

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, December 4, 2014
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, December 4, 2014, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

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| Robert Warren, <i>Vice Chairperson</i> | Angela Fowler |
| Gerald Milliman, <i>Secretary</i> | Gracie Mays |
| Ronald Merricks, <i>Past Chairperson</i> | Faith Stamps |
| Anne Geyer, <i>Member-At-Large</i> | Frank Wickers |
| Connie Fletcher | |

BOARD MEMBERS ABSENT

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|---------------------------------------|----------------|
| Julie Brown, <i>Chairperson</i> | Sheryl Moyer |
| Shelby Irving, <i>Member-At-Large</i> | Mary Lee White |
| Jessie Barksdale | Marie Young |

STAFF MEMBERS PRESENT

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

CALL TO ORDER

Vice Chairperson Robert Warren called the meeting to order at 5:31 pm.

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 two Action Items:

V-C-5. Grant Application – United Way of Danville-Pittsylvania County (Prevention Services)

V-D. Request to Reschedule the April 2015 Board Meeting Date

Motion was made by Gerald Milliman and seconded by Ronald Merricks to approve addition of V-C-5. Grant Application – United Way of Danville-Pittsylvania County (Prevention Services) and V-D. Request to Reschedule the April 2015 Board Meeting Date to the Agenda and to adopt the Agenda as amended. The motion passed unanimously.

PROGRAM PRESENTATION

Youth Mental Health First Aid (Prevention Services)

Marvin Martin, Prevention Specialist within the Prevention Services Division, presented an overview of the Youth Mental Health First Aid Training Course. Funded through the Virginia Department of Behavioral Health and Developmental Services, the 8-hour training course is designed to give members of the public key skills to help an adolescent who is developing a mental health problem or experiencing a mental health crisis. Primarily designed for adults who regularly interact with young people, the course introduces participants to potential risk factors

and warning signs of a variety of mental health challenges common among adolescents, the importance of early intervention, and a 5-step Mental Health Action Plan (ALGEE) to support a young person who is developing signs and symptoms of mental illness or is in an emotional crisis and help connect with appropriate professional care. DPCS first introduced Youth Mental Health First Aid to the Danville-Pittsylvania County community in August 2014, in coordination with Danville Public Schools, Pittsylvania County Public Schools, Danville Court Service Unit, and Virginia Family Preservation Services. Four training sessions have been held, with 39 participants served in the community. Mr. Martin distributed the Youth Mental Health First Aid Manual along with information on the next training session to be held January 15, 2015, and invited Board Members to attend.

ACTION ITEMS

Minutes – October 9, 2014, Regular Board Meeting

Minutes of the October 9, 2014, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Faith Stamps made motion to approve the October 9, 2014, Minutes as presented; Gracie Mays seconded, and the motion passed unanimously.

Executive Committee Report

Amendment of Bylaws

Anne Geyer, member of the Board's Executive Committee, presented recommendation of the Executive Committee to amend the Bylaws of the DPCS Board of Directors 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; §2.2-3708.1 of the Code of Virginia; and local government ordinance. In accordance with Article XII of the Bylaws, proper notice had been given to the Board of Directors for consideration of amendment. The proposed amendment included revisions relative to position description, orientation training, and continuing education training for Board Members; the number and dates of Board Meetings; Board Member attendance and quorum at Board Meetings; and Board Member participation at Board Meetings by electronic means from a remote location.

Motion was made by Anne Geyer to approve amendment of the Bylaws of the DPCS Board of Directors as recommended by the Executive Committee, and that the amendment become effective January 1, 2015. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

New Board Policy – Board Meeting Participation via Electronic Communication

Anne Geyer, member of the Board's Executive Committee, presented recommendation of the Executive Committee for adoption of a new Board Policy, *Board Meeting Participation via Electronic Communication*, in order to reflect DPCS' compliance with Virginia Code §2.2-3708.1 and the Fiscal Year 2015/Fiscal Year 2016 Performance Contract with the Virginia Department of Behavioral Health and Developmental Services. Virginia Code §2.2-3708.1 specifies the requirements for remote participation in meetings by members of public bodies in the event of an emergency or personal matter, a disability or other medical condition, or distance from the identified meeting location. The Virginia General Assembly amended §2.2-3708.1, effective July 1, 2014, to require public bodies to adopt a written policy allowing for and governing participation of its members in meetings by electronic communication means from a remote location that is not open to the public, including an approval process for such participation. The Bylaws of the DPCS Board of Directors, as amended at this Board Meeting and effective January 1, 2015, allow for participation of a Board Member by electronic communication means, subject to requirements of Virginia Code §2.2-3708.1.

