

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, April 23, 2015
Meeting Minutes**

A Special Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, April 23, 2015, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia. This meeting was for the purpose of transacting business that ordinarily would have been conducted at the April 16, 2015, Regular Meeting, per action taken at the December 4, 2014, Regular Meeting of the Board of Directors.

BOARD MEMBERS PRESENT

Julie Brown, <i>Chairperson</i>	Jessie Barksdale
Gerald Milliman, <i>Secretary</i>	Gracie Mays
Ronald Merricks, <i>Past Chairperson</i>	Frank Wickers

BOARD MEMBERS ABSENT

Robert Warren, <i>Vice Chairperson</i>	Sheryl Moyer
Anne Geyer, <i>Member-At-Large</i>	Faith Stamps
Shelby Irving, <i>Member-At-Large</i>	Mary Lee White
Connie Fletcher	Marie Young
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 Gracie Mays and seconded by Ronald Merricks to adopt the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION

Overview of Maintenance for Buildings and Grounds (Human Resources)

Kim Wiles, Human Resources Generalist, presented an overview of maintenance for DPCS' buildings and grounds. In addition to the 245 Hairston Street facility, DPCS has several off-site locations—5 Behavioral Health Services sites (Foundation House, Piney Ridge Apartments I & II, Harmony House, PACT, and Gretna Office), 4 Intellectual Disability Services sites (Day Services, 504 Middle Street, 505 Keen Street, and Ashlawn View), and 1 Prevention Services site (River Run). Ms. Wiles introduced Randall Haymore, Senior Maintenance Technician-Building & Grounds, and Nathan Giles, Maintenance Technician-Building & Grounds, and presented highlights of the numerous services they provide for all of these sites.

Primary responsibilities include basic electrical, plumbing, HVAC, interior/exterior painting, and carpentry operations; monthly safety inspections; quarterly HVAC filter changes; and oversight of new building construction and renovation projects. Other responsibilities include general maintenance duties, such as installation of televisions and assembly/relocation of office furniture; and maintenance of documentation records for required annual inspections for all sites, including fire safety equipment, fire extinguishers, HVAC, sprinkler head and sprinkler system, and backflow system. Additionally, they oversee the Agency's landscaping and janitorial contractors; perform landscaping duties as needed; ensure entrances/walkways are free of ice/snow during inclement weather, and even provide the occasional rodent/reptile control. They also serve on the Agency's Safety Committee, serve as the primary responders to security alarms for the Hairston Street facility during evenings and weekends, and respond to emergency maintenance situations, such as fire, flood, and electrical outages. Board Members noted that the building and grounds maintenance is provided by only two employees—Mr. Haymore and Mr. Giles—for all the Agency's sites and expressed appreciation for the in-house services and cost savings to the Agency.

ACTION ITEMS

Minutes – March 19, 2015, Regular Board Meeting

Minutes of the March 19, 2015, 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 March 19, 2015, Minutes as presented; Gerald Milliman seconded, and the motion passed unanimously.

Grant Application – Virginia Department of Behavioral Health and Developmental Services (Behavioral Health Services)

Sandy Stephenson requested Board approval to submit application to the *Virginia Department of Behavioral Health and Developmental Services* for a two-year grant not to exceed a total of \$597,380, and approval to accept the grant funds if awarded. The grant would be used for development of a Crisis Intervention Team Assessment Site to serve as a therapeutic, non-criminal justice location where law enforcement officers can bring individuals who are in a mental health crisis as an alternative to incarceration. The site would be designed to offer immediate access for law enforcement custodial hand-off to qualified Assessment Site personnel and emergency mental health professionals for clinical assessment, civil commitment, referrals, and linkage to services in a safe, therapeutic environment for de-escalation of emotional crises. The grant requires a 20% local match for FY2016 and a 30%+ local match for FY2017. This match would be contributed in-kind by DPCS, Danville Regional Medical Center, and Law Enforcement Partner Agencies.

