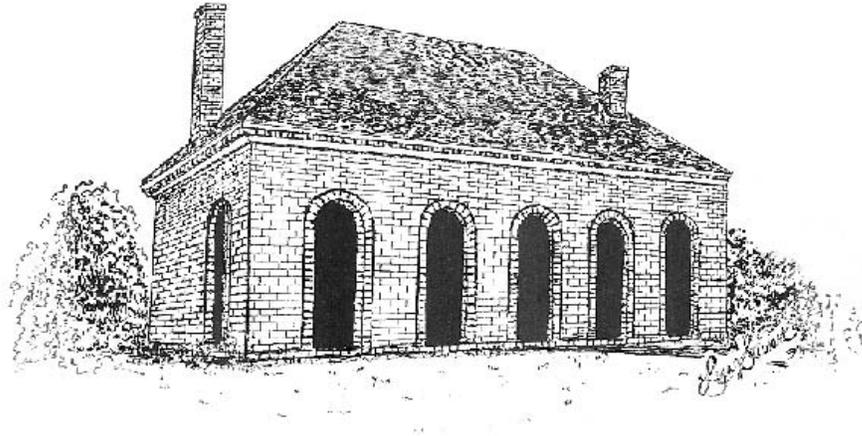


BOARD MEETING PACKET

PREPARED FOR
HANOVER COUNTY COMMUNITY SERVICES BOARD



MEETING DATE

MEETING TIME

LOCATION

**Hanover Community Services Board
Conference Room
12300 Washington Highway
Ashland, VA 23005**

STATEMENT OF MISSION

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.

AGENDA
HANOVER COUNTY COMMUNITY SERVICES BOARD

November 21, 2016, 5:30 p.m.
Hanover Community Services Board Conference Room
12300 Washington Highway, Ashland, VA 23005

5:30 p.m. – Call to Order and Welcome

Work Session: Intensive Community Treatment (ICT) Team

6:30 p.m. – General Business

1. Reconvene
2. Donations
3. Public Comments
4. Approval of Minutes – October 17, 2016 Board Meeting
5. Board Liaison Reports
 - a. Hanover Mental Health Association – Warren Rice
 - 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’ Updates
 - b. Other Items
7. Chairperson’s Report
 - a. Executive Committee Report
 - b. Nominations Committee
 - c. Strategic Plan Committee Reports
 - d. Work Session Planning
 - e. Member Updates & Activities
 - f. Other Items
8. Action Item – Rules of the Board, Adoption of Revisions
9. Adjourn

Next Regularly Scheduled Meeting: December 19, 2016, 5:30 p.m.
Hanover Community Services Board Conference Room
12300 Washington Highway, Ashland, VA 23005

BOARD OF SUPERVISORS

AUBREY M. STANLEY, CHAIRMAN
BEAVERDAM DISTRICT

ANGELA KELLY-WIECEK, VICE-CHAIRMAN
CHICKAHOMINY DISTRICT

SEAN M. DAVIS
HENRY DISTRICT

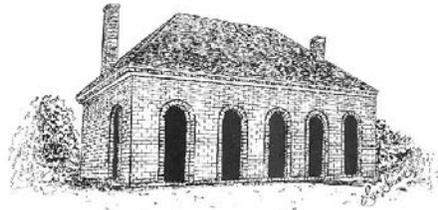
WAYNE T. HAZZARD
SOUTH ANNA DISTRICT

W. CANOVA PETERSON
MECHANICSVILLE DISTRICT

FAYE O. PRICHARD
ASHLAND DISTRICT

SCOTT A. WYATT
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

October 17, 2016

| Members Present | Members Absent | Others |
|------------------------|-----------------------|---------------------|
| William Brenzovich | Scott Bateman | Christina Crumrine |
| Anne Cross | Thomas Blake | Lisa Beitz |
| Jeanie Edwards | Sean Davis | Donna Boyce |
| Lynn Hargrove | Warren Rice | Cecil R. Harris |
| Eric Hendrixson | | Stacy Johnson-Moore |
| Hamilton Holloway | | Ivy Sager |
| Gary D. Perkins | | Lisa Seward |
| Lori Spain (Via Phone) | | Jim Taylor |

Call To Order

The meeting was called to order by Jeanie Edwards, Chairperson, at 5:34 p.m. at the Hanover Community Services Board conference room, 12300 Washington Highway, Ashland VA 23005.

