

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES  
BOARD OF DIRECTORS  
Thursday, May 18, 2017  
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, May 18, 2017, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

**BOARD MEMBERS PRESENT**

Robert Warren, <i>Chairperson</i>	Gwendolyn Edwards
Shelby Irving, <i>Vice Chairperson</i>	Anne Geyer
Frank Wickers, <i>Member-At-Large</i>	Jacqueline Satterfield
Ronald Merricks, <i>Member-At-Large</i>	Kimberly Van Der Hyde
Michael Mondul	Gracie Mays

**BOARD MEMBERS ABSENT**

Jessie Barksdale, *Secretary*  
Julie Brown, *Past Chairperson*  
Rufus Fuller III  
Faith Stamps

**STAFF MEMBERS PRESENT**

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

**CALL TO ORDER**

Chairperson Robert Warren 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 Michael Mondul and seconded by Gwen Edwards to adopt the Agenda as presented. The motion passed unanimously.*

**PROGRAM PRESENTATION**

**“Impact of the Special Review by the Department of Behavioral Health and Developmental Services” (Finance Division)**

Mary Beth Clement, CPA, Director of Finance, reminded the Board that the Agency (DPCS) was audited by the Internal Office of the Department of Behavioral Health and Developmental Services (DBHDS) during the week of August 22, 2016. The audit was both a financial audit

and a clinical program review and was performed by two DBHDS internal auditors and two DBHDS program professionals. The financial audit focused on regional funds and the restricted funds the Agency receives for the Program of Assertive Community Treatment (PACT) and the use of federal funds for allowable expenditures. This audit covered transactions and reports in both FY2015 and FY2016 and included an accounting of the balances and use of these funds for the years prior to FY2015. It encompassed both the accounting, transactions and reporting of both DPCS's portion of regional funds and the accounting performed as Fiscal Agent of the regional funds. The auditors were complimentary of the overall accounting set-up and the Agency's use of multiple cost centers and separate revenue accounts for tracking the funds. All of the different categories of funds and balances reconciled. However, there were several findings to which the Agency had to respond. The following paragraphs outline the three main concerns to be addressed:

- 1. The use of the residential carve-out of Discharge Assistance Project (DAP) funds to cover all of the costs to staff and operate the Piney Ridge Apartments program considering only two of the 14 apartments were occupied by DAP eligible individuals is not an approved use of DAP funds per the DAP manual.**

Documentation was provided to the auditors to show DBHDS approved the 'carve-out' of these DAP funds to cover the costs to staff and operate the Piney Ridge Apartments program regardless of the number of DAP individuals residing in the apartments. The history and funding needs of the program were communicated in the DPCS response and in follow-up emails and other communications with DBHDS over the past several months. DBHDS continues to reiterate the finding that use of the Residential DAP funds for non-DAP tenants does not comply with the DAP manual and that the Agency needs to find alternate sources of funding to maintain staff coverage at the Piney Ridge Apartments Program 24 hours per day, 7 days a week. Subsequent to this report, DPCS received correspondence from DBHDS allowing DPCS to utilize the Residential DAP funds thru the end of FY2017 for the Piney Ridge Apartments program. DBHDS also communicated that it will make a one-time payment of state funds in place of the Residential DAP funds in FY2018 to cover the expenses of the program but reinforced DPCS is to find alternate sources of funding beyond FY2018. The Executive Director will continue to diligently advocate for continued use of DAP funds for Piney Ridge.

- 2. The administrative overhead percentage to operate Piney Ridge apartments is 26.74% which exceeds the FY2016 Performance Contract End of the Year report percentage of 12.25%.**

Documentation was provided to the auditors to show the amount referred to as administrative overhead included Management and Support costs, as defined by the DBHDS Performance Contract and Core Services Taxonomy, internal to the Behavioral Health (BH) Division. The BH Management and Support Costs included in the administrative overhead expense line totaled \$36,104 for FY2016. Subtracting this cost from the total administrative overhead expense reduced the administrative overhead to 16.75% instead of 26.74%.

DPCS changed the internal financial reports to reflect a section for administrative expenses to include a program's share of Board Administration, Finance, Compliance and Information Systems, Grant Writer, Human Resources and Building and Vehicle Maintenance in order for external users of those reports to see the separate categories of costs.

- 3. DPCS had a balance of Substance Abuse (SA) state general funds of \$352,308 for FY2016. DPCS should ensure monies received are expended on designated services.**

It is difficult to spend the SA dollars when positions are vacant. DPCS makes every attempt to reallocate existing staff resources to continue to provide the needed services; however, this results in decreased use of restricted funds since lessor full-time equivalent (FTEs) staff are providing those services. DPCS is committed to increasing the SA services. DPCS has increased staff and direct SA services and is utilizing more SA funds in FY2017; however, there will be a significant balance of SA state funds in FY2017 as many of the services provided continue to be co-occurring services in which both mental health and SA funds are used to cover the expenses, instead of using SA only funds. The Agency has requested that DBHDS permanently transfer a portion of the SA state general funds into the mental health division as many of the dually-diagnosed individuals served by DPCS have a primary mental health diagnosis.

