

AGENDA
HANOVER COUNTY COMMUNITY SERVICES BOARD

October 19, 2015, 6:30 p.m.
Hanover Community Services Board Conference Room,
12300 Washington Highway, Ashland, VA 23005

5:30 p.m. – Work Session: State of the County & Budget Overview
Rhu Harris, County Administrator

6:30 p.m. – Board Meeting:

- 1. Welcome and Roll Call**
- 2. Donations**
- 3. Citizens Comments**
- 4. Approval of Minutes – September 21, 2015 Board Meeting**
- 5. Board Liaison Reports**
 - a. Hanover Mental Health Association – Jeanie Edwards**
 - b. Hanover Community Support Services – Scott Bateman**
 - c. Arc of Hanover – Hamilton Holloway**
 - d. Hanover Board of Supervisors – Sean Davis**
- 6. Executive Director’s Report**
 - a. Directors’ Reports**
 - b. Other Items**
- 7. Chairperson’s Report**
 - a. Implementation of Oversight Committee’s Recommendations**
 - b. Rules of the Board Annual Review – Appointments**
 - c. Legislative Advocacy**
 - d. Member Updates & Activities**
 - e. Other Items**
- 8. Adjourn**

Next Regularly Scheduled Meeting: November 16, 2015, 6:30 p.m.
Hanover Community Services Board Conference Room
12300 Washington Highway, Ashland, VA 23005

BOARD OF SUPERVISORS

WAYNE T. HAZZARD, CHAIRMAN
SOUTH ANNA DISTRICT

AUBREY M. STANLEY, VICE -CHAIRMAN
BEAVERDAM DISTRICT

SEAN M. DAVIS
HENRY DISTRICT

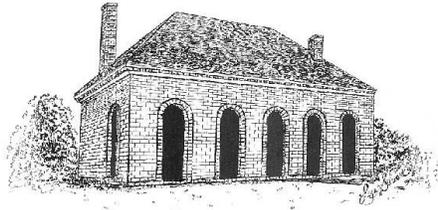
ANGELA KELLY-WIECEK
CHICKAHOMINY DISTRICT

W. CANOVA PETERSON
MECHANICSVILLE DISTRICT

G.E. "ED" VIA, III
ASHLAND DISTRICT

ELTON J. WADE, SR.
COLD HARBOR DISTRICT

CECIL R. HARRIS, JR.
COUNTY ADMINISTRATOR



HANOVER COURTHOUSE

HANOVER COUNTY

ESTABLISHED IN 1720

COMMUNITY SERVICES BOARD

IVY T. SAGER, MSW
EXECUTIVE DIRECTOR

12300 WASHINGTON HIGHWAY
ASHLAND, VIRGINIA 23005

PHONE: 804-365-4222
FAX: 804-365-4252

WWW.HANOVERCOUNTY.GOV

DRAFT OF MINUTES

September 21, 2015

Members Present	Members Absent	Others
Thomas Blake	Sean Davis	Ivy Sager
Scott Bateman	Lynn Hargrove	Donna Boyce
Jeanie Edwards		Lisa Beitz
Herb Sening		Christina Natale
Eric Hendrixson		Marc Rene
Warren Rice		
Hamilton Holloway		
William Brenzovich		
Lori Spain		
Sharon Bunger		

WORK SESSION

Staff provided an overview of access to and the array of services available for substance use disorders for both adults and children.

BOARD MEETING

The meeting was called to order by William Brenzovich, Chairperson, at 6:57 p.m. at the Hanover Community Services Board conference room, 12300 Washington Highway, Ashland VA 23005.

Welcome and Roll Call

William Brenzovich, Chairperson, welcomed everyone to the Board meeting. The following members were present at roll call: William Brenzovich, Thomas Blake, Scott Bateman, Jeanie Edwards, Eric Hendrixson, Hamilton Holloway, Herb Sening, Sharon Bunger, Warren Rice and Lori Spain.

