

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, August 24, 2017
Corrected Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, August 24, 2017, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Robert Warren, *Chairperson*
Shelby Irving, *Vice Chairperson*
Jessie Barksdale, *Secretary*
Julie Brown, *Past Chairperson*
Rufus Fuller, III
Lorrie Eanes-Brooks
William "Sid" Allgood

Frank Wickers
Michael Mondul
Kimberly Van Der Hyde
Gracie Mays
Gwendolyn Edwards
Angela Fowler

BOARD MEMBERS ABSENT

Jacqueline Satterfield

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, *Acting Director of Compliance/Information Systems*
Carol Cundiff, *Executive Assistant*

CALL TO ORDER

Chairperson Bob Warren called the meeting to order at 5:30 p.m.

ADOPTION OF AGENDA

The Agenda was distributed with the Board Packet for this Meeting. There was no request for amendment.

Motion was made by Gracie Mays and seconded by Jessie Barksdale to adopt the Agenda as presented. The motion passed unanimously.

BOARD MEMBER APPOINTMENTS

City of Danville

Jim Bebeau announced that Danville City Council made the following appointment to the DPCS Board of Directors, an individual who previously served on the Board:

- Angela M. Fowler (First Term: July 1, 2017 – June 30, 2020)

Pittsylvania County

Mr. Bebeau announced that the Pittsylvania County Board of Supervisors made the following appointments to the DPCS Board of Directors:

- Lorrie Eanes-Brooks, representing the Westover District
(First Term: July 1, 2017 – June 30, 2020)
- William “Sid” Allgood, representing the Dan River District
(First Term: July 1, 2017 – June 30, 2020)

These individuals were welcomed to the Board. New Board member orientation was held earlier in the day prior to this meeting.

PROGRAM PRESENTATION

Information Technology – More Than Rebooting (Compliance/Information Services)

Jennifer Thompson, Acting Director of Compliance and Information Systems, introduced Brent Burnette, Senior Network Analyst, who has been with DPCS since 2011. Prior to becoming a Network Analyst, he was an intern and volunteer with the Agency. Mr. Burnette informed the Board that Information Systems handles 250 work stations, 250 VoIP telephones, 30 servers, 4 telemedicine connections, and 20 Bizhub copiers within the Agency. He compared information technology staff to a Swiss Army knife – they perform many functions and possess many skills.

The Agency’s IT operations and issues are currently handled by two people: Ms. Thompson and Mr. Burnette. A Help Desk was created in 2013 to provide a central location for user requests, Profiler corrections, offline notifications and backup alerts. This is synched to all IT department cell phones. The Help Desk has handled 25,000 tickets for service since its inception. Spiceworks Network Monitor is a utility used to notify IT of offline equipment and to monitor/measure metrics of servers and switches for CPU usage, network usage and memory load. This program is cost free. Internet service is provided by Gamewood and Chatmoss Cable.

All data is secured with encryption that should take 150 billion years to hack through. AppAssure by Dell is the Agency’s backup appliance and is used to protect “mission critical” servers such as Profiler. Data on protected machines is backed up once an hour, and the cumulative archive is copied and taken weekly to an off-site safe deposit box. To combat destructive malware infections, IT takes great precautions to protect patient data and user experience from outside attacks through email, viruses and infected websites. Barracuda Spam Filter is used to protect Agency email. Incoming mail is either blocked, quarantined or allowed after passing through spam and malware filters. The Agency receives a lot of spam, and much of it comes from within the United States. Panda antivirus software is installed on every workstation and server. Barracuda Web Filter is used for website protection. It allows IT to set restrictions for websites and to block social media and video streaming sites. Since 2013, this filter has blocked 36,886,437 webpages and allowed access to 21,765,112 others. Users (employees) are most likely to make the Agency vulnerable to malware; therefore, IT partners with the Training Department to inform users (employees) of basic computer and network procedures during orientation and annual training. The Help Desk also notifies staff

when a reboot will be performed, critical updates need to be installed, or incidents of widespread malware have made the news.

ACTION ITEMS

Minutes – June 29, 2017, Regular Board Meeting

Minutes of the June 29, 2017, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Kim Van Der Hyde made motion to approve the June 29, 2017, Minutes as presented. Angela Fowler seconded, and the motion passed unanimously.

