

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES  
BOARD OF DIRECTORS  
Thursday, December 13, 2018  
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, December 13, 2018, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

**BOARD MEMBERS PRESENT**

Shelby Irving, *Chairperson*  
Jessie Barksdale, *Vice Chairperson*  
Lorrie Eanes-Brooks (*by phone*)  
Julie Brown

Rufus Fuller, III  
Michael Mondul  
Kimberly Van Der Hyde

**BOARD MEMBERS ABSENT**

William "Sid" Allgood, *Secretary*  
Robert Warren, *Past Chairperson*  
Gwendolyn Edwards

Jacqueline Satterfield  
Frank Wickers

**STAFF MEMBERS PRESENT**

Jim Bebeau, *Executive Director*  
Sandy Irby, *Director of Behavioral Health Services*  
Sara Craddock, *Director of Developmental Services*  
Amanda Oakes, *Director of Prevention Services*  
Cindy Lewis, *Director of Human Resources*  
Mary Beth Clement, *Director of Finance*  
Jennifer Thompson, *Director of Compliance & Information Systems*  
Carol Cundiff, *Executive Assistant*

**CALL TO ORDER**

Chairperson Shelby Irving called the meeting to order at 5:31 p.m. Lorrie Eanes-Brooks joined the meeting by telephone. She requested participation by phone due to experiencing a fall during the recent inclement weather.

*Motion was made by Kim Van Der Hyde and seconded by Jessie Barksdale to accept Ms. Eanes-Brooks' participation in the meeting by telephone. The motion passed unanimously.*

**ADOPTION OF AGENDA**

The Agenda was distributed with the Board Packet for this Meeting.

*Motion was made by Jessie Barksdale and seconded by Rufus Fuller to approve the Agenda as presented. The motion passed unanimously.*

**PROGRAM PRESENTATION**

Sara Craddock introduced Ashley Cox, Director of Child and Adolescent Services, who is an 11-year employee of the Agency. Ms. Cox spoke to the Board about Community Integration Opportunities through the Hughes Memorial Foundation Grant, which aid her division's

services. She explained that the Agency's child and adolescent services are divided into two programs: (1) Early Intervention (Part C) which serves children from birth through age 3 who have a developmental delay, atypical development, or a diagnosed disabling condition, and (2) Case Management which serves children ages 2 through 17 who have an intellectual or developmental disability. Early Intervention provides services in the child's natural environment and relies heavily on a coaching model to ensure the focus remains on family concerns and priorities for the child. Agency staff coordinate services for the children including physical, occupational and speech therapy and vision assistance. The case managers assist families with getting their child on the DD Waiver waitlist and connect families with appropriate community resources.

DPCS requested and received a \$10,000 grant from the Hughes Memorial Foundation, to be paid over a three-year period to fund community fun days for children with special needs. These events will provide local, accessible, safe, fun and educational activities to those families receiving services through the Child and Adolescent Division. Events will be held at various local facilities in the City and the County near the children enrolled in the Agency's programs, and the activities will include the entire family. Ms. Cox then shared the highlights of the fun days already provided through the grant funds, including story-time and crafts at the Chatham Library, a picnic at Ballou Park which involved interaction with Danville law enforcement officers and brought awareness of Project Lifesaver, and a pajama party in DPCS' new North Wing featuring story-time with a staff person dressed as Holly the Elf. While the children were learning and having fun, the parents were given information about pertinent topics such as the importance of reading to their children beginning at a young age to assist with language development and literacy skills and establishing routines for their kids, especially at bedtime. Future plans for 2019 and 2020 include holding events at the Chatham Community Center, Tank Museum, Danville Science Center, White Fall Farm, and other venues. Staff may also offer a CPR/First Aid class for parents in conjunction with a sweetheart dance for the children.

Chairperson Irving commented that the City Fire Department does car seat checks and is required to do so at various sites. She stated that she would contact Sara Craddock to schedule a time and place for a future event.