Motion was made by Anne Geyer to adopt the new Board Policy, Board Meeting Participation via Electronic Communication, as recommended by the Executive Committee, and that the Policy

become effective January 1, 2015. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

Biennial Review of Board Policies

Ronald Merricks, member of the Board's Executive Committee, reported that the Executive Committee met November 7, 2014, for review and updating of the Board Policies due for biennial review.

The Committee reviewed the following policies with no recommended revisions noted:

1. .110 General Statement of Agency Purpose and Policy Making and Review Function
2. .130 Input from Individuals Receiving Services
3. .220 Uniform Job Classification and Salary Structure
4. .220-.002 Compensation Structure for Certification and Licensure
5. .410 Employee Files
6. .424 Criminal Offense and Reporting
7. .428 Dual Relationships
8. .430 Conflict of Interest
9. .460 Exit Interview
10. .610 Reimbursement for Services
11. .830 Health Insurance Portability and Accountability Act
12. .900 Vehicle Usage
13. .910 Use of Agency Equipment and Material
14. .1020 Legal Counsel
15. .1045 Risk Management
16. .1070 Weapons

Mr. Merricks 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, 2015:

1. .120 Orientation of New Members of the Board of Directors and Continuing Education
2. .310 Recruitment and Selection
3. .330-.001 Employee Benefits
4. .370 Separation of Employees
5. .426 Fraternalization
6. .503 Orientation of New Employees, Contractors, Volunteers, and Students
7. .505 Licensure/Certification Supervision Plan
8. .510-.001 Workshop/Conference Attendance
9. .600 Setting and Collection of Fees for Services
10. .615 Reporting Fraudulent Activity
11. .618 Identity Theft Prevention Program
12. .820 Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) Policy and Procedures
13. .1030 Tobacco Use
14. .1040 Bloodborne Pathogens Exposure Control
15. .1050 Volunteer and Student Intern

Motion was made by Ronald Merricks to approve revision of the 15 stated policies as recommended by the Executive Committee and that all revisions become effective January 1, 2015. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

Local Government Funding Request for Fiscal Year 2016

Ronald Merricks, member of the Board's Executive Committee, reported that the Executive Committee met November 7, 2014, to review information for consideration in formulating DPCS'

Fiscal Year 2016 funding request from the City of Danville and Pittsylvania County. The Committee recommended that the Board request \$299,863 from the City of Danville and \$267,194 from Pittsylvania County in local funding for Fiscal Year 2016. The requested amounts represent a 3% increase to assure DPCS' compliance with the required local funding match equal to 10% of its State general funds.

Ronald Merricks made motion to request local funding for Fiscal Year 2016 in the amount of \$299,863 from the City of Danville and \$267,194 from Pittsylvania County, as recommended by the Executive Committee. With no second required to motion made on behalf of the Committee, 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 a total of \$500, and approval to accept the 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. Funding is 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*.

Ronald Merricks made motion to approve application to the Natural Science Center of Greensboro for a grant in an amount not to exceed a total of \$500, and approve acceptance of the funds if awarded. Faith Stamps seconded, and the motion passed unanimously.

Grant Application – United Way of Danville-Pittsylvania County (Intellectual Disability/ Behavioral Health Services)

Richard Gary requested Board approval to submit application to *United Way of Danville-Pittsylvania County* for a grant in an amount not to exceed \$50,000, and approval to accept the grant funds if awarded. The funds would be used to support DPCS' Oral Healthcare Access Program, which provides funding for dental services to benefit high-need, low-income adults who are in active status with DPCS' Intellectual Disability or Behavioral Health Services. DPCS' Case Managers regularly work with individuals whose physical and psychological well-being is negatively impacted by poor oral health. The Program helps to close the gap in our community's oral healthcare safety net by reducing barriers to access, such as transportation and insufficient financial resources to pay for dental services.

Motion was made by Gerald Milliman and seconded by Angela Fowler to approve application to United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$50,000, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Virginia Department of Rail and Public Transportation (Intellectual Disability Services)

Richard Gary 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 \$52,000. DRPT administers a Federal Transit Administration Section 5310 Grant Program to purchase capital equipment with the specific purpose of assisting organizations in providing transportation services to meet the needs of elderly persons and persons with disabilities. The grant provides 80% of the total cost, with the applicant responsible for the remaining 20%. DPCS would use the funds to purchase a 15-passenger vehicle with a wheelchair lift to provide transportation for individuals with intellectual disability who are enrolled in services at DPCS. The vehicle would be used to transport the individuals to activities such as the Day Services Program, medical appointments, and community events.

Gracie Mays made motion to approve application to the Virginia Department of Rail and Public Transportation for a grant in an amount not to exceed \$52,000, and approve acceptance of the funds if awarded. Anne Geyer seconded, and the motion passed unanimously.

