, sports and games, tent camping and music. The cost for one person to attend a week long summer session is \$825. Due to the deadline for submission of grant application being prior to February 16, 2017, the Developmental Services Committee considered and approved submission of the grant application pending Board action at its February 16, 2017 meeting. Should the Board not approve the request, the application would be rescinded.

Motion was made by Anne Geyer and seconded by Jessie Barksdale to approve application to the J.T.-Minnie Maude Charitable Trust for a grant in an amount not to exceed \$1,650, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Middle Border Forward (Prevention Services)

Amanda Oakes requested Board approval to submit application to *Middle Border Forward* for a grant in an amount not to exceed \$500 and approval to accept the grant funds if awarded. The grant would be used to cover costs for one Kindermusik® Group Baby Bag and one Kindermusik® Baby Bag to be used by all case managers during Healthy Families home visits or Healthy Families group outings. Healthy Families serves parents with children from birth to age five and strives to see families' strengthen the parent-child relationship. The Kindermusik® Group Baby Bag will serve up to four infants at a time with 20 multi-sensory activities designed to stimulate every area of baby's development, facilitate bonding, and launch a lifelong love of music. Kindermusik® Baby Bag will give Healthy Families staff the tools needed for meaningful and musical one-on-one interactions with their littlest learners. Each bag contains three CDs, three board books, and a selection of the highest-quality Kindermusik® instruments and sensory baby products. Each ten-minute activity provides clear instructions, the list of audio and materials needed from the bag, the musical tracks, and

a description of the things baby will be learning which provides opportunities and skills that nurture each child's natural resiliency and individual characteristics.

Motion was made by Rufus Fuller and seconded by Jessie Barksdale to approve application to the Middle Border Forward for a grant in an amount not to exceed \$500, and approve acceptance of the funds if awarded. The motion passed unanimously.

DISCUSSION ITEMS

VIRGINIA ASSOCIATION OF COMMUNITY SERVICES BOARDS 2017

LEGISLATIVE CONFERENCE HIGHLIGHTS

Jim Bebeau reported on the Virginia Association of Community Services Boards (VACSB) Legislative Conference held January 17-18, 2017, in Richmond. The annual Conference brought together Legislators, Community Services Board Members and staff, Administration staff, and Behavioral Health Care stakeholders to prepare for items to come before the General Assembly Session. The Conference included the Public Policy Forum, Community Services Board Member Advocacy Training for the 2017 General Assembly Session, and the VACSB 2017 Legislative Agenda. Mr. Bebeau addressed highlights of the VACSB 2017-2018 Policy and Budget Priorities for developmental disability services/supports, behavioral health services/supports, early intervention/prevention services, and workforce development.

While at the Conference, Greg Preston, Executive Director of Piedmont Community Services (PCS) in Martinsville, and Mr. Bebeau met briefly with our legislators and their staff at their offices in the General Assembly Building. Amanda Oakes, Prevention Services Director at DPCS, and Sandy Stephenson, Behavioral Health Services Director at DPCS, joined us in meeting with our legislators.

Mr. Bebeau reported that Senator Bill Stanley, Delegate Danny Marshall, and Delegate Les Adams remain appreciative for the services and supports that PCS and DPCS provide and continue to be supportive of the Community Services Board System and our mission to serve individuals with the highest quality of mental health, developmental disability, substance abuse, and prevention services.

DANVILLE-PITTSYLVANIA COMMUNITY SERVICES MATCHING SAVINGS PLAN

Jim Bebeau reported that on July 12, 1988, Danville-Pittsylvania Community Services (DPCS) created an employee savings plan as a supplemental means for employees to save additional money towards retirement that would receive favorable tax treatment – loosely identified as a “tax-sheltered annuity.” This Plan was the precursor to the 403(b) retirement savings plan that is in place for DPCS employees to currently utilize. Employee salary deferrals into a 403(b) plan are made before income tax is paid and allowed to grow tax-deferred until the money is taxed as income when withdrawn from the Plan. DPCS Board Policy provides a 50% match towards eligible employee contributions, to a maximum of \$1000 annually. At DPCS, this Plan is considered *supplemental* to the pension plan managed by the Virginia Retirement System (VRS).

