

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES  
BOARD OF DIRECTORS  
Thursday, March 17, 2016  
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, March 17, 2016, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

**BOARD MEMBERS PRESENT**

Jessie Barksdale, <i>Secretary</i>	Gwen Edwards
Ronald Merricks, <i>Past Chairperson</i>	Sheryl Moyer
Anne Geyer, <i>Member-At-Large</i>	Frank Wickers
Shelby Irving, <i>Member-At-Large</i>	

**BOARD MEMBERS ABSENT**

Julie Brown, <i>Chairperson</i>	Vicki Pickeral
Robert Warren, <i>Vice Chairperson</i>	Faith Stamps
Angela Fowler	Marie Young
Gracie Mays	

**STAFF MEMBERS PRESENT**

Jim Bebeau, *Executive Director*  
Pat Burnette, *Executive Assistant*  
Sandy Stephenson, *Director, Behavioral Health Services*  
Sara Craddock, *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**

Secretary Jessie Barksdale 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 Sheryl Moyer and seconded by Ronald Merricks to adopt the Agenda as presented. The motion passed unanimously.*

**PROGRAM PRESENTATION**

**New Process for Monitoring Agency Vehicles (Human Resources)**

Brian Hamilton, Fleet Manager within the Human Resources Division, presented an overview of DPCS' new process for monitoring the Agency's vehicles. Funds received from the March 2015 sale of 13 Agency vehicles were used to purchase the *GPS Insight* fleet tracking system for full service monitoring of Agency vehicles. Global Positioning System (GPS) fleet management has many benefits, including

- Real-time visibility of fleet from anywhere, anytime;
- Determination of over/under usage of vehicles to right size the fleet;
- Minimized vehicle idle time to help reduce fuel costs and greenhouse gas emissions;
- Enhanced fleet safety and reduced maintenance costs by monitoring vehicle speed and aggressive driving;

- Improved response time in the event of vehicle accident or mechanical failure;
- Streamlined maintenance scheduling, as the vehicle mileage is automatically conveyed to the Vehicle Service Center;
- Elimination of trip log paperwork for a “green” initiative and more accurate trip recording system; and
- Fuel card integration to receive alerts if the vehicle is not at the same location where its fuel card is being used.

The *GPS Insight* system hardware for each vehicle includes the GPS unit, wiring and buzzer, driver identification reader, and driver identification fob. To date, Mr. Hamilton and Robert Moss, Maintenance Technician-Vehicles, have installed the system on 43 of the Agency’s 69 vehicles, with the remainder to be completed soon.

The system also issues automated real-time alerts, including

- **Driver Login Alert** if driver does not use his/her identification fob for 5 or more minutes after starting trip;
- **Idle Alert** if vehicle idles for 15 or more minutes;
- **Posted Speed Alert** if vehicle is driven 15 mph or more over the posted speed limit;
- **Landmark Alert** if vehicle leaves Pittsylvania County;
- **Power Alert** if the GPS unit loses external power; and
- **Odd Hours Alert** if the vehicle is operated outside of specified hours.

Views of a Landmark Alert and satellite tracking of an Agency vehicle were presented to demonstrate the GPS reporting capabilities. Cindy Lewis gave an overview of the system’s Fleet Utilization Report and Hours of Operation Graph information that is used to determine over/under usage for each vehicle, including distance traveled, engine hours, days utilized, and number of trips. Board Members noted this fleet monitoring technology as a great asset for the Agency.

## **ACTION ITEMS**

### **Minutes – February 18, 2016, Regular Board Meeting**

Minutes of the February 18, 2016, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

*Frank Wickers made motion to approve the February 18, 2016, Minutes as presented; Shelby Irving seconded, and the motion passed unanimously.*

### **Policy Revision – Employee Benefits (Human Resources)**

Cindy Lewis presented recommendation of DPCS’ Executive Management Team to amend Board Policy .330-.001 – *Employee Benefits*. The current Policy allows employees to receive a Payout of their Paid Time Off (PTO) hours in November after reaching three years of employment in a full-time position with the Agency. The amount of PTO Payout an employee can receive depends on the number of years’ service as a regular employee of the Agency and the employee’s PTO balance after the Payout. The Executive Management Team reviewed the Policy and proposed the following revisions to become effective April 1, 2016:

- In Section 7-A, reduce the amount of PTO Hours Balance required after Payout from 280 hours for 3 to 15 years of service and 320 hours for 15 to 25+ years of service to 220 hours for 3 to 25+ years of service. In the event that an employee with less than 5 years’ service with the Agency receives Family Medical Leave and Short Term Disability benefits for 12 weeks, the PTO Balance of 220 hours required after Payout would cover the 12-week period, allowing the employee to receive 100% of his/her salary.