Grant Application – Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust (Behavioral Health Services)

Sandy Stephenson requested Board approval to submit application to the *Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust* for a grant in an amount not to exceed \$8,000, and approval to accept the grant funds if awarded. The *Trust* promotes educational, cultural, humanitarian, and other charitable causes for the long-term benefit of people in the Danville-Pittsylvania County area. The funds would be used to support DPCS' Medication Assistance Program for individuals with mental health, substance use, or co-occurring disorders. Funds would be allocated on a selective basis to temporarily pay for individuals' medications when they are engaged in services at DPCS and are being treated by a psychiatrist but cannot afford their psychotropic prescriptions. Temporary medication assistance is essential to helping stabilize individuals until they are able to access other ongoing medication resources, such as those provided by Medicaid, Medicare, or patient assistance programs of pharmaceutical companies. The funds would also be applied to indigent individuals for lab work to support their medication eligibility.

Ronald Merricks made motion to approve application to the Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust for a grant in an amount not to exceed \$8,000, and approve acceptance of the funds if awarded. Faith Stamps seconded, and the motion passed unanimously.

Grant Application – United Way of Danville-Pittsylvania County (Prevention Services)

Amanda Oakes requested Board approval to submit application to *United Way of Danville-Pittsylvania County* for a grant in an amount not to exceed \$17,000, and approval to accept the grant funds if awarded. The grant would be used to fund 25% of salary and program operational expenses for a Healthy Families Case Manager/Support Worker position in DPCS' Prevention Services Division. The Healthy Families Program provides voluntary home-visiting services to expectant and new parents residing in Danville and Pittsylvania County. The Program is designed to promote healthy family functioning by reducing risk factors and building protective factors in at-risk families. The Case Managers provide regular home visits for fragile families that may be at risk of child abuse and neglect and other poor outcomes due to a variety of risk factors, including poverty, single parenthood, low educational attainment, and unemployment. The home visits begin prenatally or around the time of the child's birth and may continue until the child is five years old.

Motion was made by Frank Wickers and seconded by Gerald Milliman to approve application to United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$17,000, and approve acceptance of the funds if awarded. The motion passed unanimously.

Rescheduling of April 2015 Board Meeting Date

Jim Bebeau presented request for Board consideration to reschedule the date of the April 2015 Board Meeting. Per the Bylaws of the DPCS Board of Directors, as amended at this Board Meeting, the calendar for number and dates of Board Meetings is revised effective January 1, 2015. In accordance with the revised calendar, the regularly scheduled April 16, 2015, Board Meeting date conflicts with dates of the 2015 National Council for Behavioral Health Annual Conference. Rescheduling the Board Meeting date to April 23, 2015, would permit Mr. Bebeau to attend the Conference, as authorized by Chairperson Julie Brown and registration completed prior to the revised calendar.

Motion was made by Connie Fletcher and seconded by Frank Wickers to reschedule the April 2015 Board Meeting for Thursday, April 23, 2015, as requested. The motion passed unanimously.

DISCUSSION ITEMS

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

Richard Gary presented update on the Intermediate Care Facility-1 (ICF-1) Project to construct a five-bedroom home for individuals with an intellectual disability who will transition out of the Virginia State Training Centers. As reported at the October 9, 2014, Board Meeting, the low bidder from the second bid process to construct ICF-1 was Daniel Builders LLC. However, this bid still exceeded the Project budget. As a result, DPCS worked diligently with staff from Daniel Builders LLC and Dewberry architect/engineering firm to bring construction expenses and interior/exterior finishes in line with the budget. The final plans maintain the design and curb appeal of the home as demonstrated in the original plans; however, the square footage is decreased and some of the details are removed.

Mr. Gary reported that on November 12, 2014, DPCS executed a contract with Daniel Builders LLC to construct ICF-1, with completion projected by October 15, 2015. Letters were mailed November 19, 2014, to residents in the neighborhood of the ICF-1 site, providing information regarding the Project's progress, development, and completion date.

Presentation to Our Local Governments

Fiscal Year 2014 Annual Report and Fiscal Year 2015/Fiscal Year 2016 Performance

Contract

Jim Bebeau reported that the DPCS Fiscal Year 2014 Annual Report, "*Across the Lifespan*," and the Fiscal Year 2015/Fiscal Year 2016 Performance Contract were both presented to our local governments. Chairperson Julie Brown made presentation of the Annual Report to the Pittsylvania County Board of Supervisors at its November 3, 2014, meeting; Board Member Angela Fowler presented the Report to Danville City Council at its November 6, 2014, meeting. The Annual Report was well received by both local governments, with appreciation for our services provided by the staff as well as appreciation to the Board Members for their volunteer services to the community through Board service. Mr. Bebeau expressed appreciation to Dr. Brown and Ms. Fowler for their excellent presentations and thanked Vice Chairperson Robert Warren and Board Member Gracie Mays for joining the presentation to the Pittsylvania County Board of Supervisors, as well as Board Member Jessie Barksdale, who is Chairperson of the Pittsylvania County Board of Supervisors.

