

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, October 11, 2012
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, October 11, 2012, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Ronald Merricks, <i>Chairperson</i>	Polly Humphrey
Roy Ford, <i>Vice Chairperson</i>	Gracie Mays
Betty Pickral, <i>Secretary</i>	Gerald Milliman
Jessie Barksdale, <i>Member-At-Large</i>	Robert Warren
Anne Geyer	Mary Lee White

BOARD MEMBERS ABSENT

Jerry Testerman, *Member-At-Large*
Julie Brown
William Brown
JoLane Dunlap

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 5:30 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 Jessie Barksdale and seconded by Roy Ford to adopt the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION – THE AGENCY’S HIRING PROCESS

Jeannie Eanes, Assistant Director of Human Resources, presented an overview of DPCS’ hiring process and the recruitment/application/employment statistics for FY2012. The steps of the hiring process include advertising positions; developing selection criteria—both required and preferred criteria; processing applications; scoring applications; interviewing applicants; reviewing driving records; conducting searches through the U.S. Department of Health & Human Services Office, Office of the Inspector General; checking references; completing pre-employment requirements, including CANIS Report, State and FBI background checks, and drug screening; determining salary; and selecting the most qualified applicant. In FY2012, the Agency recruited for 58 positions; received/processed 923 applications; and hired 64 employees, 24 of whom were current employees changing positions within the Agency. DPCS currently has 260 employees.

ACTION ITEMS

Minutes

Minutes of the August 2, 2012, Regular Board Meeting were distributed with the Board Packet for this Meeting.

Robert Warren made motion to approve the August 2, 2012, Minutes; Gerald Milliman seconded, and the motion passed unanimously.

Budget, Finance, and Operations Committee Report

Audit Report for Fiscal Year Ended June 30, 2012

Mary Lee White, member of the Board's Budget, Finance, and Operations Committee, presented recommendation of the Committee for approval of DPCS' Audit Report for Fiscal Year Ended June 30, 2012. The Audit Report was prepared by Robert D. Dorr, CPA, of Foster & Dorr, P.C., Certified Public Accountants. Mr. Dorr met with the Committee members on September 24, 2012, to review and discuss the scope of the Audit, as required under U.S. Office of Management and Budget Circular A-133 and Government Auditing Standards. The Auditor's report expressed an unqualified opinion on the financial statements, with no significant deficiencies in internal control disclosed and no instances of noncompliance material to the financial statements disclosed.

Motion was made by Mary Lee White to approve the DPCS Audit Report for Fiscal Year Ended June 30, 2012, as recommended by the Budget, Finance, and Operations Committee. With no second required to motion made on behalf of the Committee, 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 \$850, and approval to accept the grant funds if awarded. The funds would be used to purchase materials for Red Ribbon Week to be held October 23-31, 2012, at DPCS for children and youth enrolled in the Agency's Child & Family Services. Red Ribbon Week, which is a national campaign to present a visible and unified commitment to a drug-free lifestyle, is an annual project at DPCS. With a canine theme, "Paws-itively Drug Free," the activities include coloring ornaments in the shape of puppy paws and placing them on a tree in the lobby where substance abuse education and prevention DVDs will be played. Also, "K9 Drug Free Murphy" dog will visit, and individuals will receive canine-themed items, such as paw rulers, paw bookmarks, paw pouches, and "These Paws Don't Touch Drugs" lollipops. A drawing will also be held for "Paws-itive Character" water bottles. Due to the deadline for submission of grant application being prior to October 11, 2012, the Board's Behavioral Health Services Committee considered and approved submission of application pending Board action at its October 11 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 the Womack Foundation for a grant in an amount not to exceed \$850, and approval to accept the grant funds if awarded. 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 \$10,000, 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 to fund a presentation by Dr. Victor DeNoble, a nationally recognized speaker on addictions. The presentation cost includes speaker's fee and travel for four days. Dr. DeNoble will present his interactive presentation, "Biology of Addiction: It's All in Our Brain," to each of the eight middle schools in Pittsylvania County and the City of Danville, with the potential to reach up to 4,000 students. The presentation discusses the negative consequences of alcohol, tobacco, and other drugs on the mind and body and includes the counter misperceptions that students

have about drug use. Dr. DeNoble combines lessons of the science, biology, and history of addiction. Due to the deadline for submission of grant application being prior to October 11, 2012, the Board's Prevention Services Committee considered and approved submission of application pending Board action at its October 11 meeting. Should the Board not approve the request, the application will be rescinded.

