

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, October 17, 2019
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, October 17, 2019, at 5:30 p.m. in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Shelby Irving, *Chairperson*
Daurie Bussell
Emily Hill
Dexter Miller

Kimberly Van Der Hyde
Robert Warren, *Past Chairman*
Frank Wickers

BOARD MEMBERS ABSENT

William "Sid" Allgood
Matthew Bailey
Lorrie Eanes-Brooks
Julie Brown

Gwendolyn Edwards
Rufus Fuller, III
Michael Mondul
Jacqueline Satterfield

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 Shelby Irving called the meeting to order at 5:31 p.m. A quorum was present.

ADOPTION OF AGENDA

The Agenda was distributed with the October Board Packet. There were no requests for amendment.

Motion was made by Kim Van Der Hyde and seconded by Frank Wickers to approve the Agenda as presented. The motion passed unanimously.

Jim Bebeau welcomed Daurie Bussell, the newest Board member appointed by Danville City Council Ms. Bussell already completed the orientation process, and her appointment on October 1, 2019, filled the final vacancy on the Board.

PROGRAM PRESENTATION

Sara Craddock, Director of Developmental Services (DS), introduced Gayle Burnette, Director of Case Management Services, and Garner Mahan, one of 16 DS case managers on staff. Ms. Burnette spoke about individuals' experiences at summer camp. Many individuals never get to go to camp because of the cost, and some need more physical assistance than typical camps can provide. When camp is an option, the individuals are able to make new friends and be free to explore a new environment, which are invaluable experiences for the campers. In 2019, DPCS received grant funding of \$15,420.00 which resulted in 23 individuals attending camp at Civitan Acres in Chesapeake. The cost ranges from \$550 to \$695 per week, depending on which camp is chosen. A variety of themed weeks is offered: Wet-n-Wild Adventures (including visits to the aquarium, the beach and a Pirate ship); Kings Dominion (trip to amusement park and Ocean Breeze, plus talent show); Animal Week (visit by snake man, horse riding, visit to SPCA to care for animals); Sports Week (attend Tides game and play football with local pros, bowl, golf, play basketball, soccer, corn hole); History & Science Week (ride the Jamestown ferry and focus on colonial history, observe science at NASA, create pottery); and more. Each week ends with a cookout or luau before campers head back home. Ms. Burnette displayed several pictures of individuals enjoying various aspects of camp.

Garner Mahan then introduced campers Walter, Melvin and Fred. He shared that the campers receive awards such as "kindest person" and "best helper." He described the team effort required to coordinate camperships. Agency case managers support the individuals in completing camp applications, obtaining medical authorization forms, and getting updated physical exams and parental consent for individuals to attend. Often parents are reluctant to let their child attend because the individual has never left the home or community. During their first visit to camp, many individuals begin the week very nervous and quiet, afraid to leave the transport vehicle upon arrival. But by the end of the week, most are hugging, some are crying, sad to be leaving but excited for the opportunity to attend again next year. Mr. Mahan then asked the visiting camp-goers to tell what they enjoyed most about their time at camp. The three young men expressed appreciation for meeting new friends, being able to bowl and swim, getting to help with camp activities, and having time away from home for a little while. One camper took gifts to all his counselors and friends this year. One camper looked forward to going to Busch Gardens next year.

ACTION ITEMS

Minutes – August 15, 2019, Regular Board Meeting

Minutes of the August 15, 2019, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Kim Van Der Hyde made motion to approve the June 27, 2019, Minutes as presented. Bob Warren seconded, and the motion passed unanimously.

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

Sara Craddock asked for Board approval to submit an application to *Knights of Virginia Assisting Citizens with Intellectual Disability* ("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' Day Services has four prioritized projects that these funds will be used for, as follows:

1. A safe outdoor patio space is needed for individuals with varying mobility abilities. The Day Services Director is obtaining bids to have this project completed. Depending on the cost of the patio, outdoor tables & chairs will also be purchased for the space.
2. An additional 40 safe, sturdy chairs are needed to seat individuals without the risk of the chairs breaking or the individuals falling.
3. Two additional touch screen computers will be purchased for individuals with dexterity challenges who are better able to use a touch screen than a keyboard.
4. Recycling bins will be set up to create a safe, clean recycling program. The program will teach individuals about environmental awareness and how to save money that is collected from the recyclables.

