

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, March 1, 2012
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, March 1, 2012, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

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| Dean Jennings, <i>Chairperson</i> | James Clark |
| Roy Ford, <i>Secretary</i> | Anne Geyer |
| Betty Pickral, <i>Member-At-Large</i> | Polly Humphrey |
| JoLane Dunlap, <i>Past Chairperson</i> | Jerry Testerman |
| Jessie Barksdale | Mary Lee White |
| Julie Brown | Gayla Wood |
| William Brown | |

BOARD MEMBERS ABSENT

Ronald Merricks, *Vice Chairperson*
Dan Angell, *Member-At-Large*

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.

ADOPTION OF AGENDA

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

Motion was made by William Brown and seconded by James Clark to adopt the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION – TIMESHEETS: FROM PAPER TO AUTOMATION

Mary Beth Clement, Director of Finance, and Wendy Lackey, Payroll Administrator/Accountant, presented an overview of the Agency's transition from manual to automated timesheets for employees, with examples of each process. The manual process included multiple forms with data entered by each employee on a daily basis, which allowed room for error in the entries and calculations. Each pay period the forms were routed to the employee's supervisor for verification/approval and then to the Finance Division for review/confirmation of overall accuracy and adherence to policies/regulations and finally processing for payroll. The manual process for approximately 250 employees was labor

intensive and tracking of information was difficult. Effective January 1, 2012, the Agency established automated time, attendance, and payroll systems. Employees check in/out and submit leave requests with either a time clock by using their employee number and fingerprint, a computer by using their name code and password, or a combination of both time clock and computer. Supervisors maintain employee schedules, approve time and requests for leave, and monitor time/schedule exceptions in the automated system on a weekly and pay period basis. The new process benefits both the Agency and the employees by saving time, eliminating multiple forms and manual calculations, sending alerts to possible errors, and providing automated reports.

ACTION ITEMS

Minutes

Minutes of the February 2, 2012, Regular Board Meeting were distributed with the Board Packet for this Meeting. There were no corrections or additions to the Minutes.

Roy Ford made motion to approve the February 2, 2012, Minutes as presented. Julie Brown 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 \$6,000, and approval to accept the grant funds if awarded. The funds would be used to cover the cost for a maximum of eight individuals with an intellectual disability to attend a one-week session this summer at Camp Virginia Jaycee, which is located in Bedford, Virginia. The individuals who benefit from the camperships currently reside in the Agency-operated group homes and would not be able to participate in the Camp without financial assistance. The Camp provides opportunities for the individuals to interact with peers and participate in a variety of activities, such as swimming, fishing, arts and crafts, barn and animal care, sports and games, tent camping, and music.

Motion was made by Mary Lee White and seconded by William Brown to approve application to the Womack Foundation for a grant in an amount not to exceed \$6,000, and approval to accept the grant funds if awarded. The motion passed unanimously.

Grant Application – Womack Foundation (Behavioral Health Services)

Mindy Conley requested Board approval to submit application to the Womack Foundation for a grant in an amount not to exceed \$1,500, and approval to accept the grant funds if awarded. The grant would be used to cover expenses to continue the successful Art Access Program for youth with behavioral disorders who are enrolled in DPCS' Child and Family Services Program within the Behavioral Health Services Division. A qualified art instructor teaches the classes at the Danville Museum of Fine Arts & History art studio. The art sessions would be scheduled during the summer of 2012. The Program provides educational, social, recreational, and therapeutic benefits for the participants.

Roy Ford made motion to approve application to the Womack Foundation for a grant in an amount not to exceed \$1,500, and approval to accept the grant funds if awarded. Polly Humphrey seconded, and the motion passed unanimously.

Grant Application – Walmart Foundation/Sam's Club (Behavioral Health Services)

Mindy Conley requested Board approval to submit application to the Walmart Foundation/Sam's Club for a health and wellness grant in an amount not to exceed \$2,000, and approval to accept the grant funds if awarded. The funds would be used to provide written and digital resources to help educate adults served by DPCS' Behavioral Health Services Division about their health and preventing and managing mental health and

substance use disorders. The resources would include brochures, workbooks, DVDs, and Wellness Recovery Action Plans to assist the individuals.

Julie Brown made motion to approve application to the Walmart Foundation/Sam's Club for a health and wellness grant in an amount not to exceed \$2,000, and approval to accept the grant funds if awarded. James Clark seconded, and the motion passed unanimously.

Grant Application – Womack Foundation (Prevention Services)

Amanda Oakes requested Board approval to submit application to the Womack Foundation for a grant in an amount not to exceed \$5,000, and approval to accept the grant funds if awarded. DPCS would use the funds to provide camperships for youth to attend a one-week session at Camp New Horizons this summer. Located in Chatham, Virginia, the Camp serves youth ages 8-12 who are considered at-risk or high-risk. The camp experience offers a variety of programs that emphasize responsibility, team-building, decision-making, goal-setting, nutrition, and fitness. Camp activities include swimming, hiking, fishing, crafts, and recreational sports.

Motion was made by Anne Geyer and seconded by Polly Humphrey to approve application to the Womack Foundation for a grant in an amount not to exceed \$5,000, and approval to accept the grant funds if awarded. The motion passed unanimously.

