

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES  
BOARD OF DIRECTORS  
Thursday, June 30, 2016  
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, June 30, 2016, 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
Jessie Barksdale, <i>Secretary</i>	Sheryl Moyer
Shelby Irving, <i>Member-At-Large</i>	Frank Wickers
Anne Geyer, <i>Member-At-Large</i>	

**BOARD MEMBERS ABSENT**

Ronald Merricks, <i>Past Chairperson</i>	Faith Stamps
Gwen Edwards	Marie Young
Vicki Pickeral	

**STAFF MEMBERS PRESENT**

Jim Bebeau, *Executive Director*  
Pat Burnette, *Executive Assistant*  
Sandy Stephenson, *Director, Behavioral Health Services*  
Sara Craddock, *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. Jim Bebeau presented request to amend the Agenda by going into Closed Meeting for Agenda Item VII-C-Executive Committee Report, 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 for the Subject of Additional Real Estate for Proposed Vehicle Service Center for the Purpose of Dissemination of Information Regarding Additional Real Estate for Proposed Vehicle Service Center.

*Motion was made by Jessie Barksdale and seconded by Angela Fowler to amend the Agenda with addition of Closed Meeting for Agenda Item VII-C-Executive Committee Report, 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 for Subject: Additional Real Estate for Proposed Vehicle Service Center and Purpose: Dissemination of Information Regarding Additional Real Estate for Proposed Vehicle Service Center, and to adopt the Agenda as amended. The motion passed unanimously.*

## **PRESENTATION OF BOARD MEMBER SERVICE AWARDS**

### **City of Danville – Angela Fowler**

Chairperson Julie Brown recognized Angela Fowler and expressed regret that she is leaving as a member of the Board of Directors. Ms. Fowler's first full-term expires June 30, 2016, and she has elected to not seek reappointment to another term as a representative of the City of Danville. Chairperson Brown presented Ms. Fowler with a plaque in recognition and appreciation for her three years of service (2013-2016) to the Board and her commitment to the Agency's activities. Ms. Fowler expressed her appreciation and enjoyment in being a part of this group.

At this juncture, Ms. Fowler left the Board Meeting in order to go to another meeting requiring her attendance.

### **Pittsylvania County – Callands-Gretna District – Marie Young**

Chairperson Julie Brown expressed regrets to Marie Young, in her absence, that she is leaving as a member of the Board of Directors. Ms. Young's first full-term expires June 30, 2016, and she has elected to not seek reappointment to another term as representative of the Pittsylvania County Callands-Gretna District. A plaque in recognition of her three years of service (2013-2016) to the Board will be presented to Ms. Young.

## **PROGRAM PRESENTATION**

### **Fiscal Agent Accounting and Regional Responsibilities (Finance)**

Mary Beth Clement presented an overview of DPCS' accounting and regional responsibilities as Fiscal Agent of the Southside Behavioral Health Consortium. As DPCS' Director of Finance, Ms. Clement oversees the Fiscal Agent activities. In 2003, the Virginia Department of Behavioral Health and Developmental Services (DBHDS) divided the State into regions centered around each State psychiatric hospital for development of a Regional Plan. DBHDS issued Facility Reinvestment Funds in the amount of \$10,000 to each region and encouraged the Community Services Boards (CSBs) to collaborate with their State psychiatric hospital and CSB regional partners to develop and implement a Regional Plan. Thus, Southern Virginia Mental Health Institute, Piedmont Community Services, Southside Community Services Board, and DPCS formed the Southside Behavioral Health Consortium, with DPCS designated as Fiscal Agent. As the regional funds have expanded since 2003 from Facility Reinvestment Funds to funds for Local Inpatient Purchase of Service (LIPOS), Discharge Assistance Project (DAP), Crisis Stabilization, and Training & Recovery, the Fiscal Agent responsibilities of maintaining the financial data have also expanded. Ms. Clement addressed the numerous accounting tasks, reports, and communications required in maintaining the funds and data for the Consortium. In addition, DAP funding responsibilities covering use, discharge/clinical criteria, monitoring, tracking, and reporting were shifted to the region, requiring more accounting tasks. Also, when one-time funds and/or "unexpected" funds are sent to the region, DPCS must communicate with DBHDS and the regional partners to implement a tracking and recording system, requiring even more accounting tasks. In June 2015, the Consortium hired a Regional Project Manager to coordinate regional projects and work directly with staff of the regional partners to ensure individuals are best served with the regional funds. Fiscal Year 2017 funding in the amount of \$4,309,815 to Southside Behavioral Health Consortium illustrates the growth in DPCS' Fiscal Agent accounting and regional responsibilities since 2003.

