

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, March 6, 2014
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, March 6, 2014, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Ronald Merricks, <i>Chairperson</i>	Gracie Mays
Julie Brown, <i>Vice Chairperson</i>	Gerald Milliman
William Brown, <i>Secretary</i>	Robert Warren
Mary Lee White, <i>Member-At-Large</i>	Frank Wickers
Polly Humphrey	Marie Young
Shelby Irving	

BOARD MEMBERS ABSENT

Jessie Barksdale, *Member-At-Large*
Angela Fowler
Anne Geyer

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Pat Burnette, *Executive Assistant*
Bill Cook, *Behavioral Health Services Division Director*
Richard Gary, *Intellectual Disability Services Division Director*
Amanda Oakes, *Prevention Services Division Director*
Cindy Lewis, *Human Resources Division Director*
Mary Beth Clement, *Finance Division Director*
Allen Thorn, *Compliance and Information Systems Division Director*

CALL TO ORDER

Chairperson Ronald Merricks 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 Julie Brown and seconded by Gerald Milliman to adopt the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION

Windows XP – Prepare for the End (Compliance and Information Systems)

Jennifer Thompson, Information Technology (IT) Manager within the Compliance and Information Systems Division, gave an overview of DPCS' preparation for the deletion of Windows XP/Office 2003 on Agency computers. The Microsoft Corporation has provided technical support for Windows XP/Office 2003 for the past 12 years; however, after April 8, 2014, Microsoft will no longer provide technical assistance, automatic updates, and security essentials for Windows XP/Office 2003. This means that after April 8, computers using Windows XP will become much more vulnerable to security risks and viruses, which is a major concern for privacy and security of Health Insurance Portability and Accountability Act (HIPAA) information. Upon review and evaluation of options based on performance, practicality, and cost, DPCS chose to transition agency-wide from Windows XP/Office 2003 to Windows 7/Office 2010.

Many of the Agency's computers have been upgraded, but DPCS had 113 older computers that could not be upgraded. Consequently, 113 new computers have been purchased, and all must be configured with DPCS-approved software. At this juncture, 46 new computers have been installed, and the remaining 67 must be installed by April 8. Cost of the new computers will be covered by the *Meaningful Use Program*, which is a program of incentives administered by Virginia Medicaid to encourage health care providers to switch to Electronic Health Records (EHR). DPCS staff members Dr. Laura DeNunzio, Dr. Adrienne Turner, Dr. William Trost, and Nurse Practitioner Karen Jones collaborated to fulfill the Eligible Professional (EP) *Meaningful Use* enrollment for adopting/implementing/upgrading certified EHR technology. Each EP met four applicable objectives and associated measures, resulting in incentive payments to DPCS in the amount of \$21,250 per EP, to be used for DPCS' computer replacement project. Upon completion of the new computer installations, the IT Department will perform the Windows Server 2012 Domain Controller upgrade and Windows Server 2012 with Exchange 2013 upgrade.

ACTION ITEMS

Minutes – February 6, 2014, Regular Board Meeting

Minutes of the February 6, 2014, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Robert Warren made motion to approve the February 6, 2014, Minutes as presented; Gracie Mays seconded, and the motion passed unanimously.

Grant Application – Danville Regional Foundation (Intellectual Disability Services)

Richard Gary requested Board approval to submit application to the Danville Regional Foundation for a "Make it Happen!" grant in an amount not to exceed \$10,000, and approval to accept the grant funds if awarded. The grant would be used to assist the regional Special Olympics Spring 2014 Track and Field Meet scheduled for April 16, 2014, at George Washington High School in Danville. The Special Olympics is a community collaboration with tremendous volunteer support that each year brings attention to the gifts and talents of the special needs population in the Danville-Pittsylvania County community. Area elementary, middle, and high schools; Hughes Center; ARC of Southside; Goodwill Industries; Negril, Inc.; DPCS; and other organizations in the area will partner in this event. To date, 265 individuals with an intellectual or developmental disability have registered to participate in the activities. The grant funds would provide a lunch meal from various local vendors for everyone participating; tee shirts, drinks, and snacks for all participants; ribbons for each event for all athletes; sunscreen; marketing; and other event-related needs.

Motion was made by Mary Lee White and seconded by Frank Wickers to approve application to the Danville Regional Foundation for a grant in an amount not to exceed \$10,000, and approval to accept the grant funds if awarded. The motion passed unanimously.

