

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, February 15, 2024
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, February 15, 2024, in the Lenard D. Lackey, Jr., Training Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Michael Mondul, *Vice Chairperson*
William "Sid" Allgood
Arlene "Tinker" Burkhardt
Geary Davis
Willie Fitzgerald
Rufus Fuller, III

Shelby Irving
Pamela Saunders
Deborah Stowe
Adrian Watlington
Ricky J. "R.J." Weaver

BOARD MEMBERS ABSENT

Kimberly Van Der Hyde, *Chairperson*
Lorrie Eanes, *Secretary*

Gayle Breakley
Carolyn Evans

STAFF MEMBERS PRESENT

Jim Bebeau, *Executive Director*
Sara Craddock, *Director of Developmental Services*
Amanda Oakes, *Director of Prevention Services* (via video conference)
Cindy Lewis, *Director of Human Resources*
Mary Beth Clement, *Director of Finance*
Jennifer Thompson, *Director of Compliance & Information Systems*
Carol Cundiff, *Executive Assistant*

Absent: Sandy Irby, *Director of Behavioral Health Services*

CALL TO ORDER

Vice Chairperson Mondul called the meeting to order at 5:34 p.m. A quorum was present.

ADOPTION OF AGENDA

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

Motion was made by Sid Allgood and seconded by Rufus Fuller to approve the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION

Jennifer Thompson, Director of Compliance and Information Systems, discussed the Agency's selection process for obtaining a new Electronic Health Record (EHR) vendor. The current record-keeping software used by the Agency is not user-friendly. In 2008, due to incentives

offered by CMS, the Agency searched for its first EHR through a collaboration with five other Community Services Boards (CSBs). Profiler was chosen and went live in August 2010. DPCS has utilized Profiler for 14 years and is currently only one of two CSBs that still use it and have not committed to another product. Profiler has been sold several times, it is not upgrading its system, and its support is not as good now as in years past. The Agency wants a better interface, quicker workflow, and a more updated product overall. Therefore, after issuing a Request For Proposal in August 2023, DPCS received six bids from potential EHR providers by the deadline of October 19. DLG Strategic was engaged to assist with the procurement and evaluation process. Ultimately, four vendors were chosen for demonstrations: Netsmart, Qualifacts, Streamline and Cerner. A group of about 29 staff will sit through four weeks of demonstrations, two days per vendor, and will be able to ask questions about the available products. If additional information is needed, the top two vendors will be invited back for a second detailed demonstration that walks through specific scenarios. The Agency hopes to choose an EHR vendor by July 1, 2024, and go live by July 1, 2025; however, these dates are not definitive. The change in vendors will affect about 80% of Agency staff and will involve the transfer of over 25,000 individual records in an effort to transition as much as possible from use of paper records. The cost of obtaining a new vendor will be several million dollars over several years.

ACTION ITEMS

Minutes – December 14, 2023, Regular Board Meeting

Minutes of the December 14, 2023, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Motion was made by Willie Fitzgerald and seconded by Rufus Fuller to approve the December 14, 2023, Minutes as presented. 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 the *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. The funds would be used to benefit the six residents of Bridge View Place ICF/IID through installation of a new concrete patio and walkway which will provide a safe outdoor space for individuals with various mobility needs. The new walkway will connect the patio with the main sidewalk and parking area. If sufficient funds remain, wheelchair accessible tables and chairs will be purchased for the patio.

Motion was made by R.J. Weaver and seconded by Sid Allgood to approve application to the Knights of Virginia Assisting Citizens with Intellectual Disability 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 – SCAN Virginia’s Trauma-Informed Community Networks (Prevention Services)

Amanda Oakes asked for Board approval to submit an application to the *Stop Child Abuse Now* (SCAN) *Virginia’s Trauma-Informed Community Networks* for a grant in the amount of

\$1,000.00 and approval to accept the grant funds if awarded. The funds will be used to pay for expenses not covered by federal or state funds (such as food, beverages, materials and supplies) in connection with the Resilience Conference being hosted in May 2024 by the West Piedmont Trauma and Resilience Community Network, in which DPCS is a member.