Donations – Bill acknowledged the donation of a \$10 Sheetz gift card donated to the day support program.

Citizen Comments

None.

Approval of Minutes

The minutes of July 20, 2015 meeting were deemed approved as submitted.

Board Liaison Reports

1. Hanover Mental Health Association – Jeanie Edwards reported that she had been in touch with Linda who stated that there have been several showings of their house, but no offers yet. Jeanie also stated that they will be having two Mental Health First Aide classes in October 2015.
2. Hanover Community Support Services – Scott Bateman stated their entire Board meeting was spent deciding whether or not to hire a part-time Executive Director. The meeting concluded with the decision being made to hire.
3. Hanover Arc – Hamilton Holloway reported that they will be partnering with HCA for the Men’s Race of Truth on September 23, 2015 for their Dunk of Truth event. There will also be the Chunk-A-Thon on October 31, 2015. And finally, Hamilton stated that the Life in the Community event will be held at J. Sargeant Reynolds College on November 7, 2015. Hamilton encouraged all Board members who could to come out and support these events.
4. Board of Supervisors – None.

Financial Report

Bill introduced Marc Rene to the Board; Marc has joined the staff as the new Division Director – Business Operations. Marc provided the year-end financial report, discussing the different components of the report to include, revenue from fee for service, personnel, and operating expenses. Marc then opened the floor to the Board members for any questions. Eric Hendrixson inquired about the projection listed on the budget. Ivy Sager stated that the trends of the CSB’s services played a role in the budget structure. Marc then fielded several questions from members regarding clarifications to get a better understanding of the report, as presented.

Executive Director's Report

Ivy Sager began her report by alerting the Board to a recent issue in which a former employee had entered fraudulent information into the electronic health record. Ivy noted the actions that had been taken to address as well as resolve the issue, including that the issue was reported to the Board of Supervisor’s Finance Committee and the County’s external auditors. Ivy continued her report by highlighting some of the new building modifications at the CSB as well as upcoming modifications.

Ivy reported there will be a waiver allocation meeting on Thursday September 24, 2015 to allocate seven new waivers. Ivy informed the Board that the Recovery Task Force event, featuring Wambui Bahati will be on October 1, 2015 at 7:00 PM, and encouraged all Board members to come out and support the event. Ivy then directed the Board’s attention the handout for Unite to Face Addiction included in the packet. Ivy briefly discussed the event and encouraged Board members to attend. The last event Ivy highlighted was the VACSB public policy conference. Ivy then turned the floor to the Board members for any questions and discussion.

Hamilton inquired about the progress of CReST (Children’s Response & Stabilization Team) program. Lisa Beitz discussed where they are in the planning process, as well as what is on the horizon for the program.

Chairman's Report

Bill reported on the progress of the two by two meetings with the Board of Supervisors. All two by twos have been completed with the exception of two Board members. Bill went on to discuss the Executive Committee meeting. Bill stated that the committee felt that the third goal of the Board’s strategic plan didn’t fit in with the other two goals, and the team worked together to revise the goal.

Bill highlighted his experience at the Drug Court Mural dedication ceremony and stated that it was a moving event. Bill then encouraged all Board members to attend Hanover Arc's Dunk of Truth highlighted by Hamilton. Bill then turned the floor to the Board for any questions and comments. Thomas Blake inquired about the appointment of new Board members and the possibility of having a representative from the Sheriff's Office. Ivy explained the process for Board member appointment. Tommy then inquired about the difference between CSB and the Department of Social Services. Ivy explained the main programs and responsibilities of each department.

Action Item(s)

1. Lease Extension- RAFT House, 14433 Washington Highway

A motion was made by Eric Hendrixson, seconded by Jeanie Edwards, and carried by majority with one opposed, for the lease extension of RAFT House.