Additional micro-level information concerning the auditors' findings and the Agency's response thereto can be found in the full DBHDS report and Information Item VII-F attached to the Board packet and available in the office of the Executive Director.

## **ACTION ITEMS**

### **Minutes – March 16, 2017, Regular Board Meeting**

Minutes of the March 16, 2017, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

*Motion was made by Ronald Merricks and seconded by Kim Van Der Hyde to approve the March 16, 2017, Minutes as presented. The motion passed unanimously.*

### **Policy Revision**

Cindy Lewis reported that the Agency currently offers sign-on bonuses for seven positions difficult to fill using the normal recruitment methods and remain competitive with the local market. In order to reduce employee turnover in critical positions and encourage employees to remain employed with the Agency, the Executive Management Team recommended that the Compensation Policy be revised to add new paragraphs designated as Sections 8 (Salary Adjustment) and 9 (Retention Bonus). Section 8 will allow the Agency the flexibility to adjust the salary of employees in critical positions that have high value in the labor market when salaries have not been competitive with the local marketplace as determined and authorized by the Executive Director. All employees within the same position will be granted the salary adjustment. Section 9 will be used to encourage existing employees to remain in critical positions as determined and authorized by the Executive Director. Employees receiving a retention bonus must agree to work for the Agency in a full-time position for which the retention bonus was granted and remain with the Agency for a period of at least two years as identified in

a written agreement signed by the employee. If approved, these policy revisions should become effective as of June 1, 2017.

*Motion was made by Ronald Merricks and seconded by Shelby Irving to approve the proposed Policy Revision as recommended by the Executive Management Team. The motion passed unanimously.*

**Grant Application – Smart Beginnings of Danville Pittsylvania (Prevention Services)**

Amanda Oakes requested Board approval to submit application to *Smart Beginnings Danville Pittsylvania* (“Smart Beginnings”) for a grant in an amount not to exceed a total of \$35,000, and approval to accept the grant funds if awarded. Smart Beginnings was created with the goal that the many sectors of Danville and Pittsylvania County would work together to ensure children’s school readiness becomes and remains a top priority. Smart Beginnings will invest in the Agency’s Prevention Services’ staff through training and supports for *Kaleidoscope Play & Learn* Guided Playgroups at Danville Redevelopment and Housing Authority (DRHA) sites. This 17-week program will be piloted at Cedar Terrace and Pleasant View.

Due to the deadline for submission of grant application being prior to May 18, 2017, the Board’s Prevention Services Committee considered and approved submission of application pending Board action at its meeting on May 18. Should the Board not approve the request, the application will be rescinded.

*Motion was made by Gracie Mays and seconded by Frank Wickers to approve application to Smart Beginnings Danville Pittsylvania for a grant in an amount not to exceed \$35,000, and approve acceptance of the funds if awarded. The motion passed unanimously.*

**Grant Application – The Lucy Pannill Sale Foundation (Behavioral Health Services)**

Sandy Irby requested Board approval to submit application to *The Lucy Pannill Sale Foundation* (the “Sale Foundation”) for a grant in an amount not to exceed a total of \$3500, and approval to accept the grant funds if awarded. The Sale Foundation, located in Martinsville, Virginia, funds non-profit human services organizations and organizations that provide opportunities for continuing education outside the framework of formal education. DPCS proposes to request funding from the Sale Foundation to cover the expense for two Behavioral Health Clinicians to attend a two-day Seeking Safety training. The cost, including registration, airfare, hotel, food and car rental/transportation is \$3500. Seeking Safety is a present-focused, evidence-based model that helps people attain safety from trauma and/or substance abuse. This highly flexible model can be used with groups or individuals; men and women; for any length of treatment or level of care; any type of trauma; and any type of substance. This training will comply with the recommendations contained in the April 2017 Medicaid Addiction and Recovery Treatment Services (ARTS) Benefit: A Response to the Opioid Epidemic which establishes the need for Substance Use Disorder services providers to become trained and credentialed in evidence-based counseling models.

*Motion was made by Anne Geyer and seconded by Michael Mondul to approve application to The Lucy Pannill Sale Foundation for a grant in an amount not to exceed \$3500, and approve acceptance of the funds if awarded. The motion passed unanimously.*

**Grant Application – Hughes Memorial Foundation (Developmental Services)**

Sara Craddock requested Board approval to submit application to the *Hughes Memorial Foundation* (“Hughes Foundation”) for a grant in an amount not to exceed a total of \$7000, and approval to accept the grant funds if awarded. The Hughes Foundation awards grants for special projects and capital improvements that will benefit children in need. The Foundation will accept new grant proposals from agencies that have been previous award recipients after a three year period. DPCS’ last award from the Foundation was in 2012.

