

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES  
BOARD OF DIRECTORS  
Thursday, June 28, 2018  
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, June 28, 2018, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

**BOARD MEMBERS PRESENT**

Shelby Irving, *Vice Chairperson*  
Julie Brown, *Past Chairperson*  
William "Sid" Allgood  
Lorrie Eanes-Brooks (*by telephone*)  
Angela Fowler

Gracie Mays  
Michael Mondul  
Jacqueline Satterfield  
Frank Wickers

**BOARD MEMBERS ABSENT**

Robert Warren, *Chairperson*  
Jessie Barksdale, *Secretary*  
Gwendolyn Edwards

Rufus Fuller, III  
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**

Vice Chairperson Shelby Irving called the meeting to order at 5:33 p.m.

**ADOPTION OF AGENDA**

The Agenda was distributed with the Board Packet for this Meeting. Jim Bebeau stated that Item IX, the Closed Session, was no longer necessary.

*Motion was made by Julie Brown and seconded by Michael Mondul to amend the Agenda to remove Item IX (Closed Session). The motion passed unanimously.*

Mr. Bebeau also reported that the Board must vote on remote attendance by a Board member. Lorrie Eanes-Brooks asked to call in to the meeting from Petersburg, which is located more than 60 miles from Danville. Policy states that the majority vote of the members shall approve or disapprove attendance by telephone.

*Motion was made by Sid Allgood to approve Ms. Eanes-Brooks' attendance by telephone. Julie Brown seconded, and the motion passed unanimously.*

## **PROGRAM PRESENTATION**

### **Safety: Run, Hide, Fight (Compliance/Information Systems)**

Jennifer Thompson, Director of Compliance & Information Systems, introduced Amanda Furr, Training Coordinator, and Jordan Hyde, Quality Compliance Coordinator. Ms. Furr has been with the Agency for 12 years and Ms. Hyde for 7 years. Ms. Hyde began the presentation by listing the preventative actions taken by the Agency to ensure the safety of staff and the individuals served, namely: The use of magnetic locks such that those entering must be buzzed in or use their badge; the escorting of all visitors by staff while inside the buildings; the use of bullet resistant Plexiglass in reception areas and the installation of bullet resistant wall board in the new wing's reception area; the possibility of unauthorized access has been reduced by removal of motion sensors that previously unlocked doors if an employee's badge passed nearby; and the establishment of a staff-only entrance between the East and West wings to eliminate the need for staff to pass through public lobby areas, which prevents "tailgating" by individuals. If a breach occurs at this time, it will most likely be due to human error or inattention. Staff are responsible for maintaining security measures. Staff are encouraged to follow the Homeland Security motto "If you see something, say something." They are also expected to approach unknown individuals they encounter in the hallways, even if the individual may be a staff member, to ask if that person needs help or direction.

Ms. Furr continued by stating that all new employees receive active shooter training. An active shooter event equates to attempted mass murder. There have been at least 200 such events in the United States between 2000 and 2015. Of those events, 53% occurred in places of commerce, such as DPCS' offices, and 55% of the shooters had a connection that tied into the motive for the shooting. The Agency offers CRASE (Civilian Response to Active Shooter Events) training, and over 250 of the Agency's staff have already been trained. CRASE is presented by the Danville Police Department using a program developed by Texas State University. The information is continually updated. This training teaches individuals to think differently about their environment, their daily routine and personal safety. Individuals must train their minds to be aware of their surroundings and pay attention to details such as available exits and escape routes. Guns should always be treated as a real threat. Persons faced with an active shooter situation must decide whether to run, hide or fight (avoid, deny or defend). Avoidance begins before the event occurs by taking notice of unusual behavior or statements and running to safety. If possible, one should deny the shooter access to their office or space they occupy and hide if escape is not an option. As a last resort, one must defend themselves by using whatever is available as a weapon. Staff should realize they are the first responders if they are at the site of a shooting event and must recognize that something is happening so they can take appropriate action. The next CRASE training will occur on September 5, 2018, beginning at 9:00 a.m. in the Whitehead Board Room. The Board members were invited to attend.

