

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES
BOARD OF DIRECTORS
Thursday, December 14, 2023
Meeting Minutes**

The Regular Meeting of the Danville-Pittsylvania Community Services (DPCS) Board of Directors was held Thursday, December 14, 2023, in the Lenard D. Lackey, Jr., Training Room at 245 Hairston Street, Danville, Virginia.

BOARD MEMBERS PRESENT

Kimberly Van Der Hyde, <i>Chairperson</i>	Rev. Rufus Fuller, III
Michael Mondul, <i>Vice Chairperson</i>	Shelby Irving
Lorrie Eanes, <i>Secretary (via video conference)</i>	Deborah Stowe
William "Sid" Allgood	Adrian Watlington (<i>via video conference</i>)
Gayle Breakley	R. J. Weaver
Geary Davis	

BOARD MEMBERS ABSENT

Arlene "Tinker" Burkhardt	Willie Fitzgerald
Carolyn Evans	Pamela Saunders

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 Kim Van Der Hyde called the meeting to order at 5:31 p.m. A quorum was present. It was announced that Lorrie Eanes and Adrian Watlington requested participation via video conference due to unforeseen circumstance which prevented their attendance in person, which was allowed pursuant to Board policy. Also joining by video was Mr. Kendall Lee, DPCS' Liaison from the State Board of Behavioral Health and Developmental Services.

ADOPTION OF AGENDA

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

Motion was made by Mike Mondul and seconded by Shelby Irving to approve the Agenda as presented. The motion passed unanimously.

PROGRAM PRESENTATION

Amanda Oakes, Director of Prevention Services, introduced Dominick Grembi, a 12-year employee who is currently a Prevention Program Manager, and Bailey Wray, a two-year employee who works in the Prevention division. Mr. Grembi and Ms. Wray discussed Problem Gambling Prevention, relating the history of gambling from 1973 when charitable gaming began to 2024/2025 when Virginia will have three operating casinos. Over this period, the Virginia Lottery came into existence as well as electronic games, Rosie's, sports betting, skill machines, mobile gambling apps and more. To help combat existing and potential gambling problems, DPCS partnered with Piedmont Community Services and Southside Behavioral Health to form the Southside Virginia Regional Problem Gambling Collaborative (SVPGC). The mission of this partnership is to address problem gambling in the region, specifically focusing on ways to expand prevention, treatment and recovery.

One way the group is bringing awareness to Southside is through promotion of the 1-800-GAMBLER helpline by way of billboards, magnets, window clings, posters, social media presence and merchant education. Each Board member received a "break the cycle" magnet advertising the 1-800 number. The Collaborative will be creating a Facebook page and website to provide information about their mission, problem gambling/gaming, and available resources. The SVPGC works with merchants that offer gambling/gaming to ensure age restrictions are understood and enforced. There is also a Gambling/Gaming 101 training that has been offered to staff and volunteers of the Regional Alliance for Substance Abuse Prevention (RASAP), with the intention of those trainees taking what they learned to the community. This training will be offered on a regular basis and will be open to the public. An important goal is for youth and their parents to recognize the risks associated with gambling at younger ages, the link between gaming and gambling, and the need to rethink using gambling themes for social events or fundraising efforts. In closing, Mr. Grembi pointed out that raffles, 50/50 drawings, bingo, poker nights, casino-themed parties, etc. are forms of gambling.

ACTION ITEMS

Minutes – October 19, 2023, Regular Board Meeting

Minutes of the October 19, 2023, Regular Board Meeting were distributed with the Board Packet for this Meeting. There was no request for amendment.

Motion was made by R.J. Weaver and seconded by Geary Davis to approve the Minutes as presented. The motion passed unanimously.

Executive Committee Report

• Amendment of Bylaws

The Executive Committee met on November 15, 2023, to consider proposed revisions affecting the Board's Bylaws, particularly Article VII – *Meetings* to align its language to the *Virginia Code*. In accordance with Article XII of the Bylaws, proper notice of the proposed revisions was given to the full Board of Directors by email dated November 27, 2023. The Executive Committee recommended that the Bylaw revisions be approved as presented and that all revisions become effective January 1, 2024.

The recommendation having been made by the Executive Committee, no second was required. The matter passed by unanimous vote.