2. Adoption of Board Goals and Objectives

A motion was made by Jeanie Edwards, seconded by Warren Rice, and the motion was carried to adopt the Board's Goals and Objectives, as presented.

The next regularly scheduled Board meeting will be held October 19, 2015 at 6:30 p.m. at the Hanover Community Services Board conference room, 12300 Washington Highway, Ashland, VA 23005.

There being no other business, the meeting was adjourned.

Executive Director's Monthly Report

10/19/2015

A. Executive Director

General Updates

As follow-up to last month's meeting, the RAFT lease extension has been executed. During the process and in working on the budget, staff were reminded that the county funding set aside for the RAFT relocation is targeted for FY19. This was intentional planning as it allows for the completion of the new courts building and the subsequent relocation of other county departments/programs into available county space.

Deputy County Administrator Jim Taylor has been working with the Human Services departments to finalize the FY15 Annual Report. This report will be presented to the Board of Supervisors at either the Oct. 28th or Nov. 10th meeting. When scheduled, the date will be shared with CSB members; as well, the report will be forwarded. As part of the process, a fact sheet for each department was developed. The information for the CSB is attached as well as the FY15 year-end dashboard.

Also included with this packet is the draft annual calendar for 2016. Please note the date change for the Jan. 2016 meeting due to a county holiday.

Lastly, each year we review agency policies (Board adopted) and procedures (as developed by staff). This year, we have purposefully delayed the adoption of changes due to a comprehensive review of security and privacy practices in conjunction with recent updates to the HIPAA regulations. Once that review is complete and incorporated into agency policies and procedures, we will complete the remaining review and present updates to the Board.

Human Resources

In the month of September there was one new hire, Training Specialist I. There were no resignations. Of note regarding human resources, since the last board meeting staff worked with county HR and the County Administrator's Office to present to the Board of Supervisors a request for authorization of a 32-hour/week Prevention Specialist. This position was created by combining two part-time Prevention positions. The Board of Supervisors agenda item form (from the Oct. 14th meeting) is attached for additional information. Special appreciation is offered to Mr. Davis for his support of this request.

Donations

None

B. Business Operations

The CSB's budget proposal for FY17 has been submitted. Due to the timing of merit pay increases this year, the budget numbers do not currently include personnel costs. Once they have been updated (subsequent to the pay increase) staff will be better able to provide an overview of the proposed budget, which will be targeted for the November meeting.

C. Clinical Services

The Recovery Task Force at Hanover County Community Serviced had the privilege of hosting Wambui Bahati at the Blackwell Performing Arts Center on the campus of Randolph Macon College on Thursday, October 1, 2015. What an amazing night to be associated with the Hanover CSB. Approximately 460 people from all walks of life enjoyed the performance, *Balancing Act*.

The mission of the Recovery Task Force is to plan CSB and community-wide opportunities that enhance understanding of mental illness with a focus on recovery education. The community is comprised of both agency staff as well as consumers of services. Once again, though this planned opportunity, our mission was profoundly accomplished with her heart-felt performance.

Balancing Act – The Musical was written and performed by Wambui. The powerful one-woman performance brought to life her own experiences growing up in Greensboro, NC, and launching a theatrical career on Broadway, and developing a serious mental illness. People were introduced to the journey and accomplishments of her inspirational story of illness and recovery. She has performed her work throughout the country. Throughout her performance, the theater was filled with laughter, tears, and thunderous applause. Often times, you could literally hear a pin drop. Each attendee left with a renewed sense of energy, passion, and a deeper understanding that the profound concept of recovery is possible. We developed a greater understanding that everyone has a story, that recovery is extremely personal, and that we are all magnificent human-beings. Once again, what a night to be associated with the Hanover CSB and be reminded that we work for an organization that promotes, supports, and validates recovery as a vital component of our daily work with people.

D. Community Support Services

We have much to report concerning DOJ and waiver redesign impacts. As such the updates are below and outlined in categories.

