

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, May 9, 2013
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, May 9, 2013, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Ronald Merricks, <i>Chairperson</i>	William Brown
Roy Ford, <i>Vice Chairperson</i>	Polly Humphrey
Betty Pickral, <i>Secretary</i>	Gracie Mays
Jessie Barksdale, <i>Member-At-Large</i>	Gerald Milliman
Jerry Testerman, <i>Member-At-Large</i>	Robert Warren
Julie Brown	

BOARD MEMBERS ABSENT

JoLane Dunlap	Shelby Irving
Anne Geyer	Mary Lee White

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Pat Burnette, *Executive Assistant*
Mary Beth Clement, *Finance Division Director*
Cindy Lewis, *Human Resources Division Director*
Laurie Gambardella, *Behavioral Health Services Division Acting 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. Jim Bebeau presented request to amend the Agenda with addition of the following three items:

Action Items – Request to Apply for Grants

V-B-6 Luncheon Pilot Club of Danville (Intellectual Disability Services)

V-B-7 Luncheon Pilot Club of Danville (Behavioral Health Services)

Discussion Item

VI-F Correspondence from The Honorable Brenda Bowman, Supervisor, Pittsylvania County, Chatham-Blairs District

Mr. Bebeau noted that the information regarding the proposed items was received after the current Agenda was distributed.

Motion was made by Julie Brown and seconded by Gerald Milliman to approve addition of Action Items V-B-6 and V-B-7 and Discussion Item VI-F as presented and to adopt the Agenda as amended. The motion passed unanimously.

COMMENTS

Jim Bebeau announced that Mindy Conley resigned from her position as Director of DPCS' Behavioral Health Services effective April 26, 2013, to return to her hometown of Roanoke to work in a senior management position with *Family Services of Roanoke Valley*. Mr. Bebeau introduced Laurie Gambardella, who is currently serving as Acting Director of Behavioral Health Services. Ms. Gambardella has been with the Agency since 2008 as Director of Intensive Community Services. Mr. Bebeau noted that recruitment is underway for the hiring of a new Director of Behavioral Services.

PROGRAM PRESENTATION

Quality Assurance and Training (Compliance and Information Systems Division)

Lisa McDowell, Quality Assurance Unit Manager, and Amanda Furr, Training Coordinator, within DPCS' Compliance and Information Systems Division, presented an overview of the Agency's Quality Assurance (QA) and Training functions.

Since DPCS' implementation of the Electronic Health Record (EHR) System in August 2010, the QA Unit has had many changes. Ms. McDowell addressed two important changes—going paperless and change in QA procedures. To facilitate going paperless, the QA staff prepared approximately 2,000 Active Records for scanning, determined layout for scanned records with up to 100 pages per section, and set up sections/categories—Clinical, Medical, Releases, and Miscellaneous. When scanning was complete, downloads were attached in the EHR. Pending Records were scanned and attached in the EHR, and Closed Records and Miscellaneous Records were boxed for microfiche. The process took months to complete. Procedure changes included QA staff working with Information Technology staff to design a QA Report that pulled all the required information from the EHR. The Report can be run by clinicians and their supervisors at any time for any time frame. As QA Unit Manager, Ms. McDowell reviews the Report to ensure the clinicians and their supervisors are informed of deficiencies/documentation needing completion prior to billing.

DPCS' Training Unit was implemented in February 2013, with the hiring of Ms. Furr as Training Coordinator. Through the Training Unit, DPCS anticipates increased staff proficiency in documentation, continued staff compliance with regulations, culturally sensitive treatment, and protected human rights. Ms. Furr is responsible for assessing/designing/planning/organizing trainings for the Agency, including Licensure, QA, and Medicaid required trainings; program specific trainings; and EHR trainings. The Agency's *Cultural Competency Training*, which is required by the Department of Behavioral Health and Developmental Services for all employees, is currently underway. Three sessions of the one-day training are offered in order to accommodate all staff.

