

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, December 6, 2012
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, December 6, 2012, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Ronald Merricks, <i>Chairperson</i>	Anne Geyer
Roy Ford, <i>Vice Chairperson</i>	Polly Humphrey
Betty Pickral, <i>Secretary</i>	Gracie Mays
Jerry Testerman, <i>Member-At-Large</i>	Gerald Milliman

BOARD MEMBERS ABSENT

Jessie Barksdale, <i>Member-At-Large</i>	JoLane Dunlap
Julie Brown	Robert Warren
William Brown	Mary Lee White

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Pat Burnette, *Executive Assistant*
Cindy Lewis, *Human Resources Division Director*
Amanda Oakes, *Prevention Services Division Director*
Mindy Conley, *Behavioral Health Services Division Director*
Sara Craddock, *Intellectual Disability Services Division, Director of Child and Adolescent Services*

CALL TO ORDER

Chairperson Ronald Merricks 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 Roy Ford to adopt the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION - "PAST, PRESENT, AND FUTURE—A NEW LOOK AT DAY SERVICES" (Intellectual Disability Services)

Janice McKenna, Director of Day Services within the Intellectual Disability Services Division presented DPCS' Day Services Program for individuals age 18 years and older who have a wide variety of physical, mental, and social challenges. The focus of the Program is to maximize each individual's potential through educational and training activities in both center-based and community-based environments. The Program provides assistance with gross and fine motor skills, communication, personal care, community safety, appropriate peer interaction, sensory stimulation, and social/environmental awareness. The Program's Center located at 103 Dewey Place, Danville, is equipped with a music room with keyboards and guitars, arts & crafts room, exercise room, computer lab, and a full kitchen for cooking activities. Individuals in the Program especially enjoy the Center's vegetable garden, where they assist with planting, tending, harvesting, preparing, and eating their own vegetables. Community activities include recycling, attending special events, shopping, swimming, and going to the library, movies, and museums, as well as trips to surrounding cities. The type and intensity of activities, and the number of hours

provided, depends on each individual's needs and preferences. Staff members Cathy Burgess, Individual Support Services Manager, and Jordan Hyde, Intermediate Care Facility Day Activities Manager, gave an overview of their focus and contribution in the provision of Day Services. In Fiscal Year 2012, the Program provided services to 55 individuals.

ACTION ITEMS

Minutes

Minutes of the October 11, 2012, Regular Board Meeting were distributed with the Board Packet for this Meeting.

Roy Ford made motion to approve the October 11, 2012, Minutes; Gracie Mays seconded, and the motion passed unanimously.

Executive Committee Report

Review of Board Policies

Roy Ford, member of the Board's Executive Committee, reported that the Executive Committee met November 7, 2012, for review and updating of the Board Policies due for biennial review. Proposals for revisions of current policies were distributed with the Board Packet for this meeting.

The Committee reviewed the following policies with no recommended revisions noted:

1. General Statement of Agency Purpose and Policy Making and Review Function
2. Input from Individuals Receiving Services
3. Uniform Job Classification and Salary Structure
4. Compensation Structure for Certification and Licensure
5. Transfer Policy
6. Fraternalization Policy
7. Conflict of Interest
8. Exit Interview
9. Reporting Fraudulent Activity
10. Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) Policy and Procedures
11. Health Insurance Portability and Accountability Act
12. Use of Agency Equipment and Material
13. Legal Counsel Policy
14. Bloodborne Pathogens Exposure Control Policy
15. Risk Management
16. Weapons Policy

The Committee recommended revisions for the following policies:

1. Recruitment and Selection Policy
2. Outside Employment Policy
3. Employee Personnel Files
4. Criminal Offense Policy
5. Dual Relationships Policy
6. Staff Training and Development
7. Orientation of New Employees, Contractors, Volunteers, and Students
8. Licensure/Certification Supervision Plan
9. Workshop/Conference Attendance
10. Setting and Collection of Fees for Services Policy
11. Reimbursement for Services
12. Identity Theft Prevention Program
13. Vehicle Usage Policy

