

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, February 18, 2016
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, February 18, 2016, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Julie Brown, <i>Chairperson</i>	Gracie Mays
Robert Warren, <i>Vice Chairperson</i>	Frank Wickers
Jessie Barksdale, <i>Secretary</i>	
Shelby Irving, <i>Member-At-Large</i>	

BOARD MEMBERS ABSENT

Ronald Merricks, <i>Past Chairperson</i>	Sheryl Moyer
Anne Geyer, <i>Member-At-Large</i>	Vicki Pickeral
Gwen Edwards	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*
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 5:36 pm and confirmed that a quorum of the DPCS Board of Directors was present to conduct business.

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 Robert Warren to adopt the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION

Quality Assurance Activities (Compliance and Information Systems)

Jordan Hyde, Quality Compliance Coordinator within DPCS' Compliance and Information Systems Division, presented an overview of the Agency's Quality Assurance activities. DPCS is accountable to multiple federal, State, and local agencies, statutes, and regulations, including the Centers for Medicare and Medicaid Services, Department of Behavioral Health and Developmental Services, Department of Medical Assistance Services, Magellan Behavioral Health Service Authority, Office of Human Rights, Office of Licensure and Certification, and Virginia Administrative Code, as well as insurance agencies and third-party payors.

DPCS' procedures, processes, and practices are monitored through internal and external audits to ensure compliance. Internal audits include a random review procedure to verify data elements of health records are in compliance with regulatory parties. Quality Assurance Reports are conducted monthly to identify any issues. In the past six months, DPCS had five external audits, four of which included in-depth 3-5 day reviews of services. External audits have many benefits for the Agency, such as accountability, ongoing quality improvement, collaboration with other Community Services Boards, education to staff across all programs, and increased awareness of best practices.

Quality Assurance projects include electronic health record training for new employees and refresher training for current employees, revised Quality Assurance Reports to capture program-specific elements, new/updated forms and coding format for electronic health record documentation, and an agency-wide scanning procedure. The goal is to cultivate an environment where quality reviews are beneficial to employees, thus better serving our individuals.

ACTION ITEMS

Minutes – December 10, 2015, Regular Board Meeting

Minutes of the December 10, 2015, 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 December 10, 2015, Minutes as presented; Jessie Barksdale seconded, and the motion passed unanimously.

Grant Application – Luncheon Pilot Club of Danville (Behavioral Health Services)

Sandy Stephenson requested Board approval to submit application to the *Luncheon Pilot Club of Danville* for a grant in an amount not to exceed \$500, and approval to accept the grant funds if awarded. The funds would be used to help pay for medication for individuals who are engaged in DPCS' Behavioral Health Services and are being treated by the Agency's medical staff psychiatrist, but cannot afford their psychotropic prescriptions. This medication assistance is essential in helping to stabilize individuals until they are able to access ongoing medication assistance programs.

Motion was made by Jessie Barksdale and seconded by Shelby Irving to approve application to the Luncheon Pilot Club of Danville for a grant in an amount not to exceed \$500, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Virginia Department of Criminal Justice Services (Behavioral Health Services)

Sandy Stephenson requested Board approval to submit application to the *Virginia Department of Criminal Justice Services* for a grant in an amount not to exceed \$14,799, and approval to accept the grant funds if awarded. The grant would be used to enhance and help sustain 2016 Danville-Pittsylvania Crisis Intervention Team (D-PCIT) training for law enforcement officers. To date, 161 officers from the Danville City Police Department, Danville Sheriff Office, and Pittsylvania County Sheriff Office are CIT-trained, but 138 sworn officers are yet to be trained. To help sustain CIT training, equipment must be purchased, as the former CIT Coordinator had loaned equipment to the program. Supplies for training are needed as well. Also needed are two law enforcement consultants to help teach two 40-hour Core CIT Training, and one Train-the-Trainer class, which will boost the instructors' pool. The grant would also allow six D-PCIT representatives to attend the 2016 CIT State Conference.

Due to the deadline for submission of grant application being prior to February 18, 2016, the Board's Behavioral Health Services Committee considered and approved submission of application pending Board action at its February 18 meeting. Should the Board not approve the request, the application will be rescinded.