- Quality Service Review (QSR) – an external group has been contracted to begin reviews and face to face interviews with individuals under the settlement agreement, as well as their support network. These are quality reviews focused on ‘outcomes’ rather than ‘outputs’. The QSR is also developing a team to review mortality. To that end, a webinar related to “triggers and thresholds” has been developed. This is an effort toward stronger, more robust risk and quality management, an ongoing focus of staff.
- JRMC (Stepping Stones Program) – we continue to work in partnership with John Randolph Medical Center’s Stepping Stones Program to provide individuals with ID the needed crisis and stabilization services which have left a void since the closing of the training center. JRMC has been operational since June and we are now beginning to review utilization to improve quality and access.
- REACH Child Crisis Services – the program is now fully staffed and operating 24/7 crisis response, mobile supports and stabilization services. We are focusing on partnerships, outreach and trainings.
- REACH House – the construction contract was awarded in late September and a ground-breaking ceremony is planned for the week of Oct. 19th. The projected date of opening is late spring 2016.
- Housing – the Housing and Supportive Service (HSS) 100 Day Challenge is nearing completion and Region IV has applied for a Rapid Response extension grant of approx. \$30,000.00 to further advance this effort. Ultimately we are focused on increasing interest and acceptance on behalf of landlords in the region. Just a reminder that the HSS is an initiative to afford those individuals under the DOJ settlement an increased opportunity and access to affordable independent housing with the supports needed. We are a part of the Richmond

Team which encompasses roughly a 30 mile perimeter around Richmond. To date we have helped 18 individuals to acquire a voucher and they have moved in to their own residence.

- DOJ Conference – this will be a public forum on October 24th from 10 a.m. - 12:00 p.m. in Richmond to respond to questions regarding deficit areas which remain out of compliance.
- Waiver Redesign – we have asked and are waiting for DBHDS to provide detail on how many individuals are currently receiving the DD waiver, and how many are currently on the DD waiver waitlist. The numbers will need to be factored in swiftly to: 1) allow ample time to obtain and enter the needed data into the electronic health records; and 2) for budget planning as we anticipate the need for additional case managers.

Locally we are anticipating a great turnout for the Blue & White Gala on October 22nd and would welcome each of you if you are able to attend.

Mission Statement

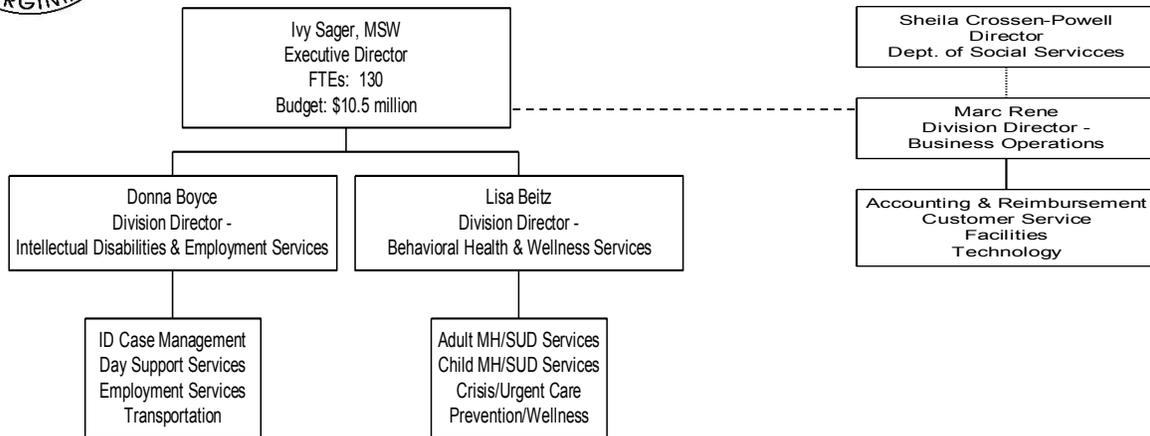
We partner with individuals to provide supports and services in the areas of

- mental health
- intellectual disabilities
- substance use disorders

in their efforts to lead satisfying and productive lives in their communities.