14. Smoking Policy
15. Volunteer and Student Intern Policy

Motion was made by Roy Ford to approve revision of the 15 policies as recommended by the Executive Committee and that all revisions become effective December 7, 2012, with exception that the Smoking Policy revisions become effective November 21, 2013, in order to provide a sufficient period of time for staff adjustment, facility modifications, and to be in conjunction with the nationwide annual Great American Smokeout by the American Cancer Society. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

Local Government Funding Request for Fiscal Year 2014

Betty Pickral, member of the Board's Executive Committee, reported that the Executive Committee met November 7, 2012, to review information for consideration in formulating DPCS' Fiscal Year 2014 funding request from the City of Danville and Pittsylvania County. Per request of the Executive Committee, Jim Bebeau presented at this Board Meeting the history of DPCS' funding from the two local governments, along with the manner in which DPCS has maintained compliance with the required local funding match equal to 10% of its State general funds. The Committee recommended that the Board request \$282,644 from the City of Danville and \$251,856 from Pittsylvania County in local funding for Fiscal Year 2014.

Betty Pickral made motion to request local funding for Fiscal Year 2014 in the amount of \$282,644 from the City of Danville and \$251,856 from Pittsylvania County, as recommended by the Executive Committee. With no second required to motion made on behalf of the Committee, the motion passed unanimously.

Grant Application – United Way of Danville-Pittsylvania County (Intellectual Disability Services)

Sara Craddock requested Board approval to submit application to United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$42,000, and approval to accept the grant funds if awarded. The grant period is April 2013 through March 2014. The funds would be used to continue DPCS' Oral Healthcare Access Program, which provides funding for dental services to benefit high-need, low-income adults who are in active status within DPCS' Intellectual Disability Services or Behavioral Health Services. Surveys show that an individual's physical and psychological well-being is negatively impacted as a consequence of oral disease. The Danville Regional Dental Society has been an essential partner from the program's inception.

Motion was made by Roy Ford and seconded by Betty Pickral to approve application to United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$42,000, and approval to accept the grant funds if awarded. The motion passed unanimously.

Grant Application – Virginia Department of Rail and Public Transportation (Intellectual Disability Services)

Sara Craddock requested Board approval to submit application to the Virginia Department of Rail and Public Transportation (DRPT) for a grant in an amount not to exceed \$50,000, and approval to accept the grant funds if awarded. DRPT administers a Federal Transit Administration Section 5310 Grant Program to purchase capital equipment with the specific purpose of assisting organizations in providing transportation services to meet the needs of elderly and persons with disabilities. The grant provides 80% of the total cost, with the applicant responsible for the remaining 20%. DPCS would use the funds to purchase one modified minivan with a wheelchair ramp to provide transportation for individuals with intellectual disability who reside in DPCS' group homes and are enrolled in DPCS' Day Services Program. The vehicle would be used to transport

the individuals to activities such as the Day Services Program, medical appointments, and community events.

Anne Geyer made motion to approve application to the Virginia Department of Rail and Public Transportation for a grant in an amount not to exceed \$50,000, and approval to accept the grant funds if awarded. Gracie Mays seconded, and the motion passed unanimously.

Grant Application – Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust (Intellectual Disability Services)

Sara Craddock requested Board approval to submit application to the Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust for a grant in an amount not to exceed \$6,000, and approval to accept the grant funds if awarded. The Trust promotes educational, cultural, humanitarian, and other charitable causes for the long-term benefit of people in the Danville-Pittsylvania County area. The funds would be used to support DPCS' program to expand coordinated transportation services for veterans in the area who are elderly or disabled and unable to drive or do not have a vehicle. The program improves medical transportation for eligible veterans, providing transportation to the Community-Based Outpatient Clinic in Danville and the Veterans Administration Medical Center in Salem, Virginia. The funds would support infrastructure for the program, such as staff training, vehicle maintenance, gas, and transportation devices for tracking passengers, trips, mileage, etc.