When this Plan was created, there were no Internal Revenue Service (IRS) regulations in place as there are now for retirement savings plans. Beginning in 2009, the IRS began to promulgate regulations to standardize and define plans to uniformly control their tax treatment. The vehicle for this standardization is known as a *Plan Document*, and defines

all the actions and rules for how each entity is going to manage employee and employer funds in this tax-deferred vehicle. All entities should have a Plan Document in place, with several clarifying amendments from IRS regulations that came out in the years following 2009.

Mr. Bebeau reported that DPCS is one of many organizations that does not have a Plan Document in place according to the IRS Regulations and has obtained targeted legal advice from the firm *Woods Rogers Edmunds & Williams (WRE&W)* to guide the Agency into compliance. The IRS recognizes the significance of this situation across the United States, and has a Voluntary Correction Program (VCP) that allows plan sponsors to submit their Plan Documents as if it was 2009, with a fee of \$5000 (fee is based upon number of participants).

Mr. Bebeau continued by noting that he and Mary Beth Clement, Director of Finance, have been working diligently with legal counsel since November to complete application to the VCP. Mr. Bebeau recommends the Board adopt the Resolution for compliance with IRC 403(b).

Ronald Merricks made motion to adopt the following Resolution which complies with the requirements of IRC Section 403(b).

BE IT RESOLVED, that effective July 12, 1988, **Danville-Pittsylvania Community Services ("DPCS")**, a governmental agency/instrumentality jointly established by the City of Danville, Virginia and Pittsylvania County, Virginia pursuant to authority granted under Sections 37.2-500 *et seq.* of the Code of Virginia, 1950, as amended, and which is an organization exempt from income tax as described in Section 501c(3) of the Internal Revenue Code of 1986, as amended (the "IRC"), established and adopted the Danville-Pittsylvania Community Services Matching Savings Plan (the "Plan"), as tax-favored investment plan under IRC Section 403(b), for the exclusive benefit of DPCS' employees; and upon the original adoption of the plan, no written plan document was required to be adopted or put in place in order to qualify as a plan described in IRC Section 403(b); and

BE IT ALSO RESOLVED, that pursuant to Section 1.403(b)-(3)b(3) of the Income Tax regulations (the "Regulations"), the Plan was required to adopt and enter into a written plan document that meets the requirements of IRC Section 403(b) and the Regulations thereunder, effective as of January 1, 2009; and

BE IT ALSO RESOLVED, that although DPCS did not adopt a written plan document prior to January 1, 2009, it now desires to do so by adopting a written plan and submitting it to the Internal Revenue Service ("IRS") for approval retroactive to January 1, 2009, by filing an application requesting such approval under the IRS' Voluntary Correction Program ("VCP"); and the Board now desires to adopt a written plan document which complies with the requirements of IRC Section 403(b).

NOW, THEREFORE, the Executive Director of Danville-Pittsylvania Community Services is hereby authorized and directed in the name of Danville-Pittsylvania Community Services to carry out the provisions of this Resolution and said Executive Director of Danville-Pittsylvania Community Services is authorized and directed to

submit the final executed Plan document to the IRS for approval as of January 1, 2009, by filing for enrollment in the VCP, including without limitation, reviewing, approving, executing, and filing such documents as required for VCP enrollment and the Executive Director is hereby authorized and directed, to take such actions and to execute and file such documents as may be reasonably necessary or proper to carry out and effect the foregoing resolutions.

Jessie Barksdale seconded the motion to adopt the Resolution, and the motion passed unanimously.

**RECEIPT OF NEW FURNITURE AT DAY SERVICES CENTER-BASED PROGRAM
(Developmental Services)**

Sara Craddock, Director of Developmental Services Division announced the receipt of a generous grant in the amount of \$20,000 from the Knights of Virginia Assisting Citizens with Intellectual Disability, also known as KOVAR. The funding provided by this grant was used to purchase new furniture for our Day Services Center, located at 103 Dewey Place in Danville. The furniture was purchased through Butler Woodcrafters, who specializes in furnishings for human services organizations and provides a 22% discount on all furnishings for KOVAR grant recipients.

