

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, August 1, 2013
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, August 1, 2013, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Pat Burnette, *Executive Assistant*
Bill Cook, *Behavioral Health Services Division 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*

GUESTS PRESENT

Paula Mitchell, *State Board of Behavioral Health and Developmental Services*
The Honorable Coy Harville, *Pittsylvania County Board of Supervisors*
Roy Ford, *Past Member of DPCS Board of Directors*
Betty Pickral, *Past Member of DPCS Board of Directors*

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 Jessie Barksdale to adopt the Agenda as presented. The motion passed unanimously.

COMMENTS

Chairperson Ronald Merricks introduced Paula Mitchell, member of the *State Board of Behavioral Health and Developmental Services*, and welcomed her to the Board Meeting. Ms. Mitchell, who is the State Board Member Liaison for DPCS, was visiting to familiarize herself with our Agency and programs and to meet the Board Members and staff.

Chairperson Merricks recognized Past Board Member Betty Pickral and expressed regret that her term as Board Member expired June 30, 2013. He presented Ms. Pickral with a plaque in recognition and appreciation for her years of service and commitment to the Board and Agency activities. Appointed in 2004 by the Pittsylvania County Board of Supervisors, Ms. Pickral served as Board Member for nine years representing Pittsylvania County – Callands/Gretna District. Ms. Pickral stated enjoyment for her time spent on the Board and appreciation for all she learned while serving.

Chairperson Merricks recognized The Honorable Coy Harville, member of the *Pittsylvania County Board of Supervisors* representing the Westover District, and welcomed him to the Board Meeting. Mr. Harville extended appreciation to the DPCS Board of Directors, Executive Director Jim Bebeau, and staff for the Agency's mission and efforts in the provision of mental health, intellectual disability, substance abuse, and prevention services to individuals in Pittsylvania County. On behalf of the *Pittsylvania County Board of Supervisors*, Mr. Harville recognized Roy Ford, Past Member of the DPCS Board of Directors whose term expired June 30, 2013, and presented him with a plaque in appreciation for his nine years of service and commitment representing Pittsylvania County – Westover District on the DPCS Board of Directors.

PROGRAM PRESENTATION

Overview of Vehicle Service Center Operations (Human Resources Division)

Brian Hamilton, Fleet Manager within the Human Resources Division, presented an overview of DPCS' Vehicle Service Center, which provides regular maintenance, multi-point inspection, repairs, and records for the Agency's 75 vehicles. The vehicles are used to transport individuals receiving services at DPCS to and from programs and appointments and for staff traveling to meetings, workshops, and other work related activities. Ensuring the safety of the vehicles is the Center's highest priority. Mr. Hamilton introduced Robert Moss, Maintenance Technician-Vehicles, and presented highlights of the numerous fleet services. Regular maintenance on each vehicle includes oil change every 3,000 miles, tire rotation/balance every 6,000 miles, and checks on belts/hoses, fluid levels, air filter, and tire air pressure. The multi-point inspection on each vehicle includes tire wear, brakes, steering/suspension, windshield wiper blades, lighting, and exhaust system along with belts/hoses. For additional safety, lighting is checked with the Center's Hoppy Vision 100 photometric headlight aiming machine. Mr. Hamilton is an ASE (Automotive Service Excellence) Certified Automotive Technician, and both he and Mr. Moss are Certified Inspectors for Virginia Vehicle Safety Inspection Stickers. These certifications result in considerable cost savings to the Agency for Safety Inspection Stickers and vehicle repairs, such as air conditioning system checks with recycle and recovery and brake pad and fuel pump replacements. Wash/wax service for vehicles and recycling of used oil for the heat system at the Center are also significant cost savers. Board Members noted that fleet services are provided by only two employees—Mr. Hamilton and Mr. Moss—for the Agency's 75 vehicles and expressed appreciation for the in-house services and cost savings to the Agency.

BOARD MEMBER APPOINTMENT

Chairperson Ronald Merricks announced the appointment of Dr. Frank Wickers to his first term as Board Member representing the City of Danville, effective July 1, 2013. Board Members welcomed Dr. Wickers to the Board.

ACTION ITEMS

Minutes

Minutes of the June 27, 2013, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Gerald Milliman made motion to approve the June 27, 2013, Minutes as presented; Anne Geyer seconded, and the motion passed unanimously.

Nominating Committee Report

Fiscal Year 2014 Slate of Officers and Executive Committee

Jessie Barksdale, Chairperson of the Board's Nominating Committee, presented recommendation of the Nominating Committee for the following Slate of Officers and Executive Committee members to serve for Fiscal Year 2014:

Chairperson	-	Ronald Merricks
Vice Chairperson	-	Julie Brown
Secretary	-	William Brown
Member-at-Large	-	Jessie Barksdale
Member-at-Large	-	Mary Lee White

There were no nominations from the floor.

