

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, September 17, 2015
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, September 17, 2015, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Robert Warren, <i>Vice Chairperson</i>	Gracie Mays
Gwen Edwards	Vicki Pickeral
Connie Fletcher	Faith Stamps
Angela Fowler	Marie Young

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Pat Burnette, *Executive Assistant*
Sandy Stephenson, *Director, Behavioral Health Services*
Sara Craddock, *Acting Director, Intellectual Disability Services*
Allen Thorn, *Director, Compliance and Information Systems*
Cindy Lewis, *Director, Human Resources*
Mary Beth Clement, *Director, Finance*
Cathy Gore, *Director, Business and Financial Services - Prevention Services Division*

GUEST PRESENT

Gerald Milliman, *Past Member of DPCS Board of Directors*

CALL TO ORDER

Chairperson Julie Brown called the meeting to order at 12:02 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 Frank Wickers to adopt the Agenda as presented. The motion passed unanimously.

BOARD OF DIRECTORS MEMBERSHIP

Presentation of Service Award Plaque – Gerald Milliman

Chairperson Julie Brown recognized Past Board Member Gerald Milliman and expressed regret that he is leaving as a member of the Board of Directors. Mr. Milliman's first full-term expired June 30, 2015, and he has elected to not seek reappointment to another term as representative of the Pittsylvania County Staunton River District. Chairperson Brown presented Mr. Milliman with a plaque in recognition and appreciation for his three years of service (2012-2015) to the

Board and his commitment to the Agency's activities. Mr. Milliman acknowledged the great responsibilities of DPCS and his appreciation for the Agency's accomplishments.

Pittsylvania County Appointment – Vicki Pickeral

Chairperson Julie Brown announced first term appointment (2015-2018) of Vicki Pickeral by the Pittsylvania County Board of Supervisors. Ms. Pickeral will serve as representative of the Pittsylvania County Staunton River District. Chairperson Brown expressed appreciation for her willingness to serve the community through this Board.

ACTION ITEM

Minutes – August 20, 2015, Regular Board Meeting

Minutes of the August 20, 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 August 20, 2015, Minutes as presented; Anne Geyer seconded, and the motion passed unanimously.

Title VI Plan and Procedures 2015-2018 for Virginia Department of Rail and Public Transportation (Intellectual Disability Services)

Sara Craddock requested Board approval of DPCS' Title VI Plan and Procedures 2015-2018. Recipients of public transportation funding from the Federal Trade Administration and the Virginia Department of Rail and Public Transportation (DRPT) are required to develop policies, programs, and practices that ensure federal and State transit dollars are used in a manner that is nondiscriminatory, as required under Title VI of the Civil Rights Act of 1964. The Title VI Compliance Plan details how recipients incorporate nondiscrimination policies and practices in providing services to the public.

Since 2009, DPCS has been a recipient of eight vehicles from DRPT. In 2012, DPCS submitted its initial Title VI Plan and Procedures, noting that the Plan and Procedures will be updated at least every three years. In April 2015, DPCS submitted an update. In August 2015, DPCS received feedback from DRPT with recommendations for changes to the Plan. The recommended changes have been completed, and the final Title VI Plan and Procedures 2015-2018 was distributed in the Board Packet for this Board Meeting.

The document outlines duties of the Agency and the Title VI Contact Person, including data collection, annual reports/updates, annual review of the Title VI Program, dissemination of information related to the Title VI Program, resolution of complaints, development of written policies/procedures, internal education/training, and inclusion of Title VI clauses in all federal procurements requiring a written contract or purchase order. The document also includes procedures for notifying the public of Title VI rights, development of compliant procedures, and a language assistance plan for persons with limited English proficiency.

Motion was made by Ronald Merricks to approve DPCS' Title VI Plan and Procedures 2015-2018 for the Virginia Department of Rail and Public Transportation, as presented. Jessie Barksdale seconded, and the motion passed unanimously.

DISCUSSION ITEM

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

In update on the Intermediate Care Facility-1 Project, Sara Craddock reported that representatives from Daniel Builders LLC; Dewberry architecture and engineering firm; and DPCS met on site August 10 and August 24 to discuss the Project's development, schedule, budget, and progress. Construction update included the windows/doors installed; plumbing inspection completed; electrical/mechanical rough-in continues; HVAC return unit locations moved to ensure more efficient airflow/temperature controls throughout the home; and ArjoHuntleigh tub selected. The ArjoHuntleigh tub is designed for assisted bathing with benefits of safety, accessibility, efficiency, and no manual lifting required.