Motion was made by Bob Warren and seconded by Frank Wickers 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.

DISCUSSION ITEMS

Fourth Quarter FY2019 Financial Report – Total Agency

The Total Agency Financial Report for FY2019 listed revenues and expenses by line item category for each Division, and each Division's report was presented independently with the exception of the following divisions: Finance, Human Resources and Compliance and Information Systems. These three divisions were combined with Board Administration and presented as Central Administrative Services. Two additional reports, Fiduciary and Other Designations, were also included. DPCS serves as the fiduciary/fiscal agent for regional funds from the Department of Behavioral Health and Developmental Services (DBHDS). Such funds are distributed from DPCS to Southern Virginia Mental Health Institute, Southside Community Services Board and Piedmont Community Services. The Other Designations report for FY2019 contained the revenues and expenditures for development and maintenance of the buildings and parking lots at the Hairston Street and Carolyn Court locations, and the funds for retiree health insurance and the Agency's self-insurance for health and dental plans.

Mary Beth Clement shared highlights from the Financial Report, advising that each Division ended FY2019 with a surplus balance in which Revenue exceeded Expenditures. The Agency had a better year than anticipated. Behavioral Health, in particular, took in more revenue than expected and also received some restricted state funding to help cover payroll for a few positions. The Agency used a large amount of retained balances (e.g. fees and unspent state funds) for one time capital items related to campus expansion such as furniture, electronic key box, security system, and more. The Report also referenced the advanced lease payments made to Bellevue as previously agreed.

Mr. Warren questioned how the Agency handles payment of health insurance premiums for retirees. Mr. Bebeau explained the process of how a retiree can convert their sick leave into a salary, and the retiree can draw from the account to pay for health insurance premiums while remaining on the company's policy or after obtaining a personal policy. Once the account is gone, the retiree must pay on their own. The pool of employees who have this sick leave option is shrinking and will eventually be gone. Ms. Clement commented that the \$34,020 shown on the Financial Report for retiree health insurance premiums involves five former employees over the age of 65 for whom the Agency is simply reimbursing their Medicare supplemental policy premiums.

Review of Agency Open House

Mr. Bebeau thanked the Board members who attended the Open House on August 29. The turnout from the community was good. The use of tour guides was a positive addition to the event, as it moved people through the buildings and provided them with an explanation of what the Agency does and where services are located on site. Mr. Bebeau stated that former Executive Director Lenard Lackey was very honored to have the new training room named after and dedicated to him. Several photos from the event were shared with the members.

SOVA Career Choice Youth Expo 2019

This event was held September 24-25, 2019, at the Olde Dominion Agricultural Center in Chatham. Amanda Oakes explained that middle and high school students from Pittsylvania County and surrounding areas had the opportunity to visit many different employers' booths. The Agency's 2019 activity, *The Amazing Place*, provided each student with a passport and a guided tour through four international cities representing each DPCS Division. Approximately 1,800 students traveled through a maze to Paris, Tokyo, Rome and London, learning about a different DPCS division in each "city." DPCS Staff were tour guides, talking students through the highlights of their division and answering any questions. "Passports" were stamped at the end of each city tour.

DPCS has participated in the Career Choice Youth Expo each year since its inception. This year, thirteen staff members from DPCS volunteered at various times during the Expo to assist students as they traveled on the "world tour." Two staff members built and installed the incredible maze.

Highlights of Virginia Association of Community Services Boards 2019 Public Policy Conference

Mr. Bebeau thanked Board members Sid Allgood, Lorrie Eanes-Brooks and Dr. Frank Wickers for attending the Public Policy Conference October 2-4, 2019, along with Agency staff. This Conference brought together Community Services Board members and staff, Legislators, State Department of Behavioral Health and Developmental Services staff, and Behavioral Health Care stakeholders to address public policy and current updates on statewide matters concerning behavioral health care in Virginia. A panel that included Virginia legislators, most notably Senator Creigh Deeds, addressed issues and concerns regarding the system of care in the Commonwealth. Mr. Bebeau reminded the Board that the VACSB Legislative Conference would be held in mid-January and invited the members to attend.