### **APPOINTMENT OF NOMINATING COMMITTEE FOR FISCAL YEAR 2017**

Chairperson Julie Brown appointed Jessie Barksdale, Sheryl Moyer, and Frank Wickers to the Nominating Committee for Fiscal Year 2017, with Mr. Barksdale designated as Chairperson of the Committee. Recommendation for the Fiscal Year 2017 appointment of Officers will be submitted for consideration at the August 18, 2016, Regular Board Meeting.

## **ACTION ITEMS**

### **Minutes – May 19, 2016, Regular Board Meeting**

Minutes of the May 19, 2016, 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 May 19, 2016, Minutes as presented; Frank Wickers seconded, and the motion passed unanimously.*

### **Budget, Finance, and Operations Committee Report**

#### **Fiscal Year 2016 Budget Revision**

The Fiscal Year 2016 Proposed Budget Revision for DPCS and explanation of major changes proposed by each Division were distributed in the Board Packet for this meeting. Robert Warren, Chairperson of the Board's Budget, Finance, and Operations Committee, reported that the Committee met June 7, 2016, to review the Proposed Budget Revision for the Total Agency. Prior to the Committee's June 7 meeting, the Board's program committees had reviewed and approved the proposed revisions for their respective service division. The Proposed Revision brings the expenditures in line with the projected revenues and is the Agency's best estimate of expenses for the remainder of the fiscal year. Mr. Warren presented recommendation of the Committee that the Board approve DPCS' Fiscal Year 2016 Proposed Budget Revision, setting the Agency budget at \$22,221,420 for Fiscal Year 2016.

*Motion was made by Robert Warren to approve DPCS' Fiscal Year 2016 Revised Budget in the amount of \$22,221,420, as recommended by the Budget, Finance, and Operations Committee. With no second required to motion made on behalf of the Committee, the motion passed unanimously.*

#### **Fiscal Year 2017 Budget**

The Fiscal Year 2017 Proposed Budget for DPCS and explanation of major proposals by each Division were distributed in the Board Packet for this meeting. Robert Warren, Chairperson of the Board's Budget, Finance, and Operations Committee, reported that the Committee met June 7, 2016, to review the Proposed Budget for the Total Agency. Prior to the Committee's June 7 meeting, the Board's program committees had reviewed and approved the proposed budget for their respective service division. The Proposed Budget includes provisions for a one percent salary scale adjustment effective December 24, 2016, which is the start date of the pay period closest to January 1, 2017, and a two percent merit raise on employees' performance anniversary date. Mr. Warren presented recommendation of the Committee that the Board approve the Fiscal Year 2017 Proposed Budget for DPCS in the amount of \$24,077,306.

*Motion was made by Robert Warren to approve DPCS' Fiscal Year 2017 Budget in the amount of \$24,077,306, as recommended by the Budget, Finance, and Operations Committee. With no second required to motion made on behalf of the Committee, the motion passed unanimously.*

#### **Fiscal Year 2017 and Fiscal Year 2018 Performance Contract**

The Fiscal Year 2017 and Fiscal Year 2018 Performance Contract between DPCS and the Virginia Department of Behavioral Health and Developmental Services (DBHDS) was distributed in the Board Packet for this meeting. Robert Warren, Chairperson of the Board's Budget, Finance, and Operations Committee, reported that the Committee met June 7, 2016, to review the Contract, which incorporates changes as negotiated with the Performance Contract Committee established by DBHDS and the Virginia Association of Community Services Boards. Of specific notice is that language relating to *intellectual disability* is changed to *developmental disabilities* throughout the Contract. The Performance Contract is DPCS' service plan, associated costs, and performance expectation. The Contract has the following components:

- Exhibits include all mental health, developmental, and substance abuse services provided or contracted by DPCS that are supported by the resources described in the Contract.

- Administrative Requirements are identical for all Community Services Boards (CSBs) in Virginia and contain externally imposed requirements and long-term DBHDS requirements that CSBs and DBHDS must meet.
- Partnership Agreement is identical for all CSBs in Virginia and describes the values, roles, and responsibilities of the three operational partners in the public services system—CSBs, State Facilities operated by DBHDS, and Central Office of DBHDS.

Mr. Warren presented recommendation of the Committee that the Board approve DPCS' Fiscal Year 2017 and Fiscal Year 2018 Performance Contract with DBHDS. The Committee further recommended that the Board authorize its Chairperson to approve any minor changes to the Contract required by DBHDS.