Ms. Craddock noted a building plan adjustment involving removal of the wing wall in the tub room to allow space for a changing table for the individuals. Within the next few weeks, brickwork will begin and electrical rough-in will near completion. Photos of the project site were presented for the Board's viewing of the progress made at this juncture. Ms. Craddock also reported that DPCS held a team meeting with staff from Central Virginia Training Center and families of the five individuals identified for residence at the new home to discuss updates and tour the site.

INFORMATION ITEMS

Voice over Internet Protocol Telecommunication System and Information Technology Update

Jim Bebeau reported update on the replacement of DPCS' telephone system with a Voice over Internet Protocol (VoIP) Telecommunication System and Information Technology (IT) projects. With placement of 237 Mitel MiVoice IP Phones within the Agency, the cutover of phone lines from Verizon to Level 3 and Prime Voice occurred September 9, 2015. In addition, most of the Agency's fax machines were ported to a fax server that directs faxes to specific email accounts. IT projects completed this summer impact the VoIP project, as well as all IT functions. Ethernet switches were upgraded; virtual servers were installed; and a new battery backup solution gives DPCS a 60-minute run time, allowing an orderly shutdown of servers if the Agency experiences a blackout. IT is currently working on installation of devices for intelligent connections and VoIP telecommunication system at eight Agency remote locations—three telemedicine physician sites, Ashlawn View group home, Intermediate Care Facility-1, Vehicle Services Center, Southern Virginia Mental Health Institute office, and the Court office. These additions will expand the closed phone network and connect the majority of DPCS staff on four-digit extensions.

STANDING COMMITTEES OF THE BOARD OF DIRECTORS

Fiscal Year 2016 Board Committee Assignments

Committee assignments are rotated each year to help Board Members gain an in-depth understanding of the disability areas served by the Agency, as well as the budget, finance, and operations area. Members who have served four years or more on the Board will repeat the Committee assignments. Chairperson Julie Brown made the following Board Committee assignments for Fiscal Year 2016:

Budget, Finance, & Operations Committee

Robert Warren, Chairperson
Gracie Mays
Frank Wickers

Behavioral Health Services Committee

Faith Stamps, Chairperson
Jessie Barksdale
Angela Fowler
Anne Geyer

Intellectual Disability Services Committee

Shelby Irving, Chairperson
Sheryl Moyer
Vicki Pickeral
Marie Young

Prevention Services Committee

Connie Fletcher, Chairperson
Julie Brown
Gwen Edwards
Ronald Merricks

Work Session for Fiscal Year 2016 Board Committee Orientation

Board Committee work sessions were conducted for the purpose of orientation to the respective Committees in regard to structure of the division and responsibilities of the committee.

At 12:16 pm, Board Members dispersed to their respective Committee work session, along with relative Division Directors and staff member, as follows:

Budget, Finance, & Operations Committee – Betty Whitehead, M.D., Board Room

Mary Beth Clement, Director of Finance
Cindy Lewis, Director of Human Resources
Allen Thorn, Director of Compliance and Information Systems

Behavioral Health Services Committee – Dan River Room

Sandy Stephenson, Director of Behavioral Health Services

Intellectual Disability Services Committee – James River Room

Sara Craddock, Acting Director of Intellectual Disability Services

Prevention Services Committee – Bellevue Room

Cathy Gore, Director of Business and Financial Services - Prevention Services Division
Amanda Oakes, Director of Prevention Services, via electronic communication means
from a remote location not open to the public

At 12:59 pm, Board Committee members and Division Directors returned to the Betty Whitehead, M.D., Board Room.

NEXT BOARD MEETING

The next Board Meeting will be held Thursday, October 15, 2015, 5:30 pm.

ADJOURNMENT

Motion was made by Ronald Merricks to adjourn the meeting. Jessie Barksdale seconded, and the motion passed unanimously. Chairperson Julie Brown declared the Board Meeting adjourned at 1:00 pm.

Approved:


Julie Brown, Chairperson

10/15/15
Date