● **Biennial Review of Board Policies**

Chairperson Van Der Hyde reported that the Executive Committee performed its biennial review of Board Policies on November 15, 2023. She asked Jim Bebeau to comment on the changes, which he described as general edits for the majority of the policies affected. The following policies were reviewed but not revised or edited in any manner:

.200	Organizational Structure
.200-.001	Procedures for Amendment of Organizational Structure
.220	Uniform Job Classification and Salary Structure
.220-.001	Job Classifications and Salary Range Assignments
.310-.001	Equal Employment Opportunity Plan
.315	Nepotism Policy
.320	Trial Work Period
.340	Telework Policy
.350	Outside Engagement and Employment
.355	Conflict-Free Case Management
.360	Layoff Policy
.425	Harassment Policy
.427	Disability or Pregnancy Accommodation
.445	Executive Director Annual Performance Evaluation
.450	Grievance Policy and Procedure
.520	Expenditures for Refreshments or Meal for Special Events/Trainings
.620	Representative Payee
.630	Financial Management
.800-.001	Attachment to Human Rights Policy (.800)
.1000	Inclement Weather and Alternative Public Operations
.1060	Mail Policy
.1080	Communications Policy

The following policies were recommended for approval, revision or editing, according to the deletions and additions shown in yellow highlighting and included in the Board Packet:

.100	Bylaws
.125	Board Participation by Electronic Communication
.220-.002	Compensation Structure for Certification and Licensure
.310	Recruitment and Selection
.330	Compensation Policy
.330-.001	Employee Benefits
.400	Human Resources Records and Reports
.410	Employee Files
.423	Drug-Free Workplace
.440	Performance Evaluations
.500	Staff Training and Development
.510	Travel Reimbursement
.700	Procurement Policy
.920	Electronic Communications

- .1010 Program Evaluation
- .1037 COVID-19 Vaccination Policy (*to be deleted in its entirety*)

The Executive Committee recommended that the policy revisions be approved as presented and that all revisions become effective January 1, 2024, with the exception of Policy .220-.002 which should become effective December 30, 2023, and Policy .1037 which should be deleted from the Agency’s Policies immediately.

The recommendation having been made by the Executive Committee, no second was required. The matter passed by unanimous vote.

Local Government Funding Request for FY2024

Mr. Bebeau stated that, at the Executive Committee meeting on November 15, 2023, Agency staff were unable to make recommendations for consideration in formulating the FY2025 funding request from the City of Danville and Pittsylvania County due to delayed funding allocation information from the Department of Behavioral Health and Developmental Services (DBHDS). The Agency has now been informed of significant funding increases for FY2023 and FY2024 to support new programs and increases in operational expenses of existing programs. Also, there will be additional state general funds targeting salary increases for all Community Services Board (CSB) staff, which will support recruitment and retention efforts. Therefore, Agency staff recommend that the Board request \$810,574 from the City of Danville and \$741,030 from Pittsylvania County in local funding for FY2025. The requested amounts represent a 17% overall increase.

Local Government Body	FY2024 Funding	Proposed Increase	Proposed FY2025 Funding Request
City of Danville	\$698,380	\$112,194	\$810,574
Pittsylvania County	\$628,836	\$112,194	\$741,030
TOTAL:	\$1,327,216	\$224,388	\$1,551,604

Motion was made by Sid Allgood and seconded by Gayle Breakley to approve the funding requests recommended by staff. The matter passed by unanimous vote.

Grant Application – United Way of Danville-Pittsylvania County

Amanda Oakes requested Board approval to submit application to the United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$40,000.00 during a two-year cycle and approval to accept the grant funds if awarded. The funds will be used for operational expenses of the Healthy Families program which provides voluntary home visits for new or expectant parents to reduce risk factors and build protective factors in at-risk families.

Motion was made by R.J. Weaver and seconded by Rufus Fuller to approve application to the United Way of Danville-Pittsylvania County for a grant in an amount not to exceed \$40,000.00 during a two-year grant cycle and approve acceptance of the funds if awarded. The motion passed by unanimous vote.

