

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

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, March 15, 2018, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Jessie Barksdale, *Secretary*
William "Sid" Allgood
Lorrie Eanes-Brooks
Angela Fowler

Michael Mondul
Jacqueline Satterfield
Frank Wickers

BOARD MEMBERS ABSENT

Robert Warren, *Chairperson*
Shelby Irving, *Vice Chairperson*
Julie Brown, *Past Chairperson*
Gwendolyn Edwards

Rufus Fuller, III
Gracie Mays
Kimberly Van Der Hyde

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

Secretary Jessie Barksdale 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

Payroll: It is More Than a Simple Click of a Button (Finance)

Mary Beth Clement, Director of Finance, introduced Wendy Lackey, Accounting Manager, an 18-year employee of the Agency. Ms. Lackey introduced two other members of the payroll team, Melissa Lawrence and Susan Faw, and proceeded to outline the Agency's payroll process. She explained that the three main motivators for employees are their pay, benefits

and time off. Payroll is DPCS' biggest expense, and it takes teamwork to make the system work smoothly. The Agency's team consists of (a) the employees, who are responsible for clocking in and out, submitting leave requests, reporting changes to their manager, approving timecards, reporting life and banking changes; (b) the managers, who supervise the staff, report issues with timecards to Finance, correct and approve timecards, and train staff on the ADP system; (c) Human Resources, which is responsible for reporting new hires, pay and benefit changes, leave without pay, short term disability, workers' compensation and demographic changes to Finance; (d) the Payroll Team, which processes employees' pay, taxes, insurances, retirement contributions and vacation time; (e) the Information Technology division which keeps computer equipment operational, assists with ADP time clocks and communications, and updates software when necessary; and (f) the Board of Directors and Executive Director who oversee and support the entire team. Ms. Lackey stated that the Payroll Team has a system of checks and balances to ensure payroll information is correct. Multiple spreadsheets are used to track different parts of the payroll process.

At the conclusion of Ms. Lackey's presentation, Jim Bebeau commented that, in the years Mary Beth Clement has been directing the Finance division, DPCS has not missed payroll.

ACTION ITEMS

Minutes – February 15, 2018, Regular Board Meeting

Minutes of the February 15, 2018, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Mike Mondul made motion to approve the Minutes as presented. Sid Allgood seconded, and the motion passed unanimously.

Grant Application – Knights of Virginia Assisting Citizens with Intellectual Disabilities (Developmental Services)

Sara Craddock requested Board approval to submit application to Knights of Virginia Assisting Citizens with Intellectual Disabilities (KOVAR) for a grant in an amount not to exceed \$20,000.00 and approval to accept the grant funds if awarded. KOVAR, established in 1971, is a Virginia Knights of Columbus Charity. Its mission is to provide financial assistance through grants to tax exempt organizations providing training and assistance to citizens with intellectual disability.

DPCS' Developmental Services' Residential Services Programs provide residency to twenty-nine (29) individuals at four different home sites throughout the City of Danville and Pittsylvania County. At the 505 Keen Street home, furniture is highly utilized by the eight residents, requiring replacement more often than furniture in a single family home. The current furniture that is in use in the shared living spaces has reached its life expectancy in both comfort and visual appeal. If approved, furniture will be purchased through Butler Woodcrafter's, Inc., which offers all KOVAR grant applicants a discount on all furniture lines, mattresses, and accessories from their most current price list. KOVAR does not require additional quotes if a quote from Butler Woodcrafter's is provided. Furniture being considered for purchase through this funding source includes couches and love seats, single chairs, recliners, and tables.

Also, individuals enter and exit the 505 Keen Street property through two main entrances on opposite ends of the two-story building. One of the entrances is currently covered by an awning that allows individuals to step outside of the door without being directly affected by the weather elements. Placing an awning at the second door would be accommodating to the residents, as the additional entrance and exit are being used more consistently.

Motion was made by Angela Fowler and seconded by Lorrie Eanes-Brooks to approve application to KOVAR for a grant in an amount not to exceed \$20,000.00, and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Womack Foundation (Prevention Services)

Amanda Oakes requested Board approval to submit application to the Womack Foundation for a grant in an amount not to exceed a total of \$4,000.00, 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.

