

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES  
BOARD OF DIRECTORS  
Thursday, October 9, 2014  
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, October 9, 2014, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

**BOARD MEMBERS PRESENT**

Julie Brown, <i>Chairperson</i>	Angela Fowler
Robert Warren, <i>Vice Chairperson</i>	Gracie Mays
Gerald Milliman, <i>Secretary</i>	Sheryl Moyer
Ronald Merricks, <i>Past Chairperson</i>	Faith Stamps
Anne Geyer, <i>Member-At-Large</i>	Mary Lee White
Shelby Irving, <i>Member-At-Large</i>	Frank Wickers

**BOARD MEMBERS ABSENT**

Jessie Barksdale  
Connie Fletcher  
Marie Young

**STAFF MEMBERS PRESENT**

Jim Bebeau, *Executive Director*  
Pat Burnette, *Executive Assistant*  
Sandy Stephenson, *Director, Behavioral Health Services*  
Richard Gary, *Director, Intellectual Disability Services*  
Amanda Oakes, *Director, Prevention Services*  
Allen Thorn, *Director, Compliance and Information Systems*  
Cindy Lewis, *Director, Human Resources*  
Mary Beth Clement, *Director, Finance*

**CALL TO ORDER**

Chairperson Julie Brown called the meeting to order at 5:30 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 Gerald Milliman and seconded by Gracie Mays to adopt the Agenda as presented. The motion passed unanimously.*

**PROGRAM PRESENTATION**

**Performance Contract Changes**

The Virginia Department of Behavioral Health and Developmental Services (DBHDS) and the Community Services Boards (CSBs) enter into a Performance Contract for the purpose of funding for mental health, developmental, and substance abuse services and supports delivered directly or contractually by the CSBs in a manner that ensures accountability and quality of care for individuals receiving services.

DPCS' Performance Contract with DBHDS is DPCS' service plan and associated costs, as well as performance expectation. The Contract has three components—Exhibits, Administrative Requirements, and Partnership Agreement. The Exhibits component includes DPCS' service

plan for Mental Health, Intellectual Disability, and Substance Abuse/Prevention Services and the specific core services to be provided. The Administrative Requirements component contains externally imposed requirements and long-term DBHDS requirements that DPCS and DBHDS must meet. The Partnership Agreement describes the values, roles, and responsibilities of the three operational partners in the public services system— CSBs, State Facilities operated by DBHDS, and Central Office of DBHDS. The Administrative Requirements and Partnership Agreement are identical for all CSBs within Virginia.

DPCS' Fiscal Year 2015 and Fiscal Year 2016 Performance Contract was presented at the August 7, 2014, Board Meeting and approved by the Board of Directors. However, on August 19, 2014, DBHDS distributed Performance Contract Revision 1, which included significant changes for the Agency as well as the Board of Directors. Mary Beth Clement, Allen Thorn, Sandy Stephenson, and Jim Bebeau presented an overview of the major changes included in Revision 1 and measures for coordination of these changes with DPCS' current operations.

## **ACTION ITEMS**

### **Minutes – August 7, 2014, Regular Board Meeting**

Minutes of the August 7, 2014, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

*Robert Warren made motion to approve the August 7, 2014, Minutes as presented; Shelby Irving seconded, and the motion passed unanimously.*

### **Fiscal Year 2015 and Fiscal Year 2016 Performance Contract – Revision 1**

At the August 7, 2014, Board Meeting, the Board of Directors took action approving DPCS' Fiscal Year 2015 and Fiscal Year 2016 Performance Contract with the Department of Behavioral Health and Developmental Services (DBHDS), with authorization for the Board's Chairperson to approve any changes to the Contract that may be required by DBHDS.