COMMUNITY SERVICES BOARD



The Hanover County Community Services Board (HCCSB) provides prevention, treatment, employment and support services for Hanover citizens and families with mental health issues, substance use disorders and intellectual disabilities and works collaboratively with the schools, law enforcement, social services, and other community agencies. HCCSB was established by Virginia statute to provide these services and is regulated by the Virginia Department of Behavioral Health and Developmental Services through a Performance Contract. As well, HCCSB is licensed by the Commonwealth of Virginia and internationally accredited by CARF, the Rehabilitation Accreditation Commission.

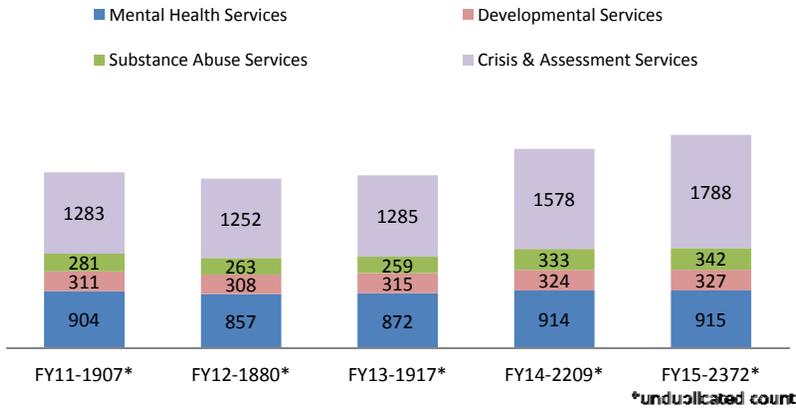
HCCSB is jointly supervised by the County Administrator and a citizen board, appointed by the Board of Supervisors. The citizen board is comprised of 12 members, 1 from each of the 7 magisterial districts, 4 at-large members, and 1 member from the Board of Supervisors (with voting privileges). With approximately 130 staff (FTE), five locations and a budget of \$10.5 million dollars, HCCSB serves approximately 6,000 individuals each year through a variety of programs and services.

The Community Services Board (CSB) offers services to children, adults and families who live in Hanover County, have a mental illness, a drug or alcohol problem, or intellectual disabilities and who meet specific criteria. Available services include:

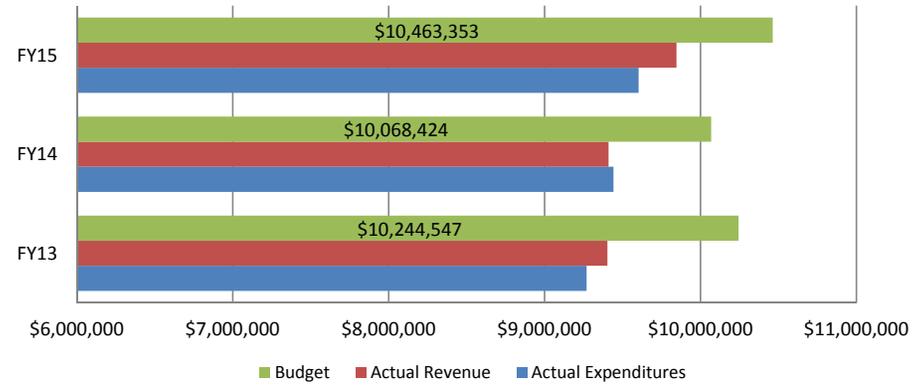
- Case management - links and referrals to resources in the community
- Counseling - offer advice and support to help deal with problems and make important decisions
- Crisis/emergency services - 24/7 help for people in Hanover County experiencing a mental health or substance use emergency
- Day support services - day programs for individuals with serious mental illness (RAFT) and for persons with intellectual disabilities
- Other support services - including employment supports for those interested in working in the community and transportation
- Education - promoting resiliency and well-being for youth and families