- Delete Section 7-C in order to allow an employee who has received Disability Leave in the previous 12 months to be eligible to receive a PTO Payout. In the event an employee is out of work for a planned or unplanned Family Medical Leave-covered event, receives Short Term Disability benefits during that event, and is unable to use accrued PTO hours above the carryover limit before the end of the calendar year, this revision would eliminate the employee losing accrued PTO hours through no fault of his/her own.

*Motion was made by Sheryl Moyer to approve amendment of the Employment Benefits Policy, Sub-Section .330-.001, as recommended by the Executive Management Team, effective April 1, 2016. Ronald Merricks seconded, and the motion passed unanimously.*

**Grant Application – Wells Fargo (Behavioral Health Services)**

Sandy Stephenson requested Board approval to submit application to *Wells Fargo* for a grant in an amount not to exceed \$3,500, and approval to accept the grant funds if awarded. The funds would provide critically needed transitional housing, food, and transportation for homeless individuals with mental illness, substance abuse, or co-occurring diagnosis when they are discharged from Residential Crisis Stabilization (RCS) back into the community. The RCS Unit at Foundation House has not served homeless individuals in the past, but plans to start accepting them. DPCS estimates that 36 homeless individuals may be served through RCS during the course of one year.

*Motion was made by Anne Geyer and seconded by Gwen Edwards to approve application to Wells Fargo for a grant in an amount not to exceed \$3,500, and approve acceptance of the funds if awarded. The motion passed unanimously.*

**Grant Application – The Titmus Foundation, Inc. (Behavioral Health Services)**

Sandy Stephenson requested Board approval to submit application to *The Titmus Foundation, Inc.*, for a grant in an amount not to exceed \$3,500, and approval to accept the grant funds if awarded. The funds would provide critically needed transitional housing, food, and transportation for homeless individuals with mental illness, substance abuse, or co-occurring diagnosis when they are discharged from Residential Crisis Stabilization (RCS) back into the community. The RCS Unit at Foundation House has not served homeless individuals in the past, but plans to start accepting them. DPCS estimates that 36 homeless individuals may be served through RCS during the course of one year.

*Motion was made by Frank Wickers and seconded by Shelby Irving to approve application to The Titmus Foundation, Inc., for a grant in an amount not to exceed \$3,500, and approve acceptance of the funds if awarded. The motion passed unanimously.*

**Grant Application – J.T.- Minnie Maude Charitable Trust (Behavioral Health Services)**

Sandy Stephenson requested Board approval to submit application to the *J.T.- Minnie Maude Charitable Trust* for a grant in an amount not to exceed \$1,000, and approval to accept the grant funds if awarded. The grant would be allocated on a selective basis to temporarily pay for individuals' medications when they have engaged in DPCS services and are being treated by a psychiatrist, but cannot afford their psychotropic prescriptions. Temporary medication assistance is essential for helping to stabilize individuals until they are able to access other ongoing medication assistance programs, such as those provided by 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 J.T.- Minnie Maude Charitable Trust for a grant in an amount not to exceed \$1,000, and approve acceptance of the funds if awarded. Sheryl Moyer seconded, and the motion passed unanimously.*

## **DISCUSSION ITEMS**

### **Virginia Association of Community Services Boards Development and Training Conference May 4-6, 2016**

Jim Bebeau announced the Virginia Association of Community Services Boards Development and Training Conference to be held May 4-6, 2016, in Portsmouth. This annual Conference will feature skill building, innovative practices, and unique models of Community Services Board/Behavioral Health Authority programs. Board Members interested in attending the Conference should contact Pat Burnette or Mr. Bebeau by March 31 so that DPCS may comply with the registration/reservation deadlines. Travel arrangements will be confirmed closer to the Conference date.

