

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, December 14, 2017
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, December 14, 2017, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Robert Warren, *Chairperson*
Jessie Barksdale, *Secretary*
Julie Brown, *Past Chairperson*
Rufus Fuller, III
Sid Allgood
Gracie Mays

Frank Wickers
Kimberly Van Der Hyde
Jacqueline Satterfield
Gwendolyn Edwards
Lorrie Eanes-Brooks

BOARD MEMBERS ABSENT

Shelby Irving, *Vice Chairperson*
Angela Fowler

Michael Mondul

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Sandy Irby, *Director of Behavioral Health Services*
Sara Craddock, *Director of Developmental Services*
Amanda Oakes, *Director of Prevention Services*
Cindy Lewis, *Director of Human Resources*
Mary Beth Clement, *Director of Finance*
Jennifer Thompson, *Acting Director of Compliance/Information Systems*
Carol Cundiff, *Executive Assistant*

CALL TO ORDER

Chairperson Bob Warren called the meeting to order at 5:30 p.m.

ADOPTION OF AGENDA

The Agenda was distributed with the Board Packet for this Meeting. Jim Bebeau presented a request to amend the Agenda to add Action Item V-C-2 (Grant Application to Department of Behavioral Health and Developmental Services).

Motion was made by Julie Brown and seconded by Jessie Barksdale to approve the addition of Action Item V-C-2 and to adopt the Agenda as amended. The motion passed unanimously.

PROGRAM PRESENTATION

New Employee Handbook Orientation Process (Human Resources)

Cindy Lewis, Director of Human Resources, introduced Jeannie Eanes, Assistant Director of Human Resources. Ms. Eanes proceeded to inform the Board about the New Employee Handbook Orientation process. DPCS has new employee orientation approximately every three weeks. This is the first step of the training that is required of all new employees. The

orientation process ensures that employees receive a proper welcome to the Agency, training on policies and procedures, an introduction to payroll procedures, a full explanation of the benefits offered and enrollment therein, a review of the Employee Handbook, and a chance to ask questions. Review of the Handbook is Human Resources' part of orientation and it takes about an hour. The Handbook contains information about the services and benefits provided by the Agency, as well as the conditions of employment, policies, procedures, practices and responsibilities. It is for reference only, as employees must follow the Agency's Policy Manual if any discrepancy arises. All employees are required to read the Handbook and sign an acknowledgment form, which is kept in their personnel file, certifying their compliance.

Ms. Eanes also reminded the Board that DPCS employees almost 300 people; it served over 17,000 individuals during 2017 and connected with 1 in 10 residents through treatment or prevention programs; it operates about 50 unique programs to meet the needs of the individuals served; it evaluates employees after six months of employment and then on an annual basis; and it encourages employees to participate in education and training to increase their knowledge in their field. Ms. Eanes also briefly touched on the Agency's automated time keeping system; the Employee Assistance Program which offers confidential counseling for addictions, grief, etc.; HIPAA regulations; ethics and other pertinent policies to which employees are expected to adhere.

ACTION ITEMS

Minutes – October 19, 2017, Regular Board Meeting

Minutes of the October 19, 2017, 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 October 19, 2017, Minutes as presented. Frank Wickers seconded, and the motion passed unanimously.

Executive Committee Report

Biennial Review of Board Policies

Julie Brown, member of the Board's Executive Committee, reported that the Executive Committee met November 20, 2017, for review and updating of the Board Policies due for Biennial review. The Committee reviewed the following policies but made no recommendation for revisions:

.200	Organizational Structure
.200.001	Procedures for Amendment
.220	Job Classification and Salary Structure
.220.001	Classifications/Salary Range Assignments
.315	Nepotism
.320	Trial Work Period
.345	Transfer
.355	Conflict-Free Case Management
.400	Records and Reports
.422	Intoxicants
.440	Performance Evaluations
.445	Executive Director's Annual Performance Evaluation
.620	Representative Payee

.630 Financial Management
 .700 Procurement
 .1010 Program Evaluation
 .1060 Mail

Ms. Brown 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, 2018:

.330.001 Employee Benefits
 .350 Outside Engagement and Employment
 .360 Layoff
 .370 Separation of Employees
 .410 Employee Files
 .420 Employee Standards of Conduct
 .425 Harassment
 .450 Grievance Procedure
 .505 Licensure/Certification Supervision Plan
 .510 Travel Reimbursement
 .520 Expenditures for Refreshments or Meals for Special Events
 .900 Vehicle Usage
 .920 Electronic Communications
 .1000 Inclement Weather
 .1070 Weapons

Julie Brown having made the recommendation on behalf of the Executive Committee, and no second being required, the motion passed unanimously.