Robert Warren made motion to approve application to the Womack Foundation for a grant in an amount not to exceed \$10,000, and approval to accept the grant funds if awarded. Polly Humphrey seconded, and the motion passed unanimously.

DISCUSSION ITEMS

Virginia Association of Community Services Boards (VACSB)

Public Policy Conference Highlights

Jim Bebeau reported on the VACSB Public Policy Conference held October 2-5, 2012, in Fairfax and expressed appreciation for the participation of Board Members William Brown and Mary Lee White who attended along with staff. The annual Public Policy Conference brings together Virginia Community Services Board (CSB) members and staff, Legislators, Administration staff, and Behavioral Health Care stakeholders to prepare for the upcoming General Assembly Session. A Conference highlight was the *Public Policy Panel* with several General Assembly Members, which provided information on current public policy actions and consideration that impact Virginians with mental illness, developmental disability, and substance use disorders as Virginia responds to the current fiscal and political environment. Other highlights included the Conference Institute on *Health Care Reform, the Affordable Care Act (ACA), and Medicaid Expansion: Facts and Impact You Need to Know for Virginia*. This powerful Institute offered a comprehensive overview of the ACA and its potential impact on Virginia, its citizens, and its communities, as well as health care reform and CSBs, implications of Medicaid expansion, impact on Medicare, and payment reform in general.

Services and Budget Priorities 2013-2014

Jim Bebeau addressed Services and Budget Priorities of the VACSB for 2013-2014. The VACSB's principles for use of funding include establishing an adequate baseline level of care continuum in each community; effective and efficient use of available resources; choice, recovery, and independence of individuals served; involvement of multiple stakeholders in service design; and significant investment for the community system to serve the underserved/unserved populations and build capacity to adequately respond to the health care reform environment. All of the VACSB's priorities have goals of promoting recovery and independence, as follows:

- Part C/Early Intervention Services for Infants and Toddlers with Disabilities;
- Adequate Crisis Response;
- Intensive Community Treatment and Recovery Supports;
- Developmental Services and Department of Justice Settlement;
- Specialized Regional Services.

The VACSB also highlights the following additional community needs:

- Additional 800 Waiver Slots to reduce the community Urgent Care Wait List;
- Funding to serve Non-Waiver eligible individuals in the community;
- Additional public guardianship slots and training in alternatives to guardianship.

Presentation of Fiscal Year 2012 Annual Report to Our Local Governments

The DPCS Fiscal Year 2012 Annual Report was distributed to Board Members at this meeting. Jim Bebeau gave an overview of the Annual Report, "*Then and Now*," that recognizes the Agency's fortieth anniversary of serving the residents of Pittsylvania County and the City of Danville. The Annual Report takes a historical journey of the initial services in comparison to the

Agency's work in the community today. The Report will be presented to both of our local governments next month. Chairperson Ronald Merricks will address the Pittsylvania County Board of Supervisors at its meeting November 5, 2012; Board Member Anne Geyer will address Danville City Council at its meeting November 8, 2012. The presentations offer the opportunity for discussion and explanation of the Agency's services. Any Board Members interested in attending is welcome to join them. Following presentation to our local governments, the Annual Report will be distributed to approximately 700 citizens in our community. Mr. Bebeau expressed appreciation to Amanda Oakes for her leadership in coordinating preparation of the Report.

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. As sponsor of the project through the U.S. Department of Housing and Urban Development (HUD), DPCS was required to demonstrate control of the project site, either through ownership of the property or Option to Purchase. DPCS, or its designee, had an Option to Purchase on the project site property located at Ashlawn Drive, Danville, since September 2009. The lengthy time span was due to delays experienced with HUD. At the May 10, 2012, meeting of the Ashlawn View, Inc., Board of Directors, action was taken to move forward with purchase of the property. However, during the due diligence review of the purchase, the Clement & Wheatley law firm discovered that one of the property owners had multiple liens against the property by various debtors, including the Internal Revenue Service. The Seller believed that the liens had been cleared by order of the local Circuit Court; however, they had not, and Title Insurance could not be issued until the liens were cleared. The liens were prohibiting purchase of the property and could possibly delay Initial Closing of the project with HUD. The Clement & Wheatley law firm worked to resolve the matter with the Seller's attorney, and a court date was set for August 9, 2012, which resulted in the judge removing the liens in order for DPCS to obtain clear title to the property. DPCS successfully purchased the property on August 17, and the Initial Closing with HUD is scheduled for October 25 in Richmond. Mr. Gary reported that the City of Danville identified drainage problems on the property that required additional design services by Land Engineering & Design, PC. These design changes will be implemented during construction to alleviate the identified drainage problem on the site.