Jim Bebeau reported that subsequently on August 19, 2014, DBHDS distributed Performance Contract Revision 1, with notice stating the revision is "in response to concerns about accountability and the ongoing interest in our services system by the Governor's Mental Health Task Force and the SJ47 Joint Subcommittee." The notice also stated that "the Office of the Attorney General has reviewed and approved Revision 1 as to form." Revision 1 included multiple changes, for the Agency as well as the Board of Directors, in the Exhibits Section and the Administrative Requirements Section. There was no revision to the Partnership Agreement Section of the Performance Contract.

The complete DBHDS Fiscal Year 2015 and Fiscal Year 2016 Performance Contract with Revision 1 was distributed in the Board Packet for this meeting for review. Discussion followed on major changes to the Contract, as highlighted in the Program Presentation at this Board Meeting.

Mr. Bebeau reported that Revision 1 required submission of the Contract signature pages to DBHDS by September 29, 2014, to document the Board's acceptance of the revision. If not received by the September 29 deadline, DBHDS would not authorize continuation of funding until the signature pages were received. In view of the deadline, Chairperson Julie Brown signed the relevant pages in order for DPCS to meet the submission requirement. Mr. Bebeau requested Board approval of Revision 1 and ratification of action taken by Chairperson Brown.

*Motion was made by Gracie Mays and seconded by Gerald Milliman to approve Revision 1 of the Fiscal Year 2015 and Fiscal Year 2016 Performance Contract between DPCS and DBHDS; ratify action by Chairperson Julie Brown in signing the relevant Contract pages to ensure DPCS' compliance with submission requirement for continued funding by DBHDS; and authorize the Board's Chairperson to approve any future changes to the Performance Contract that may be required by DBHDS. The motion passed unanimously.*

## **Audit Report for Fiscal Year Ended June 30, 2014**

Mary Beth Clement addressed DPCS' Audit Report for Fiscal Year Ended June 30, 2014. The Audit Report was prepared by Robert D. Dorr, CPA, of Harris, Harvey, Neal & Co., LLP. On September 25, 2014, Mr. Dorr met with the Board's Budget, Finance, and Operations Committee to discuss the scope of the Audit, as required under the *U.S. Office of Management and Budget (OMB) Circular A-133 and Government Auditing Standards*. The Auditor's report expressed an unqualified opinion on the financial statements, with no deficiencies in internal control disclosed and no instances of noncompliance materials to the financial statements disclosed. Ms. Clement reported consensus of the Budget, Finance, and Operations Committee that the Board accept the Agency's Audit Report for Fiscal Year Ended June 30, 2014.

*On behalf of the Budget, Finance, and Operations Committee, Mary Beth Clement presented motion to approve the DPCS Audit Report for Fiscal Year Ended June 30, 2014, as recommended by the Budget, Finance, and Operations Committee. With no second required to motion made on behalf of the Committee, the motion passed unanimously.*

## **Grant Application – Virginia Foundation for Healthy Youth (Prevention Services)**

Amanda Oakes requested Board approval to submit application to *Virginia Foundation for Healthy Youth* for a three-year grant in an amount not to exceed a total of \$180,000, and approval to accept the funds if awarded. DPCS would use the funds to develop and implement the *Too Good for Drugs* program to include children in Kindergarten through Grade 3 in the Danville and Pittsylvania County Elementary Schools. *Too Good for Drugs* is a comprehensive drug and violence prevention program designed to mitigate risk factors and build protection against problem behaviors. The program is a framework of social and emotional skills to develop goal-setting, decision-making, and effective communication skills, as well as skills for peer pressure refusal, pro-social bonding, conflict resolution, and media literacy.