Motion was made by Sid Allgood and seconded by Rufus Fuller to approve application to the SCAN Virginia's Trauma-Informed Community Networks for a grant in an amount not to exceed \$1,000.00 and approve acceptance of the funds if awarded. The motion passed unanimously.

Grant Application – Sentara Health Plans Community Partnership Program (Prevention Services)

Ms. Oakes asked for Board approval to submit an application to the *Sentara Health Plans Community Partnership Program* (“Sentara”) for a grant in the amount of \$1,000.00 and approval to accept the grant funds if awarded. The funds will be used to pay for expenses not covered by federal or state funds (such as food, beverages, materials and supplies) in connection with the May 2024 Resilience Conference being hosted by the West Piedmont Trauma and Resilience Community Network.

Motion was made by Tinker Burkhardt and seconded by Willie Fitzgerald to approve application to Sentara Health Plans Community Partnership Program for a grant in an amount not to exceed \$1,000.00 and approve acceptance of the funds if awarded. The motion passed unanimously.

DISCUSSION ITEMS

Status of Renovation Project at River View Place and Bridge View Place

Sara Craddock shared that representatives from DPCS, Dewberry, and Quality Construction met on January 30, 2024, to discuss the status of renovations at River View Place ICF/IID. To date, all bedrooms have been completed except for touch-up work; one bathroom has been demolished to prepare for new fixtures, flooring, walls and finishes; and base molding has been removed. Water damage was discovered in one bathroom and in a hallway adjacent to the laundry room and kitchen, and it has been repaired. Where required, walls have been patched. Interior painting will continue, wall protection with chair and hand rails will be installed, bathroom renovation will continue and flooring will be put down. Residents have been shifted to other rooms while the project is ongoing. The individuals had the opportunity to give input on their bedroom changes, and the Board was shown before-and-after photos of one bedroom and the progress in the bathroom. Renovations have not yet begun at Bridge View Place.

Additional Renovations and Improvements at Crisis Services Center

Jim Bebeau reminded the Board that Crisis Services moved into the new building at 366 Piney Forest Road in August 2023 and opened to the public shortly thereafter. The Center is open 24 hours a day, seven days a week, and individuals can walk in, call 988 or the 24/7 crisis line, or be referred to CITAC. There are multiple comforts in place to create a calm atmosphere, which may include a change of clothes, a shower, a meal or snack, and the ability to wash/dry clothing. To maintain safety, the Center has a camera monitoring system, anti-ligature compliant bathroom spaces and furniture, and doors with locked egress. Mr. Bebeau reported

that the generator that had been on backorder for some time has now been installed and is ready for use in the event of power failure.

In December 2023, 23-hour Crisis Stabilization was launched. Part of this service involves completing a nursing assessment and psychiatric evaluation. Individuals seen may be prescribed medications to stabilize their condition. The Agency intended to use the old bank vault to store such medications; however, it became apparent to staff that the area was not temperature-regulated and would not be acceptable to the Board of Pharmacy. To remedy the situation, another HVAC unit was installed specifically for the vault area. Since that time, the Board of Pharmacy has approved storage of non-controlled stock medications.

The Center’s outside area has been improved as well. Two entrances have received portico structures to protect individuals and staff from the weather. A freestanding covered picnic area and benches have also been added at the side of the building. New shrubbery and landscaping completed the outside improvements. All of these exterior changes have created a more inviting environment for visitors.

Funding for Facility Upgrades at Piney Ridge Apartments

In Sandy Irby’s absence, Mr. Bebeau shared that Piney Ridge Apartments (PRAC/PRACII) will be seeking federal grant funding through the HUD Green and Resilient Retrofit Program (GRRP) to make improvements such as new roofing and HVAC units, increased utility efficiency and water conservation, and adding solar panels. The GRRP provides funding for such projects initiated at HUD-assisted multifamily properties. Both PRAC and PRACII qualify for the funding. McAllister & Quinn, a federal grant consulting firm, will be engaged to apply for the GRRP funding for both properties at the comprehensive level, which is typically awarded for properties with the highest need for climate resilience and utility efficiency upgrades. PRAC (completed in 2005) and PRACII (completed in 2010) will work with HUD to determine the scope of the project, if funds are awarded. PRAC and PRACII will be requesting Board approval to submit separate applications to HUD for grant funding not to exceed \$80,000 per unit. There are 14 apartments and a community room, bringing the potential overall cost of upgrades to \$1.2 million. DPCS, as the property manager, will work closely with PRAC and PRACII to facilitate the project.