Hanover Community Services Board - FY15 Year-End Dashboard

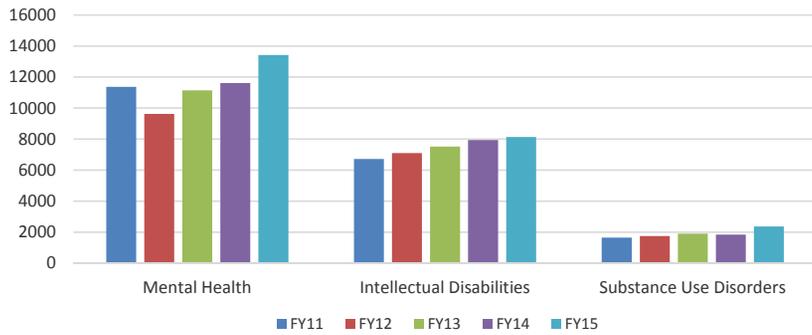
Clients by Program Category



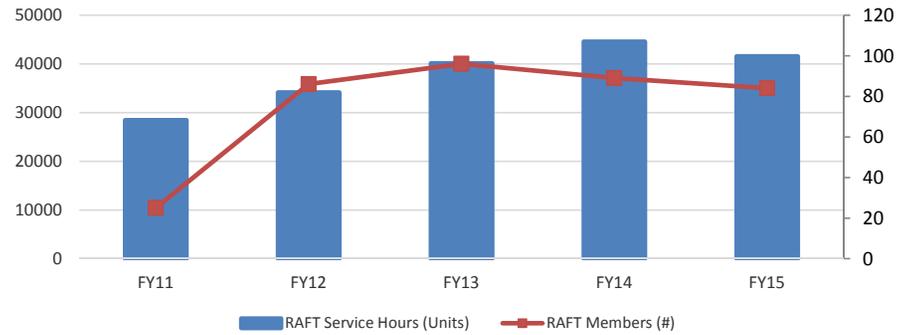
Budget Overview - Revenue & Expenditures



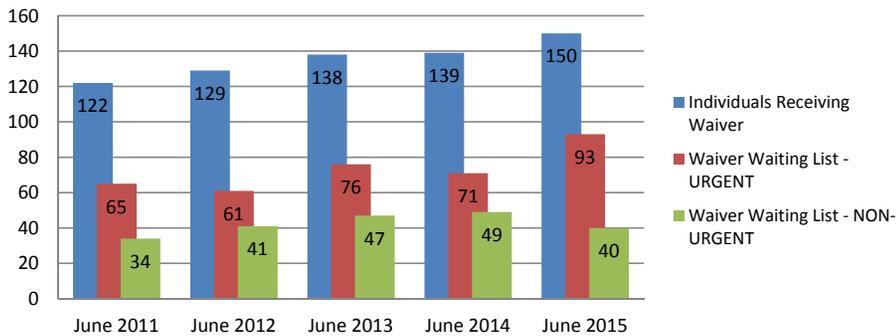
Hours of Case Management by Program Area



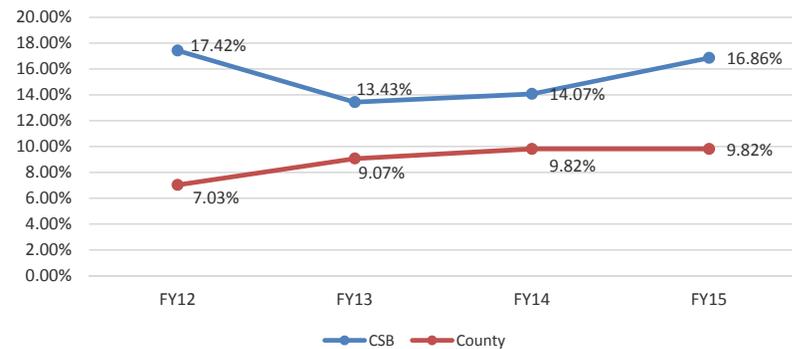
RAFT Service Hours



ID Waiver



Turnover Rates





IV.-B.