ACTION ITEMS

Minutes

Minutes of the March 7, 2013, Regular Board Meeting were distributed with the Board Packet for this Meeting.

Roy Ford made motion to approve the March 7, 2013, Minutes; Jessie Barksdale seconded, and the motion passed unanimously.

Grant Application – State Farm (Prevention Services)

Amanda Oakes requested Board approval to submit application to State Farm for a *Celebrate My Drive* grant in an amount not to exceed \$2,500, and approval to accept the grant funds if awarded. The funds would be used to enhance the Regional Alliance for Substance Abuse Prevention's (RASAP) Drugged Driving Simulation Program with additional equipment, games, and activities focusing on alcohol impairment and the negative consequences. Through the use of Fatal Vision Goggles and activities, including a golf cart driving experience, the Program gives students a unique sober perspective of driving while intoxicated. Administered by trained officers

with the Danville Police Department and the Pittsylvania County Sheriff's Department, the Program is implemented approximately ten times per year in the local schools/colleges and serves approximately 350 students age 14 to 25. The grant would also give RASAP the opportunity to use its existing golf cart and trailer as an ongoing marketing tool by using them as a traveling billboard to promote driving and anti-drinking messages. Due to the deadline for submission of grant application being prior to May 9, 2013, the Board's Prevention Services Committee considered and approved submission of application pending Board action at its May 9 meeting. Should the Board not approve the request, the application will be rescinded.

Motion was made by Gerald Milliman and seconded by Polly Humphrey to approve application to State Farm for a Celebrate My Drive grant in an amount not to exceed \$2,500, and approval to accept the grant funds if awarded. The motion passed unanimously.

Grant Application – Virginia Department of Criminal Justice Services (Prevention Services)
Amanda Oakes requested Board approval to submit application to the Virginia Department of Criminal Justice Services for a Title II Formula Grant in an amount not to exceed \$32,000, and approval to accept the grant funds if awarded. The funds would be used to support DPCS' Reconnection Program, which works with youth involved with the 22nd Court Services Unit in Danville who are returning from an out-of-home placement of thirty or more days. The Program uses the following evidence-based programs in a group setting: Operational New Hope, Aggression Replacement Training, Project Toward No Drug Use, and for the parents, Parenting Wisely. Other components of the Program include community service, job readiness skills, college preparation, tutoring, and recreational outings. The Project Coordinator works closely with the parents and schools to ensure a successful transition.

Robert Warren made motion to approve application to the Virginia Department of Criminal Justice Services for a Title II Formula Grant in an amount not to exceed \$32,000, and approval to accept the grant funds if awarded. Gracie Mays seconded, and the motion passed unanimously.

Grant Application – Walmart Foundation (Intellectual Disability Services)
Richard Gary requested Board approval to submit application to the Walmart Foundation for a grant in an amount not to exceed \$1,200, and approval to accept the grant funds if awarded. The grant would be used to create a dedicated recycling center for DPCS' Day Services Program. Recycling is incorporated into the Program's Individual Service Plan with a goal and outcome indicator to support the participation of individuals enrolled in services. The Program currently recycles, but the process would be more efficient and better organized with appropriate collection containers. The funds would be used to purchase quality recycling bins to augment this project.

William Brown made motion to approve application to the Walmart Foundation for a grant in an amount not to exceed \$1,200, and approval to accept the grant funds if awarded. Betty Pickral seconded, and the motion passed unanimously.

Grant Application – J.T.- Minnie Maude Charitable Trust (Intellectual Disability Services)
Richard Gary requested Board approval to submit application to the J.T.- Minnie Maude Charitable Trust for a grant in an amount not to exceed \$10,000, and approval to accept the grant funds if awarded. The grant would support the Intellectual Disability Services Division's transportation needs. The funds would be used toward purchase of a 14-passenger activity bus for DPCS' Day Services Program to enhance community integration for the individuals enrolled in the Program. Additionally, the bus would be used as needed to support the DPCS' *Warriors United* Veteran's Transportation Program.

