

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES  
BOARD OF DIRECTORS  
Thursday, December 5, 2013  
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, December 5, 2013, 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
Angela Fowler	Frank Wickers
Anne Geyer	

**BOARD MEMBERS ABSENT**

Mary Lee White, *Member-At-Large*  
Robert Warren  
Marie Young

**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*

**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 Jessie Barksdale and seconded by Gerald Milliman to adopt the Agenda as presented. The motion passed unanimously.*

**PROGRAM PRESENTATION**

**Child and Adolescent Services (Intellectual Disability Services)**

Sara Craddock, Director of Child and Adolescent Services within the Intellectual Disability Services Division, presented an overview of DPCS' Child and Adolescent Services Unit. Formerly the Infant Services Unit, the transition from Infant Services to Child and Adolescent Services was completed in Fiscal Year 2013 for expansion of services to include children from birth through age 15, to comply with new requirements directed by the Department of Justice Settlement to begin providing Enhanced Case Management to eligible children and adolescents. The Unit provides Part C Early Intervention services for children from birth to age 3 and Case Management

services for children age 3 to 15 years who exhibit a cognitive and adaptive delay and/or a diagnosis of an intellectual disability. Services include assisting children and their families by assessing their needs, developing appropriate service plans, linking them to services, and providing support to children and their families. Staff within the Unit—Family Support Specialist Katie Lineberry and Case Managers Marsha Adams, Ashley Cox, Traci Daniel, Sara Hamilton, and Jakeeta Scott—were recognized for their focus and contribution in the provision of services. The number of individuals served has greatly increased. Over the last year, there has been an 11% increase for Part C Early Intervention services and 135% increase for Case Management services. Future plans include community outreach through public awareness activities to serve more children, begin serving children and adolescents through age 17, and reassessing staffing needs as more individuals begin receiving services.

## **ACTION ITEMS**

### **Minutes – October 10, 2013, Regular Board Meeting**

Minutes of the October 10, 2013, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

*Jessie Barksdale made motion to approve the October 10, 2013, Minutes as presented; Julie Brown seconded, and the motion passed unanimously.*

### **Executive Committee Report**

#### **Review of Board Policies**

Jessie Barksdale, member of the Board's Executive Committee, reported that the Executive Committee met November 7, 2013, for review and updating of the Board Policies due for biennial review.

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

1. .100 Bylaws
2. .200 Organizational Structure Policy
3. .200-.001 Procedures for Amendment of the Organizational Structure
4. .300 General Policy
5. .310-.001 Equal Employment Opportunity Plan
6. .315 Nepotism Policy
7. .422 Policy on Intoxicants
8. .445 Executive Director's Annual Performance Evaluation Policy and Procedures
9. .620 Representative Payee Policy
10. .920 Electronic Communications Policy
11. .1000 Inclement Weather Policy
12. .1010 Program Evaluation Policy
13. .1060 Mail Policy

The Committee reviewed and edited the following policy to reflect change of the term "consumers" to "individuals receiving services" to address the individuals who receive services at DPCS. The Virginia Department of Behavioral Health and Developmental Services (DBHDS) and advocacy groups encourage this change toward a more socially acceptable way of addressing persons with disabilities who access our services, as opposed to the terms "consumer," "client," or "patient." In addition, the DBHDS Performance Contract for Community Services Boards reflects this change of term.

1. .425 Harassment Policy

Mr. Barksdale 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, 2014, with exception that the Employee Benefits Policy revisions become effective December 28, 2013, in order to coincide the revisions with the first day of the pay period nearest January 1, 2014:

1. .120 Orientation of New Members of the Board of Directors and Continuing Education
2. .320 Probationary Period
3. .330 Compensation Policies
4. .330-.001 Employee Benefits
5. .345 Transfer Policy
6. .350 Outside Employment Policy
7. .360 Layoff Policy
8. .370 Separation of Employees Policy
9. .400 Human Resources Records and Reports
10. .420 Employee Standards of Conduct
11. .423 Drug-Free Workplace Policy
12. .440 Employee Performance Evaluation Policy
13. .450 Employee Grievance Policy and Procedure
14. .500 Staff Training and Development Policy
15. .510 Travel Reimbursement
16. .520 Expenditures for Refreshments or Meals for Special Events
17. .630 Financial Management Policy
18. .700 Procurement Policy
19. .800 Human Rights Policy

*Motion was made by Jessie Barksdale to approve revision of the 19 policies as recommended by the Executive Committee and that all revisions become effective January 1, 2014, with exception that the Employee Benefits Policy revisions become effective December 28, 2013, in order to coincide the revisions with the first day of the pay period nearest January 1, 2014. With no second required to motion made on behalf of the Committee, the motion passed unanimously.*

#### **Local Government Funding Request for Fiscal Year 2015**

Julie Brown, Vice Chairperson of the Board's Executive Committee, reported that the Executive Committee met November 7, 2013, to review information for consideration in formulating DPCS' Fiscal Year 2015 funding request from the City of Danville and Pittsylvania County. The Committee recommended that the Board request \$291,130 from the City of Danville and \$259,412 from Pittsylvania County in local funding for Fiscal Year 2015. The requested amounts represent a 3% increase to help maintain DPCS' compliance with the required local funding match equal to 10% of its State general funds.