## **ACTION ITEMS**

### **Minutes – October 18, 2018, Regular Board Meeting**

Minutes of the October 18, 2018, 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 Minutes as presented. Kim Van Der Hyde seconded, and the motion passed unanimously.*

## **Executive Committee Reports**

### **Amendment of Bylaws**

Jim Bebeau advised that the Executive Committee met November 26, 2018, to consider proposed revisions for Article II – *Purpose* and Article IX – *Standing Committees*. In Article II, the proposed revisions reflect change of terminology from substance "abuse" to substance

“use” due to new clinical practices to reduce stigma and increase the likelihood that individuals will seek treatment. In 2018, “substance use” is considered to be a more socially acceptable term. In Article IX, paragraphs 2, 3 and 4, the following sentence was deleted: “In addition, this Committee will develop long-range plans for [division name] services to present to the Board of Directors for its consideration.” These deletions are recommended because this activity is no longer necessary at the Board Committee level, as this guidance is provided by the Department of Behavioral Health and Developmental Services. Proper notice of these proposed amendments were given to the Board by mail as of November 28, 2018, in accordance with Article XII of the Bylaws. The Executive Committee recommended that the Bylaws be amended as presented and that the amendment become effective January 1, 2019.

*Mr. Bebeau having made the recommendation on behalf of the Executive Committee, and no second being required, the motion passed unanimously.*

### **Biennial Review of Board Policies**

Mr. Bebeau then reported that the Executive Committee performed its biennial review of Board Policies on November 26, 2018. The following policies were reviewed but not revised or edited in any manner:

.110	Agency Purpose and Policy Making
.125	Board Meeting Participation Via Electronic Communication
.130	Input from Individuals Receiving Services
.210	Organizational Structure Chart
.424	Criminal Offense and Reporting
.426	Fraternization
.428	Dual Relationships
.430	Conflict of Interest
.435	Ethics
.460	Exit Interview
.615	Reporting Fraudulent Activity
.618	Identity Theft Prevention Program
.800	Human Rights
.800-.001	Attachment to Human Rights Policy
.820	HIV, Hepatitis B and C Virus Policy and Procedures
.830	Health Insurance Portability and Accountability Act
.900	Vehicle Usage
.910	Use of Agency Equipment and Material
.1005	Emergency Action
.1020	Legal Counsel
.1030	Tobacco Use
.1040	Bloodborne Pathogens
.1045	Risk Management
.1070	Weapons

The following policies were recommended for revision or editing, according to the deletions and additions shown in yellow highlighting and included in the Board Packet:

.120	Orientation and Continuing Education
.300	General Policy
.310	Recruitment and Selection

.310-.001	Equal Employment Opportunity
.330.001	Employee Benefits
.345	Transfer Policy
.370	Separation of Employees
.420	Employee Standards of Conduct
.423	Drug-Free Workplace
.500	Staff Training and Development
.503	Orientation of New Employees, Contractors, Volunteers, Students
.505	Licensure/Certification Supervision Plan
.510.001	Workshop, Conference, Seminar Attendance
.600	Setting and Collecting Fees for Services
.610	Reimbursement for Services
.1035	Tuberculosis Screening
.1050	Volunteer and Student Intern Policy

The Executive Committee recommended that the revisions be approved as presented and that all revisions become effective January 1, 2019.

*Mr. Bebeau having made the recommendation on behalf of the Executive Committee, and no second being required, the motion passed unanimously.*

**Local Government Funding Request for FY2020**

Mr. Bebeau further reported that, on November 26, 2018, the Executive Committee reviewed staff recommendations regarding DPCS' FY2020 request for funding from the City of Danville and Pittsylvania County. The Committee recommended that the Board request \$428,925 from the City of Danville and \$386,221 from Pittsylvania County in local funding for FY2020. The requested amounts represent a 8% overall increase to help maintain DPCS' compliance with the required local funding match equal to 10% of its State general funds.

The following reflects the actual number of dollars that an 8% increase represents:

<b>Local Government Body</b>	<b>FY2019 Funding</b>	<b>Proposed Increase</b>	<b>Proposed FY2020 Funding Request</b>
<b>City of Danville</b>	<b>\$397,153</b>	<b>\$31,772</b>	<b>\$428,925</b>
<b>Pittsylvania County</b>	<b>\$357,612</b>	<b>\$28,609</b>	<b>\$386,221</b>
<b>TOTAL:</b>	<b>\$754,765</b>	<b>\$60,381</b>	<b>\$815,146</b>

*Mr. Bebeau having made the recommendation on behalf of the Executive Committee, and no second being required, the motion passed unanimously.*

**Title VI Plan and Procedures 2018-2021 for Virginia Department of Rail and Public Transportation**

Sara Craddock advised that 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 that 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.

DPCS has been a recipient of eleven (11) vehicles from the DRPT since 2009. In 2015, DPCS submitted an updated Title VI Plan and Procedures document, noting that the plan would be updated at least every three (3) years. The most recent updated plan for 2018–2021 was provided for the Board’s review. The Title VI Plan and Procedures document outlines the duties of the Title VI Contact Person and the Agency which include data collection, annual reports and updates, annual review of the Title VI program, dissemination of information related to the Title VI program, resolution of complaints, development of written policies and procedures, internal education and 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. DPCS requested Board approval of the Title VI Plan and Procedures document for 2018-2021.