Nominating Committee Report

Fiscal Year 2018 Slate of Officers and Executive Committee

Jessie Barksdale, Chairperson of the Board's Nominating Committee for Fiscal Year 2018, presented recommendation of the Nominating Committee for the following Slate of Officers and Executive Committee members to serve for Fiscal Year 2018:

Chairperson	-	Robert Warren
Vice Chairperson	-	Shelby Irving
Secretary	-	Jessie Barksdale
Past Chairperson	-	Julie Brown
Member-At-Large	-	Frank Wickers
Member-At-Large	-	Gracie Mays

There were no nominations from the floor.

Motion was made by Jessie Barksdale to approve the Slate of Officers and Executive Committee members to serve for Fiscal Year 2018, as recommended by the Nominating Committee. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

Grant Application – Greensboro Science Center (Developmental Services)

Sara Craddock requested Board approval to submit application to the *Greensboro Science Center* for a grant in an amount not to exceed a total of \$650.00, and approval to accept the grant funds if awarded. The *Greensboro Science Center* is a nonprofit organization with a mission of commitment to excellence in science education by providing the community with a dynamic, experiential, and family-focused attraction designed to inspire scientific curiosity and encourage personal discovery about life and the natural world. For entities such as Day Services, which are unable to absorb the group admission price to visit the Greensboro Science Center, a Group Visit Scholarship Assistance Fund exists. Organizations can apply for financial assistance to offset the \$11.50 per person admission price. Grants are awarded twice each calendar year. They are awarded as in-kind passes, valued at partial or total admission ticket prices. This grant assistance is needed to continue taking six groups of ten individuals from Day Services to visit the Science Center annually. Additionally, Prevention Services will participate in this funding request seeking assistance for 40 Healthy Families program participants. Altogether, DPCS will request funds to enable 100 individuals to visit the Greensboro Science Center in the coming months.

Motion was made by Julie Brown and seconded by Jessie Barksdale to approve application to the Greensboro Science Center for a grant in an amount not to exceed \$650.00, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Delta Dental of Virginia Foundation (Developmental Services)

Sara Craddock requested Board approval to submit application to *Delta Dental of Virginia Foundation* for a grant in an amount not to exceed a total of \$3,000.00, and approval to accept the grant funds if awarded. *Delta Dental of Virginia Foundation* provides funding for new oral health initiatives, to sustain ongoing treatment through existing programs, and for one-time events. The Foundation awards grants to tax-exempt organizations whose work positively improves the oral health of Virginians through a focus on access to care, education, and advances in oral health through research. These grant funds will be used by the Developmental Services Division to provide preventative dental care for individuals with active status in DPCS' Oral Healthcare Access Program. Once an individual's acute and restorative dental needs have been met through the grant program, ongoing preventative care is crucial to avoid developing additional acute dental problems. While the primary focus of the Oral Healthcare Access Program is acute and restorative dental care, this funding is sought to enable individuals with developmental disabilities to be seen by a dentist every six months for preventative care. Preventative visits typically cost about \$76. This funding would provide approximately forty (40) preventative appointments. Funds will be used to pay dentists for services at a reduced reimbursement rate. The Oral Healthcare Access Program decreases the disparity in access to dental services for many individuals served by DPCS. Over a ten year period, the program has provided more than 3,159 units of dental services, with an average of 72 people benefitting from the program each year.

Motion was made by Jessie Barksdale and seconded by Mike Mondul to approve application to Delta Dental of Virginia Foundation for a grant in an amount not to exceed \$3,000.00, 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 an amended application to *Hughes Memorial Foundation* for a grant in an amount not to exceed a total of \$10,000.00, and approval to accept the grant funds if awarded. Hughes Memorial 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 would 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 and Pittsylvania County Public Libraries, DPCS (Reading, Literacy, and Language Event), Owens Farm, Camp Pitt, Camp Shawnee, 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. These opportunities are intended to foster community integration and

socialization for children with special needs through fun, enriching activities. The opportunity to make new friends while participating in these new experiences is impactful for them.

At its May 18, 2017, meeting, the Board approved submission of an application to this Foundation in the amount of \$7,500. In the interim, the Foundation encouraged the Agency to request additional funding. Chairperson Warren recommended that events take place at additional sites in Pittsylvania County. Ms. Craddock agreed to seek out potential sites in the County and added several to the Proposal above.