Agenda Item

County of Hanover

Board Meeting: October 14, 2015

Subject: Request for Position Authorization – Community Services Board

Summary of Agenda Item: The Hanover Community Services Board (CSB) requests to authorize one 32 hour benefitted position (MH Prevention Specialist, grade 24) to fill the vacancy created from two non-benefitted part time positions on the Prevention Team, based on programmatic needs and opportunity to expand the applicant pool. The full-time position will continue to provide staff support to Hanover CARES, our local substance abuse prevention coalition and related behavioral health wellness initiatives, including community needs assessment, project implementation, youth leadership development, capacity building as well as develop and implement a plan for using social media to promote behavioral health wellness. Converting the two part-time positions into one 32-hour benefitted position allows for greater continuity in program operations, a more skilled applicant pool, and less likelihood of turnover.

The 32 hour benefitted position carries an estimated annual cost of \$43,302 which will be funded in FY16 by vacancy savings in CSB salaries and miscellaneous compensation. The incremental personnel costs in FY17 are estimated to be \$9,400. This action creates an additional FTE within the Community Services Board.

Human Resources concurs with the personnel action.

County Administrator's Recommended Board Motion: Authorize an additional full-time position in CSB for a MH Prevention Specialist, Grade 24.

July	August	September	October	November	December
<ul style="list-style-type: none"> -Annual Review of Policies -Review Standards of Professional Conduct & Confidentiality -State Performance Contract Due 	<ul style="list-style-type: none"> -4th Qtr./Year End Financial and G&O Progress Report 	<ul style="list-style-type: none"> -National Suicide Prevention Week -Substance Abuse Recovery Month 	<ul style="list-style-type: none"> -Supported Employment Banquet -By-Laws Review Committee -County Budget due -VACSB Fall Public Policy Conference, TBD 	<ul style="list-style-type: none"> -Annual Performance Analysis Report - Nominations Committee (Board Officers) -Mental Health Awareness Week -County Budget Meeting 	<ul style="list-style-type: none"> -CSB Election of Officers
<ul style="list-style-type: none"> -Board Planning: 7/11/16 -Board Meeting: 7/18/16 	<ul style="list-style-type: none"> -Board Planning: 8/8/16 -Board Meeting: 8/15/16 	<ul style="list-style-type: none"> -Board Planning: 9/12/16 -Board Meeting: 9/19/16 	<ul style="list-style-type: none"> -Board Planning: 10/12/15 -Board Meeting: 10/19/15 	<ul style="list-style-type: none"> -Board Planning: 11/14/16 -Board Meeting: 11/21/16 	<ul style="list-style-type: none"> -Board Planning: 12/12/16 -Board Meeting: 12/19/16
<p>Work Session:</p>	<p>Work Session:</p>	<p>Work Session:</p>	<p>Work Session: State of the County and Budget Overview</p>	<p>Work Session:</p>	<p>Work Session: Recognition of Outgoing Members and Holiday Social</p>