*Motion was made by Julie Brown and seconded by Jessie Barksdale to approve the Title VI Plan and Procedures for 2018-2021. The motion passed unanimously.*

**Grant Application – Carrington Charitable Trust (Behavioral Health)**

Sandy Irby requested Board approval to submit an application to the *Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust* (the “*Carrington Charitable Trust*”) for a grant in an amount not to exceed \$20,000.00, and approval to accept the grant funds if awarded. The *Carrington Charitable Trust* promotes educational, cultural, humanitarian, and other charitable causes for the long-term benefit of people in the Danville/Pittsylvania County area. DPCS has the opportunity to apply for a grant from the *Carrington Charitable Trust* to support the Behavioral Health Services’ Medication Management Program for individuals with mental health, substance use, or co-occurring disorders. Grant revenue would be allocated on a selective basis to temporarily pay for individuals’ medications when they have engaged in services with DPCS and are being treated by a psychiatrist but cannot afford their psychotropic prescriptions. Temporary medication assistance is essential for helping to stabilize individuals until they are able to access other, ongoing medication resources from Medicaid, Medicare, and the patient assistance programs of pharmaceutical companies. The grant would also be applied to indigent patients for lab-work to support their medication eligibility.

*Motion was made by Jessie Barksdale and seconded by Rufus Fuller to approve application to the Carrington Charitable Trust for a grant in an amount not to exceed \$20,000.00, and approve acceptance of the funds if awarded. The motion passed unanimously.*

**Grant Application – United Way of Danville-Pittsylvania County (Prevention)**

Amanda Oakes requested Board approval to submit application to the *United Way of Danville-Pittsylvania County* for a grant in an amount not to exceed \$20,000.00, and approval to accept the grant funds if awarded. The *United Way of Danville-Pittsylvania County* focuses on programs to help advance the common good in the areas of education, health, income, and safety throughout the Danville Region. The grant would be used to fund 25% of the salary for a Healthy Families Case Manager/Family Support Worker position in DPCS' Prevention Services Division. The Healthy Families Program uses the Healthy Families America evidence-based home visiting model and is part of the Healthy Families Virginia State System coordinated by Prevent Child Abuse Virginia. The Healthy Families Program provides voluntary home-visiting services to expectant and new parents residing in Danville and Pittsylvania County, and it is designed to promote healthy family functioning by reducing risk factors and building protective factors in at-risk families. The Case Managers provide regular home visits for fragile families who may be at risk of child abuse and neglect and other poor outcomes due to a variety of risk factors, including poverty, single parenthood, low educational attainment, and unemployment. The home visits begin prenatally or around the time of the child's birth and may continue until the child is five years old.

*Motion was made by Mike Mondul and seconded by Jessie Barksdale to approve application to the United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$20,000.00, and approve acceptance of the funds if awarded. The motion passed unanimously.*

**Grant Application – United Way of Danville-Pittsylvania County (Behavioral Health and Developmental Services)**

Sandy Irby requested Board approval to submit application to the *United Way of Danville-Pittsylvania County* for a grant in an amount not to exceed \$40,000.00, and approval to accept the grant funds if awarded. The grant would be used to support DPCS' Oral Healthcare Access Program, which provides funding for dental services to benefit high-need, low-income adults in active status with DPCS' Behavioral Health or Developmental Services Divisions. DPCS case managers regularly work with individuals whose physical and psychological well-being is negatively impacted by poor oral health. The program helps to close the gap in our community's oral healthcare safety net by reducing barriers to access, such as transportation and insufficient financial resources to pay a dentist.

*Motion was made by Mike Mondul and seconded by Jessie Barksdale to approve application to the United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$40,000.00, and approve acceptance of the funds if awarded. The motion passed unanimously.*

## **DISCUSSION ITEMS**

### **Financial Audit Report for FY2018**

Mary Beth Clement advised that the FY2018 Audit Report was prepared by Stephen M. Gay, CPA, of Harris, Harvey, Neal & Co., LLP. Mr. Gay met with the Budget, Finance and Operations Committee on November 20, 2018, to discuss the audit and compliance letter contained in the Audit Report. The meeting with the auditor to discuss the scope of the audit is required under the U.S. Office of Management and Budget (OMB) Circular A-133 and Government Auditing Standards. Users of the Financial Statements should focus upon the Management Discussion and Analysis section starting on page 4 of the report for the most concise and informative explanation of the financial statements for the Agency. Ms. Clement stated that the Agency received a clean opinion. Therefore, it was the consensus of the Budget Committee that the Board accept the Agency's Audit Report for the fiscal year ended June 30, 2018.