Motion was made by Frank Wickers and seconded by Ronald Merricks to approve application to the Virginia Department of Behavioral Health and Developmental Services for a two-year grant in an amount not to exceed \$299,140 for FY2016 and \$298,240 for FY2017, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Virginia Department of Criminal Justice Services (Prevention Services)

Amanda Oakes requested Board approval to submit application to the *Virginia Department of Criminal Justice Services (DCJS)* for a four-year grant not to exceed a total of \$360,000, and approval to accept the grant funds if awarded. These grant funds are allocated by the U.S. Department of Justice, Bureau of Justice Assistance, through the Edward Byrne Memorial Justice Assistance Grant Program. The grants are awarded through a two-phase process—Concept Paper and Invited Applicant. DPCS submitted a Concept Paper to DCJS and on April 3, 2015, received an invitation to submit a full grant application.

DPCS would partner with Danville Public Schools and Danville Redevelopment and Housing Authority to implement evidence-based prevention programs to include *Life Skills* for elementary and middle school students and *Safe Dates* for high school students. The *Life Skills* curriculum educates youth about the dangers of drug abuse and promotes healthy alternatives to risky behavior through activities. *Safe Dates* is a highly engaging and interactive curriculum, helping teens recognize the difference between caring, supportive relationships and controlling, manipulative, or abusive relationships. The grant requires local match, which increases each year—10% year one, 25% year two, 50% year three, and 75% year four.

Motion was made by Ronald Merricks and seconded by Jessie Barksdale to approve application to the Virginia Department of Criminal Justice Services for a four-year grant in an amount not to exceed a total of \$360,000, with a total match contribution not to exceed \$240,000, and approve acceptance of the funds if awarded. The motion passed unanimously.

DISCUSSION ITEMS

Budget Season (Finance)

Mary Beth Clement reported on DPCS' revised budget process. In the past, DPCS began the budget process in April with proposals for revised and projected budgets completed by the first week of May, and the Board's service Committees (Behavioral Health Services, Intellectual Disability Services, and Prevention Services) met during the month of May for review and approval of proposals for their respective Division. After the service Divisions obtained Committee approval, the Board's Budget, Finance, and Operations (BF&O) Committee met in early June for review of revised and projected budget proposals for Central Administrative Services (Administration, Finance, Human Resources, Building & Vehicle Maintenance, and Compliance & Information Systems) and the Total Agency. Upon approval by the BF&O Committee, proposals for the revised and projected budgets were presented to the full Board at the June Board Meeting for consideration of approval.

At the December 4, 2014, Board Meeting, the DPCS Board of Directors amended its Bylaws effective January 1, 2015, which included revision to the number and dates of its Board Meetings. In view of this amendment, DPCS adjusted its budget timeline accordingly.

Beginning in 2015, DPCS began the budget process in March in order to complete proposals for the FY2015 Budget Revision and the FY2016 Budget in time for presentation to the Board's service Committees at the May Board Meeting. In this new format, the May Board Meeting will include work sessions for the service Committees and BF&O Committee to contemporaneously review proposals for their respective revised and projected budgets. These proposals will reflect the most accurate revisions and projections known by early May. The revised and projected budgets will then be presented to the full Board at the June Board Meeting for consideration of approval.

Ms. Clement noted that in the interim of the Committees' review and the June Board Meeting, changes may need to be made to the budgets for items such as grant awards, personnel position changes, official notification of Fiscal Year State and Federal Funds from the Virginia Department of Behavioral Health and Developmental Services, etc. Any significant changes made to these budgets from May to June will be addressed at the June Board Meeting.

Project Update – Vehicle Sale (Human Resources)

Cindy Lewis reported on DPCS' vehicle sale. As reported at the March 19, 2015, Board Meeting, DPCS advertised 13 vehicles for sale to the public, as is without any warranty, at the end of March 2015 using the closed bidding process. All vehicles for sale were available for sight inspection and placement of bids on the advertised days and times at the DPCS Vehicle Services Center. DPCS received a total of 85 sealed bids beginning 9:00 am on Friday, March 27, 2015, to 12:00 pm on Tuesday, March 31, 2015. Bids were opened publicly at 3:30 pm on March 31 at the Vehicle Services Center.

All 13 vehicles were sold to the highest bidders, with gross sales totaling \$21,199.50. After advertising expenses, the total profit from the vehicle sale is \$20,698.90, which will be used for future vehicle purchases.

