

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, June 26, 2014
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, June 26, 2014, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Ronald Merricks, <i>Chairperson</i>	Polly Humphrey
Julie Brown, <i>Vice Chairperson</i>	Shelby Irving
William Brown, <i>Secretary</i>	Gracie Mays
Jessie Barksdale, <i>Member-At-Large</i>	Gerald Milliman
Mary Lee White, <i>Member-At-Large</i>	Robert Warren
Anne Geyer	Frank Wickers

BOARD MEMBERS ABSENT

Angela Fowler
Marie Young

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Pat Burnette, *Executive Assistant*
Sandy Stephenson, *Behavioral Health Services Division Acting Director*
Richard Gary, *Intellectual Disability Services Division Director*
Amanda Oakes, *Prevention Services Division Director*
Cindy Lewis, *Human Resources Division Director*
Mary Beth Clement, *Finance Division Director*
Allen Thorn, *Compliance and Information Systems Division Director*

CALL TO ORDER

Chairperson Ronald Merricks called the meeting to order at 5:30 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 Julie Brown and seconded by Gracie Mays to adopt the Agenda as presented. The motion passed unanimously.

COMMENTS – CHAIRPERSON

Chairperson Ronald Merricks welcomed several members of the Bellevue, Inc., Board of Directors—President Donald Merricks, Vice President Roy Ford, Secretary/Treasurer Jerry Williams, Bill Harville, and James Clark III—to this Board Meeting. Special recognition was noted for Frank Mobley, who served 24 years as a member of the Bellevue, Inc., Board of Directors before retiring in 2013. Bellevue, Inc., was founded in 1984 with the mission to assist DPCS in the creation and development of residential, program, and office facilities to enhance services for individuals seeking mental health, intellectual disability, and/or substance use services. Due to the work and efforts of Bellevue, Inc., DPCS has enjoyed outstanding facilities from which to operate. On behalf of the DPCS Board of Directors, Chairperson Merricks expressed appreciation to Bellevue, Inc., for its commitment and partnership with DPCS.

PROGRAM PRESENTATION

Danville-Pittsylvania Community Services Campus Expansion

Executive Director Jim Bebeau presented an overview of DPCS' Campus Expansion Project. In 1990, DPCS and Bellevue, Inc., (Bellevue) developed the 20,000 sq ft Hairston Street office complex. Due to the expansion of services and staff that occurred in the following years, in 2002 DPCS and Bellevue developed a 15,000 sq ft addition to the Hairston Street office complex, resulting in the facility having three wings—North, East, and West Wings. The expansion of community-based services and staff has continued, with DPCS now in need of additional space. The programs and services currently located at the Hairston Street campus have experienced compromises due to the limited space, such as staff sharing offices, difficulty finding conference room space, and lack of on-site storage. DPCS also currently utilizes several off-site locations for its services, such as the Program of Assertive Community Treatment (PACT), multiple Prevention Services, Healthy Families Program, and the Vehicle Service Center. The thorough research for possible expansion revealed the need to bring these off-site programs and services to the Hairston Street campus for the convenience of individuals served, the staff, and the economies of shared costs. In June 2013, DPCS and Bellevue agreed to the Campus Expansion Project, to include a new office building located north of the existing buildings, a Vehicle Service Center located in the northeastern corner of the property at the intersection of Joplin and Hairston Streets, and new parking lots. Subsequently in latter 2013 and early 2014, DPCS had the fortuitous opportunity to purchase three properties on Joplin Street. DPCS has completed the due diligence and purchase of these properties, thus allowing DPCS and Bellevue to expand the Hairston Street campus and locate the Vehicle Service Center on the Joplin Street properties. DPCS and Bellevue are now in the planning stage for the building locations and size, as well as the parking lots. Mr. Bebeau's presentation of the Project included preliminary drawings to assist Board Members in visualizing the proposed expansion. The next stage of the Project includes planning for the interior of the buildings, such as offices, lobbies, public and private spaces, and restrooms. Depending upon progress made during the next planning stages, DPCS anticipates groundbreaking of the Campus Expansion Project to occur in 2016.

NOMINATING COMMITTEE APPOINTMENTS

Chairperson Ronald Merricks appointed Jessie Barksdale, William Brown, and Polly Humphrey to the Nominating Committee for Fiscal Year 2015, with Mr. Barksdale designated as Chairperson of the Committee. Recommendation for the Fiscal Year 2015 appointment of Officers will be submitted for consideration at the August 7, 2014, Board Meeting.