*The recommendation having been made by the Budget Committee, no second was required. The motion passed unanimously.*

### **FY2019 Budget Update and Discretionary Remuneration for Regular Employees**

Mr. Bebeau reminded the Board that, at the June 2018 meeting, the proposed FY2019 budget was presented and included a recommendation for a two percent (2%) salary scale adjustment effective February 2, 2019. He stated that staff reviewed a number of factors affecting the Agency's income, and due to the negative impact of those factors, management can no longer recommend the salary scale increase. However, in recognition of the efforts of the Agency's workforce during the past year, management recommended a one-time discretionary remuneration for regular employees equal to 1% or 2% of their annual salary, depending on hire date. The budget impact of this expenditure would be approximately \$200,000, and the Agency will be able to use Retained Balances to cover the expense if revenue does not increase with the pending Medicaid expansion. If the Agency's financial position does improve, it may be possible for management to request a salary scale adjustment later in the year.

*Motion was made by Kim Van Der Hyde and seconded by Mike Mondul that the Board approve a one-time discretionary remuneration to be earned on January 4, 2019, and included in the January 18, 2019, payroll with the following requirements: (1) Employees hired in a regular established full-time or part-time position prior to October 1, 2018, will receive 2% of their annual salary as of January 4, 2019; and (2) Employees hired in a regular established full-time or part-time position on or after October 1, 2018, will receive 1% of their annual salary as of January 4, 2019. The motion passed unanimously.*

### **FY2018 Annual Report Presentation to Local Governments**

Mr. Bebeau shared that DPCS' FY2018 Annual Report, "DPCS Under Construction", was presented to Danville City Council on November 8, 2018, by Lorrie Eanes-Brooks and to the Pittsylvania County Board of Supervisors on November 20 by Dr. Julie Brown. Mr. Bebeau expressed his gratitude to the two Board members for volunteering to make the presentations to the local government bodies.

### **Virginia Association of Community Services Boards (VACSB) 2019 Legislative Conference**

Mr. Bebeau advised that the VACSB 2019 Legislative Conference will be held January 22-23, 2019, in Richmond. This annual Conference provides knowledge and perspective on current budget and legislative information and advocacy opportunities during the legislative session. The schedule includes a lengthy session specifically for CSB Board Members. The Agency will also have the opportunity to speak with local legislators about needs of the Community Services Board System and the individuals served. Board members desiring to attend were asked to contact Mr. Bebeau's Executive Assistant by December 19, 2018.

### **Keen Street ICF/IID Conversion Project Update**

Sara Craddock reported that representatives from DPCS, VSC Fire and Security, Inc., the local Fire Marshal's Office, the State Fire Marshal's Office, and the City of Danville Utilities Department met on October 23, 2018, to observe a second test of the installed sprinkler system at the Keen Street Group Home. Testing indicated that the sprinkler system is not receiving the appropriate pressure needed to pass Life Safety Code requirements, which led to the State Fire Marshal's inspection. Testing of an additional hydrant on the same street at a higher altitude indicated pressure settings within expected limits that were significantly higher than the pressure settings at the hydrant attached to the sprinkler system. This appeared to indicate a problem with the piping between hydrants such as an obstruction or deterioration of the piping. The City of Danville Utilities Department has agreed to replace the piping at no cost to DPCS. DPCS is currently working with Danville Utilities to set a timeline for the piping replacement to be completed. Upon completion of the piping replacement, DPCS will request another test of the sprinkler system. Upon final passed inspection by the State Fire Marshal, Keen Street Group Home will begin the ICF/IID conversion process with the Virginia Department of Health. Updated information will continue to be provided until the project is complete.

Mr. Bebeau commented that the weather has delayed the City's replacement of the piping and added that the delay in the conversion process negatively affects the Agency's billing and revenue.

### **Hairston Street Campus Expansion Update**

Mr. Bebeau displayed photographs of various areas in the new North Wing during the construction phase and as completed. He shared that the new training lab space is now open, the kids' wing has been renovated, and staff have moved into the East Wing as renovations there are mostly complete. A bullet-resistant drywall product, Armortex, has been or will be installed in all reception areas. Work is underway to finish the corridor connecting the new North Wing and what is now known as Central Wing. Space for the PACT team is under construction in the Central Wing, which should be ready in four to six weeks. The next big project to be completed is the storm water system. Board members were welcomed to request a tour of the facilities at any time.