Board members raised questions about issuing badges to those serving on the Board and about public access, particularly how much of a public agency can be locked down. Mr. Bebeau responded by stating that it is not necessary for the Agency to issue badges as employees are always available to allow entry and provide escort to Board members. As for locking down certain areas of the Agency, this is needed for security and for HIPAA compliance. Michael Mondul commented that the Agency has done well meeting corporate

safety standards. The facility is unarmed, and Mr. Mondul stressed the importance of improvising to make weapons out of whatever is available. He indicated that, the greater the deterrent and hardship placed before a shooter, the better the chance of survival.

### **APPOINTMENT OF NOMINATING COMMITTEE**

Vice Chairperson Irving appointed Julie Brown, Michael Mondul and Gracie Mays to the Nominating Committee for Fiscal Year 2019, with Dr. Brown designated as Chairperson of the Committee. Recommendation for the Fiscal Year 2019 appointment of Officers will be submitted for consideration at the August 16, 2018, Board Meeting.

### **ACTION ITEMS**

#### **Minutes – May 17, 2018, Regular Board Meeting**

Minutes of the May 17, 2018, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

*Angela Fowler made motion to approve the Minutes as presented. Frank Wickers seconded, and the motion passed unanimously.*

#### **Budget, Finance and Operations Committee Report**

##### **● Fiscal Year 2018 Proposed Budget Revision**

Michael Mondul, Chairperson of the Budget Committee, shared that members of the Budget, Finance & Operations and Executive Committees met June 6, 2018, to review the FY2018 Proposed Budget Revision for the Total Agency. The Proposed Revision brings the expenditures in line with the projected revenues and is the Agency's best estimate of expenses for the remainder of the fiscal year. Prior to the Committee's June 6 meeting, the Board's program committees had reviewed and approved the proposed budget revisions for their respective service division. The Budget and Executive Committees recommended approval of the FY2018 Proposed Budget Revision for DPCS. If approved, the budget will be set at \$25,116,782.

*As this recommendation came from Committee, it required no second. The vote to approve the FY2018 proposed budget revision was unanimous.*

##### **● Fiscal Year 2019 Proposed Budget**

Mr. Mondul stated that members of the Budget, Finance & Operations and Executive Committees met June 6, 2018, to review the FY2019 Proposed Budget for the Total Agency. The proposed FY2019 budget has been developed with provisions for a two percent (2%) salary scale adjustment effective February 2, 2019, which is the start of the first pay period in February. This two percent (2%) adjustment will be contingent upon revenue projections being obtained as our CSB system adjusts to uncertain state budget changes, notably Medicaid Expansion and the impact to State Mental Health General Funds and the impact of the Medicaid managed care system by the six HMO insurance companies for all populations served by the CSB system. This contingency will be reported to the Board of Directors in December 2018 for final consideration and approval. Each Service Division Board Committee met prior to the Budget, Finance and Operations Committee meeting to review the FY2019 Proposed

Budget. Each Service Division committee recommended approval of each budget. Therefore, the Budget and Executive Committees recommended approval of the DPCS FY2019 Proposed Budget in the amount of \$24,317,087.

*As this recommendation came from Committee, it required no second. The vote to approve the FY2019 proposed budget was unanimous.*

● **Fiscal Year 2019 Performance Contract**

Mr. Mondul shared that members of the Budget, Finance & Operations and Executive Committees met June 6, 2018, to review the FY2019 and FY2020 Performance Contract between DPCS and the Virginia Department of Behavioral Health and Developmental Services (DBHDS). The Performance Contract between DPCS and DBHDS is a two-year contract in parallel with the State budget. In the second year of the Performance Contract, usually only the statistical data is updated. The Contract incorporates changes as negotiated with the Performance Contract Committee established by DBHDS and the Virginia Association of Community Services Boards. One of the significant changes that will be noticed on the quarterly Performance Contract Service Data Report is a new 923 Services Designation Code for Developmental Enhanced Case Management. The other big change in the performance contract deals with WAMS, which is the Virginia Waiver Management System. This system is used to authorize waiver services for individuals that are Medicaid DD Waiver Recipients. The terms have not been agreed upon as of yet. It is proposed that all Individual Service Plans for Medicaid DD Waiver services be entered into WAMS through a data exchange or manual entry. DBHDS requires the financial pages of the Performance Contract to conform to the Letter of Notification of Funding prior to being submitted to DBHDS by August 3, 2018. There was a delay in this process with the General Assembly not approving the budget until May 31, 2018, and the Governor signing into law on June 7, 2018. CSBs did not receive their Letters of Notification until June 15, 2018.