Motion was made by Julie Brown and seconded by Gwen Edwards to approve amended application to Hughes Memorial Foundation for a grant in an amount not to exceed \$10,000.00, and approve acceptance of the funds if awarded. The motion passed unanimously.

For the benefit of the new Board Members, Mr. Bebeau explained why the Agency comes to the Board throughout the year for approval of grant applications. When the budget is approved, it is a bottom line total budget for the entire Agency. When grants are approved, the total budget does change and these actions allow budget amendments and operations to occur. It also gives the Board the opportunity to provide feedback on issues that arise with particular grants.

Hairston Street Campus Expansion Update – Resolution

Mr. Bebeau reported that, at the Bellevue Board meeting on August 23, 2017, contractor bids for the campus expansion were revealed and discussed. DPCS and Dewberry staff will negotiate some aspects of the bid. A Resolution prepared by Gentry Locke was distributed with the Board packet, and DPCS can take action on it while the bid is being negotiated and financing options are being considered. The Resolution addresses consolidating the eight (8) parcels of land, selling the land to Bellevue as an advance lease payment of \$993,323, and entering into a lease with Bellevue for use of the campus expansion property. The \$993,323 includes approximately \$3300 spent for environmental testing at the Carolyn Court property. The clean-up expense, which DPCS is paying for on behalf of Joplin Street Properties, LLC, has not yet been added to this amount. The Department of Environmental Quality inspected the site and has indicated that DPCS will qualify for some reimbursement on the clean-up process.

Mr. Bebeau explained each step included in the Resolution in detail. It was the recommendation of DPCS staff that the Board authorize Mr. Bebeau, as Executive Director, to speak for the Board and Joplin Street Properties, LLC, and carry out the actions approved by the Resolution, including setting up the deed of sale, signing the real estate paperwork, and negotiating and executing the lease with Bellevue's President, Don Merricks. The lease terms will lock in the lease rate for 20 years, and DPCS will be able to appreciate the campus expansion for almost zero increase in its monthly lease payment. DPCS has some cash on hand, so part of the transaction will include advance lease payments and the lease language will reflect this for long term operational stability for DPCS.

During discussion, an inquiry arose concerning the general contractor. As a private corporation, Bellevue did not have to go through the public procurement process, but it did initiate the bid process, it received competitive bids, and Blair Construction ultimately won the

contract and was notified. Despite Bellevue asking DPCS and Dewberry to negotiate some aspects of the bid, Blair's bid price was within Bellevue's expectations for the project. The landlord/tenant arrangement and close relationship between Bellevue and DPCS will allow the project to move faster. Any change orders that occur during the project will be processed through Bellevue. Since Mr. Bebeau serves both Boards, he will be able to supervise the day-to-day activities while the project is ongoing.

Motion was made by Julie Brown and seconded by Kim Van Der Hyde to approve the Resolution as presented and to give Jim Bebeau, as Executive Director, the authority to negotiate the terms of the sale. The motion passed unanimously.

DISCUSSION ITEMS

FY2018 Board Committee Assignments

Mr. Bebeau reminded the Board that the Executive Committee consists of the elected officers, the past Chairperson, and two members at large. Members are rotated among committees each year so that everyone serves on all four committees and learns about the services offered to the community. The Division Directors will be setting up a meeting with the Board members assigned to their specific committees to walk the Board members through the specifics of their programs, their budget, personnel issues, and the things that are unique to their operations. Board members are encouraged to ask questions in order to get a good understanding of their role as Board members. The FY2018 Committee Assignments are as follows:

Executive Committee

Jim Bebeau, Executive Director

Bob Warren	-	Chairperson
Shelby Irving	-	Vice Chairperson
Jessie Barksdale	-	Secretary
Julie Brown	-	Past Chairperson
Frank Wickers	-	Member-at-Large
Gracie Mays	-	Member-at-Large