Motion was made by Jessie Barksdale and seconded by Polly Humphrey to approve application to the J.T.- Minnie Maude Charitable Trust for a grant in an amount not to exceed \$10,000, and approval to accept the funds if awarded. The motion passed unanimously.

Grant Application – Danville Regional Foundation (Behavioral Health Services)

At the March 7, 2013, Board Meeting, the Board of Directors approved submission of application to the Danville Regional Foundation (DRF) for a one-year grant in an amount not to exceed \$25,000 to be used toward the salary of the Mental Health Clinician position for DPCS' *A New Lease on Life* Program. The Program is a collaborative initiative with Piedmont Access to Health Services (PATHS) and The Free Clinic of Danville. DPCS serves as the fiscal agent for the Program, hiring and supervising the Mental Health Clinician.

After communication with the President and CEO of DRF, Laurie Gambardella requested Board approval to submit a revised application for a three-year grant in an amount not to exceed a total of \$118,357. The grant would be used toward salary and fringe benefits of the Mental Health Clinician position. The position received partial funding 2010-2013 from the Virginia Health Care Foundation. In 2014, alternative sources of revenue will be needed for salary and fringe benefits for the position. Fee reimbursement for the position has been negligible. The DRF grant would be structured using the Virginia Health Care Foundation grant model because of its ongoing focus on sustainability. If approved, the year one grant award would be \$51,181; year two would step down 25% to \$38,386; and year three would step down an additional 25% to \$28,790.

Motion was made by Robert Warren and seconded by William Brown to approve submission of a revised application to the Danville Regional Foundation for a three-year grant in an amount not to exceed a total of \$118,357, and approval to accept the funds if awarded. The motion passed unanimously.

Grant Application – Luncheon Pilot Club of Danville (Intellectual Disability Services)

Richard Gary requested Board approval to submit application to the Luncheon Pilot Club of Danville for a grant in an amount not to exceed \$775, and approval to accept the grant funds if awarded. The grant would enable an individual with an intellectual disability who is enrolled in DPCS' Residential Services Program to attend a one-week session at Camp Virginia Jaycee during the summer of 2014. The individual would be unable to participate without financial assistance. The Camp provides new experiences and the opportunity to meet new friends. During a one-week session at the Camp, the participants take part in many activities, including arts and crafts, music and drama, nature study, swimming, recreation, and camp fire stories.

Motion was made by Julie Brown and seconded by Gerald Milliman to approve application to the Luncheon Pilot Club of Danville for a grant in an amount not to exceed \$775, and approval to accept the funds if awarded. The motion passed unanimously.

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

Laurie Gambardella requested Board approval to submit application to the Luncheon Pilot Club of Danville 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 help pay for medication for individuals who are receiving services through DPCS' Behavioral Health Services Division and are being treated by the medical staff psychiatrist, but cannot afford their psychotropic prescriptions. This medication assistance is essential in helping to stabilize individuals until they are able to access ongoing medication assistance programs.

Motion was made by Jessie Barksdale and seconded by Gracie Mays to approve application to the Luncheon Pilot Club of Danville in an amount not to exceed \$500, and approval to accept the funds if awarded. The motion passed unanimously.

DISCUSSION ITEMS

Comprehensive State Plan for 2014-2020

Jim Bebeau addressed DPCS' input for the Comprehensive State Plan for 2014-2020. The Department of Behavioral Health and Developmental Services (DBHDS) requested that each Community Services Board (CSB) provide input for development of the Six-Year Plan as required

by Section 37.2-315 of the *Code of Virginia*. The Plan will identify the service and support needs of persons with mental health or substance use disorders or intellectual disability across Virginia, define resource requirements, and propose strategies to address these needs. The Plan will also be used in the development of DBHDS' biennial budget submission to the Governor. CSB input to the Comprehensive State Plan for 2014-2020 will be used to

- Document information about individuals who are on CSB waiting lists for services, including active clients who have been identified by the CSB as needing additional mental health, intellectual disability, or substance abuse services;
- Provide average service wait times; and
- Identify CSB priority risk factors contributing to adolescent problem behavior CSB populations for focused prevention efforts.

