

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, October 15, 2015
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, October 15, 2015, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Julie Brown, <i>Chairperson</i>	Gwen Edwards
Robert Warren, <i>Vice Chairperson</i>	Angela Fowler
Jessie Barksdale, <i>Secretary</i>	Gracie Mays
Ronald Merricks, <i>Past Chairperson</i>	Sheryl Moyer
Anne Geyer, <i>Member-At-Large</i>	Vicki Pickeral
Shelby Irving, <i>Member-At-Large</i>	Frank Wickers

BOARD MEMBERS ABSENT

Faith Stamps
Marie Young

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Pat Burnette, *Executive Assistant*
Sandy Stephenson, *Director, Behavioral Health Services*
Sara Craddock, *Acting Director, Intellectual Disability Services*
Amanda Oakes, *Director, Prevention Services*
Cindy Lewis, *Director, Human Resources*
Mary Beth Clement, *Director, Finance*

CALL TO ORDER

Chairperson Julie Brown called the meeting to order at 5:32 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 Sheryl Moyer to adopt the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION

Counter Tools Project (Prevention Services)

Debbie Vaughan, Prevention Program Manager within DPCS' Prevention Services Division, presented an overview of the Counter Tools Project for Tobacco Retailer Verification, funded by the Virginia Department of Behavioral Health and Developmental Services (DBHDS). DBHDS selected one Community Services Board (CSB) from each of the five Health Planning Regions to participate in this pilot project to measure tobacco product availability and marketing in retail environments in the communities. The data collected will evaluate policy implementation and compliance with the purpose of reducing youth access to tobacco products through merchant education training. Currently, Virginia has no license requirements for tobacco retailers.

DPCS was selected to pilot the project for Health Planning Region III and to help plan and develop a best practice model for the other CSBs. Phase I of the project was to verify all tobacco merchants in the City of Danville and Pittsylvania County. Cathy Gore, Director of Business and Financial Services in DPCS' Prevention Services Division, addressed implementation of the project. DPCS worked closely with local Geographic Information Systems Specialists for the City of Danville and Pittsylvania County to review zoning and licensed businesses in order to create a comprehensive list of potential retailers. Our region was then divided into tile zones along major highways, based on size and density of potential retailers, with 15 staff trained on use of the Counter Tools software used in the project. With maps, lists of retailers, and iPads, five teams of three staff traveled in their assigned tile zone, entering longitude and latitude coordinates and verifying address and name of the tobacco merchants. Phase I was completed as of September 15, 2015, with a total of 206 tobacco retailers verified.

Feedback was shared with Counter Tools with recommendations for the Statewide implementation of the project. In October 2015, DPCS and the other four CSBs participating in the pilot will begin Phase II, as the other 35 CSBs begin implementation of Phase I. Phase II will consist of the CSBs providing Merchant Education Training to retailers with compliance check violations and retailers located in high priority areas, such as school zones and areas that youth frequent.

ACTION ITEMS

Minutes – September 17, 2015, Regular Board Meeting

Minutes of the September 17, 2015, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Ronald Merricks made motion to approve the September 17, 2015, Minutes as presented; Jessie Barksdale seconded, and the motion passed unanimously.

Amendment of Bylaws

Jim Bebeau presented recommendation of the Agency's Executive Management Team to amend the Bylaws of the DPCS Board of Directors effective October 15, 2015. In accordance with Article XII of the Bylaws, proper notice had been given to the Board of Directors for consideration of amendment.