ACTION ITEMS

Minutes – May 8, 2014, Regular Board Meeting

Minutes of the May 8, 2014, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Robert Warren made motion to approve the May 8, 2014, Minutes as presented; Gerald Milliman seconded, and the motion passed unanimously.

Budget, Finance, and Operations Committee Report

Fiscal Year 2014 Budget Revision

The Fiscal Year 2014 Proposed Budget Revision for DPCS and explanation of major changes proposed by each Division were distributed in the Board Packet for this meeting. The Board's program committees had reviewed and approved the budget revisions for their respective service division. Shelby Irving, Chairperson of the Budget, Finance, and Operations Committee, reported that the Committee met June 4, 2014, for review of the Fiscal Year 2014 Proposed Budget Revision for the Total Agency and presented recommendation of the Committee that the Board approve DPCS' Fiscal Year 2014 Proposed Budget Revision, setting the Agency budget at \$19,458,993 for Fiscal Year 2014.

Shelby Irving made motion to approve DPCS' Fiscal Year 2014 Revised Budget in the amount of \$19,458,993, as recommended by the Budget, Finance, and Operations Committee. Jessie Barksdale seconded, and the motion passed unanimously.

Fiscal Year 2015 Budget

The Fiscal Year 2015 Proposed Budget for DPCS and explanation of major proposals by each Division were distributed in the Board Packet for this meeting. The Board's program committees had reviewed and approved the Fiscal Year 2015 Proposed Budget for their respective service division. Shelby Irving, Chairperson of the Budget, Finance, and Operations Committee reported that the Committee met June 4, 2014, for review of the Fiscal Year 2015 Proposed Budget for the Total Agency. The Agency's Proposed Budget includes provision for a two percent salary scale adjustment on December 27, 2014, which is the start date of the pay period closest to January 1, 2015, and a one percent merit raise on employees' performance anniversary date. Also budgeted is a one-time buyback of 40 hours of Paid Time Off leave for employees to elect in either November/December 2014 or June 2015, with restrictions to be placed on the buyback to include a minimum number of hours of Paid Time Off leave balance prior to the payout date. Ms. Irving presented recommendation of the Committee that the Board approve DPCS' Fiscal Year 2015 Budget in the amount of \$21,096,559.

Motion was made by Shelby Irving to approve DPCS' Fiscal Year 2015 Budget in the amount of \$21,096,559, as recommended by the Budget, Finance, and Operations Committee. Mary Lee White seconded, and the motion passed unanimously.

Fiscal Year 2015 and Fiscal Year 2016 Performance Contract

Mary Beth Clement reported that the Budget, Finance, and Operations Committee met June 4, 2014, to review the Fiscal Year 2015 and Fiscal Year 2016 Performance Contract between DPCS and the Department of Behavioral Health and Developmental Services (DBHDS). However, as of June 4, DPCS was awaiting the Virginia General Assembly's approval of the budget. As a result, DPCS was also awaiting the DBHDS Letter of Notification containing final budget amounts of State and Federal Funds and release of the software that prepares the financial and Board Membership sheets of the Performance Contract. The Performance Contract has three components—Exhibits, Administrative Requirements, and Partnership Agreement. Although the resources and services information for DPCS was not available in the Exhibits component, the remainder of the Exhibits component and the Administrative Requirements and Partnership Agreement components are identical for all Community Services Boards in Virginia. Therefore, the Committee reviewed these portions of the Performance Contract and the changes made by DBHDS from the previous Fiscal Year 2013 and Fiscal Year 2014 Performance Contract.

Virginia's budget was approved June 23; however, Ms. Clement noted that to date DPCS is still awaiting receipt of the DBHDS Letter of Notification with final budget amounts of State and Federal Funds. Per the Bylaws of the Board of Directors, the Board's Executive Committee may conduct the necessary business between meetings of the Board of Directors. Therefore, once DPCS is able to issue its resources and services information, the Fiscal Year 2015 and Fiscal Year 2016 Performance Contract could be submitted to the Executive Committee for review and approval. Action taken by the Executive Committee would then be submitted to the full Board of Directors for ratification at the August 7, 2014, Regular Board Meeting.

Motion was made by Julie Brown that, due to the approval of Virginia's 2015 Budget being delayed and DPCS' Fiscal Year 2015 and Fiscal Year 2016 Performance Contract with DBHDS being incomplete as a result, the Executive Committee of the DPCS Board of Directors be approved to act on the Performance Contract once the Letter of Notification and software are received from DBHDS and the financial and related exhibits are complete and included in the Performance Contract. Frank Wickers seconded, and the motion passed unanimously.

