

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, December 8, 2016
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, December 8, 2016, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Robert Warren, <i>Chairperson</i>	Gwendolyn Edwards
Jessie Barksdale, <i>Secretary</i>	Rufus Fuller III
Julie Brown, <i>Past Chairperson</i>	Anne Geyer
Frank Wickers, <i>Member-At-Large</i>	Jacqueline Satterfield
Ronald Merricks, <i>Member-At-Large</i>	Kimberly Van Der Hyde

BOARD MEMBERS ABSENT

Shelby Irving, *Vice Chairperson*
Gracie Mays
Michael Mondul
Faith Stamps

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Pat Burnette, *Executive 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 Jessie Barksdale and seconded by Ronald Merricks to adopt the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION

Crisis Intervention Team in Action (Behavioral Health Services)

Melanie Tosh, Director of Adult Clinical Services within DPCS' Behavioral Health Services Division, presented an overview of the Danville-Pittsylvania Crisis Intervention Team (D-PCIT) and CIT training sessions. The D-PCIT partnership includes the Pittsylvania County Sheriff Office, Danville City Police Department, Danville Sheriff Office, Danville Regional Medical Center, and DPCS. CIT history reflects that in the absence of needed treatment and care, individuals in acute or chronic psychiatric crisis gravitate to hospital emergency

rooms, jails, and prisons. As a result, these systems can experience significant negative impacts, with some becoming so overcrowded that individuals wait days or weeks for admission to a psychiatric bed, and some individuals are released without treatment. CIT provides a forum for effective problem-solving regarding interaction between the criminal justice system and mental health care system and creates the context for sustainable change for crisis care within the community. CIT training provides law enforcement officers with knowledge of the types of mental illness/co-occurring disorders, psychotropic medications, and crisis strategies/skills to effectively and safely respond to individuals with mental illness and prevent intensification of symptomatic behavior. The CIT Training includes role play scenarios to learn how to assess situations and approach individuals in crisis, while the CIT Train-the-Trainer class provides opportunity to learn the CIT teaching standard taught across the State of Virginia. Individuals must have completed the CIT Training in order to become trainers through the Train-the-Trainer class.

Sergeant Steve Richardson and Officer Brent Hatfield of the Danville City Police Department presented first-hand accounts of how they have instinctively used their CIT training in crisis situations experienced in the community. Both are trainers in the CIT program; Sergeant Richardson is head of the Hostage Team. Each noted that the training helps in responding to not only individuals with mental illness, but also to individuals experiencing any type of crisis. Sergeant Richardson and Officer Hatfield described the positive impact that the program has on law enforcement officers and the community, including building relationships with all agencies, changing perceptions, and dealing with stress for self and others. Both expressed appreciation for the positive cooperation of all individuals, behind the scene and up front, who help in provision of the CIT program.

ACTION ITEMS

Minutes – October 20, 2016, Regular Board Meeting

Minutes of the October 20, 2016, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Julie Brown made motion to approve the October 20, 2016, Minutes as presented; Jessie Barksdale seconded, and the motion passed unanimously.

Executive Committee Report

Amendment of Bylaws

Julie Brown, member of the Board's Executive Committee, presented recommendation of the Executive Committee to amend the Bylaws of the DPCS Board of Directors. In accordance with Article XII of the Bylaws, proper notice had been given to the Board of Directors for consideration of amendment. Dr. Brown reported that the Executive Committee met November 15, 2016, to consider proposed revisions for Article II—Purpose and Article IX—Standing Committees. In Articles II and IX, proposed revisions reflect change of terminology from "intellectual disability" to "developmental," as adopted by DPCS effective July 1, 2016. The change also replicates the terminology used by the Virginia Department of Behavioral Health and Developmental Services. This terminology change is in view of Virginia's Medicaid Waiver service system redesign, which combined two Waiver systems—Intellectual Disability and Developmental Disability—that were previously viewed separately to create an all-inclusive "Developmental Disability" Waiver system. In Article II, proposed revision relative to "transportation" is in view of requirement from the audit completed by the Virginia Department of Rail and Public Transportation (DRPT). Per DRPT

recommendation, DPCS should include transportation services in the purpose of the Agency.

Motion was made by Julie Brown to approve amendment of the Bylaws of the DPCS Board of Directors as recommended by the Executive Committee, and that the amendment become effective January 1, 2017. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

Biennial Review of Board Policies

Ronald Merricks, member of the Board's Executive Committee, reported that the Executive Committee met November 15, 2016, for review and updating of the Board Policies due for biennial review.