DPCS' input for the Plan included identified populations within our catchment area who have mental health or substance use disorders or intellectual disability, a survey of prevention service priorities, and information specific to each disability area to prevention services. The data was submitted electronically to DBHDS by the April 19, 2013, deadline.

DPCS has 130 individuals on the Behavioral Health (Mental Health/Substance Abuse) Waiting List, with an average wait time of four weeks to receive services. Fifty-one of the 130 individuals are currently receiving services from DPCS; however, they are considered in need of additional or more intensive services that are not available within our treatment programs. DPCS has 89 Urgent and 42 Non-Urgent individuals on the Medicaid Intellectual Disability Waiver Waiting List. The length of wait is directly tied to the availability of funding for new Medicaid Waiver Slots. Once the individual receives a Slot and chooses a provider, services usually begin within 30 days.

Preparation of Fiscal Year 2013 Budget Revision and Fiscal Year 2014 Budget

Jim Bebeau noted that Agency staff is in the process of preparing proposals for DPCS' Fiscal Year 2013 Budget Revision and Fiscal Year 2014 Budget. The Board's Program Committees will meet prior to the June 27, 2013, Board Meeting to review the proposals for their respective service division. The Division Directors will contact their respective Committee members to schedule the meetings. Upon approval by the Board's Budget, Finance, and Operations Committee, proposals for the Fiscal Year 2013 Budget Revision and Fiscal Year 2014 Budget will be presented to the full Board for consideration of approval at the June 27, 2013, Board Meeting. Mr. Bebeau expressed appreciation to Board Members for their extra work and time involved in the Committee meetings.

Highlights of Virginia Association of Community Services Boards Development and Training Conference

The Virginia Association of Community Services Boards (VACSB) Development and Training Conference was held May 1-3, 2013, at Virginia Beach. Jim Bebeau expressed appreciation for the participation of Vice Chairperson Roy Ford, who attended the Conference along with staff, and presented highlights of the Conference.

The theme of the Conference was *New Challenges, New Opportunities: Creating the Future with Innovations*. The program included State of the State (presented by The Honorable William Hazel, Jr., MD, Secretary of Health and Human Resources; James Stewart, III, Commissioner of the Department of Behavioral Health and Developmental Services; and Cindi Jones, Director of the Department of Medical Assistance Services), State of the Nation (presented by Ron Manderscheid, PhD, Executive Director of the National Association of County Behavioral Health & Developmental Disability Directors), and Stand Up for Mental Health: Using Comedy to Fight Stigma (presented by David Graniner, Counselor/Comic/Speaker/Author). Also included were plenary sessions, including topics such as social media use in your organization, bullying and electronic aggression, successful children telepsychiatry services, and integrated care models.

All Staff Meeting

Jim Bebeau announced DPCS' annual All Staff Meeting to be held June 19, 2013, 3:00-5:00 pm, at the Stratford Courtyard Conference Center, Danville. The featured speaker is Terrie Reeves, President of Wellness Coalition America, who will present a program on "wellness." Following the program, recognition awards will be presented to 35 employees with five, ten, fifteen, twenty, or twenty-five years of service with DPCS. Mr. Bebeau extended an invitation to Board Members to attend the All Staff Meeting.

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. DPCS has identified the individuals who will live in the home, and discussion has been started with their families regarding the transition.

At the April 24, 2013, site visit of the project, 90% of the house framing had been completed, and the rooms of the house have been defined. At this time, the roof has been installed, and the brick work has started. Installation of the heating and air conditioning system has not yet begun. The carpeting and tile selections were made on April 24 with the assistance of Project Architect Bill Loving.

Mr. Gary presented current photos of the project site highlighting the progress to date. Updated information will be provided as the Project progresses.