Grant Application – U.S. Department of Health and Human Services/Substance Abuse and Mental Health Services Administration (Prevention Services)

Amanda Oakes requested Board approval to submit application to the U.S. Department of Health and Human Services/Substance Abuse and Mental Health Services Administration for a Sober Truth on Preventing Underage Drinking Act Grant (STOP Act Grant) in this initial application year and three subsequent yearly renewals in an amount not to exceed \$50,000 per year for a four-year total amount not to exceed \$200,000, and approval to accept the grant funds if awarded. The grant would be 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. The purpose of the STOP Act Grant is to prevent and reduce alcohol use among youth ages 12-20 and to strengthen collaboration among communities. The grant funds would be used to enhance and expand programs and initiatives to reduce underage drinking in partnership with the local public school systems, college/university, and law enforcement.

Roy Ford made motion to approve application to the U.S. Department of Health and Human Services/Substance Abuse and Mental Health Services Administration for a STOP Act Grant in this initial application year and three subsequent yearly renewals in an amount not to exceed \$50,000 per year for a four-year 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

Transition to A More Digital Agency

DPCS is in the process of embracing technology and developing its transition to a more digital Agency. Jim Bebeau reported that, beginning with this Board Meeting, a PowerPoint presentation of the Board Packet will be available at each Board Meeting, on both projector screen and laptop computers. The Microsoft PowerPoint presentation program is a useful tool in making the transition from paper to digital with its time savings and ease of use. The PowerPoint viewing of Board Packets at the Board Meetings is the first step in the Agency's transition to providing digital Board Packets to Board Members. The move to paperless Board Packets has many benefits, including convenience; increasing productivity; reducing

the potential for error; and saving time, materials, and expense involved with copying, collating, packaging, and mailing. The Board Members were positive toward the new access of information and paperless Board Packets, with the majority expressing their desire to begin receiving digital Packets for the next Board Meeting. Therefore, beginning with the May 10, 2012, Board Meeting, DPCS will accommodate Board Members individually by providing either a digital or a paper Board Packet, per each Board Member's preference.

Mr. Bebeau also noted that effective February 3, 2012, the Agendas and approved Minutes for the Board Meetings beginning with Fiscal Year 2012 are available for public viewing on the Agency website at www.dpcs.org under the link "Board Meeting Agendas and Minutes" found on the home page. The Agenda will be posted within three days prior to the Board Meeting, and the Minutes will be posted within three days after Board approval.

Virginia Association of Community Services Boards Development and Training Conference

Jim Bebeau announced the Virginia Association of Community Services Boards Development and Training Conference to be held May 2-4, 2012, at The Crowne Plaza Williamsburg Hotel at Fort Magruder in Williamsburg. Board Members interested in attending the Conference should contact Pat Burnette or Mr. Bebeau by March 16 so that DPCS may comply with the registration deadline. Travel plans will be decided once the Conference agenda is received from the VACSB.

INFORMATION ITEMS – The following Information Item was addressed:

Suboxone Treatment Group

DPCS' Behavioral Health Services Division (BHSD) began offering a Suboxone Treatment Group in January 2012. The Group is designed to meet the unique needs of individuals using Suboxone therapy in order to discontinue dependence on opiates. The Group leaders work closely with the BHSD psychiatrists and nurses to provide consistent treatment and accountability for the individuals, including use of the Virginia Prescription Monitoring Program. Also, the individuals sign a comprehensive treatment contract detailing the program requirements, including random drug screens. The goal is to taper the dosages of Suboxone over time to minimize the withdrawal symptoms from opioid dependence. The program is designed for a minimum of ten Group sessions, with the treatment team making recommendations for future treatment options. To prescribe Suboxone, the psychiatrist must receive special training, which results in a separate DEA number signifying they are approved to prescribe the medication. Since very few psychiatrists in this area have had the special training, DPCS' Suboxone Treatment Group program is unique.

SERVICE AWARD PLAQUE PRESENTATION – GAYLA R. WOOD

Chairperson Dean Jennings recognized Gayla R. Wood and expressed regrets that she is leaving as a member of the Board of Directors. Ms. 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. Chairperson Jennings presented Ms. Wood with a plaque in recognition and appreciation for her six years (2006-2012) of service and commitment to the Board and Agency activities. Ms. Wood complimented the Agency, Board Members, and staff members, stating her appreciation for the privilege of having served on the Board of Directors.

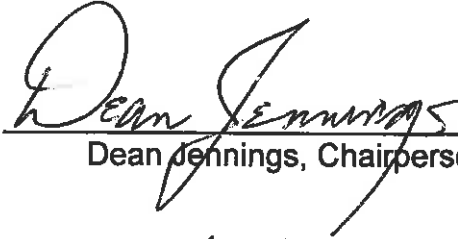
NEXT REGULAR BOARD MEETING DATE

Chairperson Dean Jennings presented a reminder that the next Regular Board Meeting will be held Thursday, May 10, 2012, 5:30 p.m.

ADJOURNMENT

Chairperson Dean Jennings declared the Board Meeting adjourned at 6:22 p.m.

Approved:



Dean Jennings, Chairperson

5/10/12

Date