Virginia Association of Community Services Boards (VACSB) 2024 Legislative Conference Highlights

Mr. Bebeau advised that the VACSB Legislative Conference was held on January 16-17, 2024, at the Richmond Marriott. Sid Allgood and Adrian Watlington registered and attended along with staff. The conference included a review of pertinent legislation coming before the General Assembly, the Board members were able to attend their own informational session, and face-to-face meetings with local legislators occurred on the second day. It was announced that the Training and Development Conference would be held May 1-3, 2024, in Norfolk, Virginia, and he encouraged Board members to attend. Conference details will be shared with the Board as soon as they are released from the VACSB.

Reporting Period for Corrective Action Plans

Mr. Bebeau reminded the Board that, at its May 21, 2020 meeting, the following schedule was approved for the Agency's reporting of Corrective Action Plans (CAPs):

February Meeting: Any reports from October, November, December and January

May Meeting: Any reports from February, March and April

October Meeting: Any reports from May, June, July, August and September

*DPCS will report any licensure review that involves abuse, neglect or exploitation of an individual receiving services at the next scheduled Board meeting, regardless of the approved schedule.

CAPs are issued by the Department of Behavioral Health and Developmental Services' Office of Licensure and Office of Human Rights when their auditor believes a provider did not follow regulations correctly or an incident resulted in a defined harm to an individual receiving services. DPCS had nothing to report for the period between October 1, 2023 and January 31, 2024.

INFORMATION ITEMS: The following Information Items were addressed: None.

CLOSED MEETING

Motion was made by Deborah Stowe 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 (the "Code"), for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body:

Subject: Personnel Issue

Purpose: Discussion Regarding Resignation of Employee

and

by authority of § 2.2-3711(A)(8) and (19) of the Code for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel and for discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety:

Subject: Agency Cybersecurity Infrastructure and Protocols

Purpose: Executive Session to Discuss Agency Cybersecurity Infrastructure and Protocols and Legal Advice

The motion was seconded by Sid Allgood and carried by the following Roll Call vote:

Vote: 9-0

Yes: (9) Sid Allgood, Tinker Burkhardt, Geary Davis, Willie Fitzgerald, Rufus Fuller, Pamela Saunders, Deborah Stowe, Adrian Watlington, R.J. Weaver

No: (0) None

Presiding Officer: (1) Mike Mondul (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (1) Shelby Irving (arrived at 6:25 p.m.)

Absent During Meeting: (4) Gayle Breakley, Lorrie Eanes, Carolyn Evans, Kim Van Der Hyde

The Board of Directors entered Closed Meeting at 6:14 p.m.

RETURN TO OPEN MEETING/CERTIFICATION OF CLOSED MEETING

R.J. Weaver 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 *February 15, 2024*, 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* 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 Rufus Fuller and carried by the following Roll Call vote:

Vote: 10-0

Yes: (10) Sid Allgood, Tinker Burkhardt, Geary Davis, Willie Fitzgerald, Rufus Fuller, Shelby Irving, Pamela Saunders, Deborah Stowe, Adrian Watlington, R.J. Weaver

No: (0) None

Presiding Officer: (1) Mike Mondul (Presiding Officer votes only upon a Tie Vote in Roll Call)

Absent During Vote: (0) None

Absent During Meeting: (4) Gayle Breakley, Lorrie Eanes, Carolyn Evans, Kim Van Der Hyde

The Board of Directors reconvened into Open Meeting at 7:10 p.m.

NEXT BOARD MEETING

Vice Chairperson Mondul reminded the Board that the next meeting will be held on Thursday, March 21, 2024, at 5:30 p.m. A copy of the VACSB 2023 Annual Report was provided to each member. It was also announced that the rain-resistant jackets with Agency logo that were ordered after the 2023 holiday event were available for the Board to pick up before leaving the meeting.

ADJOURNMENT

Vice Chairperson Mondul adjourned the meeting at 7:11 p.m.

Approved: Kimberly G. Van Der Hyde
Kimberly G. Van Der Hyde, Chairperson

3-21-24
Date