Grant Application – Womack Foundation (Prevention Services)

Amanda Oakes requested Board approval to submit application to the Womack Foundation for a grant in an amount not to exceed \$4,500, and approval to accept the funds if awarded. The Foundation's mission includes providing grants to organizations for planning, implementation, and/or development of programs that enhance and improve the educational and recreational opportunities for area youth who otherwise would not be able to engage in such programs due to financial constraints. DPCS would use the grant funds to cover costs for the New Horizons Adventure Day Camp, which provides opportunities and skills that nurture each child's natural resiliency and individual characteristics. The "Healthy Lifestyle Choices Camp Boost Program" would be utilized, covering nutrition, fitness, safety, conflict resolution, substance abuse prevention, life skills, and the environment. Other activities would include fishing, swimming, sports, crafts, team-building games, and special events by program consultants. The daily focus would be on healthy habits using activities that are both fun and interactive. The New Horizons

Adventure Day Camp is scheduled for June 2-6, 2014, 9:30 am - 3:30 pm, at Camp Pitt located in Callands, Virginia. Transportation would be provided to and from the camper's home each day.

Motion was made by Gracie Mays to approve application to the Womack Foundation for a grant in an amount not to exceed \$4,500, and approval to accept the funds if awarded. Polly Humphrey seconded, and the motion passed unanimously.

DISCUSSION ITEMS

DPCS Logo Clothing from Lands' End (Human Resources)

Jim Bebeau announced DPCS' recent partnership with Lands' End Business Outfitters to offer DPCS logo clothing for purchase by its Board Members and employees. In the past, DPCS offered a limited selection of logo clothing items to its employees and submitted group orders only a few times per year. With the new Lands' End account, DPCS is able to offer a great quality product with numerous style and color choices, and Board Members and employees can order at their convenience at the Lands' End online site. Each person will pay for purchased items, and DPCS will reimburse up to \$15 per logo item. To receive reimbursement, Board Members should submit purchase receipts to the Executive Director's Office, and employees will submit purchase receipts to their Division's designated Budget Manager.

Virginia Association of Community Services Boards May 2014 and October 2014 Conferences

Jim Bebeau announced dates of the Virginia Association of Community Services Boards (VACSB) May and October 2014 Conferences, as follows:

- The VACSB Development and Training Conference will be held April 30-May 2, 2014, in Norfolk. This Conference features skill building, innovative practices, and unique models of Community Services Board/Behavioral Health Authority and regional programs.
- The VACSB Public Policy Conference is scheduled for October 1-3, 2014, in Roanoke. This annual Conference brings together Community Services Board members and staff, Legislators, State Department of Behavioral Health and Developmental Services staff, and Behavioral Health Care stakeholders to address public policy and current updates on Statewide matters concerning behavioral health care in Virginia.

Information on the Conferences will be distributed to Board Members as it becomes available.

INFORMATION ITEMS - The following Information Item was addressed:

Implementation of the Virginia Retirement System Hybrid Plan

DPCS' Finance Division completed implementation of the new Virginia Retirement System (VRS) Hybrid Plan in the payroll and accounting systems. Effective January 1, 2014, the Hybrid Plan is mandatory for newly hired employees with no active record of enrollment in either VRS Plan 1 or Plan 2. VRS established the Hybrid Plan with two components—Defined Benefit and Defined Contribution. The Defined Benefit component is similar to the Defined Benefit component for Plan 1 and Plan 2 participants. The Defined Contribution component includes both a 401(a) Plan and a 457 Plan and resembles a more traditional 401(k) Retirement Plan in the private business sector. Mary Beth Clement addressed questions from Board Members on specifics of the Hybrid Plan.

SPECIAL ITEM

Training for Board of Directors – Virginia Freedom of Information Act

Jim Bebeau provided training for Board Members on the Virginia Freedom of Information Act (FOIA), *Code of Virginia §2.2-3700*. FOIA is a series of laws designed to guarantee that the citizens of the Commonwealth and representatives of the media have access to public meetings and public records held by public bodies, public officials, and public employees at all levels in Virginia. FOIA is also a balance—right of access versus need of government to function. FOIA compliance is not an individual sense of fairness, but the collective sense expressed in the law. All public meetings and public records are presumed to be open and may only be withheld if a specific, statutory exemption applies. Mr. Bebeau addressed the FOIA procedural requirements

for public meetings and public records, including open meetings, closed meetings, meeting notices to the public, minutes of meetings, requests for records, exemptions, enforcement, and penalties for violations. Mr. Bebeau noted the procedures in place at DPCS to ensure the Agency's compliance with these requirements.