Gerald Milliman made motion to approve application to the Alexander Berkeley Carrington, Jr., and Ruth Simpson Carrington Charitable Trust for a grant in an amount not to exceed \$6,000, and approval to accept the grant funds if awarded. Roy Ford seconded, and the motion passed unanimously.

DISCUSSION ITEMS

Discharge Assistance Project Funding

Mindy Conley reported the history of Discharge Assistance Project (DAP) funding. In FY1998, the Department of Behavioral Health and Developmental Services (DBHDS), which at that time was the Department of Mental Health, Mental Retardation, and Substance Abuse Services, initiated DAP. DAP serves persons with mental illness and co-occurring disorders who are residing in DBHDS hospitals due to unusual barriers to discharge. Under this initiative, individualized community service plans are developed, funded, and implemented so that these persons can live in the community rather than the hospital.

The targeted population for DAP funds is seriously mentally ill individuals who can benefit from an array of comprehensive and intensive services that will provide them with the supports they need to be successful upon discharge to their community homes. Funds were initially awarded locally, and DPCS was provided \$155,361 in Local DAP funds. In 2003, those funds assisted 24 individuals in their discharge from Southern Virginia Mental Health Institute (SVMHI) and supported their ability to be stable outside the hospital setting.

In 2005, DBHDS implemented a Regional DAP Program, through which the Southside Region (consisting of DPCS, Southside Community Services Board (CSB), Piedmont Community Services, and SVMHI) received a lump sum of funds to be utilized at the regional level. DPCS became the fiscal manager of these funds. In keeping with the Region's plans to enable people to be served in their home communities and to reduce the necessity for the CSBs to utilize State facility beds at SVMHI, the Regional DAP funds were divided among the three CSBs for use as needed with discharge assistance. DPCS received \$254,455 the first year and \$409,690 the next year. The Regional Utilization Management Committee reviews and approves plans that utilize Regional DAP funds.

In FY2007, Civil and NGRI DAP funds were added to the already existing local and regional funds. Local DAP remained at \$155,361 and Regional DAP at \$409,690. Civil DAP funds totaled

\$93,396, and NGRI DAP funds were \$78,252. That year, the following number of individuals benefited from DAP funding:

- Local DAP served 22
- Regional DAP served 68
- Civil DAP served 21
- NGRI DAP served 4

In FY2010, both Civil and NGRI DAP funds were reduced due to budget cuts at the State level. The following year, Civil and NGRI DAP funds were combined with Regional DAP, and the lump sum of funding for DPCS was \$514,791. Last year, 58 individuals received assistance in being discharged from the hospital into community homes through the use of DAP funds.

Ms. Conley gave an example of how DAP helped an individual in the local area to be successful upon discharge into the community. In addition, Ms. Conley reported on extraordinary barriers that can cause delay in an individual's discharge from the hospital into the community, even though the individual has been determined clinical stable. Currently, DPCS has four individuals who meet the determination of being clinical stable, but who have barriers preventing them from being discharged. Across the State, there are currently over 100 individuals who are on the list for discharge from a State hospital but cannot be discharged due to extenuating barriers.

Jim Bebeau reported that the Office of the State Inspector General (OSIG) has initiated a review focusing on the use of DAP funding to ascertain that the funds have been or are being expended for the purposes for which the appropriation was made, and to evaluate the effectiveness of the programs in accomplishing such purpose. Recently, OSIG issued a survey to the CSB Chairpersons to collect financial information specific to State funds allocated to support DAP, which Chairperson Ronald Merricks completed for DPCS. Subsequently, OSIG issued a document of certification to ensure its financial information collected is correct, which Executive Director Jim Bebeau completed for DPCS. OSIG is currently doing CSB site reviews of DAP funding. DPCS is the first CSB to be reviewed, and OSIG representatives are on site today and tomorrow for the review. Mr. Bebeau noted that in the future, the Board will receive DAP reports on a yearly basis in order to stay informed.