The Committee reviewed the following policies with no recommended revisions noted:

1. 120 Orientation and Continuing Education Training for Members of the Board of Directors
2. 125 Board Meeting Participation Via Electronic Communication
3. 220 Uniform Job Classification and Salary Structure
4. 426 Fraternalization Policy
5. 428 Dual Relationships Policy
6. 460 Exit Interview
7. 505 Licensure/Certification Supervision Plan
8. 510-001 Workshop/Conference/Seminar Attendance
9. 610 Reimbursement for Services
10. 618 Identity Theft Prevention Program
11. 820 Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) Policy and Procedures
12. 830 Health Insurance Portability and Accountability Act
13. 910 Use of Agency Equipment and Material
14. 1020 Legal Counsel
15. 1045 Risk Management

The Committee reviewed and edited the following policies to reflect a change of terminology from "intellectual disability" to "developmental" as adopted by DPCS effective July 1, 2016. The change also replicates the terminology used by the Virginia Department of Behavioral Health and Developmental Services. This terminology change is in view of Virginia's Medicaid Waiver service system redesign, which combined two Waiver systems—Intellectual Disability and Developmental Disability—that were previously viewed separately to create an all-inclusive "Developmental Disability" Waiver system.

1. 110 General Statement of Agency Purpose and Policy Making and Review Function
2. 130 Input from Individuals Receiving Services
3. 210 Organizational Structure Chart
4. 600 Setting and Collection of Fees for Services

Mr. Merricks presented recommendation of the Executive Committee that revisions for the following policies be approved, per the proposed deletions and additions distributed with the Board Packet for this meeting, and that all revisions become effective January 1, 2017:

1. 300 General Policy
2. 310.001 Equal Employment Opportunity Plan
3. 330.001 Employee Benefits
4. 370 Separation of Employees
5. 420 Employee Standards of Conduct
6. 423 Drug-Free Workplace
7. 424 Criminal Offense and Reporting
8. 430 Conflict of Interest
9. 500 Staff Training and Development
10. 503 Orientation of New Employees, Contractors, Volunteers, and Students

11. 615 Reporting Fraudulent Activity for Services and Reimbursement Claims
12. 800 Human Rights Policy
13. 800.001 Attachment to Human Rights Policy

14. 900 Vehicle Usage
15. 1030 Tobacco Use
16. 1040 Bloodborne Pathogens Exposure Control Policy
17. 1050 Volunteer and Student Intern Policy
18. 1070 Weapons Policy

Motion was made by Ronald Merricks to approve revision of the 18 stated policies as recommended by the Executive Committee and that all revisions become effective January 1, 2017. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

New Board Policies – Ethics, Emergency Action, and Tuberculosis Screening

Ronald Merricks, member of the Board's Executive Committee, presented recommendation of the Executive Committee for adoption of three new Board Policies—*Ethics, Emergency Action, Tuberculosis Screening*—as distributed with the Board Packet for this meeting, and that the Policies become effective January 1, 2017. Mr. Merricks stated the purpose of each new proposed Policy, as follows:

Ethics – Policy to observe the Code of Virginia and Agency policy and procedures that relate to each staff member's professional activity and expectation that staff members adhere to the Code of Ethics for their particular professional expertise for which they are licensed. The policy would apply to all Agency programs, employees, volunteers, and interns.

Emergency Action – Policy to develop, with consultation and approval of the appropriate local authorities, a written plan in case of emergency for implementation at all Agency facilities. The policy would apply to all Agency directly-administered programs and all Agency employees.

Tuberculosis Screening – Policy for tuberculosis screening for all employees, contractors, students, or volunteers who have direct contact with individuals receiving services, work in substance abuse co-occurring outpatient or residential treatment service programs, come in contact with a known case of active tuberculosis, or develop symptoms of active tuberculosis.

Motion was made by Ronald Merricks to adopt the three new Board Policies—Ethics, Emergency Action, Tuberculosis Screening—as presented and recommended by the Executive Committee, and that the Policies become effective January 1, 2017. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

Local Government Funding Request for Fiscal Year 2018

Jessie Barksdale, member of the Board's Executive Committee, reported that the Executive Committee met November 15, 2016, to review staff recommendations for consideration in formulating DPCS' Fiscal Year 2018 request for funding from the City of Danville and Pittsylvania County.

