

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, June 25, 2015
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, June 25, 2015, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Julie Brown, <i>Chairperson</i>	Angela Fowler
Robert Warren, <i>Vice Chairperson</i>	Gracie Mays
Gerald Milliman, <i>Secretary</i>	Sheryl Moyer
Jessie Barksdale	Frank Wickers

BOARD MEMBERS ABSENT

Ronald Merricks, <i>Past Chairperson</i>	Faith Stamps
Anne Geyer, <i>Member-At-Large</i>	Mary Lee White
Shelby Irving, <i>Member-At-Large</i>	Marie Young
Connie Fletcher	

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 5:33 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 Jessie Barksdale to adopt the Agenda as presented. The motion passed unanimously.

APPOINTMENT OF NOMINATING COMMITTEE FOR FISCAL YEAR 2016

Chairperson Julie Brown appointed Jessie Barksdale, Angela Fowler, and Gracie Mays to the Nominating Committee for FY2016, with Mr. Barksdale designated as Chairperson of the Committee. Recommendation for the FY2016 appointment of Officers will be submitted for consideration at the August 20, 2015, Regular Board Meeting.

ACTION ITEMS

Minutes – May 21, 2015, Regular Board Meeting

Minutes of the May 21, 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 May 21, 2015, Minutes as presented; Gerald Milliman seconded, and the motion passed unanimously.

PROGRAM PRESENTATION

Budget, Finance, and Operations (Finance)

At the May 21, 2015, Board Meeting, work sessions were held for the Board Committees—Budget, Finance & Operations, Behavioral Health Services, Intellectual Disability Services, and Prevention Services—to review the preliminary FY2015 Proposed Budget Revision and FY2016 Proposed Budget for each Division and the Total Agency. Each Committee met with the respective Division Director for overview and explanation of the proposals and subsequently gave approval for its respective preliminary budgets. Notice was given at the May 21 Board Meeting that in the interim of the Committees' review/approval and the June 25, 2015, Board Meeting, changes may be needed for items such as grant awards, personnel position changes, official notification of FY2016 State and Federal Funds from the Virginia Department of Behavioral Health and Developmental Services, etc., with significant changes to be addressed at the June 25 Board Meeting.

Mary Beth Clement presented update and explanation of major changes proposed for DPCS' FY2015 Budget Revision and FY2016 Budget since the May 21 Board Meeting. The changes in revenue and expenditures were largely related to the Intermediate Care Facility-1 (ICF-1) Project, Discharge Assistance Project (DAP) Plans, Crisis Intervention Team (CIT) Assessment Site Grant, and Local Government Funding.

The Agency's FY2016 Proposed Budget is established based on fully staffed positions and no vacancies. The Proposed Budget includes provision for a one percent salary scale adjustment on December 26, 2015, which is the start date of the pay period closest to January 1, 2016, and a two percent merit raise on employees' annual performance anniversary date. Also budgeted is a one-time buyback of 40 hours of Paid Time Off leave for employees to elect in November 2015, with restrictions to be placed on the buyback to include a minimum number of hours of Paid Time Off leave balance prior to the payout date. Fringe Benefits include a ten percent increase in the Agency's share of employee health insurance cost effective January 1, 2016, based on previous years' health insurance experience.

Ms. Clement reported status of the revised budget proposals for the Total Agency, as follows:

- FY2015 Proposed Budget Revision now totals \$20,598,389
(versus \$21,234,867 proposed at the May 21, 2015, Board Meeting)
- FY2016 Proposed Budget now totals \$22,968,660
(versus \$22,359,601 proposed at the May 21, 2015, Board Meeting)

Discussion followed regarding the presented updates proposed for DPCS' FY2015 Budget Revision and FY2016 Budget.

Fiscal Year 2015 Budget Revision

Robert Warren made motion to approve DPCS' FY2015 Revised Budget in the amount of \$20,598,389, as presented. Jessie Barksdale seconded, and the motion passed unanimously.

Fiscal Year 2016 Budget

Motion was made by Robert Warren to approve DPCS' FY2016 Budget in the amount of \$22,968,660, as presented. Jessie Barksdale seconded, and the motion passed unanimously.