Also at the November 3 meeting of the Pittsylvania County Board of Supervisors and the November 6 meeting of Danville City Council, Mr. Bebeau presented DPCS' Fiscal Year 2015/Fiscal Year 2016 Performance Contract for local government approval, in accordance with requirement by the Code of Virginia. Mr. Bebeau reported that with excellent questions and positive comments, DPCS received approval of the Performance Contract from both local governments.

Virginia Association of Community Services Boards 2015 Legislative Conference

Jim Bebeau announced the VACSB Legislative Conference to be held January 20-21, 2015, in Richmond. This annual Conference brings together Virginia Community Services Board members and staff, Legislators, Administration staff, and Behavioral Health Care stakeholders to prepare for the upcoming General Assembly Session. Conference highlights include *Community Health Solutions – Decision Platform Demonstration*; *Public Policy Panel Presentation* with several General Assembly Members and State leaders; and *Workshops*, including *Positive Ethics in Today's Changing Environment*, *Recovery-Oriented Systems of Care – A Provider's Guide*, and *Perception, Reality, and Somewhere In Between: How to Manage*. The Conference offers the opportunity to speak with our Legislators about needs of the Community Services Board

System and the individuals served. Board Members interested in attending the Legislative Conference should contact Pat Burnette or Mr. Bebeau as soon as possible so that DPCS may comply with the registration deadline.

Annual Holiday Gathering

Jim Bebeau announced the DPCS Annual Holiday Gathering to be held December 17, 2014, 3:00-5:00 pm, at the Institute for Advanced Learning and Research, Danville. As a tradition by DPCS at the Holiday Gatherings, staff members voluntarily bring non-perishable food items and/or unwrapped toys for donation to needy families and children. Expenses for the Holiday Gathering are paid by profits from the staff vending machines, bake sales, and craft bazaar. Mr. Bebeau invited Board Members to join staff at the Holiday Gathering.

INFORMATION ITEMS – The following Information Items were addressed:

Division Fiscal Year 2014 Annual Reports—Behavioral Health Services Division, Intellectual Disability Services Division, and Prevention Services Division

Jim Bebeau noted the Fiscal Year 2014 Annual Reports for DPCS' Program Services Divisions—Behavioral Health, Intellectual Disability, and Prevention. The Fiscal Year 2014 Annual Reports for DPCS' Administrative Services Divisions—Finance, Human Resources, and Compliance and Information Systems—were distributed in the October 9, 2014, 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 Ronald Merricks 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, and 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: Employee Termination and Clinical Record

Purpose: Investigative Report Regarding Individual Receiving Services

The motion was seconded by Gracie Mays and carried by the following Roll Call vote:

Vote: 8-0

Yes: (8) Connie Fletcher, Angela Fowler, Anne Geyer, Gracie Mays, Ronald Merricks, Gerald Milliman, Faith Stamps, Frank Wickers

No: (0) None

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

Absent During Vote: (0) None

Absent During Meeting: (6) Jessie Barksdale, Julie Brown, Shelby Irving, Sheryl Moyer, Mary Lee White, Marie Young

The Board of Directors entered Closed Meeting at 6:17 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 December 4, 2014, 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 Anne Geyer and carried by the following Roll Call vote:

Vote: 8-0

Yes: (8) Connie Fletcher, Angela Fowler, Anne Geyer, Gracie Mays, Ronald Merricks, Gerald Milliman, Faith Stamps, Frank Wickers

No: (0) None

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

Absent During Vote: (0) None

Absent During Meeting: (6) Jessie Barksdale, Julie Brown, Shelby Irving, Sheryl Moyer, Mary Lee White, Marie Young

The Board of Directors reconvened into Open Meeting at 6:38 pm.

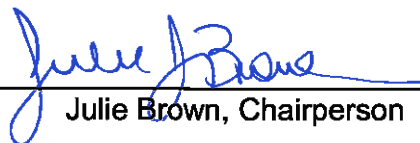
NEXT REGULAR BOARD MEETING DATE

Vice Chairperson Robert Warren presented reminder that the next Regular Board Meeting will be held Thursday, February 19, 2015, 5:30 pm.

ADJOURNMENT

Motion was made by Anne Geyer to adjourn the meeting. Gracie Mays seconded, and the motion passed unanimously. Vice Chairperson Robert Warren declared the Board Meeting adjourned at 6:40 pm.

Approved:


Julie Brown, Chairperson

2/19/15

Date