Motion was made by Robert Warren and seconded by Gracie Mays to approve the Slate of Officers and Executive Committee members to serve for Fiscal Year 2014 as recommended by the Nominating Committee. The motion passed unanimously.

Grant Application – Lucy Pannill Sale Foundation (Intellectual Disability Services)

Richard Gary requested Board approval to submit application to the *Lucy Pannill Sale Foundation* for a grant in an amount not to exceed \$2,000, and approval to accept the grant funds if awarded. With technology playing a significant role today in the development of programs for individuals with intellectual and developmental disabilities, the grant would be used to purchase four Apple iPads for DPCS' Day Services Program. The iPads would give the individuals who receive services in the Program the opportunity for increased independence, choice in their lives, and the means to have a voice by breaking communication barriers currently experienced with non-verbal individuals who have been unsuccessful in utilizing other less user-friendly devices. The iPad apps are known to be fun and user-friendly, with huge success rates for individuals with intellectual disabilities in the development of new skills applicable to everyday living. The iPads would also be utilized for therapeutic means, such as fine motor skill development, gross motor skill development, and educational purposes.

Mary Lee White made motion to approve application to the Lucy Pannill Sale Foundation for a grant in an amount not to exceed \$2,000, and approval to accept the grant funds if awarded. Polly Humphrey seconded, and the motion passed unanimously.

Grant Application – Natural Science Center of Greensboro (Intellectual Disability Services)

Richard Gary requested Board approval to submit application to the *Natural Science Center of Greensboro* for a grant in an amount not to exceed \$500, and approval to accept the grant funds if awarded. Acknowledging that not all entities are able to absorb the full admission price to visit, the *Natural Science Center of Greensboro* established a Group Visit Scholarship Assistance Fund for organizations to apply for financial assistance to offset the admission price. Grants are awarded twice per calendar year and are awarded as in-kind passes, valued at partial or total admission ticket prices. The *Center* is a popular destination for individuals who receive services in DPCS' Day Services Program. The grant would be used to continue taking the Day Services Program groups to the *Center*.

Jessie Barksdale made motion to approve application to the Natural Science Center of Greensboro for a grant in an amount not to exceed \$500, and approval to accept the grant funds if awarded. Shelby Irving seconded, and the motion passed unanimously.

DISCUSSION ITEMS

Virginia Department of Criminal Justice Services Grant Awards (Prevention Services)

Amanda Oakes reported information on the following grant awards from the *Virginia Department of Criminal Justice Services*:

- The Board took action at the February 4, 2010, Board Meeting to apply to the *Virginia Department of Criminal Justice Services* for a four-year Edward Byrne Juvenile Assistance Grant in the amount of \$74,947 per year (required match of \$3,747), to be used for the Gang Awareness and Prevention Project. DPCS received the final Statement of Award on June 21, 2013, approving \$71,200 in Federal Funds and \$3,747 in Matching Funds, for a total award of \$74,947.
- The Board took action at the May 12, 2011, Board Meeting to apply to the *Virginia Department of Criminal Justice Services* for a three-year Title II Grant in the amount of \$96,687 per year (required match of \$32,229), to be used for the Delinquency Prevention Project. DPCS received the final Statement of Award on July 17, 2013, approving \$64,458 in Federal Funds and \$32,229 in Matching Funds, for a total award of \$96,687.
- The Board took action at the May 9, 2013, Board Meeting to apply to the *Virginia Department of Criminal Justices Services* for a one-year Title II Grant in the amount of \$31,409, to be used for the Reconnection Program. DPCS received the Statement of Award on July 17, 2013, approving \$31,409 in Federal Funds.

The total amount of revenue generated for Fiscal Year 2014 by these three grant funding opportunities for DPCS' Prevention Services is \$203,043.

Ashlawn View Group Home Project Update

Richard Gary presented 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. Per the site inspection conducted this week by the *Department of Housing and Urban Development* (HUD) Inspector, the project is approximately 80% complete and 6-8 weeks from being finished. The following progress has been made:

- All interior "rough" work has been completed, including plumbing, electrical, carpentry, insulation, and drywall.
- All kitchen and bathroom cabinets and countertops have been installed.
- All exterior masonry and brick work has been completed.
- All utilities have been installed underground (water, electric, phone, and cable).
- All final site grading has been completed.
- The roof has been installed over the carport.
- The driveway has been surfaced.

Mr. Gary presented current photos of the project site highlighting the progress to date. Work plans for the final weeks include installation of all flooring surfaces (ceramic tile), installation of the HVAC systems, and painting all interior surfaces.

