

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, February 15, 2018
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, February 15, 2018, 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*
William "Sid" Allgood
Lorrie Eanes-Brooks

Gwendolyn Edwards
Angela Fowler
Rufus Fuller, III
Gracie Mays
Michael Mondul
Kimberly Van Der Hyde

BOARD MEMBERS ABSENT

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 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 Julie Brown and seconded by Jessie Barksdale to approve the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION

**Volunteerism Opportunities Among Individuals With Developmental Disabilities
(Developmental Services)**

Sara Craddock, Director of Developmental Services, introduced Corene Hermanson, Director of Residential Services, an Agency employee for 32 years; Dominick Grembi, Program Manager at Day Services, a 6-year employee; and Wanda Haymore, Support Specialist at Day Services,

a 10-year employee, who took turns explaining how the individuals they serve work as volunteers in the community. Volunteering benefits the individuals by providing opportunities to explore their interests and to develop work and socialization skills. It also benefits the community by showing citizens that anyone can be a volunteer and by giving the public a different view of those with developmental disabilities. Ms. Hermanson began by stating that volunteering is not only a vital part of a person's self-worth, it is a needed and much appreciated service to many of our community agencies. She introduced two men, "Carl" and "Jerry", roommates from In-Home Residential Services. Carl worked at Walmart and Jerry worked at Goodwill for over 20 years. In 2015, both found themselves without paying jobs. They began volunteering with God's Pit Crew (GPC). Carl and Jerry shared about performing tasks in the warehouse and helping to fill Blessing Buckets for disaster victims. DPCS staff assist these men Monday through Friday with daily needs such as grocery shopping, meal preparation, finances, and medical appointments. However, staff members do not accompany Carl and Jerry to GPC. Carl has a vehicle and drives to and from the GPC site.

Mr. Grempi then gave examples of the volunteer efforts available to those in Day Services, such as: cleaning for local churches, public libraries and barber shops; sorting clothes for the Salvation Army and Helping Hands Thrift Store; cleaning donated furniture for Habitat for Humanity; playing Bingo and making crafts with residents at local nursing homes; crocheting items for the Cancer Association; and socializing with the pets at the Pittsylvania County Animal Center. Direct support professionals at Day Services help individuals research volunteer opportunities in the community and choose options that interest them. The support staff also provide transportation to the job site, as well as support and modeling for the individuals who participate.

To conclude the presentation, Ms. Haymore introduced "Janice" and helped her share about Day Services' involvement with the Cedar Grove Missionary Baptist Association's Outreach Center in Yanceyville. Tasks there include sorting and organizing canned foods; making packets of plastic-ware; packing lunches and serving food to needy children and adults; sorting clothing, socks and shoes; dividing toys for the kids; cleaning the tables and chairs. Cedar Grove welcomes participation by the Day Services individuals and is very appreciative of the work they perform. Janice said her favorite part about volunteering is helping people.

Sid Allgood stated that he works with Carl and Jerry at GPC, they do a wonderful job, and when the two men are not there, they are truly missed. Julie Brown suggested that the Agency consider partnering with AmeriCorps, a national service program, for the next National Day of Service to highlight the volunteer opportunities in which the individuals participate and to encourage the public to serve in the community.

ACTION ITEMS

Minutes – December 14, 2017, Regular Board Meeting

Minutes of the December 14, 2017, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Julie Brown made motion to approve the December 14, 2017, Minutes as presented. Jessie Barksdale seconded, and the motion passed unanimously.

Correction of Minutes

The names of the three citizens who joined the Board as of July 1, 2017, were inadvertently left off the list of "Board Members Present" in the October 19, 2017, Minutes. Corrected Minutes were included in the Board Packet for review. The same issue was subsequently found in the August 24, 2017, Minutes, and Corrected Minutes were provided to each Board member at the February 2018 meeting. No changes were made to these Minutes except to add the appropriate names on page 1 of both documents.

Julie Brown made motion to approve the Corrected Minutes for August 24 and October 19, 2017. Jessie Barksdale seconded, and the motion passed unanimously.

Fiscal Year 2018 Proposed Budget Revision

Mary Beth Clement, Director of Finance, shared that the November 6, 2017, lease between DPCS and Bellevue for the Hairston Street Campus Expansion required an advanced lease payment of \$2,006,677. The advanced lease payment was made using Retained Balances, which are balances from unspent prior year's state funds, local funds, and fee revenue or other sources. This advanced lease payment will allow the future monthly lease payments on the new additions to Hairston Street to be amounts nearly identical to the Agency's current program operating budgets. Bellevue obtained a construction loan for amounts exceeding the advanced lease payment. Due to delays in the loan process, the Agency advanced \$742,759.89 to Bellevue in December and paid the remaining \$1,263,917.11 in January. The Retained Balances used to make these payments consisted of the following: \$1,712,189 from state funds; \$122,115 from fees; and \$172,373 from other funds. The Agency is allowed to use state balances for one-time items, as approved by the Board in the Agency's Capital Improvement Plan. A recognition letter from Bellevue for the advanced lease payments was provided to the Board.