Motion was made by Frank Wickers and seconded by Jessie Barksdale to approve application to the Virginia Department of Criminal Justice Services for a grant in an amount not to exceed \$14,799, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Luncheon Pilot Club of Danville (Intellectual Disability Services)

Sara Craddock requested Board approval to submit application to the *Luncheon Pilot Club of Danville* for a grant in an amount not to exceed \$825, and approval to accept the grant funds if awarded. The funds would be used to provide the opportunity for one individual enrolled in DPCS' Intellectual Disability Services to attend adaptive, recreational summer camp at Camp Virginia Jaycee located in Bedford, Virginia. The Camp provides new experiences and the opportunity to make new friends to individuals with intellectual disabilities. Participants take part in many activities, such as arts and crafts, music and drama, nature study, swimming, recreation, and camp fire stories. The cost per person to attend a one-week summer session at Camp Virginia Jaycee is \$825. The individual who utilizes the grant would be unable to participate without financial assistance.

Motion was made by Jessie Barksdale and seconded by Robert Warren to approve application to the Luncheon Pilot Club of Danville for a grant in an amount not to exceed \$825, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Womack Foundation (Intellectual Disability Services)

Sara Craddock requested Board approval to submit application to the *Womack Foundation* for a grant in an amount not to exceed \$5,775, and approval to accept the grant funds if awarded. The grant would be used to cover expenses for seven individuals who are enrolled in DPCS' Intellectual Disability Services to attend a one-week session at Camp Virginia Jaycee during the summer of 2016. Located in Bedford, Virginia, the Camp provides individuals with intellectual disabilities the experience and enjoyment of interacting with peers and participating in activities such as swimming, fishing, music, arts and crafts, sports and games, horseback riding, and tent camping. The cost per person to attend a one-week summer session at Camp Virginia Jaycee is \$825. The individuals who utilize the grant would be unable to participate without financial assistance.

Robert Warren made motion to approve application to the Womack Foundation for a grant in an amount not to exceed \$5,775, and approve acceptance of the funds if awarded. Jessie Barksdale seconded, and the motion passed unanimously.

Grant Application – Commonwealth Community Trust (Intellectual Disability Services)

Sara Craddock requested Board approval to submit application to the *Commonwealth Community Trust* for Charitable Fund Awards in an amount not to exceed \$10,000, and approval to accept the funds if awarded. The *Trust* administers special needs trusts for individuals with disabilities who meet Federal Poverty Guidelines and/or receive Medicaid or Supplemental Security Income benefits. Applications must be submitted on behalf of the recipient by a public agency or nonprofit organization serving individuals with disabilities. Up to ten applications, which must be individual requests of \$1,000 or less, will be accepted from each agency/organization. Child and Adult Case Managers within DPCS' Intellectual Disability Services Division would identify individuals with an intellectual disability whose quality of life would be improved with access to a Charitable Fund Award. Ten individuals with the greatest need would be selected to apply for the funds. The Awards may be used for medication, equipment, or services such as camp fees, bus passes, medical supplies, assistive technology, dental care, and eyeglasses.

Motion was made by Jessie Barksdale and seconded by Shelby Irving to approve application to the Commonwealth Community Trust for Charitable Fund Awards in an amount not to exceed \$10,000, and approve acceptance of the 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 \$4,000, and approval to accept the grant funds if awarded. The grant would be used 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 Camp Program includes substance abuse prevention, life skills, nutrition, fitness, safety, conflict resolution, and the environment. Activities include fishing, swimming, sports, crafts, team-building games, and special events by program consultants. The daily focus is on healthy habits using fun and interactive activities. The New Horizons Adventure Day Camp is scheduled for May 23-26, 2016, 9:30 am-3:30 pm, at Camp Pitt located in Callands, Virginia. Transportation will be provided to and from the camper’s home each day.

Robert Warren made motion to approve application to the Womack Foundation for a grant in an amount not to exceed \$4,000, and approve acceptance of the funds if awarded. Jessie Barksdale seconded, and 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* for a three-year grant in an amount not to exceed a total of \$150,000, and approval to accept the grant funds if awarded. The maximum grant amount that may be requested is \$75,000 year one, \$50,000 year two, and \$25,000 year three. DPCS would partner with Danville Public Schools to implement evidence-based prevention programs to include *Aggression Replacement Training* and *Project Towards No Drug Abuse* for youth and Parenting Education classes for parents. The *Aggression Replacement Training* curriculum is a research-based proven-effective approach for working with challenging youth. The *Project Towards No Drug Abuse* curriculum is an effective drug abuse prevention program that targets high risk middle and high school-age youth. The programs target youth who are at-risk for suspension or expulsion. A Rehabilitation Plan would be developed for each of the students to include referrals into one or more of the programs. Parents would be referred to one of two parenting educational groups currently offered by DPCS.

