

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, March 19, 2015
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, March 19, 2015, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Julie Brown, <i>Chairperson</i>	Gracie Mays
Robert Warren, <i>Vice Chairperson</i>	Sheryl Moyer
Gerald Milliman, <i>Secretary</i>	Faith Stamps
Ronald Merricks, <i>Past Chairperson</i>	Mary Lee White
Anne Geyer, <i>Member-At-Large</i>	Frank Wickers
Shelby Irving, <i>Member-At-Large</i>	Marie Young
Jessie Barksdale	

BOARD MEMBERS ABSENT

Connie Fletcher
Angela Fowler

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

Chairperson Julie Brown 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 Robert Warren and seconded by Faith Stamps to adopt the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION

ASIST – Teaching Suicide Intervention Skills to the Community (Behavioral Health Services)
Beth Ann Meyer, Emergency Services Clinician, and Beth Booth, Psychosocial Rehabilitation Counselor, within DPCS' Behavioral Health Services Division, gave an overview of Applied Suicide Intervention Skills Training (ASIST), a program of LivingWorks Education, Inc. ASIST is a two-day interactive workshop that teaches participants to intervene and help prevent the immediate risk of suicide. The workshop is suitable for virtually anyone, regardless of prior experience or training. Each workshop, led by a minimum of two ASIST trainers certified by LivingWorks, is divided into five learning sections—Preparing, Connecting, Understanding, Assisting, and Networking. By the end of the workshop, participants will be better able to reduce

attitudinal barriers and dispel myths about suicide, identify the indicators and assess suicidal risk, intervene with an individual at risk of suicide, and engage in efforts to build collaborative resource networks for suicidal individuals.

There have been four ASIST workshops in our area, with the last held in February 2015 and at least two more planned for the year. At this juncture, a November 2015 workshop has been scheduled with Pittsylvania County Schools. To date, a total of 65 participants from DPCS, Danville Division of Social Services, Danville Regional Medical Center, Halifax-Pittsylvania Court Services, Adult Probation & Parole, and United States Navy have completed the ASIST workshop.

ACTION ITEMS

Minutes – February 19, 2015, Regular Board Meeting

Minutes of the February 19, 2015, 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 February 19, 2015, Minutes as presented; Ronald Merricks seconded, and the motion passed unanimously.

Fiscal Year 2015 Proposed Budget Revision (Compliance and Information Systems)

Allen Thorn presented proposal for Board consideration to revise the Fiscal Year 2015 Budget for Central Administrative Services, in view of the Agency's Voice over Internet Protocol (VoIP) Project and Virtualized Server Project. Discussion was held on the projects, as both are an integral part of the Capital Improvement Plan for DPCS as adopted at the December 1, 2011, Board Meeting.

Since the second quarter of Fiscal Year 2014, DPCS has been preparing for a VoIP telecommunication system, which allows transmission of telephone calls over the Internet instead of a traditional public switched telephone network. The VoIP business system treats all communications, such as telephone calls, faxes, voicemail, e-mail, and Web conferences, as discrete units that can be delivered via any means and to any handset, including cellphones. The VoIP system will impact staff productivity and allow for future expansion. The current Fiscal Year 2015 Budget for Central Administrative Services includes a \$100,000 placeholder line item for implementation of a new Agency-wide telephone system. After extensive research and study, DPCS finds that an additional \$37,000 is needed to meet first-year expenses for implementation of the VoIP system.

With the advancement of server and networking technology in the last decade, DPCS is preparing to transition from a "physical server" environment to a "virtualized server" environment. Server virtualization conserves space through consolidation and utilizes resources, with benefits that include using a lower number of physical servers, which reduces hardware maintenance; a faster server; saving energy; increased uptime; and potential of improved disaster recovery. DPCS currently has 18 physical servers, 8 of which would be budgeted for replacement in Fiscal Year 2016, and the need for 2 additional servers for the new VoIP system. Instead of purchasing 2 additional servers and replacing 8 servers next fiscal year, DPCS proposes a virtual blade server configuration that will substitute for the 10 servers needed in the next 12 months. Direct replacement of 8 servers as currently configured would result in a \$90,000 - \$100,000 budget request for Fiscal Year 2016. Purchase of the virtual blade servers at the cost of \$175,000 will replace all DPCS servers over time at essentially no extra cost. The virtualized server configuration will result in more upfront cost; however, as older physical servers are brought into the virtualized environment over several years, long-term expense savings will be realized.

Motion was made by Robert Warren and seconded by Jessie Barksdale to approve an increase of \$212,000 to the Fiscal Year 2015 Budget for Central Administrative Services, with \$37,000 applied to purchase of the VoIP telecommunication system and \$175,000 applied to purchase of

the virtual blade servers, thus setting DPCS' Fiscal Year 2015 Budget for the Total Agency from the current \$21,096,559 to \$21,308,559. The motion passed unanimously.