Local Government Funding Request for FY2019

Julie Brown, member of the Board’s Executive Committee, reported that the Executive Committee met November 20, 2017, to review staff recommendations for consideration in formulating DPCS’ FY2019 request for funding from the City of Danville and Pittsylvania County. The Committee recommends that the Board request \$397,153 from the City of Danville and \$357,612 from Pittsylvania County in local funding for FY2019. The requested amounts represent a 10% overall increase 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	FY2018 Funding	Proposed Increase	Proposed FY2019 Funding Request
City of Danville	\$ 361,048	\$ 36,105	\$ 397,153
Pittsylvania County	\$ 325,102	\$ 32,510	\$ 357,612
TOTAL:	\$ 686,150	\$ 68,615	\$ 754,765

Julie Brown having made the recommendation on behalf of the Executive Committee, and no second being required, the motion passed unanimously.

**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 (“DRPT”) for a grant in an amount not to exceed a total of \$100,000, and approval to accept the grant funds if awarded. DRPT administers a Federal Transit Administration Section 5310 grant program, known as *Enhanced Mobility of Seniors and Individuals with Disabilities*, to purchase capital equipment. Eligible applicants include nonprofit organizations. The grant is intended to assist organizations in providing transportation services to meet the needs of elderly persons and persons with disabilities. The federal grant covers 80 percent of the total cost, and the applicant is responsible for the remaining 20 percent. DPCS would apply to DRPT for funding for two 7-passenger minivans with wheelchair ramps. These new minivans would replace two vehicles in DPCS’ fleet that are currently being used by Developmental Services Division but are beyond their useful life due to age and/or mileage. Both minivans, equipped with a wheelchair ramp, would be used for the transportation needs of individuals enrolled in the Agency’s Developmental Services’ Day Services and Residential Services programs. The vehicles would be used to transport wheelchair mobile and ambulatory individuals for a wide range of program related activities, such as necessary appointments, recreational, social, and other community integration activities.

Motion was made by Jessie Barksdale and seconded by Sid Allgood to approve application to the 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 after a period of discussion.

**Grant Application – Department of Behavioral Health and Developmental Services
(Behavioral Health)**

Sandy Irby requested Board approval to submit application to the *Department of Behavioral Health and Developmental Services* (DBHDS) for a one-time only grant in an amount not to exceed a total of \$80,000, and approval to accept the grant funds if awarded. DBHDS is seeking applications from qualified providers to expand on services provided through established contracts for the operation of CIT Assessment Sites. The one-time only award seeks to build upon a key principle of successful CIT programs; improved community based solutions to enhance access to services for individuals with mental illness. Applications must demonstrate how the proposed expansion of the existing Assessment Site program will increase or improve the ability to serve community needs in ways that are not currently possible with existing funding. The goal of every Assessment Site should be to continue to improve the services provided to ensure effective and safe care for individuals who interact with law enforcement in order to facilitate diversion from the criminal justice system.

DPCS will submit a proposal to expand upon the well-established collaboration strategy, Crisis Intervention Team (CIT) Assessment Site, over a 12-month period beginning January 1, 2018. The Crisis Intervention Team currently responds to incidents in the community involving people with mental health, substance use, and co-occurring disorders. Law enforcement and mental

health professionals collaborate to make decisions that balance the needs of individuals with mental health disorders with public safety. The current Assessment Site provides a safe place for evaluation and referral for mental health, substance use, and/or co-occurring disorder services. DPCS' proposal will describe the need for expansion of the Assessment Site to ensure effective and safe care for individuals subject to a Temporary Detention Order (TDO). Specifically, the funding would provide for an off-duty officer to be on-call and available 12 hours per day to provide safe and comfortable transportation for individuals served in CITAC and subject to a TDO.

Motion was made by Julie Brown and seconded by Jessie Barksdale to approve application to the Department of Behavioral Health and Developmental Services for a one-time grant in an amount not to exceed \$80,000, and approve acceptance of the funds if awarded. The motion passed unanimously.