### **Mount Hermon Manor ICF-1 Project Update (Intellectual Disability Services)**

At this juncture, Jim Bebeau introduced Sara Craddock as the new Director of DPCS' Intellectual Disability Services effective February 27, 2016. Ms. Craddock had served as Acting Director of the Intellectual Disability Services Division since July 2015. She has worked in several capacities at DPCS since 2005, most recently as the Director of Child and Adolescent Services, and has extensive experience in services to infants, toddlers, and youth with an intellectual and/or developmental disability. Board Members expressed welcome to Ms. Craddock in her new position.

Sara Craddock reported update on the Mount Hermon Manor ICF-1 Project. Installation of floors, cabinets, appliances, countertops, wallboard, and exterior rock is complete. The chair rail, finish tiles, and gutters are currently being installed; furniture is being ordered; the concrete pad is scheduled for pouring tomorrow; and the ArjoHuntleigh tub will be installed very soon. A walk-through inspection to generate a final punch list of items to be completed was held March 14. Photos of the project site were presented for the Board's viewing of the progress made at this juncture.

Discharge planners from Central Virginia Training Center recently visited Mount Hermon Manor, and pre-move meetings have been held for the first two residents of the home.

An Open House for the community will be held April 6, 2016, 3:00-5:00 pm, with remarks at 4:00. Invitations will be forthcoming.

## **INFORMATION ITEMS**

The following Information Items, as distributed with the Board Packet for this meeting, were addressed:

### **Plans for Keen Street Group Home Conversion to Intermediate Care Facility for Individuals with Intellectual Disabilities**

Due to the aging population of the individuals residing at DPCS' Keen Street Group Home, DPCS is currently developing plans to convert the facility to an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID). ICF/IID facilities provide inclusive and individualized health care and rehabilitation services to individuals to enhance their functional status and independence through active treatment. Upon conversion, the facility will continue to house eight residents.

### **Regional Funds and Fiscal Agent Responsibilities**

In May 2003, the Department of Behavioral Health and Developmental Services (DBHDS) introduced the "regional" concept of funding as a strategy to achieve a truly community-based system of public mental health, intellectual disability, and substance abuse services. DBHDS divided the State into regions centered around each State psychiatric hospital and encouraged Community Services Boards to collaborate with their State psychiatric hospital to develop a Regional Plan. As a result, the Southside Behavioral Health Consortium (SBHC) was formed to include the following partners—Southern Virginia Mental Health Institute, DPCS, Piedmont Community Services, and Southside Community Services Board.

DPCS was designated to serve as Fiscal Agent for regional funds distributed to SBHC by DBHDS. DPCS' Finance Division maintains financial data for the region and communicates information to DBHDS and the other SBHC partners. As the funding for SBHC has evolved and expanded over the years, so have the Fiscal Agent responsibilities. As data collection, recording, and reporting requirements of the funding categories have become more complex to meet the needs of DBHDS, the Fiscal Agent responsibilities continue to be more involved and detailed as well. In June 2015, SBHC hired a full-time Regional Manager, who works closely with DPCS' Director of Finance to assure all financial and related clinical data are reported to DBHDS and SBHC. The current total Fiscal Year 2016 regional funds are \$3,541,231.

**Table of Organization**

DPCS' Table of Organization is a visual representation of the organizational structure to accomplish the Agency's mission. Each established full-time, part-time, and contract job position is identified for the Agency's six Divisions—Behavioral Health Services, Intellectual Disability Services, Prevention Services, Compliance and Information Systems, Human Resources, and Finance. Positions are listed by chain of command and include the position number, title, classification, and name of employee. For vacant positions, a funded or unfunded status is indicated.


**NEXT BOARD MEETING**

Secretary Jessie Barksdale presented reminder that the next Board Meeting will be held Thursday, May 19, 2016, 5:30 pm.

**ADJOURNMENT**

*Motion was made by Sheryl Moyer to adjourn the meeting. Shelby Irving seconded, and the motion passed unanimously. Secretary Jessie Barksdale declared the Board Meeting adjourned at 6:34 pm.*

Approved:

  
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Julie Brown, Chairperson

  
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Date