*Motion was made by Gerald Milliman to approve application to Virginia Foundation for Healthy Youth for a three-year grant in an amount not to exceed a total of \$180,000, and approval to accept the funds if awarded. Ronald Merricks seconded, and the motion passed unanimously.*

## **DISCUSSION ITEMS**

### **Update on Intermediate Care Facility-1 Project (Intellectual Disability Services)**

Richard Gary reported update on the Intermediate Care Facility-1 Project. DPCS received award of Community Housing Initiative funding from the Department of Behavioral Health and Developmental Services (DBHDS) providing \$625,913 of the total cost to construct Intermediate Care Facility-1 (ICF-1), with DPCS matching that funding with \$453,247 of the cost, for a total of \$1,079,160. ICF-1 will provide a five-bedroom home for individuals who will transition out of the Virginia State Training Centers.

Property was purchased at 4769 Franklin Turnpike in Pittsylvania County for construction of ICF-1, and the project was put out for bid. As reported at the May 8, 2014, Board Meeting, the lowest bid received at the Public Bid Opening held May 8, 2013, came in substantially over project budget. DPCS revisited the project plans with Dewberry architect/engineering firm, and the architectural drawings were revised. The newly designed ICF-1 project was advertised beginning June 8, 2014, for a second bid process. The low bidder from the second bid process was Daniel Builders LLC. However, this bid still exceeded the project budget, and a second round of value engineering meetings began.

The last of these value engineering meetings for the project was held September 18, 2014, at DPCS. Attending the meeting were Daniel Builders LLC General Contractor John Daniel, Dewberry Project Designer Dodie Hudson, DPCS Executive Director Jim Bebeau; and DPCS Director of Intellectual Disability Services Richard Gary. In an effort to reduce project expenses and arrive within close proximity to the allotted budget, DPCS, Dewberry, and Daniel Builders LLC revisited the details of the project to bring the expenses for construction of the home and the

interior and exterior finishes in line with the budget. These meetings were successful, and construction will begin once the contract details are finalized. DPCS hopes to break ground and begin construction of ICF-1 by mid-October of this year.

#### **Virginia Association of Community Services Boards Public Policy Conference Highlights**

Jim Bebeau reported on the VACSB Public Policy Conference held October 1-3, 2014, in Roanoke. The annual Public Policy Conference brings together Virginia Community Services Board members and staff, Legislators, Administration staff, and Behavioral Health Care stakeholders to prepare for the upcoming General Assembly Session. Conference highlights included *Community Health Solutions – Decision Platform Demonstration*; *Public Policy Panel Presentation* with several General Assembly Members and State leaders; and *Workshops*, including *Positive Ethics in Today's Changing Environment*, *Recovery-Oriented Systems of Care – A Provider's Guide*, and *Perception, Reality, and Somewhere In Between: How to Manage*.

#### **Fiscal Year 2014 Annual Report Presentation to Our Local Governments**

The DPCS Fiscal Year 2014 Annual Report, "*Across the Lifespan*," was distributed to Board Members at this meeting. Jim Bebeau gave an overview of the Annual Report, which focuses on DPCS' vision and mission in providing high quality mental health, intellectual disability, and substance abuse services for men, women, and children in our geographic area, as well as approximately 50 unique programs, including prenatal care, early intervention for infants and toddlers, prevention programs for school age children and adolescents, and intensive supports for adults of all ages. The Annual Report will be presented by a DPCS Board Member at a November meeting of the Pittsylvania County Board of Supervisors and Danville City Council. Board Members will be notified once the dates and presenters are confirmed, and all Board Members are invited to join us for these local government presentations. Following the presentations, the Annual Report will be distributed to approximately 700 citizens in our community.

#### **Annual United Way Workplace Campaign**

Jim Bebeau addressed DPCS' United Way Workplace Campaign for 2014, which is currently underway. Running October 1-31, the theme of this year's Campaign is "Superheroes of Change" with a goal of \$14,000 and 140 donors. A committee of individuals representative of each of the Agency's Divisions has been formed; programs have been scheduled for staff to learn more about this year's Campaign and receive pledge forms; and incentives for staff to support the Campaign are in place. In addition, activities to supplement individual pledging are happening, including Jeans Days, Penny Wars, Book and Magazine Sale, and Halloween Silent Auction Bake Sale.