The following members were present: William Brenzovich, Anne Cross, Jeanie Edwards, Lynn Hargrove, Eric Hendrixson, Hamilton Holloway, Gary D. Perkins, and Lori Spain joined the meeting via phone as she was unable to attend due to injury.

Work Session:

County Administrator Rhu Harris gave a presentation on the state of the county and budget review.

Donations – None.

Citizen Comments

None.

Approval of Minutes

The minutes of September 19, 2016 meeting were deemed approved as submitted.

Board Liaison Reports

1. Hanover Mental Health Association – None.
2. Hanover Community Support Services – None.
3. Hanover Arc- Hamilton Holloway reported that Hanover Arc's offices had been moved to the Ashland Center shopping center in September. Hamilton stated they will have an open house and Fall Festival on October 29, 2016.
4. Board of Supervisors – None.

Executive Director's Report

Ivy began by highlighting the 2017 calendar that was included in the Board packet. Ivy informed the Board that the FY18 budget request has been filed and reminded the Board members of the steps surrounding that process.

Ivy stated that a second round of interviews for the Division Director – Business Operations position will be conducted in the coming weeks. Ivy announced that all the meetings with Board of Supervisors members have been completed and that these meetings went very well.

Ivy highlighted the NAMI Walk information included in the Board packet and informed the Board that more than \$800 was raised. Ivy stated that donations could still be received if any Board members would like to donate and could do so at the website included in the board report.

Ivy called the Board's attention to the Dashboard data included in the packet and highlighted and explained several items included within this data.

Ivy passed around formal invitations for the Blue and White Gala that will be held on November 3, 2016. Ivy encouraged the Board to reach out to their Board of Supervisor member and offer them an invitation for the event as well.

Ivy reported that the REACH House open house will be Thursday, October 20, 2016 and encouraged any interested Board members to attend if able to do so.

After concluding her report, Ivy fielded several questions from the Board, which led to a discussion and update on the waiver redesign process.

Chairman's Report

Jeanie inquired if there were any strategic plan committee meeting updates to report. Lynn Hargrove gave a brief update surrounding the direction her committee was heading. Eric Hendrixson stated that the Rules of the Board Committee had met and will draft their meeting minutes in preparation for the next meeting. Ivy added that they are in the final process for updating of the Rules of the Board and the recommended revisions will come to the Board for approval at the next meeting.

Jeanie then turned the floor to the Board for any member updates. William Brenzovich gave a brief summary of the VACSB 2016 Public Policy Conference he recently attended.

Following a question from Gary D. Perkins, the Board discussed the transition process for those individuals who are ID/DD or have mental health issues after they graduate from high school. Mr. Perkins also referenced the draft Hanover County Public Schools Long-Range Plan, currently open for public comment. Following

discussion, the Board agreed to have a comment drafted in support of the Schools Long-Range Plan and submitted according to the public comment process.

Jeanie inquired if Board members had any suggestions for future work sessions. The Board agreed they'd like to have someone from the schools come and speak with them regarding the transition process for students with ID/DD or mental health issues. The Board then discussed other possible work session ideas.

Jeanie highlighted upcoming events that were listed on the planning calendar that was included in the packet.

Action Item(s)

1. Lease Extension- RAFT House, 14433 Washington Highway

A motion was made by Eric Hendrixson, seconded by William Brenzovich, and the motion was carried for the lease extension of RAFT House.