The Budget and Executive Committees recommended approval of the DPCS FY2019-FY2020 Performance Contract with DBHDS. The Committees further recommended the Board of Directors authorize its Chairperson to (1) approve any minor changes to the Performance Contract required by DBHDS and (2) sign the final version of the Performance Contract, along with the Agency's Executive Director.

*As the recommendations came from Committee, they required no second. The vote to approve the FY2019-FY2020 Performance Contract and to authorize the Board Chairperson and Executive Director to approve minor changes and sign the final Contract document was unanimous.*

**DISCUSSION ITEMS**

**Bellevue-DPCS Lease Modification Update**

Jim Bebeau shared that the Bellevue Board met on June 27, 2018, and was receptive to the idea of financing the needed office furniture/equipment and construction change orders on a 50/50 basis. DPCS will make an advance lease payment in an amount equal to half of the necessary financing, which will add an extra \$1000 to \$3000 to the Agency's monthly lease

payment to Bellevue. When the final figures have been determined, Mr. Bebeau will return to the Board with more specific information and recommendations.

### **Hairston Street Campus Expansion Update**

Mr. Bebeau displayed aerial photographs of the new parking area adjacent to the Service Center lot. The area has been graded and curbing poured. This lot will house the Agency fleet and will be fenced. Employees will have access with their badge. He also stated that the Service Center is now 80% complete. Mr. Mondul questioned the safety of staff who might need to walk to the parking area at night. Mr. Bebeau explained that video surveillance will be installed throughout the campus, as well as at other program locations not operating from Hairston Street. The system will include screens that staff can use to view the parking area at their location before exiting the building.

### **Keen Street ICF/IID Conversion Update**

Sara Craddock reported that representatives from R.L. Price Construction, Hughes Associates Architects and Engineers, and DPCS met on June 6, 2018, for a pre-final inspection walk through to discuss the Project's development, schedule, and progress. The walk through indicated several areas in need of modification in both bathrooms, namely:

- The bathroom counter height was installed at 36 inches instead of 34 inches as indicated in the drawings. The counter height will be adjusted, exposed support panels will be finished, and the front apron will be installed.
- Walk-in tubs will be moved out slightly from the wall, and a solid surface shelf will be installed to eliminate the opportunity for water to fall behind or around the tub.
- Wall paint will be touched up and refreshed as needed throughout.
- Finish grouting and caulking will be repaired as needed around shower drains, handles, and tub.
- Holes will be patched as needed throughout.
- Floors and all surfaces will be cleaned.

VSC Fire and Security is working to complete installation of the sprinkler system throughout the building. Additionally, the updated fire alarm system is being installed. A final walk through will be scheduled after all updates are made and the sprinkler system and fire alarm system are installed. Ms. Craddock will continue to update the Board until the project is complete.

### **Implementation of Smoke-Free Housing Policy**

Sandy Irby shared that DPCS plans to implement a smoke-free housing policy at its Piney Ridge Apartments Complex, bringing the residential site in line with current Department of Housing and Urban Development (HUD) regulations for tobacco free housing. DPCS adopted a tobacco free policy effective January 2017, in an effort to provide a safe, healthful, and pleasant environment for its individuals receiving services, staff, and visitors. The policy allowed exceptions for individuals receiving services at some Agency residential and day services properties and facilities by allowing designated areas for tobacco use. DPCS will implement the new smoke-free policy under HUD regulations effective August 1, 2018, at the Piney Ridge property. DPCS has plans underway to provide a designated smoking area for Piney Ridge tenants. The designated smoking area will consist of a pre-built gazebo placed on a concrete pad between the two properties at the required minimum distance of 25 feet from all buildings. The total cost for the gazebo is \$7,886.97, and the concrete pad will add

approximately \$5790. The gazebo will have screens and will only be used for smoking by residents and their guests. The two Piney Ridge corporations are utilizing HUD "reserve for replacement funds" for the project.