As the recipient of United Way grant funding for two important programs, *Oral Healthcare Access* and *Healthy Families*, DPCS is a United Way Partner Agency. When DPCS received the two grant awards last spring, United Way asked, through an executed Letter of Agreement, that the DPCS Board of Directors be asked to join the staff by contributing to DPCS' 2014 United Way Campaign. Mr. Bebeau noted that DPCS' Executive Team is 100% supportive of the United Way community fundraising effort and invited Board Members who wish to make a contribution to contact DPCS Campaign Chairperson Kathy Milam.

#### **INFORMATION ITEMS – The following Information Items were addressed:**

##### **Division Fiscal Year 2014 Annual Reports – Finance Division, Human Resources Division, and Compliance and Information Systems Division**

Jim Bebeau noted the Fiscal Year 2014 Annual Reports for DPCS' Administrative Services Divisions—Finance, Human Resources, and Compliance and Information Systems. The Fiscal Year 2014 Annual Reports for DPCS' Program Services Divisions—Behavioral Health, Intellectual Disability, and Prevention—will be distributed in the December 4, 2014, 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.

**CLOSED MEETING**

*Motion was made by Faith Stamps 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: Executive Committee Report Regarding the Annual Performance Evaluation of the Executive Director*

*The motion was seconded by Gracie Mays and carried by the following Roll Call vote:*

*Vote: 11-0*

*Yes: (11) Angela Fowler, Anne Geyer, Shelby Irving, Gracie Mays, Ronald Merricks, Gerald Milliman, Sheryl Moyer, Faith Stamps, Robert Warren, Mary Lee White Frank Wickers*

*No: (0) None*

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

*Absent During Vote: (0) None*

*Absent During Meeting: (3) Jessie Barksdale, Connie Fletcher, Marie Young*

*The Board of Directors entered Closed Meeting at 6:30 pm.*

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

*Robert Warren made motion that the Danville-Pittsylvania Community Services Board of Directors immediately reconvene into Open Meeting and adopt the following Resolution for Certification of Closed Meeting:*

WHEREAS, the Danville-Pittsylvania Community Services Board of Directors convened in a Closed Meeting on *October 9, 2014*, 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 Gracie Mays and carried by the following Roll Call vote:*

*Vote: 9-0*

*Yes: (11) Angela Fowler, Anne Geyer, Shelby Irving, Gracie Mays, Ronald Merricks, Gerald Milliman, Sheryl Moyer, Faith Stamps, Robert Warren, Mary Lee White Frank Wickers*

*No: (0) None*

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

*Absent During Vote: (0) None*

*Absent During Meeting: (3) Jessie Barksdale, Connie Fletcher, Marie Young*

*The Board of Directors reconvened into Open Meeting at 6:38 pm.*

**EMPLOYMENT AGREEMENT BETWEEN THE BOARD OF DIRECTORS AND THE EXECUTIVE DIRECTOR**

Chairperson Julie Brown presented recommendation of the Board's Executive Committee that the Employment Agreement between the Board of Directors and Executive Director Jim Bebeau be renewed with a three percent salary increase, effective January 1, 2015.

*Ronald Merricks, member of the Board's Executive Committee, made motion to renew the Employment Agreement between the DPCS Board of Directors and Executive Director Jim Bebeau with a three percent salary increase effective January 1, 2015, as recommended by the Board's Executive Committee. With no second required to motion made on behalf of the Committee, the motion passed unanimously.*

**NEXT REGULAR BOARD MEETING DATE**

Chairperson Julie Brown presented reminder that the next Regular Board Meeting will be held Thursday, December 4, 2014, 5:30 pm.

**ADJOURNMENT**

*Chairperson Julie Brown declared the Board Meeting adjourned at 6:40 pm.*

Approved:

  
\_\_\_\_\_  
Robert Warren, Vice Chairperson

  
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Date