

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, October 18, 2018
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, October 18, 2018, in the Betty Whitehead, M.D., Board Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Shelby Irving, *Chairperson*
Jessie Barksdale, *Vice Chairperson*
William "Sid" Allgood, *Secretary*
Robert Warren, *Past Chairperson*

Lorrie Eanes-Brooks
Julie Brown
Rufus Fuller, III
Jacqueline Satterfield

BOARD MEMBERS ABSENT

Gwendolyn Edwards
Michael Mondul

Kimberly Van Der Hyde
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 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.

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

PRESENTATION OF BOARD MEMBER SERVICE AWARD AND UPDATED BOARD CHAIRPERSONS PLAQUE

Jim Bebeau advised that Gracie Mays submitted her resignation as a member of the Board; therefore, a service award plaque was obtained in appreciation for her years of service (2012-2018). Mr. Bebeau will ensure that Ms. Mays receives the plaque soon. In addition, Mr. Bebeau announced that the Board Chairpersons plaque was updated with the name of Robert W. Warren, the immediate past Chairperson, and expressed appreciation for Mr. Warren's leadership during the previous two years. Chairperson Irving added her appreciation for Ms. Mays' and Mr. Warren's service on the Board.

PROGRAM PRESENTATION

The program normally presented at this point of the meeting was postponed to the end of business.

ACTION ITEMS

Minutes – August 16, 2018, Regular Board Meeting

Minutes of the August 16, 2018, 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 Minutes as presented. Jessie Barksdale seconded, and the motion passed unanimously.

Grant Application – Delta Dental of Virginia Foundation (Behavioral Health)

Sandy Irby requested Board approval to submit an application to *Delta Dental of Virginia Foundation* for a grant in an amount not to exceed \$5,000.00, and approval to accept the grant funds if awarded. Ms. Irby advised that, due to the timeline for submission of this grant proposal, the Behavioral Health Committee was polled for permission to submit the proposal prior to obtaining full Board approval. The proposal will be withdrawn if not approved by the full Board.

Delta Dental of Virginia Foundation provides funding for new oral health initiatives, to sustain ongoing treatment through existing programs, and for one-time events. The Foundation awards grants to tax-exempt organizations whose work positively improves the oral health of Virginians through a focus on access to care, education, and advances in oral health through research. Grant funds will be used for high-need, low-income adults with a Mental Illness, Substance Abuse, or co-occurring diagnosis to obtain dentures and related dental services. The capacity to offer dentures is an extension of the Oral Healthcare Access Program. Funds will pay dentists for services at a reduced reimbursement rate. The project will decrease the disparity in access to dental services, and dentures specifically, for adults with disabilities and inadequate financial resources to obtain oral healthcare. Physical and psychological well-being is diminished due to oral health problems. Dentures can greatly improve quality of life but are cost prohibitive. The objective for individuals, whose dental treatment plan includes a recommendation for dentures, is to be able to obtain the dentures they need for a reasonable cost, in a reasonable time frame. This funding may provide dentures for three or four people; however, the need for dentures is greater than this.

Motion was made by Bob Warren and seconded by Julie Brown to approve application to Delta Dental of Virginia Foundation for a grant in an amount not to exceed \$5,000.00, and approve acceptance of the funds if awarded. The motion passed unanimously.

In further support for this grant request, Mr. Warren shared the story of a boy with significant dental issues who was involved in the Boys & Girls Club. The young man did not smile and kept to himself before Delta Dental and a local dentist got involved. After corrective work was done, the boy's persona changed in a positive way and he ultimately became state youth of the year.

DISCUSSION ITEMS

Presentation of FY2018 Annual Report to Local Governments

Mr. Bebeau invited the Board to review the FY2018 Annual Report, *DPCS Under Construction*, a copy of which was distributed to all attendees. He advised that the presentations to Danville City Council and the Pittsylvania County Board of Supervisors were set for November 8 and November 20, respectively. Board members were asked to volunteer to make the presentations. Lorrie Eanes-Brooks agreed to attend the City Council meeting for this purpose, and Julie Brown tentatively agreed to attend the Board of Supervisors meeting. After these presentations are made, the Annual Report will be distributed to approximately 700 citizens in the community.