### **Update on Disposal of DPCS' Surplus Property**

Mr. Bebeau reminded the Board that, at its October 19, 2017, meeting, they approved the Agency's request to dispose of surplus vehicles by donating them to a local non-profit organization. This request was made due to the Agency's potential partnership with the Health Collaborative of the Dan River Region and specifically with the Community Health Worker Initiative. The goals of the Initiative are to reduce the number of people using the local ER for general healthcare and to connect individuals to primary health care. As transportation is often a barrier to people showing up for their doctor appointments, DPCS recommended that the Agency's surplus vehicles be disposed of in a manner that would help to meet the community's transportation needs. In working with the Community Health Worker project since October 2017, DPCS determined that three (3) Agency vehicles would go to PATHS, which actually purchased the vehicles for \$500 each due to restrictive IRS regulations for accepting donated vehicles. Five (5) vehicles remain available for disposal, and DPCS has been approached with requests from several non-profits, as follows:

- *Recovery Refuge* has asked for one minivan and one sedan
- *Haven of the Dan River Region, Inc.* requested one sedan
- *Pittsylvania County Community Action (PCCA)/HeadStart* has asked for two sedans

The distribution shown above would result in the same outcome as the Board Action from October 2017; however, the rationale for community need and organizations receiving the vehicles are slightly different than discussed previously. DPCS recommends that the Board approve disposal of the remaining surplus vehicles by donating or selling them at low cost to *Recovery Refuge, Haven of the Dan River Region, Inc.* and *PCCA/HeadStart*, or to a similar non-profit organization if any one of the reported requests for vehicles is withdrawn.

*Frank Wickers made a motion to approve disposal of the surplus vehicles in the manner recommended by the Agency. Sid Allgood seconded, and the motion passed unanimously. Michael Mondul abstained from the vote, as he sits on the Board of Haven of the Dan River Region, Inc.*

### **Critical Incident Stress Management (CISM) Training**

Sandy Irby reported that DPCS has partnered with local law enforcement and first responders to become trained in Critical Incident Stress Management (CISM). An initial team of four mental health clinicians and law enforcement officers attended Group CISM training, a curriculum of the International Critical Incident Stress Foundation, Inc., in the Fall of 2017. Team representatives included two clinicians from DPCS and two officers from Danville City Jail and Pittsylvania County Sheriff's Office. On February 22-23, 2018, DPCS initiated a second Group CISM training, increasing the number of responders on the team with three additional clinicians, eleven officers, four firefighters, and two dispatchers. Most recently, on May 17-18, 2018, the team participated in a third training designed to provide critical incident stress management for individuals in crisis with one-to-one interaction. These three CISM trainings have paved the

way for a team of 24 mental health clinicians, police officers, firefighters, and dispatchers to offer critical incident defusing, debriefing, and one-to-one peer interaction.

The Danville-Pittsylvania CISM Team has responded to three incidents since participating in the training. The Team's response to critical incidents in the local and surrounding communities has been met with positivity. CISM is designed to help other first responders deal with the effects of a traumatic event or critical incident. There is emerging evidence that prompt delivery of brief, acute phase services in the first weeks after an event can lead to sustained reduction in morbidity years later, reducing the burden of secondary functional impairment, presumed daily average life years lost, and costs to both the individual and the public. The Team is looking forward to formalizing policies and procedures and continuing to respond to critical incidents in the community.

**INFORMATION ITEMS**

The following Information Item was addressed:

**Geriatric Mental Health in Rural Areas**

A flier about an upcoming geriatric mental health conference was provided to all Board members, and Frank Wickers requested additional information on the subject. Sandy Irby explained that the seminar stems from the issue of hospitals and other health care providers having difficulty differentiating between psychosis and dementia. The lack of resources available to appropriately assist the elderly population has resulted in an increased number of psychiatric admissions, which in turn creates difficulty in finding placement for these individuals in the community. Nursing homes can only take so many patients with psychological diagnoses and those facilities often reduce the patient's medication, which is not recommended for most mental health conditions. The conference is being presented on August 22, 2018, by DPCS, Piedmont Community Services and Southside Community Services and is intended to bring attention to this growing problem; provide education and assistance to community partners; develop stronger relationships with long-term residential programs; and improve programs through information obtained from the guest professionals.

**NEXT BOARD MEETING**

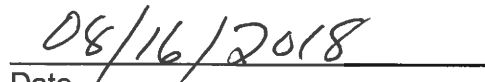
Vice Chairperson Irving reminded the Board that the next meeting will be held on Thursday, August 17, 2018, at 5:30 p.m.

**ADJOURNMENT**

Vice Chairperson Irving declared the Board Meeting adjourned at 6:37 p.m.

Approved:

  
Robert Warren, Chairperson

  
Date