2. CSB Fee Schedule and Sliding Fee Scale

Ivy discussed the basic details and changes made to the Fee Schedule and Sliding Fee Scale. Ivy then responded to questions from board members. A motion to accept the changes as proposed was made by William Brenzovich, seconded by Eric Hendrixson, and the motion was carried by majority. Gary D. Perkins abstained.

The next regularly scheduled Board meeting will be held November 21, 2016 at 5:30 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

11/21/2016

A. Executive Director

General Updates

As requested during the last board meeting, a comment was provided to Hanover County Public Schools in response to their proposed Long-Range Plan. The comment that was provided was sent to Board members prior to its submission.

Also in follow-up to the October Board meeting, work sessions for the next six months are proposed as follows:

January – Virginia Tiered System of Support and Special Education Transition Services

February – Prevention Services

March – Waiver Redesign Update

April – Addiction Recovery Treatment Services (ARTS)

May – Harris Award

June – Adult Drug Court

Confirmations are still being secured so this proposed schedule may change based on availability of presenters.

The Department of Behavioral Health and Developmental Services (DBHDS) conducts periodic operational and financial audits of CSBs. During the week of December 12-16, five auditors will be on-site conducting this audit. Staff will be providing substantial documents to DBHDS in the coming weeks in preparation for the audit.

This month's agenda includes one action item which is the approval of recommended revisions to the Rules of the Board. A committee, comprised of Scott Bateman, Eric Hendrixson, and Gary D. Perkins, met once to review the document and determine the proposed changes. The proposed changes to the Rules of the Board are attached along with a cover page that outlines the changes. In addition, the Chair will appoint a Nominating Committee who will be charged with confirming the slate of officers for 2017.

Human Resources

In the month of October, we had five new hires: two Clinicians, a Training Specialist, a Psychiatric Nurse, and a part-time Administrative Assistant.

As we continue to prepare for the implementation of both the FLSA change impacting Case Managers and Kronos, the Directors met with Coordinators in both divisions as well as Case Managers in the DD division to provide additional information and answer questions.

Donations

No new donations received. In July, the Board received the promise of a donation from Hanover Mental Health Association (HMHA) and recommended its acceptance to the County Administrator. HMHA subsequently requested that we enter into a MOU regarding the use of the funds. The HMHA board has agreed to provide financial support in meeting emergency, housing-

related needs of individuals with mental illness, as requested by CSB staff. Staff continue to work with HMHA representatives in outlining this process.

Community Relations

Jim Taylor presented the Human Services Annual Report on Oct. 26th, which included stories from several human service agencies. The CSB shared a story of an individual's successful transition from the sheltered workshop to a community employment crew. The report and video of the presentation can be found at: http://hanovercounty.granicus.com/ViewPublisher.php?view_id=6. The report is attached to the agenda, the link for which is available on the same page.

B. Business Operations

Bernie Jordan will be joining the staff as the Division Director – Business Operations on November 16th. Bernie is currently with the County's Internal Audit Department, a position he has held for four years. We are excited to welcome Bernie to the team and already have a number of projects in the queue for him.

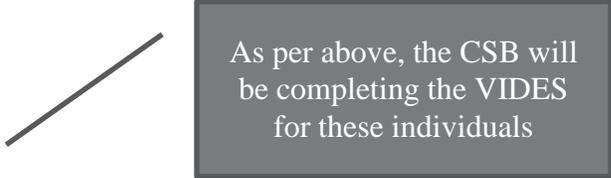
C. Clinical Services

Individualized outings can be very therapeutic for clients. The ICT Team attempts to engage clients in outings based on their needs or wants. These can be as frequent as weekly or on special occasions, like birthdays. Bethany Ayers, the Peer Specialist, regularly invites clients to go one on one in the community and participate in activities they normally might not have the opportunity to experience. She has taken clients bowling, to play pool, to the VMFA, and to Short Pump to window shop. Other staff will go for walks with clients, play sports with them, or take them out to chat over a cup of coffee. Being active in the community allows staff to help clients address fears, paranoia, or anxiety that they may have trouble facing alone. Outings are just another intervention that allow staff and clients to form trusting, therapeutic relationships.