Hairston Street Campus Expansion Update

Mr. Bebeau displayed photographs of the glassed office space in the new North Wing, showing the space empty and with work stations assembled and in place. There were photos of other areas of the building as well. He announced that the children's services staff would be moving into the new space on November 8 and 9, along with staff from other divisions. During the next phase of construction, the East wing will be renovated. Once complete, Central wing staff will move to the East wing, and the Central wing will be renovated. If work remains on schedule, renovations should be complete by January 2019. The main parking area and underground storm water system will also be under construction soon.

Keen Street ICF/IID Conversion Update

Sara Craddock reported that completion of the Keen Street renovation project is contingent on obtaining appropriate testing results of the sprinkler system that meet the National Fire Protection Agency's Life Safety Code. The State Fire Marshal's Office tested the system in July and determined it did not meet the water pressure requirement at testing. VSC Fire and Security has re-reviewed their calculations and drafted a response letter noting that, per their calculations, the system should meet requirements. The State Fire Marshal's Office responded to this letter on September 28, 2018, requesting an electronic copy of the drawings and a new proposed test date. The test date has been set for October 23, 2018. With the exception of finish work to the sprinkler system, all other aspects of the project are complete.

Highlights of Virginia Association of Community Services Boards (VACSB) 2018 Public Policy Conference

Mr. Bebeau thanked Sid Allgood and Lorrie Eanes-Brooks for attending the Public Policy Conference along with him and Agency staff. During the sessions, staff were able to get a picture of how the new Commissioner of the Department of Behavioral Health and Developmental Services plans to handle the Community Services system. Ms. Eanes-Brooks commented that it was great to see that DPCS usually has already put into motion or is working on implementing ideas that are put forth during the conference breakout sessions. Mr. Bebeau invited Board members to attend the VACSB Legislative Conference on January 22-23, 2019, in Richmond, during which the Agency has an opportunity to advocate for its services and programs with state legislators.

SOVA Career Choice Youth Expo 2018

Sara Craddock reported that DPCS participated in the SOVA Career Choice Youth Expo on October 2–4, 2018, at the Old Dominion Agricultural Center in Chatham, Virginia. In its fifth year, the Expo provides the opportunity for middle and high school students from local and neighboring schools to explore the various career opportunities that are available through local businesses in Southside Virginia. This year, the Expo also presented “Expo in the Evening” from 5pm to 7pm on October 2. This free event was open to the general public, promoting local career opportunities to anyone in the community who wished to attend. DPCS’ activity, “Fall into a Great Career with DPCS,” directed students to learn about various career opportunities available through the different Divisions at DPCS. Students participated in a “career walk” that directed them to an information station that showcased a video outlining careers and the educational requirements for those careers. DPCS staff members assisted with coordinating the career walk game and were available to answer any questions students had about various careers. Fifteen staff members from DPCS volunteered at various times during the Expo to assist students as they participated in the information stations. DPCS has participated in the Career Choice Youth Expo each year since its inception.

Board members viewed the four video clips that were available for students, as recorded by the following staff: Antina Dillard (PACT nurse); Brandie Kendrick (Case Manager, Child & Adolescent Services); Dominick Grembi (Prevention Specialist); and Jennifer Thompson (Director, Compliance & Information Systems). Julie Brown shared that 4106 students came through the Expo this year, and she thanked the Agency and staff for being involved. Several other Board members expressed their praise for the event and its impact on the community.

Annual United Way Workplace Campaign

Mr. Bebeau stated that DPCS’ 2018 United Way Workplace Campaign is currently underway. Running October 1-31, the theme of this year’s Campaign is *There’s No Place Like **HOME** (to Live United!)* with a goal of \$16,000 and participation of at least 50% of Agency staff. 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 will take place throughout the month, including Jeans Days; 50/50 raffle; Used Book Sale; Snack Attack baskets in designated offices; Theme Baskets & Baked Goods Silent Auction; Pennies for Pun-Kins; and What to Eat Wednesdays. The fundraising month will end with a trick-or-treat party and costume parade.

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. Board members were invited to join the staff in contributing to DPCS’ Campaign. Karen Sgrinia, Campaign Chairperson, will handle all contributions and can answer questions that may arise.