This grant would be used to cover costs for the New Horizons Adventure Day Camp, which provides opportunities and skills that nurture each child's natural resiliency and individual characteristics. The camp program includes exposing youth to a variety of new and exciting activities throughout the community. Youth will be allowed to select from a menu of activities they would like to explore. Activities may include fishing, swimming, horseback riding, painting, music, sports, crafts, team-building games, golf, tennis, photography, aviation, science, fashion, cooking, media, dance and theater. The New Horizons Adventure Day Camp is scheduled for July 9 through 13, 2018, from 9:30 a.m. to 3:30 p.m. Transportation will be provided to and from the camper's home each day.

Ms. Oakes added that camp is usually held at Camp Pitt in northern Pittsylvania County; however, that site is not available this year. Therefore, the kids will select the activities in which they wish to participate, and the activities or services will be provided by various entities in the community, including aviation through Buddy Smith or the Civil Air Patrol at the Danville Airport. Approximately 30 children will be able to participate.

Motion was made by Sid Allgood and seconded by Lorrie Eanes-Brooks to approve application to the Womack Foundation for a grant in an amount not to exceed \$4,000.00, and approve acceptance of the funds if awarded. The motion passed unanimously.

DISCUSSION ITEMS

VACSB 2018 Development and Training Conference

Jim Bebeau announced that the Virginia Association of Community Services Boards (VACSB) 2018 Development and Training Conference will be held May 2-4, 2018, at the Renaissance Portsmouth-Norfolk Waterfront Hotel in Portsmouth. In view of the travel distance, the trip will

be a three (3) night stay. This annual Conference will feature skill building, innovative practices, and unique models of Community Services Board/Behavioral Health Authority programs. The Conference schedule was provided. Board members were asked to contact Carol Cundiff by March 30 if they wish to attend.

Keen Street Conversion Update

Sara Craddock announced that DPCS is proceeding with plans to convert the Keen Street Group Home to an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID). ICF/IID facilities provide inclusive and individualized health care and rehabilitation services to individuals to enhance their functional status and independence through active treatment. Renovation plans for the property include the enlargement of two of the four first floor bathrooms to allow increased functionality for individuals dependent on wheelchairs and walkers for mobility. Building updates to ensure compliance with the Life Safety Code, such as installation of a sprinkler system and replacement of doors, are also included in the renovation plans. The home will continue to support the current eight residents.

R.L. Price Construction, Inc., began demolition of the bathrooms during the week of February 19. Full renovation is scheduled to be completed within 60 to 90 days. DPCS continues to work with the Virginia Department of Health to complete and submit documentation for review in order to successfully convert the home to an ICF/IID. The home will be renamed Bridge View Place ICF/IID. Additional information will be provided as the project progresses.

River View Place Kitchen Renovation Update

Ms. Craddock shared that plans to renovate the kitchen at River View Place Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) are in process. Representatives from Daniel Builders, LLC, and DPCS met on February 14 and February 22, 2018, to finalize plans and solidify project timelines. The kitchen was last renovated approximately 15 years ago. The kitchen is highly utilized by the 12 residents and DPCS staff as three meals are prepared there each day. The much-needed renovation will include the replacement of cabinetry, appliances, flooring, and lighting to make the space more functional for use, as well as aesthetically pleasing. Project demolition is scheduled to begin on March 6, 2018. Full renovation should be completed within 6 weeks. During the time that the kitchen will be unavailable for use, residents and staff will use the kitchen space at the Keen Street Group Home next door. Additional information will be provided as the project progresses.

Campus Expansion Update

Mr. Bebeau displayed a variety of aerial photos showing construction progress. The service center building now has a new roof and siding, and inside work on the office and storage space is ongoing. The service center should be ready to use by end of summer. As to the new wing at Hairston Street, the rough plumbing is complete and electrical work is proceeding. The concrete floor will be poured in the near future. February 2019 continues to be the projected time period for completion of the entire project.

INFORMATION ITEMS

The following Information Items were addressed: None.

NEXT BOARD MEETING

Secretary Barksdale reminded the Board that the next meeting will be held on Thursday, May 17, 2018, at 5:30 p.m.

ADJOURNMENT

Secretary Barksdale called for a motion to adjourn. Motion was made by Lorrie Eanes-Brooks and seconded by Sid Allgood. The Board Meeting adjourned at 6:07 p.m. by unanimous vote.

Approved:



Robert W. Warren, Chairperson

05/17/2018

Date