D. Community Support Services

This month we learned that DBHDS will not be completing the VIDES for those individuals still requiring their priority status. Instead they have elected to have the CSBs conduct the assessments. This is a snapshot of our data at present:

- ➔ Priority 1 = 56
- ➔ Priority 2 = 64
- ➔ Priority 3 = 46
- ➔ Unknown = 14



As per above, the CSB will be completing the VIDES for these individuals

We continue to work with DBHDS toward the completion of the needed levels and tiers. We are hopeful that we will have a comprehensive list of all individuals receiving services through the CSB in addition to accurate levels/tiers and priorities by December.

In addition, we continue to collaborate with the project managers for the Waiver Management System (WaMS) as they work out glitches on their end. The CSBs have worked in partnership with the developers to build an online training to assist end users with the new WaMS processes.

Furthermore, we are continuing our efforts around DD case management and are actively working with our contracted external case management providers, to ensure accurate and quality documentation. To that end, we have developed and conducted several trainings and are performing our own internal QI process. The goal is to have each private provider on-line and entering all documentation into our health record system in January.

The Blue & White Gala was a big success this year, with over 190 in attendance. The festivities included a robust game or two of Corn Hole and several casino-style game tables. Staff enjoyed watching the casino “dealers” very naturally engage the individuals through some problem-solving strategies and general math and computation skill development. What resonates most are the faces of individuals, the laughter and smiles as they had fun, and were proud of their accomplishments this year. We wish to thank Jeanie Edwards and the volunteers from the Community Women's Club for their service with the dinner. As well, we are grateful to Bill Brenzovich, Lynn Hargrove and Board of Supervisor member Scott Wyatt for attending.

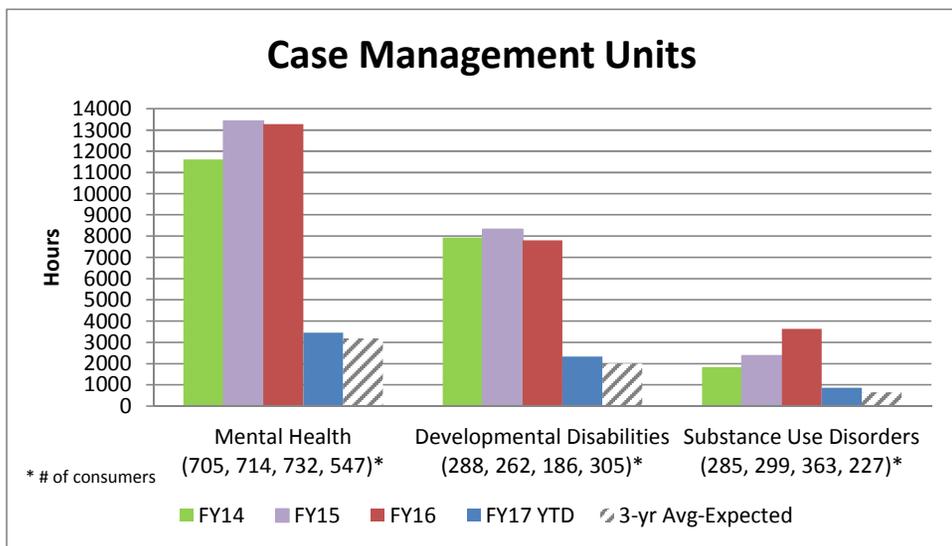
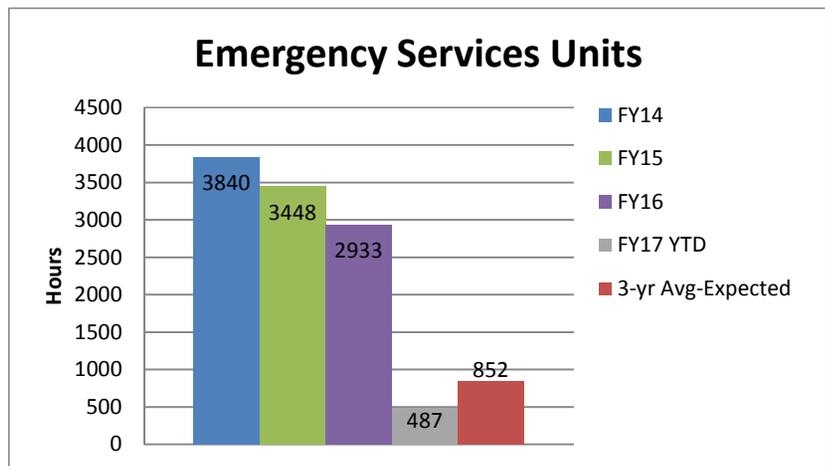
Hanover CSB - September 2016