DISCUSSION ITEMS

Financial Audit Report for FY2017

The FY2017 Audit Report was prepared by Robert D. Dorr, CPA of Harris, Harvey, Neal & Co., LLP. Mr. Dorr met with the Budget, Finance and Operations Committee on November 27, 2017, to discuss the audit and compliance letter contained in the Audit Report. The meeting with the auditor to discuss the scope of the audit is required under the U.S. Office of Management and Budget (OMB) Circular A-133 and Government Auditing Standards. Users of the Financial Statements were encouraged to focus upon the Management Discussion and Analysis section starting on page 8 of the report for the most concise and informative explanation of the financial statements for the Agency. It was the consensus of the Committee that the Board accept the Agency's Audit Report for the Fiscal Year ended June 30, 2017.

Presentation of FY2017 Annual Report to Local Governments

The DPCS FY2017 Annual Report, "DPCS - Who We Are, Who We Serve, and What We Do," was presented to Danville City Council on November 9, 2017, by Frank Wickers and to the Pittsylvania County Board of Supervisors on November 28 by Kim Van Der Hyde. Mr. Bebeau expressed his gratitude to Kim and Frank for volunteering to make these presentations to the local government bodies. Various Board members and staff commented that they received positive feedback concerning the straight-forward layout of the report.

VACSB 2018 Legislative Conference

Mr. Bebeau announced that the Virginia Association of Community Services Boards (VACSB) 2018 Legislative Conference will be held January 16-17, 2018, in Richmond. A Conference Schedule was included in the Board Packet. This annual Conference provides knowledge and perspective on current budget and legislative information and advocacy opportunities during the legislative session. The schedule will include a lengthy session featuring Becky Bowers-Lanier, VACSB Legislative Consultant, specifically for CSB Board Members. Mr. Bebeau expressed the hope that he and Agency staff will have the opportunity to speak with legislators about needs of the Community Services Board System and the individuals served by DPCS. Any Board member who wishes to attend should contact Carol Cundiff by December 15. Conference expenses will be covered by the Agency.

Campus Expansion Update

Mr. Bebeau reported that some of the foundation and footings have been poured on the expansion site. Some issues have risen that need to be fixed. Photos were shown demonstrating the progress of the construction. The shop building has been gutted and the contractor is currently using it as a base of operation. However, the shop will be renovated and ready for use well before the new wing is complete.

2018 Board Meeting Schedule

The 2018 Board Meeting Schedule was included in the Board Packet. The Board will meet at 5:30 p.m. on the following dates: February 15; March 15; May 17; June 28; August 16; October 18; and December 13, 2018. In addition to the meetings, the Schedule included reminders of VACSB conferences and annual committee activities.

INFORMATION ITEMS

Division Fiscal Year 2017 Annual Reports – Behavioral Health, Developmental Services, Prevention Services

Mr. Bebeau brought attention to the FY2017 Annual Reports for DPCS' Service Divisions— Behavioral Health, Developmental Services and Prevention Services. 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 Kim Van Der Hyde 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)(15) Code of Virginia, 1950, as amended, for discussion or consideration of medical and mental health records

Subject: Corrective Action Plan

Purpose: Investigative Report Regarding Individual Receiving Services

The motion was seconded by Julie Brown and carried by the following Roll Call vote:

Vote: 10-0

Yes: (10) Sid Allgood, Jessie Barksdale, Lorrie Eanes-Brooks, Julie Brown, Gwen Edwards, Rufus Fuller III, Gracie Mays, Jackie Satterfield, Kim Van Der Hyde, Frank Wickers

No: (0) None

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

Absent During Vote: (0) None

Absent During Meeting: (3) Angela Fowler, Shelby Irving, Michael Mondul

The Board of Directors entered Closed Meeting at 6:16 p.m.

Return to Open Meeting/Certification of Closed Meeting

Kim Van Der Hyde 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 August 24, 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 Frank Wickers and carried by the following Roll Call vote:

Vote: 10-0

Yes: (10) Sid Allgood, Jessie Barksdale, Lorrie Eanes-Brooks, Julie Brown, Gwen Edwards, Rufus Fuller III, Gracie Mays, Jackie Satterfield, Kim Van Der Hyde, Frank Wickers

No: (0) None

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

Absent During Vote: (0) None

Absent During Meeting: (3) Angela Fowler, Shelby Irving, Michael Mondul

The Board of Directors reconvened into Open Meeting at 6:27 p.m.

NEXT BOARD MEETING

Chairperson Warren reminded the Board that the next meeting will be held on Thursday, February 15, 2018, at 5:30 p.m.

ADJOURNMENT

After wishing all attendees a happy holiday season and thanking the staff for their hard work during 2017, Chairperson Warren declared the Board Meeting adjourned at 6:28 p.m.

Approved:



Robert W. Warren, Chairperson

02/15/2018
Date