Grant Application – Bureau of Justice Assistance of the U.S. Department of Justice, Office of Justice Programs (Behavioral Health Services)

Sandy Stephenson requested Board approval to submit application to the *Bureau of Justice Assistance of the U.S. Department of Justice, Office of Justice Programs* for a grant in an amount not to exceed \$200,000, and approval to accept the grant funds if awarded. Beginning October 1, 2015, the grant would be used over a 24-month period to expand upon the Crisis Intervention Team (CIT), which is a current collaborative project between the Danville City Police Department and DPCS. The federal grant funds would cover 80% of the total costs of the expansion project, with applicants required to contribute the 20% non-federal portion of the total project costs. CIT responds to incidents involving individuals with mental health disorders and co-occurring substance use disorders. Law enforcement and mental health professionals collaborate to make decisions that balance the needs of individuals with mental health disorders with public safety. The focus would be on expanded training. The CIT training program is specialized and comprehensive training for law enforcement personnel in procedures to identify and respond effectively to incidents in which the unique needs of individuals with mental health disorders are involved.

Motion was made by Jessie Barksdale and seconded by Frank Wickers to approve application to the Bureau of Justice Assistance of the U.S. Department of Justice, Office of Justice Programs for a grant in an amount not to exceed \$200,000, and approve acceptance of the funds if awarded. The motion passed unanimously.

DISCUSSION ITEMS

Vehicle Sale (Human Resources)

Cindy Lewis reported on DPCS' upcoming vehicle sale. DPCS currently has a fleet of 82 vehicles that 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. Each vehicle receives routine maintenance every 3,000 miles consisting of an oil and filter change and a multi-point inspection of belts, hoses, fluid levels, air filter, tire air pressure, brakes, windshield wiper blades, steering and suspension, lighting, and exhaust system. In addition, the tires are rotated and balanced every 6,000 miles.

Each year as the vehicles age, increase in mileage, and/or begin experiencing mechanical issues, the Fleet Manager recommends to the Executive Management Team which vehicles should be considered for sale using the closed bidding process. After review of the existing fleet of vehicles, it was determined that the following thirteen (13) vehicles will be listed for sale to the public at the end of March 2015:

- (2) 1994 Ford Terra Transit Buses
- (2) 1996 Ford Aerostar 7-Passenger Vans
- (1) 1996 Chevrolet Cavalier
- (2) 1997 Chevrolet Cavaliers
- (1) 1997 Dodge B-3500 12-Passenger Van
- (1) 1997 Ford Aerostar 7-Passenger Van
- (1) 1998 Ford E-350 15-Passenger Van
- (1) 1999 Dodge Stratus
- (1) 2000 Chevrolet Cavalier
- (1) 2000 Ford E-350 15-Passenger Van

All vehicles for sale will be available for sight inspection and placement of sealed bids at the DPCS Vehicle Services Center, 426 Newton Street, Danville, on the following dates:

Friday, March 27, 2015	9:00 am – 3:00 pm
Monday, March 30, 2015	9:00 am – 3:00 pm
Tuesday, March 31, 2015	9:00 am – 12:00 pm

Bids received late or incomplete will not be considered. Bids will be opened publicly Tuesday, March 31, 2015, 3:30 pm, at the Vehicle Services Center. The highest bidder will be awarded the vehicle as is without any warranty and must remove the vehicle from the Services Center by Friday, April 3, 2015, 4:00 pm. Ms. Lewis noted that the money obtained from the vehicle sale will be used for future vehicle purchases.

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

Richard Gary reported on the Intermediate Care Facility-1 Project to construct a five-bedroom home for individuals with an intellectual disability who will transition out of the Virginia State Training Centers. Due to inclement weather in the area over the past few weeks, minimal progress has been made at the site since the last report presented at the February Board Meeting. Regular meetings with representatives from Daniel Builders LLC, Dewberry architecture and engineering firm, and DPCS will resume March 23 to discuss the Project's development, schedule, budget, and progress. Jim Bebeau presented photos of the project site for the Board's viewing of progress made at this juncture.

Virginia Association of Community Services Boards Development and Training Conference

Jim Bebeau announced the Virginia Association of Community Services Boards (VACSB) Development and Training Conference to be held May 6-8, 2015, in Williamsburg. This annual Conference features skill building, innovative practices, and unique models of Community Services Board/Behavioral Health Authority and regional programs. Board Members interested in attending the Conference should contact Pat Burnette or Mr. Bebeau by April 3 so that DPCS may comply with the registration/reservation deadlines. Travel plans will be confirmed closer to the Conference date.

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

NEXT BOARD MEETING

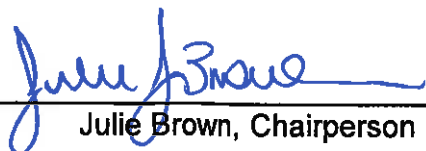
Chairperson Julie Brown presented reminder that the next Board Meeting will be held Thursday, April 23, 2015, 5:30 pm.

This will be a Special Board Meeting for the purpose of transacting business that ordinarily would have been conducted at the April 16, 2015, Regular Board Meeting. The April Board Meeting was rescheduled at the December 4, 2014, Board Meeting due to the April 16 Regular Meeting date conflicting with dates of the 2015 National Council for Behavioral Health Annual Conference.

ADJOURNMENT

Chairperson Julie Brown declared the Board Meeting adjourned at 6:07 pm.

Approved:



Julie Brown, Chairperson

4 | 23 | 15

Date