CORRESPONDENCE FROM THE HONORABLE BRENDA BOWMAN, SUPERVISOR, PITTSYLVANIA COUNTY, CHATHAM-BLAIRS DISTRICT

Jim Bebeau presented a letter from The Honorable Brenda Bowman, member of the Pittsylvania County Board of Supervisors representing the Chatham-Blairs District, in reference to DPCS' Open House held February 6, 2013. At the Open House, DPCS presented its Intermediate Care Facility (ICF) Project to build a home for five individuals with intellectual disability who will have a transition of services from a State training center back to our community, per the Commonwealth of Virginia's Settlement Agreement with the U.S. Department of Justice. DPCS purchased land on Franklin Turnpike for construction of the five-bedroom home. The land is located on the western side of the Franklin Turnpike highway near Madison Avenue, which is the entrance to the Chandler's Point subdivision. Some of the neighbors of the project property had questions about the project and concerns about an agency building a home, as opposed to a family building their home. The Open House provided the opportunity for the neighbors to learn about DPCS' history and reputation, services provided, the individuals served, and specifics of the ICF Project, as well as a discussion period for questions and concerns.

Ms. Bowman, who attended the Open House, commended the professionalism of Mr. Bebeau and the DPCS Board of Directors in addressing the questions and concerns of the citizens in attendance and expressed thanks for the vision of this home in a great neighborhood for the five individuals who will benefit from DPCS' services. Ms. Bowman also extended thanks to Mr. Bebeau and the DPCS Board of Directors for their commitment to the citizens of Pittsylvania County and the City of Danville.

Mr. Bebeau and Board Members expressed appreciation for Ms. Bowman's letter and support. DPCS looks forward to working with its new neighbors.

INFORMATION ITEMS – The following Information Item was addressed:

Agency Fiscal Year 2013 Third Quarter Financial Report

Upon inquiry by Robert Warren, Mary Beth Clement addressed the Agency's Financial Report for the Fiscal Year 2013 Third Quarter ended March 31, 2013. This report lists the year-to-date revenues and expenses by line item category for the Agency's Divisions, Fiduciary, and Other

Designations, compared to the annual budgeted amount. The report also lists the variance between the year-to-date actual amounts and the Board-approved budget amounts.

CLOSED MEETING

Motion was made by Jessie Barksdale 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: Employee Termination

Purpose: Investigative Update

The motion was seconded by Roy Ford and carried by the following Roll Call vote:

Vote: 10-0

Yes: (10) Jessie Barksdale, Julie Brown, William Brown, Roy Ford, Polly Humphrey, Gracie Mays, Gerald Milliman, Betty Pickral, Jerry Testerman, Robert Warren

No: (0) None

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

Absent: (4) JoLane Dunlap, Anne Geyer, Shelby Irving, Mary Lee White

The Board of Directors entered Closed Meeting at 6:18 pm.

RETURN TO OPEN MEETING/CERTIFICATION OF CLOSED MEETING

Julie Brown made motion that the Danville-Pittsylvania Community Services Board of Directors immediately convene 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 *May 9, 2013*, 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 Roy Ford and carried by the following Roll Call vote:

Vote: 10-0

Yes: (10) Jessie Barksdale, Julie Brown, William Brown, Roy Ford, Polly Humphrey, Gracie Mays, Gerald Milliman, Betty Pickral, Jerry Testerman, Robert Warren

No: (0) None

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

Absent: (4) JoLane Dunlap, Anne Geyer, Shelby Irving, Mary Lee White

The Board of Directors reconvened into Open Meeting at 6:29 pm.

NEXT REGULAR BOARD MEETING DATE

Chairperson Ronald Merricks presented a reminder that the next Regular Board Meeting will be held Thursday, June 27, 2013, 5:30 p.m.

ADJOURNMENT

Motion was made by Roy Ford to adjourn the meeting. William Brown seconded, and the motion passed unanimously. Chairperson Ronald Merricks declared the Board Meeting adjourned at 6:30 p.m.

Approved: Roy N. Ford, Jr.
Roy N. Ford, Jr., Vice Chairperson

6-27-2013
Date