Motion was made by Robert Warren and seconded by Jessie Barksdale to approve application to the Virginia Department of Criminal Justice Services for a three-year grant in an amount not to exceed a total of \$150,000, and approve acceptance of the funds if awarded. The motion passed unanimously.

DISCUSSION ITEMS

Virginia Association of Community Services Boards 2016 Legislative Conference Highlights

Jim Bebeau reported on the Virginia Association of Community Services Boards (VACSB) Legislative Conference held January 19-20, 2016, in Richmond. The Conference included the Public Policy Forum, Community Services Board Member Advocacy Training for the 2016 General Assembly Session, and the VACSB 2016 Legislative Agenda. Mr. Bebeau addressed highlights of the VACSB 2016-2018 Policy and Budget Priorities for development disability services/supports, behavioral health services/supports, early intervention/prevention services, and workforce development.

While at the Conference, Jim Tobin, Executive Director of Piedmont Community Services (PCS) in Martinsville, and Mr. Bebeau met briefly with our legislators at their office in the General Assembly Building. Sharon Buckman, Clinical Services Director at PCS, and Sandy Stephenson, Behavioral Health Services Director at DPCS, joined in meeting with our legislators. Mr. Bebeau reported that Senator Bill Stanley, Delegate Danny Marshall, and Delegate Les Adams remain appreciative for the services and supports that PCS and DPCS provide and continue to be supportive of the Community Services Board System and our mission to serve individuals with the highest quality of mental health, intellectual disability, substance abuse, and prevention services.

Mr. Bebeau announced the next VACSB Development and Training Conference to be held May 4-6, 2016, in Portsmouth. This annual Conference features skill building, innovative practices, and unique models of Community Services Board/Behavioral Health Authority and regional programs. Conference information will be distributed to Board Members as it becomes available.

Mount Hermon Manor ICF-1 Project Update (Intellectual Disability Services)

Sara Craddock reported update on the Mount Hermon Manor ICF-1 Project. Representatives from Daniel Builders LLC; Dewberry architecture and engineering firm; and DPCS met January 4, January 21, and February 3 to discuss the Project's development, schedule, budget, and progress. The concrete sidewalks/patio have been poured; heating units/wall heaters/tub room ceiling lift/range hood/doors have been installed; and interior painting and cabinet/tile/light fixture installation is continuing. Inclement weather issues have delayed rock installation on the home exterior and affected pouring of the asphalt driveway. In the next weeks, painting/grouting and tile/exterior rock/light fixture installation will continue; wallboard/granite will be installed; floor installation will begin; and garage doors will be ordered. Photos of the project site were presented for the Board's viewing of the progress made at this juncture.

On January 12, DPCS met with three families of the future residents and with Central Virginia Training Center discharge planners. A site visit of Mount Hermon Manor was held after the meeting. Ms. Craddock reported that DPCS has now met with families of all five of the future residents who will transition out of Central Virginia Training Center to Mount Hermon Manor.

An Open House for the community is tentatively planned to be held on an afternoon at the end of March or beginning of April 2016. Invitations will be forthcoming.

INFORMATION ITEMS

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

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 Plans

Purpose: Investigative Report Regarding Individuals Receiving Services

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

Vote: 5-0

Yes: (5) Jessie Barksdale, Shelby Irving, Gracie Mays, 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: (0) None

Absent During Meeting: (8) Gwen Edwards, Angela Fowler, Anne Geyer, Ronald Merricks, Sheryl Moyer, Vicki Pickeral, Faith Stamps, Marie Young

The Board of Directors entered Closed Meeting at 6:32 pm.

RETURN TO OPEN MEETING/CERTIFICATION OF CLOSED MEETING

Robert Warren 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 *February 18, 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: 5-0

Yes: (5) Jessie Barksdale, Shelby Irving, Gracie Mays, 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: (0) None

Absent During Meeting: (8) Gwen Edwards, Angela Fowler, Anne Geyer, Ronald Merricks, Sheryl Moyer, Vicki Pickeral, Faith Stamps, Marie Young

The Board of Directors reconvened into Open Meeting at 6:46 pm.

NEXT BOARD MEETING

Chairperson Julie Brown presented reminder that the next Board Meeting will be held Thursday, March 17, 2016, 5:30 pm.

ADJOURNMENT

Chairperson Julie Brown declared the Board Meeting adjourned at 6:47 pm.

Approved:


Jessie Barksdale, Secretary


Date