Project Update – VoIP Telecommunication System Contract (Compliance and Information Systems)

Allen Thorn reported on DPCS' contract for the Voice over Internet Protocol (VoIP) Telecommunication System. As reported at the March 19, 2015, Board Meeting, 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. DPCS consulted with Gamewood Technology Group, Inc., on the project to replace 237 phones and many fax machines, with allowance for future expansion. DPCS advertised the Request for Proposal on October 3, 2014, with a target for installation of the system by the Third Quarter or early Fourth Quarter of FY2015. DPCS received four proposals by the December 2014 deadline. Two vendors were eliminated by the proposal review team, and two vendors provided half-day demonstrations of their product in February. A final demonstration was presented in March, with additional management staff in attendance. DPCS signed a VoIP contract in the amount of \$136,494 with ATCOM Business Technology Solutions. The contract includes all equipment, training, and installation with a one-year total warranty. Decision on an annual warranty expenditure will be made by DPCS each fiscal year. Plans are to start the project in the next month.

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

Richard Gary reported on the Intermediate Care Facility-1 Project. As reported at the March 19, 2015, Board Meeting, inclement weather hindered progress at the site during the winter season. Although inclement weather continues to impede the construction process, representatives from Daniel Builders LLC, Dewberry architecture and engineering firm, and DPCS met for the scheduled March 23 and April 13 site meetings to discuss the Project's development, schedule, budget, and progress. To date, completions include placement of concrete footing and rebars, pouring of concrete foundation; plumbing rough-in; selection for exterior finishes (style/color of brick and stone, trim for windows/garage/soffits); and site inspections verifying location of underground utilities and driveway. Rough framing will be completed in 5-6 weeks. Photos of the project site were presented for the Board's viewing of progress made at this juncture.

INFORMATION ITEMS

Chairperson Julie Brown noted the Information Items distributed in the Board Packet and encouraged all Board Members to review the information. The Information Items included in each Board Packet reflect a variety of program, training, and grant award updates, quarterly financial and performance reports, and the Agency's current organizational chart. Upon brief review of the Information Items by Jim Bebeau, the Board Members expressed appreciation for DPCS' accomplishments.

CLOSED MEETING

Motion was made by Jessie Barksdale 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)(15) Code of Virginia, 1950, as Amended, for discussion or consideration of medical and mental health records,

Subject: Corrective Action Plan

Purpose: Investigative Report Regarding Individual Receiving Services

Upon Roll Call, the motion was carried by the following vote:

Vote: 6-0

Yes: (6) Jessie Barksdale, Julie Brown, Gracie Mays, Ronald Merricks, Gerald Milliman, Frank Wickers

No: (0) None

Absent During Vote: (0) None

Absent During Meeting: (9) Connie Fletcher, Angela Fowler, Anne Geyer, Shelby Irving, Sheryl Moyer, Faith Stamps, Robert Warren, Mary Lee White, Marie Young

The Board of Directors entered Closed Meeting at 6:13 pm.

RETURN TO OPEN MEETING/CERTIFICATION OF CLOSED MEETING

Jessie Barksdale 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 *April 23, 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.

Upon Roll Call, the motion was carried by the following vote:

Vote: 6-0

Yes: (6) Jessie Barksdale, Julie Brown, Gracie Mays, Ronald Merricks, Gerald Milliman, Frank Wickers

No: (0) None

Absent During Vote: (0) None

Absent During Meeting: (9) Connie Fletcher, Angela Fowler, Anne Geyer, Shelby Irving, Sheryl Moyer, Faith Stamps, Robert Warren, Mary Lee White, Marie Young

The Board of Directors reconvened into Open Meeting at 6:22 pm.

NEXT BOARD MEETING

Chairperson Julie Brown presented reminder that the next Board Meeting will be held Thursday, May 21, 2015, 12:00 Noon.

COMMENTS

Noting the value of community awareness, Gracie Mays suggested that perhaps DPCS could host an event as an opportunity for the community to learn more about the Agency and its programs and services. Jim Bebeau indicated that the Executive Management Team will discuss and bring some suggestions back to the Board.


ADJOURNMENT

Chairperson Julie Brown declared the Board Meeting adjourned at 6:27 pm.

Approved:



Julie Brown, Chairperson



Date