| At-a-Glance | Hospitalizations: 22 | Number Served: 1120 | Admissions: 181 | Discharges: 149 | Prevention: 119 | RAFT: 95.5% |
|--------------------|----------------------|---------------------|-----------------|-----------------|-----------------|---------------------------|
| FY17 YTD Avg/Month | 17 | 1118 | 161 | 157 | 376 | 63 of 66 one or more days |
| FY16 Avg/Month | 24 | 1081 | 172 | 169 | 232 | |

| | FY16 Actual | FY17 Projected | FY17 YTD | YTD Expected | % of Expected | |
|--|-------------|----------------|----------|--------------|---------------|---|
| Mental Health Services | | | | | | |
| Acute Psychiatric or Inpatient Services | 21 | 13 | 0 | 3 | 0% | ▲ |
| Outpatient Services | 767 | 700 | 543 | 372 | 146% | ● |
| Case Management Services | 732 | 700 | 547 | 510 | 107% | ● |
| Assertive Community Treatment | 72 | 60 | 59 | 58 | 101% | ● |
| Rehabilitation | 71 | 66 | 62 | 59 | 104% | ● |
| Supported Employment | | 10 | 0 | 3 | 0% | ▲ |
| Developmental Disability Services | | | | | | |
| Case Management Services | 186 | 210 | 172 | 176 | 97% | ● |
| Rehabilitation | 37 | 30 | 30 | 29 | 103% | ● |
| Supported Employment | 119 | 124 | 80 | 73 | 109% | ● |
| Supportive Residential Services | 42 | 39 | 28 | 28 | 102% | ● |
| Substance Abuse Services | | | | | | |
| Medical Detox Inpatient Services | 3 | 5 | 0 | 1 | 0% | ▲ |
| Outpatient Services | 267 | 232 | 116 | 97 | 120% | ● |
| Case Management Services | 363 | 315 | 227 | 173 | 131% | ● |
| Intensive Residential Services | 42 | 35 | 0 | 9 | 0% | ▲ |
| Emergency Services | | | | | | |
| Emergency Services | 809 | 675 | 213 | 191 | 112% | ● |
| Consumer Monitoring - Individuals | 195 | 235 | 133 | 105 | 127% | ● |
| Assessment and Evaluation Services | 1375 | 1200 | 490 | 397 | 123% | ● |

BUDGET

| | YTD % BUDGET | BUDGET | AMOUNT YTD |
|-----------------|--------------|---------------------|--------------------|
| Expenses | | | |
| Salaries | 19.43% | \$9,499,340 | \$1,846,049 |
| Oper. Exp | 10.33% | \$1,496,821 | \$154,663 |
| Capital Outlay | 111.77% | \$30,661 | \$34,269 |
| Revenue | | | |
| Local | 25.00% | \$4,413,990 | \$1,103,498 |
| State + Federal | 24.58% | \$2,940,805 | \$722,773 |
| Other | 14.05% | \$1,185,027 | \$166,508 |
| Medicaid | 25.53% | \$2,487,000 | \$634,908 |
| TOTAL: | | \$11,026,822 | \$2,627,687 |