Fourth Quarter FY2018 Financial Report for Total Agency

The Total Agency Financial Report for FY2018 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 and Piedmont Community Services. The Other Designations report for FY2018 contained the revenues and expenses set aside for building maintenance and parking lot maintenance at the 245 Hairston Street location, development and maintenance of the other Hairston Street and Joplin Street properties prior to the transfer to Bellevue, Inc., 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. During the fiscal year, the Agency used a record amount of retained balances, *i.e.* previous years' unspent funds from general unrestricted state, local, fees, or other sources used to cover the current year's expenditures. DBHDS had been questioning the balances for a couple of years and could have asked for return of the funds; however, the Agency decided to use retained balances totaling \$1,940,137.11 for its capital outlay plan. A portion of these balances was used to pay for the Keen Street ICF/IID conversion, the Riverview kitchen renovation, the parking lot improvements at Mount Hermon Manor, and for the advanced lease payment to Bellevue for the Hairston Street campus expansion. Ms. Clement briefly addressed Agency expenditures and the restricted and unrestricted balances remaining for each division at the end of FY2018, which will be carried over to FY2019.

INFORMATION ITEMS

The following Information Items were addressed: None. Mr. Bebeau encouraged the Board members to read the Division FY2018 Annual Reports from Finance, Human Resources, and Compliance and Information Systems. The reports provide information about the actions and goals of each division.

CLOSED MEETING

Motion was made by Julie Brown 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 Bob Warren and carried by the following Roll Call vote:

Vote: 7-0

Yes: (7) Sid Allgood, Jessie Barksdale, Lorrie Eanes-Brooks, Julie Brown, Rufus Fuller, Jackie Satterfield, Bob Warren

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: (4) Gwen Edwards, Michael Mondul, Kim Van Der Hyde, Frank Wickers

The Board of Directors entered Closed Meeting at 6:08 p.m.

RETURN TO OPEN MEETING/CERTIFICATION OF CLOSED MEETING

Julie Brown 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 18, 2018*, 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 Bob Warren and carried by the following Roll Call vote:

Vote: 7-0

Yes: (7) Sid Allgood, Jessie Barksdale, Lorrie Eanes-Brooks, Julie Brown, Rufus Fuller, Jackie Satterfield, Bob Warren

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: (4) Gwen Edwards, Michael Mondul, Kim Van Der Hyde, Frank Wickers

The Board of Directors reconvened into Open Meeting at 6:24 p.m.

Bob Warren made motion to approve the Executive Director's Employment Contract for 2019, with the changes discussed in closed session. The motion was seconded by Jessie Barksdale and passed by unanimous vote.

MISCELLANEOUS

Mr. Bebeau invited all Board members to attend the All Staff holiday gathering on December 6 at the Institute for Advanced Learning & Research. A reminder will be sent to the Board prior to the event. Sandy Irby suggested that Board members attend to share their praise and positive feedback directly with the staff, as it would be good for morale. Jessie Barksdale suggested that the agenda include time for the Board Chairperson or other Board members to speak to staff during the program. These ideas received positive response from all attendees.

Bob Warren shared that he and Julie Brown discussed the idea of writing a letter to articulate the Board’s thoughts and feelings about DPCS’ staff and the programs and services offered by the Agency. Once the Board approves the epistle, it can be submitted to local newspapers as a letter to the Editor. This proposal also received positive response.

NEXT BOARD MEETING

Chairperson Irving reminded the Board that the next meeting will be held on Thursday, December 13, 2018, at 5:30 p.m.

ADJOURNMENT

The business portion of the Board Meeting concluded at 6:35 p.m. A tour of the Vehicle Service Center followed the adjourned meeting. No business was conducted during the tour.

PROGRAM PRESENTATION

Cindy Lewis gave a brief history of the Service Center property. It was purchased from Nick’s Towing in October 2016; renovations began in October 2017; and equipment and staff began moving in as of October 2018. Photos depicting the previous condition of the building were shown. Ms. Lewis then invited the Board and staff to tour the newly renovated facility; meet the employees housed in the Center; see the equipment installed for servicing the Agency fleet, including a wash pit and two new hydraulic lifts; and view the offices, kitchen area, new lift, and the storage area that will be shared by multiple DPCS divisions. Agency buses were utilized to transport attendees to/from the Service Center, and the tour lasted approximately 20 minutes. At that time, Board members were returned to their vehicles to depart the Agency.

Approved: Shelby Irving, Chairperson
December 13, 2018
Date