The Committee recommended that the Board request \$361,048 from the City of Danville and \$325,102 from Pittsylvania County in local funding for Fiscal Year 2018. The requested amounts represent a 10% overall increase, equally divided, to help maintain DPCS' compliance with the required local funding match equal to 10% of its State general funds. The following reflects the actual number of dollars that a 10% increase represents:

Local Government Body	Fiscal Year 2017 Funding	Proposed Increase	Proposed Fiscal Year 2018 Funding Request
City of Danville	\$ 329,860	\$ 31,188	\$ 361,048
Pittsylvania County	\$ 293,913	\$ 31,189	\$ 325,102
Total	\$ 623,773	\$ 62,377	\$ 686,150

Jessie Barksdale made motion to request local funding for Fiscal Year 2018 in the amount of \$361,048 from the City of Danville and \$325,102 from Pittsylvania County, as recommended by the Executive Committee. With no second required to motion made on behalf of the Committee, 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 a total of \$4,000, and approval to accept the grant funds if awarded. The grant would be used to cover costs for the New Horizons Adventure Day Camp, which provides opportunities and skills that nurture each child's natural resiliency and individual characteristics. The Camp program includes substance abuse prevention, life skills, nutrition, fitness, safety, conflict resolution, and the environment. Other activities include fishing, swimming, sports, crafts, team-building games, and special events by program consultants. The daily focus would be on healthy habits using activities that are both fun and interactive. Transportation would be provided to and from the camper's home each day.

Motion was made by Julie Brown and seconded by Ronald Merricks to approve application to the Womack Foundation for a grant in an amount not to exceed \$4,000, and approve acceptance of the funds if awarded. 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 \$20,000, and approval to accept the grant funds if awarded. The grant would be used to fund 25% of salary and program operational expenses for a Healthy Families Case Manager/Family Support Worker position in DPCS' Prevention Services Division. 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. The 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.

Motion was made by Jessie Barksdale and seconded by Kimberly Van Der Hyde to approve application to United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$20,000, and approve acceptance of the funds if awarded. The motion passed with a vote of 8 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 currently serves as a member of the Board of Directors for United Way of Danville-Pittsylvania County.

Grant Application – United Way of Danville-Pittsylvania County (Behavioral Health and Developmental Services)

Sara Craddock requested Board approval to submit application to *United Way of Danville-Pittsylvania County* for a grant in an amount not to exceed \$40,000, and approval to accept the grant funds if awarded. The grant would be used to support DPCS' Oral Healthcare Access Program, which provides funding for dental services to benefit high-need, low-income adults who are in active status with DPCS' Behavioral Health or Developmental Services. DPCS case managers regularly work with individuals whose physical and psychological well-being is negatively impacted by poor oral health. The Program helps to close the gap in our community's oral healthcare safety net by reducing barriers to access, such as transportation and insufficient financial resources to pay for dental services.

Motion was made by Rufus Fuller and seconded by Frank Wickers to approve application to United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$40,000, and approve acceptance of the funds if awarded. The motion passed with a vote of 8 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 currently serves as a member of the Board of Directors for United Way of Danville-Pittsylvania County.

Grant Application – Virginia Department of Rail and Public Transportation (Developmental Services)

Sara Craddock requested Board approval to submit application to the *Virginia Department of Rail and Public Transportation* for a grant in an amount not to exceed a total of \$100,000, and approval to accept the grant funds if awarded. The grant would be used to purchase two 5-passenger minivans with wheelchair ramps to replace two vehicles currently in DPCS' fleet that are beyond their useful life due to age and/or mileage. The vehicles would be used to transport wheelchair mobile and ambulatory individuals for a wide range of program-related activities, such as necessary appointments and recreational, social, and other community integration activities.

The first minivan would support transportation needs of the Residential Services Programs. DPCS has two group homes, two Intermediate Care Facilities for Individuals with Intellectual Disability, and individuals receiving services who live in the community who need transportation assistance. The second minivan would be used for the transportation needs Monday through Friday of individuals enrolled in DPCS' Developmental Services Day Services Program.

Motion was made by Ronald Merricks and seconded by Jessie Barksdale to approve application to the Virginia Department of Rail and Public Transportation for a grant in an amount not to exceed \$100,000, and approve acceptance of the funds if awarded. The motion passed unanimously.

DISCUSSION ITEMS

Financial Audit Report for Fiscal Year 2016 (Finance)

Mary Beth Clement addressed DPCS' Fiscal Year 2016 Financial Audit Report and Auditor's letter to the DPCS Board of Directors, as prepared by Robert D. Dorr, CPA, of Harris, Harvey, Neal & Co., LLP, and distributed in the Board Packet for this meeting. On November 14, 2016, Mr. Dorr met with members of the Budget, Finance, and Operations Committee and the Executive Committee to discuss the Audit and compliance letter, as

required under the *U.S. Office of Management and Budget (OMB) Circular A-133 and Government Auditing Standards*. The Management Discussion and Analysis section of the Audit Report focuses a concise and informative explanation of the financial statements for the Agency. DPCS received a clean opinion, with no deficiencies in internal control disclosed and no instances of noncompliance materials to the financial statements disclosed.