Focus Forward:

- 1) Implementation of developmental disabilities system transformation including waiver redesign.** Efforts to implement redesign continue; all individual contracts executed; billing processes established; developing ongoing QI function/oversight; and preparing to use regional DDCM RFP process to contract with one provider to ensure choice protocol.
- 2) Support implementation of the Adult Drug Court pilot program.** Staff continue to be active participants in the planning meetings and have worked to develop guidelines. Presentation by Judge Harris was made to the Board of Supervisors.
- 3) Support the ongoing development of CSB Board members to be an effective administrative policy board.** CSB Members held joint meetings with Board of Supervisor members in September; CSB Board Meeting work session was presented by Jennifer Faison, VACSB, and focused on advocacy.



Hanover County Community Services Board Action Item

Board Meeting Date: November 21, 2016

Subject: Adoption of revisions to the Rules of the Board for the Hanover County Community Services Board

Summary of Agenda Item:

The CSB Rules of the Board Committee met once to review the CSB's Rules of the Board to assess the need for possible revisions. The Committee recommends changes as listed below:

1. The term "intellectual disabilities" is updated to "developmental disabilities".
2. Article IV, Section 3 and Section 4 is amended slightly to simplify the language.
3. Article V is amended to clarify and/or simplify the language.
4. Article VII includes amendments to simplify language and provide the general agenda more consistent with current practice.
5. Article VIII includes a proposed new section outlining the Rules of the Board Committee as appointed by the Chairperson and simplified language.

Action

Recommended: Adopt the Rules of the Board, with all revisions recommended by the Committee, for the Hanover County Community Services Board.

**HANOVER COUNTY COMMUNITY SERVICES BOARD
RULES OF THE BOARD**

ARTICLE I – NAME

The name of the Board shall be the Hanover County Community Services Board, hereinafter referred to as the “Board.”

ARTICLE II – PURPOSE

The purpose of this Board shall be to act as the agent of Hanover County, Virginia, a political subdivision of the Commonwealth of Virginia, in the establishment and operation of community mental health, intellectual developmental disabilities and substance use disorder services as provided for in Subtitle II, Chapter 5 of Title 37.2 of the Code of Virginia (1950), as amended, relating to the Virginia Department of Behavioral Health and Developmental Services, hereinafter referred to as the “Department.”

Additionally, the purpose of this Board shall be to provide a core of services to include emergency and case management services (subject to the availability of funding), and other appropriate services necessary to provide individualized supports to persons with mental illness, intellectual developmental disabilities and/or substance use disorders.

ARTICLE III – POWERS AND DUTIES

The County of Hanover has established the Board and authorized it to administer County mental health, intellectual developmental disabilities and substance use disorder services pursuant to a resolution approved by the County Board of Supervisors on August 26, 1998, and in accordance with the provisions of § 37.2-501 of the Code of Virginia. The County Board of Supervisors has designated the Board as an Administrative Policy Board, as defined in § 37.2-100 of the Code of Virginia. The powers, duties and responsibilities of the Board shall be those of an Administrative Policy Board set forth in the Code of Virginia.

ARTICLE IV – MEMBERSHIP

Section 1. The membership of the Board is governed by § 2-37 of the Hanover County Code and in accordance with §§ 37.2-501 and 37.2-502 of the Code of Virginia as amended.

Section 2. The Board shall be composed of twelve (12) members, who shall be appointed by the Board of Supervisors in accordance with state law. The Board shall include one (1) member from each of the seven (7) magisterial districts of the County,

four (4) at-large members, and a member of the Board of Supervisors. The Board of Supervisors member shall not serve on the Executive Committee.

Section 3. ~~Board members shall serve a term of three (3) years from January 1st of the year appointed. The term of each member of the Board shall be for three (3) years from January first of the year appointed.~~ Any vacancies on the Board shall be filled for the balance of an unexpired term. The membership of the Board shall be broadly representative of the community. One third of the Board shall be consumers or family members of consumers, at least one of whom shall be a consumer receiving services, as defined in § 37.2-100 of the Code of Virginia.