Virginia Retirement System Resolution – Employer Contribution Rates for Counties, Cities, Towns, School Divisions, and Other Political Subdivisions

Cindy Lewis reported that the 2013 Appropriations Act, Item 468(H), allows localities, schools, and political subdivisions to make an election regarding their employer retirement contribution rate every biennium. The intent of the language is to offer some budget relief for the coming fiscal years with respect to the amount of retirement contributions; however, this does not change the Board-certified rate or the recommended employer contribution rate. The Virginia Retirement System (VRS) Board of Trustees has provided DPCS a choice of electing to pay the Certified Rate of 5.37% or the Alternate Rate of 4.68% for FY2015-2016. Choosing the Alternate Rate would reduce the contributions to DPCS' employer account and the investment earnings generated, which would mean fewer assets available for benefits. The Alternate Rate would also result in a lower funded ratio when the next Actuarial Valuation is performed, resulting in a higher calculated contribution rate for DPCS at that time.

The 2013 Appropriations Act, Item 468(H), requires that each participating employer must certify to the VRS Board of Trustees by adopted Resolution that it has reviewed and understands the potential future fiscal implications of electing or not electing to utilize the FY2015-2016 employer contribution rate. Ms. Lewis reported that DPCS management reviewed the options and recommends that effective July 1, 2014, DPCS adopt a Resolution electing the Certified Rate of 5.37% for its employer contribution rate for FY2015-2016. This recommendation to adopt the Certified Rate is also consistent with DPCS' long-standing practice.

Robert Warren made motion to adopt the following Resolution to certify to the VRS Board of Trustees that DPCS elects to pay the Certified Rate of 5.37% effective July 1, 2014, in accordance with the 2013 Appropriations Act, Item 468(H):

BE IT RESOLVED, that Danville-Pittsylvania Community Services 55484 does hereby acknowledge that its contribution rates effective July 1, 2014, shall be based on the higher of a) the contribution rate in effect for FY2014, or b) eighty percent of the results of the June 30, 2013, actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2014-16 biennium (the "Alternate Rate") provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code §51.1-145(I) resulting from the June 30, 2013, actuarial value of assets and liabilities (the "Certified Rate"); and

BE IT ALSO RESOLVED, that Danville-Pittsylvania Community Services 55484 does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the following contribution rate effective July 1, 2014:

The Certified Rate of 5.37% The Alternate rates of 4.68%; and

BE IT ALSO RESOLVED, that Danville-Pittsylvania Community Services 55484 does hereby certify to the Virginia Retirement System Board of Trustees that it has reviewed and understands the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this Resolution; and

NOW, THEREFORE, the Officers of Danville-Pittsylvania Community Services 55484 are hereby authorized and directed in the name of Danville-Pittsylvania Community Services to carry out the provisions of this Resolution, and said Officers of Danville-Pittsylvania Community Services are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by Danville-Pittsylvania Community Services for this purpose.

Jessie Barksdale seconded the motion to adopt the Resolution, and the motion passed unanimously.

**Grant Application – Delta Dental of Virginia Foundation
(Intellectual Disability and Behavioral Health Services)**

Richard Gary requested Board approval to submit application to the *Delta Dental of Virginia Foundation* for a grant in an amount not to exceed \$10,000, and approval to accept the grant funds if awarded. DPCS' Oral Healthcare Access Program addresses the need to reduce barriers to the access of dental care for high-need, low-income adults with intellectual disabilities or behavioral disorders. The grant would be used to expand DPCS' provision of acute, restorative, and preventative dental services to adults enrolled in the Agency's intellectual disability or behavioral health services who lack financial resources to obtain dental care. DPCS' case managers routinely work with individuals whose physical and psychological problems are worsened by deplorable oral health. The Program ensures dental appointments are kept; reduces transportation barriers to appointments; ensures dentists receive reimbursement for services; reduces use of the hospital emergency department for dental care; educates on the importance of maintaining good oral hygiene; and improves quality of life.

Motion was made by Jessie Barksdale and seconded by Mary Lee White to approve application to the Delta Dental of Virginia Foundation for a grant in an amount not to exceed \$10,000, and approval to accept the grant funds if awarded. The motion passed unanimously.