Grant Application – Greensboro Science Center

On behalf of DPCS’ three service divisions, Ms. Craddock requested Board approval to submit application to the Natural Science Center of Greensboro a/k/a Greensboro Science Center for a grant in an amount not to exceed \$1,634.00 and approval to accept the grant funds if awarded. These funds will be used to pay a significant portion of the admission price to visit the Center. A Group Visit Scholarship Assistance Fund exists for organizations to apply to for help with the admission expense, and grants are awarded once per year. Funds are awarded as in-kind passes valued at partial or total admission ticket prices. The Agency would like to provide this assistance to 91 individuals and eight (8) staff in 2024, using the grant funds to cover the majority of the \$16.50 admission price for each person.

Motion was made by Gayle Breakley and seconded by Rufus Fuller to approve application to Greensboro Science Center for a grant in an amount not to exceed \$1,634.00 and approve acceptance of the funds if awarded. The motion passed by unanimous vote.

Budget Amendment for FY2024 (Total Agency Revised Budget)

On behalf of the Agency, Mary Beth Clement requested Board approval to revise the FY2024 Total Agency budget from \$31,360,135 to \$31,811,113, an increase of \$450,978. She shared that the revision is needed as a result of a Compensation Study requested by the Agency and notification from DBHDS regarding additional funding. The increase in budgeted revenues from DBHDS funding notifications include the following:

- An increase of \$313,762 in State Funds to utilize for personnel expenses per DBHDS;
- An increase of \$94,549 in State Funds for the System Transformation and Excellence in Performance (STEP) for outpatient, primary care screening and same day access related services and programs;
- An increase of \$45,635 in the Federal Substance Abuse block grant funding.

The budget revisions to *Fee Collections* include fee increases projected in the Assertive Community Treatment Program in the Behavioral Health Services Division with the General Assembly’s action to increase Medicaid reimbursement rates for these services and fee revenue decreases in the Child & Adolescent Case Management program in the Developmental Services Division due to fewer services being provided as originally projected. The budget

revisions to *Expenses* include changes to the Personnel categories for salaries and the related fringe benefits as a result of the Compensation Study and some organizational chart changes in the divisions for positions added, removed or unfunded. Furthermore, the budget for the category of *Professional Contract Services* increased for the use of additional telehealth clinician services due to position vacancies.

Motion was made by Sid Allgood and seconded by Deborah Stowe to approve the FY2024 budget amendment as requested. The motion passed by unanimous vote.

DISCUSSION ITEMS

Agency Compensation Study

Mr. Bebeau advised that, for the first time in 25 years, DPCS completed an evaluation of all of its regular full-time and part-time employment *Position Descriptions* and an evaluation of the DPCS *Job Classifications and Salary Range Assignments* as a part of a comprehensive compensation study. The Agency engaged SESCO Management Consultants to oversee the study. This project has been ongoing with Cindy Lewis, Director of Human Resources, and the DPCS management teams since the fall of 2022 and included all DPCS regular employment positions. The study included an assessment of the written job duties and responsibilities of each position at DPCS to accurately reflect the work performed by staff and the relevance of those responsibilities of each position within the Agency. Meetings occurred with SESCO consultants to assess and rank each regular position on the Agency's organizational chart. The updated job descriptions and assessment documents from each meeting were then processed by SESCO to make compensation comparisons to peer CSB positions and to other local, regional, state and national data sources. The outcome was a matrix for DPCS to use in adjusting the salary scales and position assignments where necessary to more accurately reflect position responsibilities within the Agency and salary levels within the job market.

DPCS developed a two-stage plan to match the current compensation plan to market. Stage one was presented to the Board in June 2023 for the FY2024 budget as a 5% increase to all regular employees (2% to salary scale, 3% to immediate merit increase), effective July 2023. Financially, DPCS assessed this as the minimum increase necessary for a market adjustment that could be supported with existing revenue. As FY2024 progressed and the compensation study was finalized, budget action became possible as a result of Virginia's *Right Help Right Now*, the focus within the state and DBHDS on workforce issues of recruitment and retention and additional ongoing revenues that have been awarded to the CSB system during FY2024:

- New restricted state funds have been awarded for personnel cost increases and will be provided to the CSBs starting in January 2024.
- Additional state System Transformation and Excellence in Performance (STEP) funds have been awarded to CSBs for FY2024.
- Additional federal block grant funds have been awarded to CSBs effective October 1, 2023.
- General Assembly approval of a 10% increase in the Medicaid rates for services provided in Psychosocial Rehabilitation, Assertive Community Treatment, and Crisis Services programs.