Budget, Finance, & Operations Committee

Mary Beth Clement, Director, Finance Division

Mike Mondul, Chairperson

Jessie Barksdale

Kim Van Der Hyde

Behavioral Health Services Committee

Sandy Irby, Director, Behavioral Health Services Division

Rufus Fuller, III, Chairperson

Julie Brown

Gwen Edwards

Angela Fowler

Developmental Services Committee

Sara Craddock, Director, Developmental Services Division

Gracie Mays, Chairperson

Jackie Satterfield

Sid Allgood

Vacancy - City

Prevention Services Committee

Amanda Oakes, Director, Prevention Services Division

Bob Warren, Chairperson

Shelby Irving

Frank Wickers

Lorrie Eanes-Brooks

Keen Street Renovation Update (Developmental Services)

Sara Craddock reported on the Keen Street Group Home renovation project to convert the home to an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID). The home has eight (8) long-term residents who are aging and whose medical needs are increasing. This creates the need for increased supports, increased staffing, and more accessibility. The ICF/IID will allow the individuals to enhance their functional status and independence through active treatment. Another advantage is that the ICF/IID is cost neutral. The cost of the services and supports for the individuals can be taken care of through a cost settlement process each year. In order to become an ICF/IID, the Agency must meet criteria outlined in the Department of Medical Assistance Services (DMAS) Nursing Facilities Manual and Life Safety Code requirements outlined through the National Fire Protection Agency. Those requirements make it necessary to renovate the building.

Last year, R.L. Price Construction, Inc. of Salem, Virginia, was awarded the renovation contract. Prior to commencement of renovations, updates to Life Safety Code requirements in July 2016 halted progress as the changes were significant to the work that was being proposed. The new Code requirements called for a sprinkler system without the option to request a permanent waiver. Because the addition of the sprinkler system more than doubled the proposed cost of the renovation, DPCS had to evaluate the best direction for the property that would be most beneficial to the individuals and most fiscally responsible. It was determined to proceed with the conversion process to an ICF/IID and include the addition of the sprinkler system in the cost of the renovation. The plans for renovation were updated, and the bid for the new sprinkler system was awarded to VSC Fire and Security, Inc., in Salem, Virginia. On July 17, 2017, representatives from Hughes and Associates, R.L. Price Construction, VSC Fire and Security, Inc., and DPCS met at the project site to discuss plans and timelines. Construction is scheduled to commence in September 2017 and last approximately 60 to 90 days. All parties will be working to make the renovation process the least intrusive as possible for the individuals living in the residence. DPCS will concurrently work through the conversion process with the Virginia Department of Health, the Department of Behavioral Health and Developmental Services, and the Department of Medical Assistance Services. The newly renovated facility will continue to house the current eight residents. The facility name will be changed to *Bridge View Place* once the facility becomes a certified ICF/IID.

Mr. Bebeau added that, since DPCS had to procure the renovation services, the Agency could not simply change order the sprinkler system. The cost to add the system was going to be \$140,000, which is higher than normal because installation of a gas-powered pump system was recommended due to poor water pressure in the North Main area. A better analysis has now been completed on the water flow, and the sprinkler system can be installed without the pump. However, the cost is still significant.

Carolyn Court Property Clean Up

Mr. Bebeau reported that, in the due diligence process for the purchase of 146 Carolyn Court, the surface and underground hazards were noted in the *Phase I Environmental Site Assessment (ESA)*. Prior to the purchase of the property, and before the towing company terminated its lease and operations on the site, all of the surface hazards were removed (oil drums, old tires, car parts, etc.). The remaining item to address on the property was an estimated 1000 gallon underground storage tank (UST) to store waste oil that was then used to heat the building (a recycling process); however, no record of the UST registration existed, requiring the tank to be inspected, removed, or otherwise further investigated. On July, 27, 2017, contracted services from *Engineering Consulting Service (ECS) Mid-Atlantic, LLC*, removed the UST and cleaned the excavated area of any contaminated soil. Testing of that soil was performed and approximately 45 tons of soil will be removed from the site to be properly treated. The contractor will return to the property to remove the contaminated soil and will fill in the area excavated with clean soil, returning the area to previous site conditions. A report has been filed with the Virginia Department of Environmental Quality (DEQ) to monitor this site cleanup, and the Agency may be eligible for partial reimbursement of associated expenses from a Petroleum Cleanup fund; however, that process takes approximately seven months.

Photos taken of the site clean-up work were shown on PowerPoint.