Mr. Dorr recommended one improvement to internal control to provide grant documentation to the Finance Division in order to properly classify and account for federal grants and to comply with reporting and auditing requirements that follow federal funds. Ms. Clement noted that the Finance Division will work with Division Directors to implement an improved system of communication, documentation, and reporting in order to appropriately classify grants as federal, State, local, or other sources.

Fiscal Year 2016 Annual Report Presentation to Our Local Governments

Jim Bebeau reported that the DPCS Fiscal Year 2016 Annual Report, *Positive Impact Through Innovation*, was presented to our local governments—Julie Brown presented to the Pittsylvania County Board of Supervisors on December 5, 2016, and Frank Wickers presented to Danville City Council on December 6, 2016. Mr. Bebeau expressed appreciation to Dr. Brown and Dr. Wickers for their excellent presentations.

The Annual Report was well received by both local governments, with comments including “excellent infographics” and “most understandable report received in a long time.” Each also stated appreciation for our services provided by the staff as well as appreciation to the Board Members for their volunteer services to the community through Board service. Following these presentations to our local governments, the Fiscal Year 2016 Annual Report is distributed to the community.

Virginia Association of Community Services Boards 2017 Legislative Conference

Jim Bebeau announced the VACSB Legislative Conference to be held January 17-18, 2017, in Richmond. This annual Conference provides knowledge and perspective on current budget and legislative information and advocacy opportunities during the legislative session. Conference highlights include remarks by The Honorable William A. Hazel, Jr, MD, Secretary of Health and Human Resources; Public Policy Forum; and Community Services Board Member Advocacy Training for the 2017 General Assembly. The Conference also offers the opportunity to speak with our Legislators about needs of the Community Services Board System and the individuals served. Board Members interested in attending the Legislative Conference should contact Pat Burnette by December 15, 2016, so that DPCS may comply with registration and reservation deadlines.

Annual Holiday Gathering

Jim Bebeau announced the DPCS Annual Holiday Gathering to be held December 14, 2016, 3:00-5:00 pm, at the Institute for Advanced Learning and Research, Danville. Also this year, DPCS will host its Holiday Bazaar at the Holiday Gathering, with vendors including Agency employees as well as outside vendors, as a great opportunity to support local small businesses. As a tradition by DPCS at the Holiday Gatherings, staff members voluntarily bring non-perishable food items and/or unwrapped toys for donation to needy families and children. Expenses for the Holiday Gathering are paid by profits from the staff vending machines, bake sales, and craft bazaar. All Board Members and spouses are invited to join staff at the Holiday Gathering.

**INFORMATION ITEMS – The following Information Items were addressed:
Division Fiscal Year 2016 Annual Reports – Behavioral Health Services Division,
Intellectual Disability Services Division, and Prevention Services Division**

Jim Bebeau noted the Fiscal Year 2016 Annual Reports for DPCS' Program Services Divisions—Behavioral Health, Intellectual Disability, and Prevention. The Fiscal Year 2016 Annual Reports for DPCS' Administrative Services Divisions—Finance, Human Resources, and Compliance and Information Systems—were distributed in the October 20, 2016, 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 Ronald Merricks 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: Foundation House

Purpose: Foundation House Operations

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

Vote: 9-0

Yes: (9) Jessie Barksdale, Julie Brown, Gwendolyn Edwards, Rufus Fuller III, Anne Geyer,

Ronald Merricks, Jacqueline Satterfield, Kimberly Van Der Hyde, 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: (4) Shelby Irving, Gracie Mays, Michael Mondul, Faith Stamps

The Board of Directors entered Closed Meeting at 6:34 pm.

Return to Open Meeting/Certification of Closed Meeting

Ronald Merricks 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 December 8, 2016, 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 Kimberly Van Der Hyde and carried by the following Roll Call vote:

Vote: 9-0

Yes: (9) Jessie Barksdale, Julie Brown, Gwendolyn Edwards, Rufus Fuller III, Anne Geyer,

Ronald Merricks, Jacqueline Satterfield, Kimberly Van Der Hyde, 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: (4) Shelby Irving, Gracie Mays, Michael Mondul, Faith Stamps

The Board of Directors reconvened into Open Meeting at 6:49 pm.

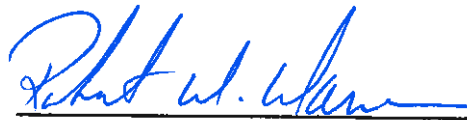
NEXT BOARD MEETING

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

ADJOURNMENT

Motion was made by Jessie Barksdale to adjourn the meeting. Julie Brown seconded, and the motion passed unanimously. Chairperson Robert Warren declared the Board Meeting adjourned at 6:51 pm.

Approved:



Robert W. Warren, Chairperson

02/16/2017

Date