*Motion was made by Robert Warren to approve the Fiscal Year 2017 and Fiscal Year 2018 Performance Contract between DPCS and DBHDS and authorize the Board Chairperson to approve any minor changes to the Performance Contract required by DBHDS, as recommended by the Budget, Finance, and Operations Committee. With no second required to motion made on behalf of the Committee, the motion passed unanimously.*

### **Executive Committee Report**

#### **Closed Meeting**

*Motion was made by Anne Geyer 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 for*

*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: 7-0*

*Yes: (7) Jessie Barksdale, Anne Geyer, Shelby Irving, Gracie Mays, Sheryl Moyer, Robert Warren, Frank Wickers*

*No: (0) None*

*Presiding Officer: (1) Julie Brown (Presiding Officer votes only upon a Tie Vote in Roll Call)*

*Absent During Vote: (1) Angela Fowler*

*Absent During Meeting: (5) Gwen Edwards, Ronald Merricks, Vicki Pickeral, Faith Stamps, Marie Young*

*The Board of Directors entered Closed Meeting at 6:14 pm.*

#### **Return to Open Meeting/Certification of Closed Meeting**

*Frank Wickers 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 June 30, 2016, 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 Jessie Barksdale and carried by the following Roll Call vote:*

*Vote: 7-0*

*Yes: (7) Jessie Barksdale, Anne Geyer, Shelby Irving, Gracie Mays, Sheryl Moyer, Robert Warren, Frank Wickers*

*No: (0) None*

*Presiding Officer: (1) Julie Brown (Presiding Officer votes only upon a Tie Vote in Roll Call)*

*Absent During Vote: (1) Angela Fowler*

*Absent During Meeting: (5) Gwen Edwards, Ronald Merricks, Vicki Pickeral, Faith Stamps, Marie Young*

*The Board of Directors reconvened into Open Meeting at 6:39 pm.*

#### **Ratification – Resolution Regarding Acquisition of Real Estate**

At the Board's Executive Committee Meeting held April 27, 2016, the Committee adopted the following Resolution surrounding acquisition of additional real estate identified as VSC-3 for proposed Vehicle Service Center, on condition that the Resolution is approved by the Board of Directors:

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-3 ("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.

*Frank Wickers made motion to ratify action taken by the Board's Executive Committee at its April 27, 2016, meeting to adopt Resolution surrounding acquisition of additional real estate identified as VSC-3 for proposed Vehicle Service Center. Robert Warren seconded the motion, 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 a total of \$20,000, and approval to accept the grant funds if awarded. The funds would be used to pay for medications for individuals who are engaged in services at DPCS and are under psychiatric care but cannot afford their psychotropic medications. Temporary medication assistance is vital for helping to stabilize individuals until they are able to access other ongoing medication resources from Medicaid, Medicare, or patient assistance programs provided by pharmaceutical companies. For individuals enrolled in DPCS' Residential Crisis Stabilization program, funds are continuously needed to offset the cost of their medications. Individuals experiencing a mental health crisis frequently have neither funds to cover co-pays for medications nor third-party insurance coverage for prescriptions. The grant funds would also be used to pay for lab work for indigent individuals in order to support their medication eligibility.

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

**Grant Application – Wells Fargo (Behavioral Health Services)**

Sandy Stephenson requested Board approval to submit application to *Wells Fargo* for a grant in an amount not to exceed \$3,500, and approval to accept the grant funds if awarded. The grant would provide a critically needed, stop gap resource for low income adults in mental health and/or substance abuse crisis to assist them on a one-time basis with basic necessities, such as food, utilities, transportation, medication, lodging, rent, or security deposit. Referrals would come from any of DPCS' Behavioral Health adult programs, such as Emergency Services, Case Management, or Program of Assertive Community Treatment. The funds would assist individuals who are discharged from Southern Virginia Mental Health Institute or Danville Regional Medical Center but have no place to go immediately. The funds would also provide individuals some stability to help avoid hospitalization.

*Sheryl Moyer made motion to approve application to Wells Fargo for a grant in an amount not to exceed \$3,500, and approve acceptance of the funds if awarded. Jessie Barksdale seconded, and the motion passed unanimously.*

**DISCUSSION ITEMS**

**Alpha Program (Behavioral Health Services)**

Sandy Stephenson reported that DPCS and Danville City Jail have partnered to begin a new Alpha program at the Jail. The Alpha program, which began June 1, 2016, is an intensive, in-house substance abuse treatment program staffed by a DPCS Counselor. Alpha serves the adult population and takes approximately four months to complete. Upon completion of the jail portion of the program, individuals are required to attend a 36-week Intensive Substance Abuse Outpatient Program at DPCS upon release from jail.

In addition, probation is a requirement of the outpatient treatment. The Alpha program is treatment-focused with the goal of reducing jail recidivism and recurring drug charges. Individuals who complete the program could receive a sentence reduction.