Fiscal Year 2016 Performance Contract

The Performance Contract between DPCS and the Virginia Department of Behavioral Health and Developmental Services (DBHDS) is a two-year contract in parallel with the State budget. DPCS' Performance Contract for FY2015 and FY2016 was approved at the August 7, 2014, Board Meeting. In the second year of the Performance Contract, usually only the statistical data, which is the resources and services information, is updated.

The statistical data for DPCS' FY2016 Performance Contract was distributed in the Board Packet, as well as the remainder of the Contract—Exhibits component, Administrative Requirements, and Partnership Agreement—which is identical for all Community Services Boards (CSBs) in Virginia.

Jim Bebeau reported that for FY2016, the Performance Contract has undergone both minor and major changes and is now considered Revision No. 1 by DBHDS. Mr. Bebeau noted major changes incorporated in Revision No. 1, as follows:

- Substantial revisions reflect changes to the operations of Emergency Services throughout the State, including local responsiveness to emergency phone calls from the community as well as the minimum training requirement for staff conducting emergency evaluations.
- The utilization rate for Residential Crisis Stabilization programs is reduced from 80% to 75%.
- A mechanism is established for DBHDS to communicate significant issues or concerns about a CSB's operations or performance to the Executive Director and Board Members for their consideration and formal response.
- The required number of CSB Board Meetings is reduced from ten per year to six per year.
- Several changes are made to the Behavioral Health Prevention and Wellness Services activities.

Mr. Bebeau presented recommendation of the staff that the Board approve DPCS' FY2016 Performance Contract, including authorization for the Board Chairperson to approve any minor changes to the Performance Contract required by DBHDS.

Motion was made by Frank Wickers to approve the FY2016 Performance Contract between DPCS and DBHDS, and authorize the Board Chairperson to approve any minor changes to the Performance Contract as required by DBHDS. Robert Warren seconded, and the motion passed unanimously.

Grant Application – The Community Foundation of the Dan River Region (Behavioral Health Services)

Sandy Stephenson requested Board approval to submit application to *The Community Foundation of the Dan River Region* for a grant in an amount not to exceed \$20,000, and approval to accept the funds if awarded. The grant would be used for DPCS' Access to Dentures project, which is an extension of DPCS' Oral Healthcare Access Program. Adults with serious mental illness and individuals with co-occurring substance use disorders who need dental services through the Oral Healthcare Access Program are often unable to participate in the Program or complete their treatment plans when they need dentures due to the cost being more than is available through the Program's grant funding. The individuals who need financial assistance to pay for dentures live below the Federal poverty level and are enrolled in Medicaid or Medicare, or have no insurance coverage. Many of the individuals meet the Social Security Administration definition of disabled and receive Social Security Disability Insurance. The cost for dentures range up to \$825 for a partial set and \$1,610 for a complete set. With this grant, dentures would be possible for approximately 12 individuals, which will enhance their ability to eat a variety of foods, improve self-esteem, and improve overall quality of life. DPCS' Behavioral Health Case Managers will assist the individuals in making the necessary appointments for obtaining dentures, and DPCS will reimburse the dentist for denture services rendered through the grant. As an in-kind contribution if needed, DPCS will provide transportation to dental appointments, and the Case Manager will accompany the individual to the dental appointment as needed.

Motion was made by Jessie Barksdale to approve application to The Community Foundation of the Dan River Region for a grant in an amount not to exceed \$20,000, and approve acceptance of the funds if awarded. Angela Fowler seconded, and the motion passed unanimously.

Grant Application – Delta Dental of Virginia Foundation (Behavioral Health Services)

Sandy Stephenson requested Board approval to submit application to the *Delta Dental of Virginia Foundation* for a grant in an amount not to exceed \$5,000, and approval to accept the grant funds if awarded. The grant would be used for DPCS' Access to Dentures project, which is an extension of DPCS' Oral Healthcare Access Program. Adults with serious mental illness and individuals with co-occurring substance use disorders often have diminished physical and psychological well-being due to oral health problems. Individuals who need dental services through the Oral Healthcare Access Program are often unable to participate in the Program or complete their treatment plans when they need dentures due to the cost being more than is available through the Program's grant funding. As dentures can greatly improve quality of life but are expensive to procure, DPCS' objective is for the individuals to be able to obtain dentures at a reasonable cost and in a reasonable time frame. The grant would enhance dental services by increasing funding to purchase dentures for three individuals.