The budget should also include \$11,688 for the maintenance expenses on the Foundation House property, as it is still for sale. Retained Balances from fees are being used to cover the basic operating expenses for the property. Therefore, DPCS requested Board Approval to revise the FY2018 Total Agency Budget from \$22,796,178 to \$24,814,543, an increase of \$2,018,365. Jim Bebeau added that the Agency had preliminary estimates prior to receiving the actual construction bids, and this budget increase is not new information being presented to the Board. There may be additional budget corrections in the future as the project progresses.

Jessie Barksdale made motion to approve the FY2018 budget revision in the amount of \$2,018,365. Sid Allgood seconded, and the motion passed unanimously.

Grant Application – Luncheon Pilot Club of Danville (Behavioral Health)

Sandy Irby requested Board approval to submit application to the Luncheon Pilot Club of Danville (the "Pilot Club") for a grant in an amount not to exceed a total of \$500.00, and approval to accept the grant funds if awarded. The Pilot Club is a local civic organization that provides funding for programs promoting and supporting Pilot International's focus on brain-related disorders and disabilities. Their mission is to promote an awareness of brain-related disorders and to improve the lives of those affected through education, volunteerism, financial support, and research. DPCS has the opportunity to apply for grant assistance to help pay for

medication for individuals who have engaged in the Agency's services through the Behavioral Health Services Division and are being treated by the medical staff psychiatrist but cannot afford their psychotropic prescriptions. This type of medication assistance is essential in helping to stabilize individuals until such time as they are able to access ongoing medication assistance programs.

Motion was made by Julie Brown and seconded by Angela Fowler to approve application to the Luncheon Pilot Club of Danville for a grant in an amount not to exceed \$500.00, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Luncheon Pilot Club of Danville (Developmental Services)

Before making her proposal, Sara Craddock explained that Camp Virginia Jaycee will not be offering camp in 2018. The Camp rents from Hope Tree, which apparently plans to auction off the land this year. A new camp location has been found, Camp Easter Seals UCP (United Cerebral Palsy) in New Castle, Virginia, which is very similar in mission and activities.

Ms. Craddock requested Board approval to submit application to the Luncheon Pilot Club of Danville for a grant in an amount not to exceed a total of \$1,075.00, and approval to accept the grant funds if awarded. DPCS has the opportunity to apply for grant assistance to provide the opportunity for one individual with developmental disability to attend adaptive, recreational summer camp at Camp Easter Seals UCP. The individual who utilizes the grant would be unable to participate without financial assistance. The individuals who attend summer camp enjoy their experience and share memories of the time there with staff and peers when they return to their home. Camp provides new experiences and the opportunity to make new friends. During a session at camp, participants take part in many activities, such as arts and crafts, music and drama, nature study, swimming, recreation, and camp fire stories.

Motion was made by Gracie Mays and seconded by Shelby Irving to approve application to the Luncheon Pilot Club of Danville for a grant in an amount not to exceed \$1,075.00, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Womack Foundation (Developmental Services)

Sara Craddock requested Board approval to submit application to the Womack Foundation for a grant in an amount not to exceed a total of \$10,750.00, and approval to accept the grant funds if awarded. The Womack Foundation was established in 1963 by Mr. and Mrs. Charles A. Womack, Sr., to provide financial assistance to improve educational and recreational opportunities for citizens of Caswell County, North Carolina, and Danville and Pittsylvania County, Virginia. Part of the Foundation's mission is to award grants to organizations for the planning, development, and/or implementation of programs to enhance and improve educational and recreational opportunities for area youth who would not otherwise be able to engage in such activities or programs due to financial constraints. The Womack Foundation has generously supported DPCS' requests for campership funding for individuals with a developmental disability since 2007. For the summer of 2018, ten individuals enrolled in DPCS' Developmental Services would like the opportunity to attend Camp Easter Seals UCP. At this Camp, individuals with developmental disabilities experience the enjoyment of interacting with peers and participating in activities such as swimming, arts and crafts, fishing, horseback riding,

sports and games, camping, and music. The cost for one person to attend a week long summer session is \$1,000.00 plus a \$75.00 application fee.