**Grant Application – Community Foundation of the Dan River Region
(Intellectual Disability Services)**

Richard Gary requested Board approval to submit application to the *Community Foundation of the Dan River Region* for a grant in an amount not to exceed \$20,000, and approval to accept the funds if awarded. DPCS would use the grant to give youth and adults with an intellectual or developmental disability and their caregivers increased opportunities for short-term respite. DPCS' Intellectual Disability Services Division has identified 60 individuals who do not have the benefit of Medicaid Waiver and lack financial resources to pay for respite care. The funds would enable these individuals to attend a summer camp and would provide transportation and Relief Staff to assist them at camp. The funds would also be used to establish a bi-monthly Respite Support Group for parents/caregivers of children with intellectual or developmental disabilities. Facilitated by trained staff, the Support Group is designed to help parents/caregivers understand and support their child's special needs while maintaining their own well-being.

Motion was made by Mary Lee White to approve application to the Community Foundation of the Dan River Region for a grant in an amount not to exceed \$20,000, and approval to accept the funds if awarded. Jessie Barksdale seconded, and the motion passed unanimously.

DISCUSSION ITEM

Visits by Virginia Lieutenant Governor Ralph Northam and Virginia Department of Behavioral Health and Developmental Services Commissioner Debra Ferguson

Jim Bebeau reported that DPCS received positive attention from State level administrators in the past month. On May 30, 2014, the Lieutenant Governor, Dr. Ralph Northam, visited DPCS to view three of the Agency's innovative programs in the community—Telemedicine Services, Genoa Healthcare In-House Pharmacy Services, and Residential Crisis Program—Foundation House. Mr. Bebeau noted that Dr. Northam is Chair of the Governor's Task Force for Mental Health Reform, which is charged with system reform after the Bath County incident. On June 13, 2014, the new Commissioner of the Department of Behavioral Health and Developmental Services, Dr. Debra Ferguson, visited DPCS, Piedmont Community Services, Southside Community Services Board, and Southern Virginia Mental Health Institute. Dr. Ferguson's tour with DPCS included the same programs that Dr. Northam visited, as well as Ashlawn View, DPCS' newly completed HUD-funded group home for individuals with intellectual disability. A resident of Ashlawn View was pleased to give Dr. Ferguson a tour of his new home. DPCS is on the cutting edge of telehealth with its employment of two full-time psychiatrists for telemedicine services and its partnership with Genoa Healthcare for pharmacy services provided in-house,

which could be replicated across Virginia to meet service needs and improve the quality of rural services.

INFORMATION ITEMS – The following Information Item was addressed:

Regional Alliance for Substance Abuse Prevention Summer Conference

Jim Bebeau reported that DPCS partnered with the Regional Alliance for Substance Abuse Prevention (RASAP) for the Summer Conference, "You Can't STOP What You Don't Know!" with National Speaker Officer Jermaine Galloway, to be held August 22, 2014, 9 am - 4 pm, at the Institute for Advanced Learning and Research in Danville. Officer Galloway is a dynamic speaker and expert on youth alcohol and drug education. The Conference will provide over 100 visual aids for participants to familiarize themselves with and covers alcohol and drug trends, including clothing, drug-related music, drug paraphernalia, and drug concealment methods. During the last hour of the Conference, Pittsylvania County Commonwealth's Attorney Bryan Haskins and Danville Commonwealth's Attorney Michael Newman will provide updates on changes to the laws and sentencing guidelines for drug-related offenses. Mr. Bebeau extended invitation to the Board Members to attend the Summer Conference at no cost. In addition, Continuing Education Credit Hours, provided by Danville Community College and the Department of Criminal Justice Services will be available at the Conference. Board Members should contact DPCS by August 18, 2014, to preregister for the Conference.

PRESENTATION OF SERVICE AWARD PLAQUES

Chairperson Ronald Merricks recognized William Brown and Polly Humphrey and expressed regrets that their third full term as Board Members will expire June 30, 2014. Chairperson Merricks presented each with a plaque in recognition and appreciation for their nine years (2005-2014) of service and commitment to the Board as representatives of the City of Danville

Dr. Brown and Ms. Humphrey expressed thanks to the Board and stated their appreciation and enjoyment in working with all members and staff, noting that serving as member of this Board has been a wonderful experience.

NEXT REGULAR BOARD MEETING DATE

Chairperson Ronald Merricks presented reminder that the next Regular Board Meeting will be held Thursday, August 7, 2014, 5:30 pm.

ADJOURNMENT

Motion was made by Gerald Milliman to adjourn the meeting. Julie Brown seconded, and the motion passed unanimously. Chairperson Ronald Merricks declared the Board Meeting adjourned at 6:13 pm.

Approved: Ronald E. Merricks
Ronald E. Merricks, Chairperson
8/7/14
Date