Presentation of Fiscal Year 2012 Annual Report to Our Local Governments

Jim Bebeau reported that the DPCS Fiscal Year 2012 Annual Report was presented to both our local governments. Chairperson Ronald Merricks made presentation to the Pittsylvania County Board of Supervisors at its meeting November 5, 2012; Board Member Anne Geyer presented the Report to Danville City Council at its meeting November 8, 2012. The Annual Report was well received by both local governments, with appreciation for our services provided by the staff as well as appreciation to the Board Members for their volunteer services to the community through Board service. Mr. Bebeau expressed appreciation to Chairperson Merricks and Ms. Geyer for their excellent presentations and thanked Board Members Roy Ford, Gracie Mays, and Gerald Milliman for joining the presentation to the Board of Supervisors, as well as Board Member Jessie Barksdale, who is also a member of the Pittsylvania County Board of Supervisors. Chairperson Merricks noted that following his presentation of the Annual Report, Mr. Barksdale did a beautiful presentation regarding the Board, and expressed thanks to Mr. Barksdale on behalf of the Board. The Fiscal Year 2012 Annual Report was distributed to approximately 700 citizens in our community.

Virginia Association of Community Services Boards (VACSB) Legislative Conference

Jim Bebeau announced the VACSB Legislative Conference to be held January 22-23, 2013, in Richmond. This Conference features items to come before the 2013 General Assembly Session, such as State budget, legislation, and public policy issues, and offers the opportunity to talk with our legislators about needs of the Community Services Board System and the individuals served.

Conference information as well as registration information will be distributed to Board Members as it becomes available from the VACSB.

Ashlawn View Group Home Project Update

Richard Gary gave an update on the Ashlawn View Group Home project to construct a four-bedroom house for use as a group home for individuals with intellectual disability. As reported at the October 11, 2012, Board Meeting, DPCS successfully purchased property located at Ashlawn Drive, Danville, on August 17. Mr. Gary reported update that Initial Closing with the Department of Housing and Urban Development (HUD) occurred October 25, 2012, in Richmond. The first Site Meeting to discuss development of the Project was held November 28. Present at the Site Meeting were General Contractor Daniel & Company, Inc.; DPCS Executive Director Jim Bebeau; DPCS Intellectual Disability Services Director Richard Gary; HUD Consultant Les Wagner; Cox & Associates Chief Architect Bill Loving; and HUD Site Inspector Marion David. At this juncture, the Contractor has successfully cleared 80% of the property site that had heavy scrub undergrowth, damaged trees, and shrubs. In an effort to maintain the natural state and integrity of the property, selected trees and shrubs are being carefully maintained during the construction phase of the Project. Updated information and site pictures will be provided as the Project progresses.

INFORMATION ITEMS – The following Information Items were addressed:

Division Fiscal Year 2012 Annual Reports – Behavioral Health Services Division, Intellectual Disability Services Division, and Prevention Services Division

Jim Bebeau noted the Fiscal Year 2012 Annual Reports for DPCS’ Program Services Divisions—Behavioral Health, Intellectual Disability, and Prevention. The Fiscal Year 2012 Annual Reports for DPCS’ Administrative Services Divisions—Finance, Human Resources, and Compliance and Information Systems—were distributed in the October 11, 2012, Board Meeting packet. These narrative reports are distributed to Board Members each year and provide an overview of the Divisions’ programs for the fiscal year, including highlights and accomplishments as well as goals for the next fiscal year.

NEXT REGULAR BOARD MEETING DATE

Chairperson Ronald Merricks presented a reminder that the next Regular Board Meeting will be held Thursday, February 7, 2013, 5:30 p.m.

ADJOURNMENT

Motion was made by Roy Ford to adjourn the meeting. Gerald Milliman seconded, and the motion passed unanimously. Chairperson Ronald Merricks declared the Board Meeting adjourned at 6:39 p.m.

Approved:



Ronald E. Merricks, Chairperson

2-7-2013

Date