Motion was made by Gracie Mays and seconded by Michael Mondul to approve application to the Womack Foundation for a grant in an amount not to exceed \$10,750.00, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – J.T.-Minnie Maude Charitable Trust (Developmental Services)

Sara Craddock requested Board approval to submit application to the J.T.-Minnie Maude Charitable Trust for a grant in an amount not to exceed a total of \$2,150.00, and approval to accept the grant funds if awarded. The primary goal of the *J.T.-Minnie Maude Charitable Trust* is to provide higher education opportunities through financial assistance to deserving and needy students in the Danville-Pittsylvania County area. The secondary goal is to assist residents of Danville and Pittsylvania County through charitable grants to tax exempt organizations. The Trust is the legacy of James Thomas “J.T.” Emerson and is also named after his mother, Minnie Maude. DPCS has the opportunity to apply to the Trust for grant assistance enabling two individuals enrolled in DPCS’ Developmental Services to attend Camp Easter Seals UCP during the summer of 2018. Due to the February 1 submission deadline for this proposal, the Developmental Services Committee was contacted for preliminary approval to submit it pending approval by the full Board.

Motion was made by Gracie Mays and seconded by Sid Allgood to approve application to the Womack Foundation for a grant in an amount not to exceed \$2,150.00, and approve acceptance of the funds if awarded. The motion passed unanimously.

At the conclusion of Ms. Craddock’s grant requests, Chairman Warren observed that the proposed grants would not provide funding for all of the 20 to 25 individuals who wish to attend camp. Ms. Craddock stated that the Agency already received grant money to cover two or three camperships and funding is still being sought to cover the remaining individuals. Some applications for funds have been made but have not yet been approved. Camps sometimes provide scholarships to campers, and Camp Easter Seals UCP does have financial assistance forms that might be utilized for some individuals.

DISCUSSION ITEMS

Highlights of VACSB 2018 Legislative Conference

The Virginia Association of Community Services Boards (VACSB) 2018 Legislative Conference was held January 16-17, 2018, in Richmond. Jim Bebeau confirmed that staff attended, but due to pending inclement weather, everyone returned to Danville on the evening of the 16th. Staff were unable to meet with the legislators but passed information along to their offices.

While he had the floor, Mr. Bebeau took the opportunity to introduce Jennifer Thompson as the new Director of Compliance and Information Systems. She had been serving as the Acting Director of that Division, but after applying and completing the interview process, she was offered the position on a full-time basis. The Board offered its congratulations to Ms. Thompson.

Campus Expansion Update

Mr. Bebeau reported that the steel framing is going up for the new wing. He displayed a variety of aerial photos showing construction progress. The service center building has been stripped of old siding and will receive new, as it was determined that this option is cheaper than washing, patching and painting the existing surface. New electrical wiring and a new roof with better insulation are being installed to make the building more efficient. A mezzanine will be constructed to provide future storage for the Agency. The water retention pond beside the parking lot will eventually be moved underground so that the parking area can be expanded. The construction contract indicates that the project will be completed within 14 months. Blair began construction in October 2017 and, despite some delays caused by weather and decision-making, it says the Agency will have a Certificate of Occupancy by October or November of 2018. Staff will then move into the new wing and the existing North Wing will go through a six-week renovation. At that time, the expansion project will be fully complete, and the off-site programs currently renting space in the community can move back to the Hairston Street campus.

INFORMATION ITEMS

Crisis Intervention Team Assessment Center (CITAC) Expansion Award

Mr. Bebeau brought attention to the \$80,000 grant awarded to expand the Agency's CITAC services. As a result, CITAC will be able to have one off-duty law enforcement officer on call from Noon until midnight on a daily basis. The officer's primary responsibility would be to provide transportation for individuals that are subject to a temporary detention order (TDO) from the assessment site to the TDO destination. Sixteen (16) proposals were submitted for this one-time grant, but only five (5) assessment centers, including DPCS' CITAC, received funding.

Talk Saves Lives and More Than Sad

Julie Brown observed that both of these suicide prevention programs were offered at Tunstall High School and inquired if there are plans to present the material at other schools. Amanda Oakes, Director of Prevention Services, stated that, following the recent suicide involving a Tunstall student, prevention staff met with school officials and presented ideas and strategies for suicide prevention efforts. They have trained Tunstall staff and all elementary, middle and high school principals in the County. Prevention is still working with school officials to arrange for More Than Sad to be presented at all county high schools. This program has three versions – one for school personnel, one for parents, and another for teens. Training has been scheduled for assistant principals and guidance counselors employed by the County schools, and a positive peer campaign has been organized. Approximately 50-60 people attended the after-hours Talk Saves Lives community event at Tunstall. A More Than Sad presentation for parents is planned at Tunstall on March 15, 2018.

NEXT BOARD MEETING

Chairperson Warren reminded the Board that the next meeting will be held on Thursday, March 15, 2018, at 5:30 p.m.

ADJOURNMENT

Chairperson Warren declared the Board Meeting adjourned at 6:16 p.m.

Approved: Jessie D. Barksdale
Jessie Barksdale, Secretary

3-15-2018
Date