*Julie Brown made motion to request local funding for Fiscal Year 2015 in the amount of \$291,130 from the City of Danville and \$259,412 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 – United Way of Danville-Pittsylvania County (Behavioral Health Services)**

Bill Cook 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 within DPCS' Behavioral Health Services or Intellectual Disability Services. DPCS' Case Managers regularly work with individuals whose physical and psychological well-being is negatively impacted by oral disease. 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. The Danville Regional Dental Society has been an essential partner from the Program's inception.

*Motion was made by Polly Humphrey and seconded by Jessie Barksdale to approve 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 motion passed with a vote of 9 Yes, 0 No, and 1 Abstain by Julie Brown. The Chairperson votes only upon Tie Vote. Dr. Brown stated a conflict of interest as she currently serves as a member of the Board of Directors for United Way of Danville-Pittsylvania County.*

**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 Gracie Mays and seconded by Angela Fowler to approve 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 motion passed with a vote of 9 Yes, 0 No, and 1 Abstain by Julie Brown. The Chairperson votes only upon Tie Vote. Dr. Brown stated a conflict of interest as she currently serves as a member of the Board of Directors for United Way of Danville-Pittsylvania County.*

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

Amanda Oakes requested Board approval to submit application to Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust for a grant in an amount not to exceed \$7,500, and approval to accept the grant funds if awarded. The grant would be used to support one Strengthening Families session with general operational costs, such as child care, family meals, transportation, and prizes to the families participating in the Program. The Strengthening Families Program is a parent, youth, and family skills-building curriculum designed to prevent teen substance abuse and other behavior problems, strengthen parenting skills, and build family strengths. The curriculum features an opportunity for parents and youth to learn together, parents to build on their strengths in showing love and setting limits, youth to develop skills to build a positive future, and families to grow together. The Program has been proven effective in delaying the onset of adolescent substance abuse, lowering levels of aggression, and increasing resistance of peer pressure.

*William Brown made motion to approve application to Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust for a grant in an amount not to exceed \$7,500, and approval to accept the grant funds if awarded. Jessie Barksdale seconded, and the motion passed unanimously.*

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

Amanda Oakes requested Board approval to submit application to Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust for a grant in an amount not to exceed \$4,000, and approval to accept the grant funds if awarded.

The grant would be utilized in coalition with the local Regional Alliance for Substance Abuse Prevention (RASAP) with DPCS serving as fiscal agent. The funds would be used to support the RASAP Summer Conference for professionals who work with youth. Reducing the costs associated with hosting a nationally recognized speaker and use of a technically equipped facility will enable the Conference to be offered at low cost to the participants. Traditionally, the Conference focuses on substance abuse prevention and has been successful, with attendance increasing each year. Last year, attendance doubled from the previous year, with 94% of participants indicating the training met their expectations.

*Motion was made by Anne Geyer to approve application to Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust for a grant in an amount not to exceed \$4,000, and approval to accept the grant funds if awarded. Gerald Milliman seconded, and the motion passed unanimously.*

## **DISCUSSION ITEMS**

### **Presentation of Fiscal Year 2013 Annual Report to Our Local Governments**

Jim Bebeau reported that the DPCS Fiscal Year 2013 Annual Report, "*Right Time, Right Place, Right Now*," was presented to both our local governments. Board Member Robert Warren made presentation to the Pittsylvania County Board of Supervisors at its meeting on November 4, 2013; Vice Chairperson Julie Brown presented the Report to Danville City Council at its meeting November 7, 2013. The Annual Report was well received by 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 Mr. Warren and Dr. Brown for their excellent presentations and thanked Board Members Gracie Mays and Gerald Milliman for joining the presentation to the Board of Supervisors, as well as Board Member Jessie Barksdale, who is also a member of the Pittsylvania County Board of Supervisors. Mr. Bebeau also expressed appreciation to Amanda Oakes for her leadership in coordinating preparation of the Report. The Fiscal Year 2013 Annual Report was distributed to approximately 700 citizens in our community.

### **Virginia Association of Community Services Boards (VACSB) Legislative Conference**

Jim Bebeau announced the VACSB Legislative Conference to be held January 21-22, 2014, in Richmond. This Conference features items to come before the 2014 General Assembly Session, such as State budget, legislation, and public policy issues, and offers the opportunity to talk with our legislators about needs of the Community Services Board System and the individuals served. Board Members interested in attending the Conference should contact Pat Burnette by December 18 so that DPCS may comply with the registration deadline.