CLOSED MEETING

Motion was made by Julie Brown 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)(3) Code of Virginia, 1950, as Amended, for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of the public body

Subject: Real Estate for Proposed Vehicle Service Center

Purpose: Status Report on Real Estate for Proposed Vehicle Service Center

and

Subject: Additional Real Estate for Proposed Vehicle Service Center

Purpose: Dissemination of Information Regarding Additional Real Estate for Proposed Vehicle Service Center

The motion was seconded by Shelby Irving and carried by the following Roll Call vote:

Vote: 10-0

*Yes: (10) Julie Brown, William Brown, Polly Humphrey, Shelby Irving, Gracie Mays
Gerald Milliman, Robert Warren, Mary Lee White, Frank Wickers, Marie Young*

No: (0) None

Presiding Officer: (1) Ronald Merricks (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (0) None

Absent During Meeting: (3) Jessie Barksdale, Angela Fowler, Anne Geyer

The Board of Directors entered Closed Meeting at 6:16 pm.

At 6:30 pm, Robert Warren left the Closed Meeting in order to go to another meeting requiring his attendance.

RETURN TO OPEN MEETING/CERTIFICATION OF CLOSED MEETING

Julie Brown 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 *March 6, 2014*, 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.

The motion was seconded by Frank Wickers and carried by the following Roll Call vote:

Vote: 9-0

*Yes: (9) Julie Brown, William Brown, Polly Humphrey, Shelby Irving, Gracie Mays,
Gerald Milliman, Mary Lee White, Frank Wickers, Marie Young*

No: (0) None

Presiding Officer: (1) Ronald Merricks (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (1) Robert Warren

Absent During Meeting: (3) Jessie Barksdale, Angela Fowler, Anne Geyer

The Board of Directors reconvened into Open Meeting at 6:55 pm.

ADOPTION OF RESOLUTION REGARDING ADDITIONAL REAL ESTATE FOR PROPOSED VEHICLE SERVICE CENTER

Frank Wickers made motion to adopt the following Resolution surrounding the purchase of additional real estate identified for proposed Vehicle Service Center:

The Board of Directors ("Board") of DANVILLE-PITTSYLVANIA COMMUNITY SERVICES ("DPCS"), a political subdivision of the Commonwealth of Virginia, hereby resolves, as follows:

WHEREAS, the Board finds it appropriate for DPCS to acquire additional real property located in the City of Danville, Virginia, for use by DPCS for proposed Vehicle Service Center; and

WHEREAS, property identified as VSC-2 ("Subject Property") is available for sale, located in the City of Danville, Virginia; and

WHEREAS, the Board has determined to its satisfaction that the Subject Property is desirable and appropriate for acquisition by DPCS;

NOW, THEREFORE, BE IT RESOLVED,

- 1) James F. Bebeau ("Mr. Bebeau"), Executive Director of DPCS, and the Officers of DPCS, or any of them, are hereby authorized and directed to execute and to deliver on behalf of DPCS a sale contract; a contract to retain the services of a real estate agent; and any other documents which may be necessary or appropriate to complete the acquisition of the Subject Property (collectively, the "Purchase Documents"); and the Secretary of the DPCS Board is hereby authorized and directed to attest any such Purchase Documents, if necessary or applicable.
- 2) Mr. Bebeau and the Officers of DPCS, or any of them, are hereby further authorized and directed to execute the Purchase Documents with such completions, omissions, insertions, and changes as may be approved by Mr. Bebeau and/or the Officers executing them, their execution to constitute conclusive evidence of their approval of any such completions, omissions, insertions, and changes, which completions, omissions, insertions, and changes are hereby ratified and approved.
- 3) Mr. Bebeau and the Officers of DPCS, or any of them, are hereby authorized and directed to execute and deliver all of the Purchase Documents or any other documents, certificates, and instruments and to take all such further action as such persons may consider necessary or desirable in connection with the acquisition described in this Resolution.
- 4) All other acts of Mr. Bebeau and the Officers of DPCS, or any of them, which are in conformity with the purposes and intent of this Resolution and in furtherance of acquiring the Subject Property as described in this Resolution, are hereby approved and confirmed.

Gracie Mays seconded the motion to adopt the Resolution, and the motion passed unanimously.

NEXT REGULAR BOARD MEETING DATE

Chairperson Ronald Merricks presented reminder that the next Regular Board Meeting will be held Thursday, May 8, 2014, 5:30 pm.

ADJOURNMENT

Chairperson Ronald Merricks declared the Board Meeting adjourned at 6:57 pm.

Approved:



Ronald E. Merricks, Chairperson



Date