These additional revenues allow DPCS to recommend the implementation of this comprehensive compensation study and the evaluation of the DPCS *Job Classifications and Salary Range Assignments*. Based on the study's findings, the Agency will be changing compensation for its entire workforce to match the current job market. Mr. Bebeau was pleased to share that all staff in regular positions will move up in some way.

As outlined in Agency Policy "*Uniform Job Classification and Salary Structure*" (Sub-Section .220) and in tandem with the Board's approval of the mid-year budget amendments for new revenue and personnel expenditures, staff recommended eliminating the current DPCS *Job Classification and Salary Range Assignments* as it is too restrictive and limited in scope to facilitate the adjustments necessary with the outcome of this comprehensive assessment of DPCS positions. Staff further recommend approval of the new *Salary Classification Range* that has been developed to expand the Agency's salary ranges (or pay bands or pay rates) to reflect the assessment of the work responsibilities in the current compensation market. Most notable is that descriptive classifications will no longer be utilized in the table; instead, a sequential assignment of letters from the alphabet will be used for the 56 pay bands (ranging from A to DDD). The old system had 130+ classifications.

Motion was made by Mike Mondul and seconded by Shelby Irving to eliminate the current Job Classification and Salary Range Assignments and to approve use of the new Salary Classification Range table developed with SESCO. The motion passed by unanimous vote.

FY2023 Financial Audit Report

Ms. Clement reported that the FY2023 Audit Report was prepared by Stephen M. Gay, CPA, of Harris, Harvey, Neal & Co., LLP. Mr. Gay met with the Budget, Finance and Operations Committee and the Executive Committee on November 15, 2023, to discuss the audit and compliance letter contained in the Audit Report. The meeting with the auditor to discuss the scope of the audit is required under the U.S. Office of Management and Budget (OMB) Circular A-133 and Government Auditing Standards. The audited financial statements were distributed electronically to the Board. Ms. Clement pointed out the Auditor's Management Letter which provides a summation of the responsibility of Harris, Harvey, Neal & Co., LLP as the auditors and management's responsibility during the audit and whether any findings, difficulties, misstatements or discrepancies were encountered during the audit. Ms. Clement confirmed that the Agency passed the audit and a clean opinion was rendered. She stated that it was the consensus of the Committees that the Board accept the Agency's Audit Report for the Fiscal Year ended June 30, 2023.

The recommendation having been made by the Budget and Executive Committees, no motion was required. The matter passed by unanimous vote.

Virginia Association of Community Services Boards 2024 Legislative Conference

The VACSB Legislative Conference will be held at the Richmond Marriott on January 16-17, 2024. Board members were encouraged to attend. The schedule will include a forum to review legislative and budget matters impacting Community Services Boards to be addressed by the General Assembly. Among the issues to be considered are two major announcements from

Governor Youngkin: 1) He proposed eliminating the Priority One DD waiver waiting list which contains 3400+ individuals in imminent danger of losing housing or support and funding those individuals at a cost of over \$300 million; and 2) he proposed another \$200 million to fund other initiatives related to the behavioral health and substance abuse systems of care. The Governor's budget is going before a very receptive General Assembly that is focused on providing services to underrepresented citizens. When DPCS staff and Board members meet with local legislators in Richmond, it will be a prime opportunity to discuss how much they can help the system of care in Virginia and the people they serve in their respective regions.

Schedule of Board and Committee Meetings

Mr. Bebeau directed Board members' attention to the printed meeting schedule that was included in the Board packet. He asked the members to mark the dates on their calendars.

Agency All Staff Holiday Gala Event

The Agency held its second Holiday Gala on December 13 at the Institute for Advanced Learning and Research. The event included a buffet lunch, an interactive game, prizes for holiday contest winners, wellness awards, and live music by several staff members. Pizza was delivered to residential locations for the staff who had to be on duty and could not attend. Photos were provided for the Board members' enjoyment.

INFORMATION ITEMS:

The following Information Items were addressed: Mr. Bebeau encouraged the reading of the service divisions' Annual Reports which detail the year's accomplishments and future goals of each Division within the Agency.

ADJOURNMENT

After announcing the February 15, 2024, meeting and offering holiday well-wishes to everyone present, Chairperson Van Der Hyde adjourned the meeting at 6:51 p.m.

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

2-15-24
Date