Section 4. Members shall attend Board meetings regularly. Board members should advise the chairperson of anticipated absences ~~prior to~~ before meetings, or, if not possible, contact the chairperson shortly after the missed meeting. Any Board member absent for 75% of the regular meetings of the Board or three (3) consecutive regular meetings of the Board shall have his/her membership evaluated by the Executive Committee. The Executive Committee may make a recommendation to the Board of Supervisors for appropriate action.

ARTICLE V – ELECTION AND TERMS OF OFFICE

Section 1. The Board shall elect its officers at the annual meeting. Newly elected officers shall assume office on the first day of January. If the last regularly scheduled meeting of the year is cancelled or postponed beyond the end of the year, the Board shall elect its officers at the first regular or special meeting of the new year as the first order of business following the approval of the minutes and the newly elected officers assume office immediately. ~~–~~ If both outgoing officers and chairpersons of all standing committees have concluded their service on the Board or are otherwise absent, then the longest serving senior Board member present, ~~in terms of continuous service,~~ shall preside. ~~Newly elected officers shall assume office immediately upon election.~~

Section 2. The terms of office shall be for one year or until successors are elected. No officer may serve more than two consecutive terms in same office. The election shall be by ballot if there is more than one nominee for the same office. A quorum must be present and voting must occur in order to constitute an election. Any vacancy occurring among the officers shall be filled by the Board.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall ~~be appointed by and from the Board and shall include a~~ include the Chairperson, Vice Chairperson and Secretary. The Immediate Past Chairperson shall also serve as a member of the Executive Committee. If the Immediate Past Chairperson is unable to serve, another member of the board shall be appointed to serve as a member of the Executive Committee.

Section 2. The Executive Committee shall conduct necessary business, consistent with these Rules, between meetings of the Board, limiting new decisions to emergency situations or situations that cannot be delayed until the next Board meeting. Any action by the Executive Committee is subject to ratification by the Board at its next regular meeting. The Executive Committee shall meet at such times as ~~shall be~~ necessary to conduct the business of the Board. A majority of the Executive Committee shall ~~constitute~~ make a quorum.

Section 3. The Chairperson shall be the chief executive officer of the Board and shall perform such duties as are incident to the office and such other duties as may be required by law, by these Rules or which may be prescribed by the Board. The Chairperson shall preside at all meetings of the Board and Executive Committee, serve as ex-officio member of all standing committees and ad hoc committees, except the Nominating Committee, work closely with the Executive Director and delegate authority to the Executive Director with the approval of the Board.

Section 4. In the absence of the Chairperson, or in the event of his/her inability to act, or if that office is temporarily vacant, the Vice Chairperson shall exercise all the powers and perform all the duties of the Chairperson of the Board. In the absence of the Vice Chairperson, or in the event of his/her inability to act, or if that office is temporarily vacant, the Secretary shall exercise all the powers and perform all the duties of the Vice Chairperson.

Section 5. The Vice Chairperson shall perform such duties as are incident to the office and such other duties as may be required by law, by these Rules or which may be prescribed by the Board. ~~The Vice Chairperson shall also, and~~ preside at all meetings of the Board and Executive Committee when the Chairperson is not available.

Section 6. The Secretary shall assure that accurate records of all meetings of the Board and Executive Committee are prepared and maintained. The Secretary will serve as a communication liaison between the community and the Board. The Secretary shall assure that all notices of meetings of the Board and its committees are distributed and shall perform other duties as requested by the Board. In the absence of the Chairperson and Vice Chairperson, the Secretary shall preside at Board meetings.

ARTICLE VII – MEETINGS

Section 1. Regular meetings of the Board shall be held no less than ten times per year. The date and times of the regular meetings will be established by the Board.