Presentation of FY2019 Annual Report to Local Governments

Mr. Bebeau shared that the Agency's FY2019 Annual Report, *Moving Toward the Future*, needed to be presented to Danville City Council on November 7 and to the Pittsylvania County Board of Supervisors on November 19, 2019. Traditionally, a Board member makes the presentation. Chairperson Irving volunteered to speak before City Council and Kim Van Der Hyde agreed to speak before the Supervisors. Mr. Bebeau assured the ladies that he would be present to assist in answering any questions that may be asked by the government bodies. Board members were invited to attend these meetings as well.

Annual United Way Workplace Campaign

Mr. Bebeau explained that DPCS' United Way Workplace Campaign for 2019 was currently underway. Running September 27 through October 31, the 2019 campaign theme is ***I Am The Change*** with a goal of \$18,000 and participation of 53% of Agency staff. As the recipient of United Way grant funding for two important programs, *Healthy Families* and *Oral Healthcare Access*, DPCS is a United Way Partner Agency. Mr. Bebeau invited the Board members to join Agency staff by contributing to the United Way Campaign. DPCS' Executive Team gives its full support to the United Way fundraising effort to benefit the community

INFORMATION ITEMS

The following Information Items were addressed: Mr. Bebeau asked the Board members to pay particular attention to Item J, the annual reports by the Agency's administrative divisions, which are informative as to what each division does and its goals for the upcoming year. He also pointed out Item K, DBHDS Key Updates, which will be provided to the Board on a more frequent basis to keep members updated on various programs operating in Virginia.

CLOSED MEETING

Motion was made by Kim Van Der Hyde 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)(16) Code of Virginia, 1950, as amended (the "Code"), for discussion or consideration of medical and mental health records.

Subject: Corrective Action Plan

Purpose: Investigative Report Regarding Individuals Receiving Services

and

by the authority of §2.2-3711(A)(1) of the Code 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 Bob Warren and carried by the following Roll Call vote:

Vote: 6-0

Yes: (6) Daurie Bussell, Emily Hill, Dexter Miller, Kim Van Der Hyde, Bob Warren, Frank Wickers

No: (0) None

Presiding Officer: (1) Shelby Irving (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (0) None

Absent During Meeting: (3) Sid Allgood, Matthew Bailey, Lorrie Eanes-Brooks, Julie Brown, Gwen Edwards, Rufus Fuller, Michael Mondul, Jackie Satterfield

The Board of Directors entered Closed Meeting at 6:19 p.m.

RETURN TO OPEN MEETING/CERTIFICATION OF CLOSED MEETING

Kim Van Der Hyde 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 17, 2019*, 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 Frank Wickers and carried by the following Roll Call vote:

Vote: 6-0

Yes: (6) Daurie Bussell, Emily Hill, Dexter Miller, Kim Van Der Hyde, Bob Warren, Frank Wickers

No: (0) None

Presiding Officer: (1) Shelby Irving (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (0) None

Absent During Meeting: (3) Sid Allgood, Matthew Bailey, Lorrie Eanes-Brooks, Julie Brown, Gwen Edwards, Rufus Fuller, Michael Mondul, Jackie Satterfield

The Board of Directors reconvened into Open Meeting at 6:46 p.m. *Kim Van Der Hyde made motion that the Board approve the Executive Director's Employment Contract for 2020 as discussed in closed session. The motion was seconded by Dexter Miller and passed by unanimous vote.*

Bob Warren thanked the staff for the work they do in their fields. He said it seems the state's outreach benchmarks are set to accept mediocracy, but DPCS does not operate that way. For a number of years, he has seen the staff set the bar for excellence, and he stated the staff does a great job in achieving that mark. Chairperson Irving added her agreement to these sentiments.

ADJOURNMENT

After closing comments, Chairperson Irving adjourned the meeting at 6:49 p.m.

Approved: _____
Shelby Irving, Chairperson

Date