The Bylaws were amended effective January 1, 2015, in order to reflect DPCS' compliance with its Fiscal Year 2015/Fiscal Year 2016 Performance Contract with the Virginia Department of Behavioral Health and Developmental Services (DBHDS); §2.2-3708.1 of the Code of Virginia; and local government ordinance. One of the amendments was relative to the number of Board Meetings. The Performance Contract included new requirement that the Board of Directors meet "at least ten times per year." As DPCS had held seven regular Board Meetings per year since 1994, action was taken to revise the Board Meeting schedule to define ten regular Board Meetings per year. Subsequently, as reported at the June 25, 2015, Board Meeting, the Fiscal Year 2016 Performance Contract underwent both minor and major changes, considered as Revision No. 1 by DBHDS. One of the changes incorporated in the revision is the reduction of required number of Board Meetings from ten to six per year. The Executive Management Team recommended that the DPCS Board Meeting schedule be revised to define seven regular Board Meetings per year, in the same months as held prior to the January 1, 2015, amendment—February, March, May, June, August, October, and December. This schedule exceeds the requirement of Fiscal Year 2016 Performance Contract Revision No. 1.

Motion was made by Gracie Mays to approve amendment of the Bylaws of the DPCS Board of Directors as recommended by the Executive Management Team, and that the amendment become effective October 15, 2015. Anne Geyer seconded, and the motion passed unanimously.

DISCUSSION ITEMS

Intermediate Care Facility-1 Project Update (Intellectual Disability Services)

Sara Craddock announced "Mount Hermon Manor" as the name of the new ICF. DPCS enlisted the help of Intellectual Disability Services staff to name the new home. Several suggestions were submitted, and the Executive Management Team members voted to determine the top choice name.

In update, Ms. Craddock reported that representatives from Daniel Builders LLC, Dewberry architecture and engineering firm, and DPCS met on site September 14 and September 28 to discuss the Project's development, schedule, budget, and progress. The brick masonry and rock lath installation has begun; the radon remediation system is installed; and the electrical, mechanical, and plumbing rough-ins continue. In the next weeks, brick masonry will continue, all rough-ins will be completed, inspections will take place, and installation of drywall and batt insulation will begin. Ms. Craddock noted that during inspection of the fire sprinkler system, the State Fire Marshal identified a need to move two sprinkler heads; the heads were moved, and the fire sprinkler system passed inspection. Photos of the project site were presented for the Board's viewing of the progress made at this juncture.

DPCS plans to coordinate a meeting with the two families who were unable to attend the September 3, 2015, team meeting for families of the individuals identified for residence at the new ICF home. At the meeting, DPCS staff will discuss updates to the project, answer questions from the families, and provide a tour of the site.

Virginia Association of Community Services Boards Public Policy Conference Highlights

The Virginia Association of Community Services Boards (VACSB) Public Policy Conference was held October 7-9, 2015, in Charlottesville. Jim Bebeau expressed appreciation for the participation of Dr. Frank Wickers, who attended the Conference along with staff, and presented highlights of the Conference. The annual Public Policy Conference brings together Virginia Community Services Board Members and Staff, Legislators, State Department of Behavioral Health and Developmental Services Staff, and Behavioral Health Care Stakeholders to prepare for the upcoming General Assembly Session. The program included a *Virginia Public Policy Panel Presentation* with several General Assembly Members and State Leaders, and an excellent array of Workshops, including *Enhanced Care Coordination: Kicking Case Management Up A Notch*; *Home and Community-Based Services and the CMS Final Rule: Timelines, Expectations, and A Path Toward Preparedness*; *Workforce Development: Building A New Generation of Talent*; and *Maximizing the Benefits of Parity Law*. Dr. Wickers commented on the excellent workshops and information presented at this Conference and encouraged participation of Board Members in the VACSB Conferences as schedules permit.

Fiscal Year 2015 Annual Report Presentation to Our Local Governments

The DPCS Fiscal Year 2015 Annual Report, *Making A Difference*, was distributed to Board Members at this meeting. Jim Bebeau gave an overview of the Annual Report, which focuses on all the ways that the services at DPCS are making a difference to the individuals living in the City of Danville and Pittsylvania County that the Agency is honored to serve. DPCS operates approximately 50 unique programs through its Behavioral Health, Intellectual Disability, and Prevention Services for adults and children. In Fiscal Year 2015, DPCS directly served 12,772 individuals in the City of Danville and Pittsylvania County through 178,188 distinct units of service.