**Hanover Community Services
Annual Board Planning Calendar - 2016**

January	February	March	April	May	June
<p>-New Board Officers and newly appointed members begin term</p> <p>-New member orientation/tour (if necessary)</p> <p>-VACSB Public Policy Conference, Jan. 19-20, Richmond Hilton Downtown</p> <p>-Board Planning: 1/11/16</p> <p>-Board Meeting: 1/25/16* *Due to County Holiday</p> <p>Work Session:</p>	<p>-2nd Qtr. Financial & G&O Progress Report</p> <p>-Harris Award Planning</p> <p>-Board Planning: 2/8/16</p> <p>-Board Meeting: 2/15/16</p> <p>Work Session:</p>	<p>-Budget Presentation, Board of Supervisors Date: TBD</p> <p>-ID Awareness Month</p> <p>-Board Planning: 3/14/16</p> <p>-Board Meeting: 3/21/16</p> <p>Work Session:</p>	<p>-Jean C. Harris Award nomination period</p> <p>-Board of Supervisors approves annual budget</p> <p>-Board Planning: 4/11/16</p> <p>-Board Meeting: 4/18/16</p> <p>Work Session:</p>	<p>-Mental Health Month</p> <p>-3rd Qtr. Financial & G&O Progress Report</p> <p>-Review of Fees and Fee Scale</p> <p>-VACSB Training & Educ. Conf., May 4-6, Portsmouth</p> <p>-Board Planning: 5/9/16</p> <p>-Board Meeting: 5/16/16</p> <p>Work Session: Jean C. Harris Award Reception</p>	<p>-CSB Employee Recognition, Date: TBD</p> <p>-Review of FY16 Accomplishments</p> <p>-Executive Director's Annual Performance Evaluation (Closed Session)</p> <p>-Board Planning: 6/13/16</p> <p>-Board Meeting: 6/20/16</p> <p>Work Session:</p>

**CSB Board
Three-Month Planning Calendar**

November	December	January
-Annual Performance Analysis Report - Nominations Committee (Board Officers) -Mental Health Awareness Week -County Budget Meeting -Board Planning: 11/9/15 -Board Meeting: 11/16/15 Work Session: Prevention/Wellness Services	-Appointment/ Reappointment of CSB Members, 12/9/15 BOS Meeting -CSB Election of Officers -Board Planning: 12/14/15 -Board Meeting: 12/21/15 Work Session: Recognition of Outgoing Members/ Holiday Social	-New Board Officers and newly appointed members begin term -New member orientation/tour -VACSB Legislative Conference, Richmond Hilton Downtown Jan. 19-20, 2016 -Board Planning: 1/11/16 -Board Meeting: 1/25/16 *Date Change due to County Holiday Work Session:

Upcoming Events & Activities:

- October 22: Blue & White Employment Gala
- October 31: Arc of Hanover Chunk-a-thon
- November 7: Life in the Community, J. Sargeant Reynolds

Life in the Community

Learn, Live, Work, and Play! Free Conference & Resource Fair

For Students & Adults with Developmental Disabilities,
Families, Educators & Service Providers

Saturday, November 7, 2015 | 8:30am – 4:00pm

9:00 am -10:30 am

Help! I Need to Get My Child A Job: Pathways to Competitive Employment

Keynote by Paul Wehman, Ph.D., VCU—RRTC

10:45 am -12:00 pm

Community Integration & Medicaid Waiver Redesign

Heather Norton, VA. Dept. of Behavioral Health & Developmental Services

12:00 pm - 1:00 pm Lunch: Food trucks will be available

1:00 pm - 2:30 pm

Preparing for Tomorrow: Essential Activities to Encourage Adult Independence, Preschool - High School

Carol Schall, Ph.D., VCU-ACE

2:45 pm - 4:00 pm

Housing Options Using a Microboard

David Johnson, Esq. VA Microboard Association

RESOURCE FAIR:

25+ vendors providing services for living, working, learning & playing

Host Sponsor Reynolds Community College

1651 E. Parham Road - Richmond, VA 23228 | Massey Technology Center & Burnette Hall

The Conference is FREE;

Please Register at: www.LifeInTheCommunity2015.eventbrite.com

SPONSORING ORGANIZATIONS:

Autism Society Central Virginia - info@ascv.org (804-257-0192)

Down Syndrome Assoc. of Greater Richmond- Dsagreducation@gmail.com (804-525-7731)

The Arc of Hanover - info@hanoverarc.org (804-798-2400)