Plan Documents: 403(b) Supplemental Retirement

Mary Beth Clement reminded the Board that the Agency previously contracted with the legal firm of *Woods Rogers Edmunds & Williams (WRE&W)* for guidance in preparing a formal plan document for the 403(b) plan in compliance with Internal Revenue Service (IRS) regulations. This action was approved by the Board in February 2017 due to the Agency not having a 403(b) plan document in place. It was the recommendation of *WRE&W* to prepare the plan document and a Board Resolution, to file documentation with the IRS' *Voluntary Correction Program*, and to formally request that the IRS approve the Agency's 403(b) Plan Document. The firm also recommended an application payment of \$5000 to the IRS. Draft documentation was signed and forwarded to *WRE&W*; however, *WRE&W* failed to respond to repeated communications from DPCS and further contact with *WRE&W* was terminated. The Agency then contracted with ADMIN Partners, LLC, a Third Party Administrator specializing in governmental retirement plans, to develop a plan document for the Danville-Pittsylvania Community Services 403(b) Plan and to monitor and maintain compliance with IRS regulations. ADMIN Partners created a Governmental 403(b) Plan Document and a Governmental 403(b) Adoption Agreement for DPCS. ADMIN Partners has informed the Agency it is not required to file documentation with the IRS for the Plan or pay the \$5000 fee.

Virginia Association of Community Services Boards (VACSB) Public Policy Conference

Mr. Bebeau shared that the VACSB Public Policy Conference will be held October 4-6, 2017, in Williamsburg. The Conference Schedule was provided for reference. This annual Conference brings together Community Services Board members and staff, Legislators, State Department of Behavioral Health and Developmental Services staff, and Behavioral Health Care stakeholders to address public policy and current updates on statewide matters concerning behavioral health care in Virginia. Any Board members who wish to attend the Conference should notify Carol Cundiff by Friday, September 1, in order for DPCS to meet registration and

reservation deadlines. DPCS will make arrangements and cover expenses for Board members' Conference registration, hotel reservation, transportation, and meals. Travel plans will be finalized closer to the Conference date.

INFORMATION ITEMS

The following Information Items were addressed: None.

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)(1) Code of Virginia, 1950, as Amended, for assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body,

Subject: Annual Performance Evaluation of the Executive Director

Purpose: Dissemination of Information for the Annual Performance Evaluation of the Executive Director

The motion was seconded by Kim Van Der Hyde and carried by the following Roll Call vote:

Vote: 12-0

Yes: (12) Sid Allgood, Jessie Barksdale, Lorrie Eanes-Brooks, Julie Brown, Gwen Edwards, Angela Fowler, Rufus Fuller III, Shelby Irving, Gracie Mays, Michael Mondul, Kim Van Der Hyde, Frank Wickers

No: (0) None

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

Absent During Vote: (0) None

Absent During Meeting: (1) Jackie Satterfield

The Board of Directors entered Closed Meeting at 6:23 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 August 24, 2017, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3712 of the Code of Virginia, 1950, as Amended, requires a certification by the Danville-Pittsylvania Community Services Board of Directors that such Closed Meeting was conducted in conformity with the Virginia Freedom of Information Act;

NOW, THEREFORE, BE IT RESOLVED that the Danville-Pittsylvania Community Services Board of Directors hereby certifies by a recorded vote that, to the best of each Board Member's knowledge, (1) only public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act and (2) only such public business matters as were identified in the Motion convening the Closed Meeting were heard, discussed, or considered in the Closed Meeting.

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

Vote: 12-0

Yes: (12) Sid Allgood, Jessie Barksdale, Lorrie Eanes-Brooks, Julie Brown, Gwen Edwards, Angela Fowler, Rufus Fuller III, Shelby Irving, Gracie Mays, Michael Mondul, Kim Van Der Hyde, Frank Wickers

No: (0) None

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

Absent During Vote: (0) None

Absent During Meeting: (1) Jackie Satterfield


The Board of Directors reconvened into Open Meeting at 6:37 p.m.


NEXT BOARD MEETING

Chairperson Warren presented reminder that the next Board Meeting will be held Thursday, October 19, 2017, at 5:30 p.m.

ADJOURNMENT

Chairperson Warren declared the Board Meeting adjourned at 6:38 p.m.

Approved: 
Robert W. Warren, Chairperson


Date