The Annual Report will be presented by a DPCS Board Member at an upcoming meeting of Danville City Council and the Pittsylvania County Board of Supervisors. Board Members will be notified once the dates and presenters are confirmed, and all Board Members are invited to join us for these local government presentations. Following the presentations, the Annual Report will be distributed to approximately 700 citizens in our community.

Annual United Way Workplace Campaign

Jim Bebeau addressed DPCS' United Way Workplace Campaign for 2015, which is currently underway. Running October 1-30, the theme of this year's Campaign is *United We Play, United We Stay!!* with a goal of \$16,000 through at least 140 contributions. A committee of individuals representative of each of the Agency's Divisions has been formed; programs have been scheduled for staff to learn more about this year's Campaign and receive pledge forms; and incentives for staff to support the Campaign are in place. In addition, activities to supplement individual pledging are happening, including Jeans Days, Penny Wars, Used Book and Magazine Sale, Halloween Silent Auction Bake Sale, and What to Eat Wednesdays? biscuit sale.

As the recipient of United Way grant funding for two important programs, *Healthy Families* and *Oral Healthcare Access*, DPCS is a United Way Partner Agency. Mr. Bebeau noted that DPCS' Executive Management Team is 100% supportive of the United Way fundraising efforts and invited Board Members who wish to make a contribution to contact DPCS Campaign Chairperson Kathy Milam.

INFORMATION ITEMS – The following Information Items were addressed:

Division Fiscal Year 2015 Annual Reports – Finance Division, Human Resources Division, and Compliance and Information Systems Division

Jim Bebeau noted the Fiscal Year 2015 Annual Reports for DPCS' Administrative Services Divisions—Finance, Human Resources, and Compliance and Information Systems. The Fiscal Year 2015 Annual Reports for DPCS' Program Services Divisions—Behavioral Health, Intellectual Disability, and Prevention—will be distributed in the December 10, 2015, 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 Angela Fowler 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: Executive Committee Report Regarding the Annual Performance Evaluation of the Executive Director

The motion was seconded by Ronald Merricks and carried by the following Roll Call vote:

Vote: 11-0

Yes: (11) Jessie Barksdale, Gwen Edwards, Angela Fowler, Anne Geyer, Shelby Irving, Gracie Mays, Ronald Merricks, Sheryl Moyer, Vicki Pickeral, Robert Warren, Frank Wickers

No: (0) None

Presiding Officer: (1) Julie Brown (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (0) None

Absent During Meeting: (2) Faith Stamps, Marie Young

The Board of Directors entered Closed Meeting at 6:15 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 *October 15, 2015*, 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 Robert Warren and carried by the following Roll Call vote:

Vote: 11-0

Yes: (11) Jessie Barksdale, Gwen Edwards, Angela Fowler, Anne Geyer, Shelby Irving, Gracie Mays, Ronald Merricks, Sheryl Moyer, Vicki Pickeral, Robert Warren, Frank Wickers

No: (0) None

Presiding Officer: (1) Julie Brown (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (0) None

Absent During Meeting: (2) Faith Stamps, Marie Young

The Board of Directors reconvened into Open Meeting at 6:21 pm.

EMPLOYMENT AGREEMENT BETWEEN THE BOARD OF DIRECTORS AND THE EXECUTIVE DIRECTOR

Robert Warren made motion that the DPCS Board of Directors renew the Employment Agreement, with recommendations from the Board's Executive Committee as presented and discussed, with Executive Director James F. Bebeau for Calendar Year 2016. Jessie Barksdale seconded, and the motion passed unanimously.

NEXT BOARD MEETING

Chairperson Julie Brown presented reminder that the next Board Meeting will be held Thursday, December 10, 2015, 5:30 pm.

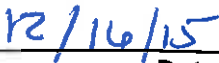
ADJOURNMENT

Motion was made by Jessie Barksdale to adjourn the meeting. Gracie Mays seconded, and the motion passed unanimously. Chairperson Julie Brown declared the Board Meeting adjourned at 6:25 pm.

Approved:



Julie Brown, Chairperson



Date