Motion was made by Gerald Milliman and seconded by Angela Fowler to approve application to the Delta Dental of Virginia Foundation for a grant in an amount not to exceed \$5,000, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – J.T. - Minnie Maude Charitable Trust (Intellectual Disability Services)

Richard Gary requested Board approval to submit application to the *J.T. - Minnie Maude Charitable Trust* for a grant in an amount not to exceed \$3,000, and approval to accept the grant funds if awarded. The grant would provide three adults with intellectual disability who are enrolled in DPCS' Case Management Services with the opportunity to participate in Stonewall Therapeutic Recreation Center (Stonewall) activities for approximately twelve months. The individuals selected to utilize this funding have critical need for community inclusion services but sources of funding have been exhausted, denied, or are unavailable for the activities. They live below the Federal poverty level, meet the Social Security Administration definition of disabled, receive Social Security Disability Insurance, and are enrolled in Medicaid. Stonewall has professional staff to support individuals with special needs. Individuals select the activities they would like to take part in on a weekly basis, and Danville Parks and Recreation provides them with transportation to Stonewall. The grant would provide learning and leisure opportunities for the individuals and bring temporary relief to primary caregivers from the continuing demands of caring for an individual with special needs. Due to the June 1, 2015, deadline for submission of grant application, the Board's Intellectual Disability Services Committee considered and approved submission of application pending Board action at its June 25, 2015, meeting. Should the Board not approve the request, the application will be rescinded.

Motion was made by Jessie Barksdale and seconded by Gracie Mays to approve application to the J.T. - Minnie Maude Charitable Trust for a grant in an amount not to exceed \$3,000, and approve acceptance of the funds if awarded. The motion passed unanimously.

DISCUSSION ITEMS

Virginia Department of Behavioral Health and Developmental Services Dashboard

The Virginia Department of Behavioral Health and Developmental Services (DBHDS) Dashboard includes performance data for Virginia's 15 State Facilities and 40 Community Services Boards. The data is a performance measure of the unique services for which each is responsible. The Dashboard is in the beginning stage of looking at system performance over time, with DBHDS evaluating how it gathers and reports this performance data to ensure accuracy and integrity of the submission. At the February 19, 2015, Board Meeting, a program presentation was made as an education primer for the information included in the Dashboard.

Allen Thorn, Sandy Stephenson, and Richard Gary presented an overview of the Dashboard performance measures and analysis of DPCS' behavioral health and developmental services data, identifying the positive efforts and the challenge areas from a quality improvement perspective.

Jim Bebeau noted that the DBHDS Dashboard of performance measures will be reported to the Board on a quarterly basis.

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

In update on the Intermediate Care Facility-1 Project, Richard Gary reported that representatives from Daniel Builders LLC, Dewberry architecture and engineering firm, and DPCS met on site May 27, June 8, and June 22 to discuss the Project's development, schedule, budget, and progress. Construction update included the roof trusses set, roof sheathing and ice/water shield finished, blocking/framing of roof trusses started, and garage door paint color selected. Photos of the project site were presented for the Board's viewing of the progress made at this juncture.

INFORMATION ITEMS

Chairperson Julie Brown encouraged Board Members to review the excellent information distributed in the Board Packet. Each Board Packet reflects information on a variety of program, training, and grant award updates; quarterly financial and performance reports; and DPCS' current organizational chart.

BOARD MEMBER SERVICE AWARD

Jim Bebeau expressed regrets to Mary Lee White, in her absence, that she is leaving as a member of the Board of Directors. Ms. White's second full-term will expire June 30, 2015, and she has elected to not seek reappointment to another term as a representative of the City of Danville. A plaque in recognition of her six years (2009-2015) of service to the Board will be presented to Ms. White. Board Members voiced their appreciation of her support and commitment to the Agency's activities.

NEXT BOARD MEETING

Chairperson Julie Brown presented reminder that the next Board Meeting will be held Thursday, August 20, 2015, 5:30 pm.

ADJOURNMENT

Chairperson Julie Brown declared the Board Meeting adjourned at 6:32 pm.

Approved: Julie Brown
Julie Brown, Chairperson

8/20/15
Date