### **Ashlawn View Group Home Project Update (Intellectual Disability Services)**

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. The U.S. Department of Housing and Urban Development (HUD) conducted the Final Inspection for the Group Home Project on October 30, 2013. All work has been completed, and General Contractor Daniel & Company, Inc., has turned the operation and management of the Group Home over to DPCS. The Certificate of Occupancy has been issued by the City of Danville, and DPCS has initiated the process to add the Group Home to its operational license with the Virginia Department of Behavioral Health and Developmental Services. DPCS is currently finalizing the interior and exterior finish work, such as furniture and decorations, as well as landscaping and property cleanup beyond the scope of the original HUD funding. Current photos of the project site were presented. The four individuals who will reside at the Group Home have been identified, and plans are underway to facilitate their move to Ashlawn View by the end of the year. An Open House of the Ashlawn View Group Home is planned for the spring of 2014. Jim Bebeau invited Board Members who are interested in touring the facility before then to contact him.

**INFORMATION ITEMS – The following Information Items were addressed:  
Division Fiscal Year 2013 Annual Reports – Behavioral Health Services Division,  
Intellectual Disability Services Division, and Prevention Services Division**

Jim Bebeau noted the Fiscal Year 2013 Annual Reports for DPCS' Program Services Divisions— Behavioral Health, Intellectual Disability, and Prevention. The Fiscal Year 2013 Annual Reports for DPCS' Administrative Services Divisions—Finance, Human Resources, and Compliance and Information Systems—were distributed in the October 10, 2013, 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 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)(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 for Proposed Vehicle Service Center*

*Purpose: Dissemination of Information Regarding Real Estate for Proposed Vehicle Service Center*

*and 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: Employment Agreement Between the Board of Directors and the Executive Director*

*Purpose: Executive Committee Report Regarding Revision of the Calendar Year 2014 Employment Agreement Between the Board of Directors and the Executive Director*

*The motion was seconded by Jessie Barksdale and carried by the following Roll Call vote:*

*Vote: 10-0*

*Yes: (10) Jessie Barksdale, Julie Brown, William Brown, Angela Fowler, Anne Geyer, Polly Humphrey, Shelby Irving, Gracie Mays, Gerald Milliman, Frank Wickers*

*No: (0) None*

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

*Absent During Vote: (0) None*

*Absent During Meeting: (3) Robert Warren, Mary Lee White, Marie Young*

*The Board of Directors entered Closed Meeting at 6:16 pm.*

At 6:35 pm, Jessie Barksdale left the Closed Meeting in order to go to another meeting requiring his attendance.

**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 *December 5, 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 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 Julie Brown and carried by the following Roll Call vote:*

Vote: 9-0

Yes: (9) Julie Brown, William Brown, Angela Fowler, Anne Geyer, Polly Humphrey, Shelby Irving, Gracie Mays, Gerald Milliman, Frank Wickers

No: (0) None

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

*Absent During Vote: (1) Jessie Barksdale*

*Absent During Meeting: (3) Robert Warren, Mary Lee White, Marie Young*

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

#### **REVISED 2014 EMPLOYMENT AGREEMENT BETWEEN THE BOARD OF DIRECTORS AND THE EXECUTIVE DIRECTOR**

*Gracie Mays made motion to revise the Calendar Year 2014 Employment Agreement between the Board of Directors and Executive Director Jim Bebeau, as approved at the October 10, 2013, Board Meeting, with amendment to Section II-Employment—Items B, C, E, and F, and Section III-Term of Employment—Item B-4, effective January 1, 2014. Gerald Milliman seconded, and the motion passed unanimously.*

#### **ADOPTION OF RESOLUTION—REAL ESTATE FOR PROPOSED VEHICLE SERVICE CENTER**

*Julie Brown made motion to adopt the following Resolution surrounding the purchase of real estate identified for proposed Vehicle Service Center:*

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

WHEREAS, the Board finds it necessary and appropriate for DPCS to acquire real property located in the City of Danville, Virginia, for use by DPCS for proposed Vehicle Service Center; and

WHEREAS, property identified as VSC ("Subject Property") is available for sale, located in the City of Danville, Virginia; and

WHEREAS, the Board has determined to its satisfaction that the Subject Property is desirable and appropriate for acquisition by DPCS;

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; and any other documents which may be necessary or appropriate to complete the acquisition of the Subject Property (collectively, the "Purchase Documents"); and the Secretary of the DPCS Board is hereby authorized and directed to attest any such Purchase 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 Purchase 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 Purchase 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 acquisition 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 acquiring the Subject Property as described in this Resolution, are hereby approved and confirmed.

*Shelby Irving seconded the motion to adopt the Resolution, and the motion passed unanimously.*

**NEXT REGULAR BOARD MEETING DATE**

Chairperson Ronald Merricks presented reminder that the next Regular Board Meeting will be held Thursday, February 6, 2014, 5:30 pm.

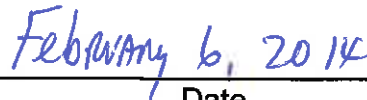
**ADJOURNMENT**

Chairperson Ronald Merricks declared the Board Meeting adjourned at 6:39 pm.

Approved:



Ronald E. Merricks, Chairperson



Date