INFORMATION ITEMS – The following Information Items were addressed:

Division Fiscal Year 2012 Annual Reports – Finance Division, Human Resources Division, and Compliance and Information Systems Division

Jim Bebeau noted the Fiscal Year 2012 Annual Reports for DPCS' Administrative Services Divisions—Finance, Human Resources, and Compliance and Information Systems. The Fiscal Year 2012 Annual Reports for DPCS' Program Services Divisions—Behavioral Health, Intellectual Disability, and Prevention—will be distributed in the December 6, 2012, Board Meeting packet. These narrative reports are distributed to Board Members each year and provide an overview of the Divisions' programs for the fiscal year, including highlights and accomplishments as well as goals for the next fiscal year.

CLOSED MEETING

Motion was made by Roy Ford 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)(1) Code of Virginia, 1950, as Amended, for assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body,

Subject: Annual Performance Evaluation of the Executive Director

Purpose: Executive Committee Report Regarding the Annual Performance Evaluation of the Executive Director

and 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, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of the public body,

Subject: Real Estate located on Franklin Turnpike in Pittsylvania County, Virginia
Purpose: Dissemination of Information on Property ICF-1

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

Vote: 9-0

Yes: (9) Jessie Barksdale, Roy Ford, Anne Geyer, Polly Humphrey, Gracie Mays, Gerald Milliman, Betty Pickral, Robert Warren, Mary Lee White

No: (0) None

Presiding Officer: (1) Ronald Merricks (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent: (4) Julie Brown, William Brown, JoLane Dunlap, Jerry Testerman

The Board of Directors entered Closed Meeting at 6:12 pm.

RETURN TO OPEN MEETING/CERTIFICATION OF CLOSED MEETING

Roy Ford made motion that the Danville-Pittsylvania Community Services Board of Directors immediately reconvene into Open Meeting and adopt the following Resolution for Certification of Closed Meeting:

WHEREAS, the Danville-Pittsylvania Community Services Board of Directors convened in a Closed Meeting on *October 11, 2012*, pursuant to an affirmative recorded vote and in accordance with the provisions of the *Virginia Freedom of Information Act*; and

WHEREAS, §2.2-3712 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 Robert Warren, followed by Roll Call vote:

Vote: 9-0

Yes: (9) Jessie Barksdale, Roy Ford, Anne Geyer, Polly Humphrey, Gracie Mays, Gerald Milliman, Betty Pickral, Robert Warren, Mary Lee White

No: (0) None

Presiding Officer: (1) Ronald Merricks (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent: (4) Julie Brown, William Brown, JoLane Dunlap, Jerry Testerman

The Board of Directors reconvened into Open Meeting at 6:35 pm. Certification of Closed Meeting was unanimous.

EMPLOYMENT AGREEMENT BETWEEN THE BOARD OF DIRECTORS AND THE EXECUTIVE DIRECTOR

Jessie Barksdale, member of the Board's Executive Committee, made motion to revise the Employment Agreement between the Board of Directors and Executive Director Jim Bebeau, with amendments to Section II – Employment, B and C, effective January 1, 2013. With no second required to motion made on behalf of the Executive Committee, the motion passed unanimously.

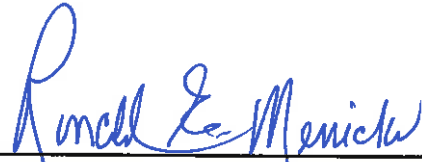
NEXT REGULAR BOARD MEETING DATE

Chairperson Ronald Merricks presented a reminder that the next Regular Board Meeting will be held Thursday, December 6, 2012, 5:30 p.m.

ADJOURNMENT

Upon motion by Roy Ford to adjourn the meeting, Chairperson Ronald Merricks declared the Board Meeting adjourned at 6:36 p.m.

Approved:



Ronald E. Merricks, Chairperson

12-6-2012

Date