### **Visit by New DBHDS Commissioner**

Mr. Bebeau reported that, on November 30, 2018, the new Commissioner of the Department of Behavioral Health and Developmental Services (DBHDS), Dr. S. Hughes Melton, visited Danville to tour DPCS' facilities and meet with staff. This stop was part of Dr. Melton's tour of



all 40 CSBs in the Virginia system. The day began at Harmony House on Rison Street with a catered breakfast for Dr. Melton and approximately 30 Agency staff consisting of the Executive Team, Harmony House staff and the PACT (Program of Assertive Community Treatment) team. The PACT team moved their daily meeting to Harmony House so that Dr. Melton could observe and participate as they completed morning rounds on their 80+ caseload of individuals. At the conclusion of that meeting, Dr. Melton toured the Rison Street facility before traveling to meet the staff and individuals at the Day Services program on Dewey Place. While there, he learned about difficulties facing the individuals served by the Agency with regard to the community supporting employment opportunities for them. Dr. Melton then returned to Hairston Street to tour the main campus. He talked with various staff and met with the six Division Directors and Mr. Bebeau before ending his time at DPCS.

Mr. Bebeau also shared that Dr. Melton was able to help the Agency with a billing and credentialing issue it had been having with Aetna for approximately eight months. With the contact information Dr. Melton provided, the Agency was able to work out the issue within a couple of hours so that billing could be processed properly.

### **2019 Board Meeting Schedule**

Mr. Bebeau reminded Board members that their Board packet included a list of meeting dates for 2019, namely: February 21, March 21, May 16, June 27, August 15, October 17 and December 12. As usual, all meetings will convene at 5:30 p.m. in the Whitehead conference room.

### **INFORMATION ITEMS**

The following Information Items were addressed: None. Mr. Bebeau encouraged the Board members to read the Division FY2018 Annual Reports from Behavioral Health, Developmental, and Prevention Services. The reports provide information about the actions and goals of each division.

### **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)(16) Code of Virginia, 1950, as amended, for discussion or consideration of medical and mental health records.*

*Subject: Corrective Action Plan*

*Purpose: Investigative Report Regarding Individuals Receiving Services*

*The motion was seconded by Mike Mondul and carried by the following Roll Call vote:*

*Vote: 6-0*

*Yes: (6) Jessie Barksdale, Lorrie Eanes-Brooks, Julie Brown, Rufus Fuller, Michael Mondul, Kim Van Der Hyde*

*No: (0) None*

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

*Absent During Vote: (0) None*

*Absent During Meeting: (5) Sid Allgood, Gwen Edwards, Jackie Satterfield, Bob Warren,  
Frank Wickers*

The Board of Directors entered Closed Meeting at 6:33 p.m.

### **RETURN TO OPEN MEETING/CERTIFICATION OF CLOSED MEETING**

*Kim Van Der Hyde 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 *October 18, 2018*, 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 Mike Mondul and carried by the following Roll Call vote:*

*Vote: 6-0*

*Yes: (6) Jessie Barksdale, Lorrie Eanes-Brooks, Julie Brown, Rufus Fuller, Michael Mondul,  
Kim Van Der Hyde*

*No: (0) None*

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

*Absent During Vote: (0) None*

*Absent During Meeting: (5) Sid Allgood, Gwen Edwards, Jackie Satterfield, Bob Warren,  
Frank Wickers*

The Board of Directors reconvened into Open Meeting at 6:43 p.m.

### **NEXT BOARD MEETING**


Chairperson Irving reminded the Board that the next meeting will be held on Thursday, February 21, 2019, at 5:30 p.m. in the new North Wing conference room.

Chairperson Irving commented that she enjoyed the December 6 holiday gathering at the Institute. She praised the humorous skit done by the Executive Team, with the assistance of Board members Sid Allgood, Jessie Barksdale and Mike Mondul. Regarding Ms. Irving's

unscripted speech to thank and encourage the staff, Mr. Bebeau shared that the feedback he received was very positive, and staff were very appreciative of the Board's verbal support.

**ADJOURNMENT**

Chairperson Irving declared the meeting adjourned at 6:45 p.m.

Approved:   
Shelby Irving, Chairperson  
Feb 21, 2019  
Date