DPCS proposes to request funds to benefit children with developmental delays and disabilities. The Agency’s Part C Early Intervention and Child and Adolescent Case Management programs would offer quarterly events for the children with special needs enrolled in these programs during 2018, 2019, and 2020. Twelve events would take place at varied sites in Danville and Pittsylvania County such as Danville Science Center, the Tank Museum, Danville Museum of Fine Arts and History, Danville Public Library, DPCS (Reading, Literacy, and Language Event), and Ballou Park (Family Picnic). Activities would be geared toward the interests of young children and adolescents, incorporating exploration of the venues; participation in programs offered by the venues; sensory activities; arts and crafts; story time; and refreshments. The events are intended to foster community integration and socialization for children with special needs through fun, enriching activities. The opportunity for families to expand their support systems and make new friends while participating in these experiences is impactful for them. Chairperson Robert Warren recommended that additional sites within Pittsylvania County be considered for these events, to which Ms. Craddock agreed.

*Motion was made by Ronald Merricks and seconded by Anne Geyer to approve application to the Hughes Memorial Foundation for a grant in an amount not to exceed \$7000, and approve acceptance of the funds if awarded. The motion passed unanimously.*

**August 17, 2017, Meeting Date Change**

Jim Bebeau requested that the Board approve a one-time change in the meeting schedule, moving the August meeting date from August 17 to August 24, 2017, at 5:30 p.m.

*Motion was made by Michael Mondul and seconded by Frank Wickers to move the August Board Meeting to August 24, 2017. The motion passed unanimously.*

**DISCUSSION ITEMS**

**Highlights of the Virginia Association of Community Services Boards (VACSB)**

**Development and Training Conference**

Jim Bebeau reported that 13 staff members and Dr. Frank Wickers attended the VACSB Conference in Portsmouth on May 3-5, 2017. The theme of the Conference was *At the Crossroads of Quality, Innovation and Excellence*. A primary topic of discussion was the ongoing stress on the state hospital system. Dr. Wickers commented that the sessions geared

toward board members were very well done and informative on how to be a better spokesperson for the community services agency in the area served by such individuals. Also, Mr. Bebeau relayed that one of the presenters, Scott Lloyd, President of MTM Services, is a consultant who assists mental health entities in improving the effectiveness of their services. DBHDS has agreed to provide funding for the 40 community services boards in Virginia to engage MTM Services to visit and assess each individual agency.

#### **Updated Human Rights Regulations**

Jennifer Thompson reported that Virginia's Human Rights Regulations were updated on February 9, 2017, and have been incorporated into the Agency's policies as the attachment to Policy .800. The updates include the repeal and addition of several sections, combining sections, streamlining the complaint and hearing processes, clarifying language throughout the regulations, and amending language concerning restrictions, restraints and capacity. Ms. Thompson also stated that the Agency is developing an Administrative Policy that clearly defines the procedures to follow throughout the lifespan of a complaint.

#### **May Mental Health Awareness Month**

Amanda Oakes shared that, since 1949, Mental Health America and its affiliates have led the observance of May as Mental Health Awareness Month through media, local events and screenings. This year, the Suicide Education Awareness and Support (SEAS) Coalition, in partnership with DPCS and the American Foundation for Suicide Prevention (AFSP), presented the May 2017 issue of *Showcase Magazine* featuring a series of articles and interviews called "Faces of Mental Health." DPCS coordinated the project which includes thirty photographs and several video clips. The main purpose for the project was to reduce the stigma associated with mental health issues such as depression, suicide and addiction. Copies of the magazine were distributed to the Board for their review.

#### **Status of Sale of 136 West Main (Foundation House)**

Jim Bebeau stated that, although Bennis Butler continues to show the property, Averett University remains the most viable prospect to purchase it. Averett is more interested in leasing the property; however, with an increasing demand for on-campus or adjacent-to-campus living space, the university may ultimately choose to buy the property. Averett has requested that Mr. Butler keep in touch with the status of the sale.

#### **All Staff Meeting**

The All Staff Meeting is scheduled for June 21, 2017, from 3:00 p.m. until 5:00 p.m. at the Institute for Advanced Learning and Research, 105 Slayton Avenue, Danville. Jim Bebeau invited all Board members to attend. Mr. Bebeau will be speaking this year to update the staff on changes that have already been implemented and changes that are forthcoming in Virginia's system of care. In addition, service awards will be presented to staff members who have reached particular milestones in their employ with the Agency.

**INFORMATION ITEMS**

The following Information Items were addressed: None.

On behalf of the Board and the Agency, Chairperson Robert Warren expressed condolences to Kim Van Der Hyde on the recent loss of her father-in-law.

**NEXT BOARD MEETING**

Chairperson Warren presented a reminder that the next Board Meeting will be held Thursday, June 29, 2017, 5:30 p.m. Jim Bebeau advised the Board that the annual meetings for the three HUD properties would also occur on that date.

**ADJOURNMENT**

*Chairperson Warren declared the Board Meeting adjourned at 6:36 p.m.*

Approved: Robert W. Warren  
Robert Warren, Chairperson

06/29/2017  
Date