Day Services staff members worked together to pick out furnishings and fabrics that were both functional and aesthetically pleasing. The approval of the full funding request allowed DPCS to purchase six (6) rocking chairs, six (6) recliners, thirteen (13) round top tables, ten (10) square top tables, eleven (11) arm chairs, a conference table, and a media console. This furniture has provided a more flexible and comfortable space for our individuals to enjoy center-based activities with their peers.

INFORMATION ITEMS

There was no discussion on Information Items distributed with the Board Packet for this meeting.

Closed Meeting

Motion was made by Rufus Fuller that the Danville-Pittsylvania Community Services Board Meeting be recessed and that the Board of Directors immediately reconvene in Closed Meeting as permitted by the Authority of §2.2-3711(A)(3) Code of Virginia, 1950, as Amended, for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property.

Subject: The possible disposition and sale of property located within the City of Danville

Purpose: Possible disposition and sale of property located in the City of Danville, Virginia

The motion was seconded by Jessie Barksdale and carried by the following Roll Call vote:

Vote: 7-0

Yes: (7) Jessie Barksdale, Rufus Fuller III, Anne Geyer, Gracie Mays, Ronald Merricks, Mike Mondul, Frank Wickers

No: (0) None

Presiding Officer: (1) Robert Warren (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (0) None

Absent During Meeting: (6) Julie Brown, Gwen Edwards, Shelby Irving, Jackie Satterfield, Faith Stamps, Kim Van Der Hyde

The Board of Directors entered Closed Meeting at 6:25 pm.

Return to Open Meeting/Certification of Closed Meeting

Motion to reconvene into Open Meeting was made by Frank Wickers and seconded by Jessie Barksdale at 6:38 pm.

WHEREAS, the Danville-Pittsylvania Community Services Board of Directors convened in a Closed Meeting on February 16, 2017, pursuant to an affirmative recorded vote and in accordance with the provisions of the *Virginia Freedom of Information Act*; and

WHEREAS, §2.2-3712 of the *Code of Virginia, 1950, as Amended*, requires a certification by the Danville-Pittsylvania Community Services Board of Directors that such Closed Meeting was conducted in conformity with the *Virginia Freedom of Information Act*;

NOW, THEREFORE, BE IT RESOLVED, that the Danville-Pittsylvania Community Services Board of Directors hereby certifies by a recorded vote that, to the best of each Board Member's knowledge, (1) only public business matters lawfully exempted from Open Meeting requirements under the *Virginia Freedom of Information Act* and (2) only such public business matters as were identified in the Motion convening the Closed Meeting were heard, discussed, or considered in the Closed Meeting.

The motion was seconded by Rufus Miller and carried by the following Roll Call vote:

Vote: 7-0

Yes: (7) Jessie Barksdale, Rufus Fuller III, Anne Geyer, Gracie Mays, Ronald Merricks, Mike Mondul, Frank Wickers

No: (0) None

Presiding Officer: (1) Robert Warren (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (0) None

Absent During Meeting: (6) Julie Brown, Gwen Edwards, Shelby Irving, Jackie Satterfield, Faith Stamps, Kim Van Der Hyde

Mike Mondul made motion that the Danville-Pittsylvania Community Services Board of Directors adopt the Resolution for Certification of Closed Meeting:

NEXT BOARD MEETING

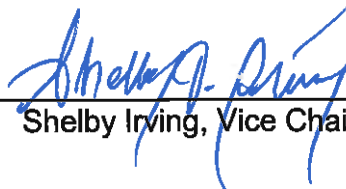
Chairperson Robert Warren presented reminder that the next Board Meeting will be held Thursday, March 16, 2017, 5:30 pm.

ADJOURNMENT

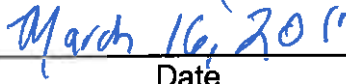
Motion was made by Mike Mondul to adjourn the meeting. Jessie Barksdale seconded, and the motion passed unanimously. Chairperson Robert Warren declared the Board Meeting adjourned at 6:46 pm.

(Minutes of DPCS Board Meeting Feb. 16, 2017)

Approved:



Shelby Irving, Vice Chairperson



Date