The program consists of 14 males living in the same pod at one time and operating as a “family.” Alpha has four pillars—Accountability, Responsibility, Consistency, Honesty—that each member must uphold, or they could be terminated from the program. The Alpha family is expected to follow the rules of the program. Individuals can be removed from the program due to a violation of the rules, in which case they would return to the regular jail population in order to complete their sentence. Upon completion of the program, the judge is notified and the individual will be given a hearing date, where they will return to court and the judge will make the final sentencing decision. When individuals complete both the jail and outpatient portions of the Alpha program, a graduation is held in the court to recognize each individual for their accomplishments.

#### **Intellectual Disability Services Division Name Change (Intellectual Disability Services)**

Sara Craddock announced a name change for DPCS’ Intellectual Disability Services Division effective July 1, 2016, and reported background of the change. The redesign of Virginia’s Medicaid Waiver service system has resulted in significant changes throughout the State. Two waiver systems that were previously viewed separately based solely on an individual’s diagnosis will be combining to create an all-inclusive “Developmental Disability” waiver system. At the local level, there will be growth related to the population of individuals who will be able to receive services provided by DPCS. Historically, the Intellectual Disability Services Division has provided case management and related Waiver services that are specific to individuals with diagnosis of an “intellectual disability.” With the upcoming changes related to waiver redesign, DPCS will expand its provision of services to individuals with diagnosis of a “developmental disability.” This new terminology will encompass the diagnosis of “intellectual disability” and include the diagnoses attributed to physical impairments or a combination of physical and mental impairments. Developmental disabilities are severe and chronic, manifested before age 22, resultant in substantial functional limitations, and reflective of the need for specialized services and supports.

In order to best reflect the types of services that will be offered by DPCS and better incorporate the population of individuals that will be able to receive those services, the name of DPCS’ “Intellectual Disability Services Division” will change to “Developmental Services Division.” The name change will also replicate the terminology used by the Virginia Department of Behavioral Health and Developmental Services.

#### **Recent Audit Findings (Intellectual Disability Services)**

Sara Craddock reported final results received from two recent audits, in which the case management, residential, and day services within DPCS’ Intellectual Disability Services Division were reviewed.

In October 2015, Myers & Stauffer, LC, completed a program integrity audit of Waiver services provided through DPCS’ Residential and Day Support programs. An initial response to this audit indicated a discrepancy related to the way DPCS has historically billed its Residential Services. DPCS went through the steps to correct the billing process and resubmitted the claims in question through this new process. An informal appeal decision letter was received June 7, 2016, from the Department of Medical Assistance Services (DMAS) indicating that the appeal is now closed with no overpayment due from DPCS.

In November 2015, DMAS completed an audit of DPCS’ Intellectual Disability Case Management and Day Support services. Some documentation requirements were noted during this audit, and DPCS received a Corrective Action Plan to address those concerns. In May 2016, DPCS received a follow-up visit from DMAS to review the noted areas of concern. DPCS was notified June 2, 2016, that the results of the follow-up visit showed all reviewed documentation to be in compliance with the necessary regulations. No further action is required by DPCS.

**Weight and Lifestyle Management Program (Human Resources)**

Cindy Lewis reported that DPCS' first Weight and Lifestyle Management Program ended June 7, 2016. This 10-week program brought together transformation coaches, dieticians, fitness professionals, and medical practitioners to implement an educational series on weight and lifestyle management. Seventeen employees identified as having moderate or high risk factors for Body Mass Index based on a recent health screening, completed this first series, with the following results:

- Total Weight Lost: 114.2 pounds
- Total Body Mass Index (BMI) Points Lost: 17.38
- Total Inches Lost in Waists: 32 inches
- Beginning blood pressure of one participant was 177/144, and her final blood pressure was 147/97.

At the conclusion of the program, each participant signed a commitment to sustain the healthy lifestyle changes that they have adopted. In addition, they plan to continue regular meetings and exercise sessions. In view of the program's success and participants' response, DPCS plans to offer additional Weight and Lifestyle Management Programs for employees.

**INFORMATION ITEMS**

There was no discussion on Information Items distributed with the Board Packet for this meeting.


**NEXT BOARD MEETING**


Chairperson Julie Brown presented reminder that the next Board Meeting will be held Thursday, August 18, 2016, 5:30 pm.

**ADJOURNMENT**

*Motion was made by Robert Warren to adjourn the meeting. Jessie Barksdale seconded, and the motion passed unanimously. Chairperson Julie Brown declared the Board Meeting adjourned at 6:58 pm.*

Approved:

  
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Julie Brown, Chairperson

  
\_\_\_\_\_  
Date