INFORMATION ITEMS There was no discussion on Information Items, as distributed.

Introduction of Behavioral Health Services Division Director

Executive Director Jim Bebeau introduced a new member of DPCS' Executive Management Team. William "Bill" Cook began his responsibilities and duties as Director of the Agency's Behavioral Health Services Division effective July 22, 2013. Mr. Cook is a Licensed Professional Counselor and comes to DPCS with 22+ years of extensive experience with behavioral health services, in both the private and public sector. He served mostly recently as Director of Behavioral Health Services at Piedmont Community Services in Martinsville. Board Members expressed welcome to Mr. Cook in his new position.

CLOSED MEETING

Motion was made by Frank Wickers 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: Dissemination of Information for 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 Hairston Street in Danville, Virginia

Purpose: Dissemination of Information Regarding Property at 269 Hairston Street, 275 Hairston Street, and 281 Hairston Street

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

Vote: 11-0

Yes: (11) Jessie Barksdale, Julie Brown, William Brown, Anne Geyer, Polly Humphrey, Shelby Irving, Gracie Mays, Gerald Milliman, Robert Warren, Mary Lee White, Frank Wickers

No: (0) None

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

Absent: (0) None

The Board of Directors entered Closed Meeting at 6:05 pm.

RETURN TO OPEN MEETING/CERTIFICATION OF CLOSED MEETING

Frank Wickers 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 1, 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 Jessie Barksdale and carried by the following Roll Call vote:

Vote: 11-0

Yes: (11) Jessie Barksdale, Julie Brown, William Brown, Anne Geyer, Polly Humphrey, Shelby Irving, Gracie Mays, Gerald Milliman, Robert Warren, Mary Lee White, Frank Wickers

No: (0) None

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

Absent: (0) None

The Board of Directors reconvened into Open Meeting at 6:31 pm.

ADOPTION OF RESOLUTION IN REGARD TO PROPERTY AT 269 HAIRSTON, 275 HAIRSTON STREET, AND 281 HAIRSTON STREET

William Brown made motion for adoption of the following Resolution:

The Board of Directors ("Board") of DANVILLE-PITTSYLVANIA COMMUNITY SERVICES ("DPCS"), a political subdivision of the Commonwealth of Virginia, hereby resolves, as follows:

WHEREAS, DPCS purchased Lots 269, 275, and 281 ("Subject Properties") located on Hairston Street in the City of Danville, Virginia, and

WHEREAS, the Subject Properties were purchased with the intent of sale to BELLEVUE, INC., or a related corporation, for the purpose of expansion and development opportunities for DPCS, and

WHEREAS, BELLEVUE, INC., has expressed intent to purchase and develop the Subject Properties on Hairston Street owned by DPCS, and

WHEREAS, a contract between DPCS and BELLEVUE, INC., will demonstrate control of the Subject Properties for site development,

NOW, THEREFORE, BE IT RESOLVED,

- 1) James F. Bebeau ("Mr. Bebeau"), Executive Director of DPCS, and the Officers of DPCS, or any of them, are hereby authorized and directed to execute and to deliver on behalf of DPCS a sale contract; a contract to retain the services of a real estate agent, if needed; and any other documents which may be necessary or appropriate to complete the sale of the Subject Properties (collectively, the "Sale Documents"); and the Secretary of the DPCS Board is hereby authorized and directed to attest any such Sale Documents, if necessary or applicable.
- 2) Mr. Bebeau and the Officers of DPCS, or any of them, are hereby further authorized and directed to execute the Sale Documents with such completions, omissions, insertions, and changes as may be approved by Mr. Bebeau and/or the Officers executing them, their execution to constitute conclusive evidence of their approval of any such completions, omissions, insertions, and changes, which completions, omissions, insertions, and changes are hereby ratified and approved.
- 3) Mr. Bebeau and the Officers of DPCS, or any of them, are hereby authorized and directed to execute and deliver all of the Sale Documents or any other documents, certificates, and instruments and to take all such further action as such persons may consider necessary or desirable in connection with the sale described in this Resolution.
- 4) All other acts of Mr. Bebeau and the Officers of DPCS, or any of them, which are in conformity with the purposes and intent of this Resolution and in furtherance of selling the Subject Properties as described in this Resolution, are hereby approved and confirmed.

Jessie Barksdale seconded the motion to adopt the Resolution, and 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, October 10, 2013, 5:30 pm.

ADJOURNMENT

Motion was made by Robert Warren to adjourn the meeting. Julie Brown seconded, and the motion passed unanimously. Chairperson Ronald Merricks declared the Board Meeting adjourned at 6:34 pm.

Approved: William H. Brown
William H. Brown, Secretary

October 10 2013
Date