The quorum for all regular Board meetings shall be a majority of its members. Voting by proxy shall not be permitted. The annual meeting shall be a regular meeting, which shall be held no later than December.

If the Chairperson finds and declares that the weather or other conditions are such that it is hazardous for the Board members and the public to attend a regular meeting, the meeting shall be held within one week. Board members will be notified as promptly as possible and notice will be posted. All matters previously advertised will be conducted at the rescheduled meeting and no further advertisement or notice is required.

In ~~the event~~case of an emergency or personal matter, which has been identified with specificity, Board members may participate in board meetings through electronic communication in accordance with the procedures and limitations set forth in § 2.2-3708.1 of the Code of Virginia when the necessary equipment is available.

Section 2. Special meetings of the Board may be called: by the Chairperson; upon written request of three members; or as determined to be necessary by a majority of the Board.

Section 3. The agenda for regular meetings may generally be as follows:

1. Call to Order & Welcome
2. ~~Roll Call~~Work Session
- ~~3. _____~~
3. Donations
4. Public Comments/~~Donations~~
5. Approval of Minutes ~~and Secretary's Report~~Committee Reports
6. Board Liaison Reports
7. Finance Report (Quarterly)
8. Executive Director's Report
9. Chairperson's Report
10. Action Items
11. Other Business
12. Closed Session (when applicable)
13. Adjournment

The order of agenda items may vary depending on the content of the agenda and time available.

Section 4. Public Comments. ~~The purpose of p~~Public comments ~~is to~~ allow an opportunity for residents of Hanover County and other interested parties to present comments and information to the Board regarding any matter within the scope of the Board's authority. Any person who desires to speak will be asked to provide his/her name, magisterial district or locality of residence, and the matter to be addressed. The Board may respond at the conclusion of the public comment period to comments or questions raised. ~~Information that is readily available in response to such comments may be provided at this~~

time. In addition, the Board may direct that the staff prepare a report or take other action in response to the comments received.

During the public comment period, each speaker shall be permitted to speak for up to five minutes. In the event that the number of those wishing to provide comments should exceed the time allotted, the Chairperson may request that the individual(s) return for the next regular meeting of the Board or may consult with the Board as to whether to extend the public comment period. The Chairperson has the authority and duty to manage the public comment period within these guidelines.

ARTICLE VIII – COMMITTEES

Section 1. Nominating Committee.

A Nominating Committee shall be appointed by the Chairperson in November. The Chairperson shall not be a member of the Committee. It shall be the duty of the Nominating Committee to nominate officers for election. The Committee shall be composed of a Chairperson and two (2) members.

Section 2. Rules of the Board Committee.

A Rules of the Board Committee shall be appointed by the Chairperson in September. The Chairperson shall not be a member of the Committee. It shall be the duty of the Rules of the Board Committee to review the Rules of the Board and recommend revisions, as necessary, to the full board. The Committee shall be composed of a Chairperson and two (2) members.

Section 32. Standing Committees.

The Board may establish such committees as it shall deem necessary or advisable and shall ~~promulgate~~ establish such rules and regulations under which such committees shall function. Any vacancies on a standing committee shall be filled by the Board as needed. The standing committees may include the Administration Committee, whose membership shall be limited to Board members, and whose purpose is to provide strategic planning and the review and oversight of administrative functions, including finance, human resources, information technology and facilities; and the Program Committee, whose purpose is to develop, monitor and evaluate the programs offered by the Board. The chairpersons of the standing committees will be appointed by the members of each committee and shall be selected from the current Board membership.

Section 43. Ad Hoc Committees.

The Board may appoint ad hoc committees to address a specific issue or activity that is not appropriate to be addressed by a Standing Committee. The chairperson of any ad hoc committee will be appointed by the members of the committee and shall be selected from the current Board membership. The Board shall fill ad hoc committee vacancies as needed.

ARTICLE IX – ADMINISTRATION

The Board shall participate with local government in the appointment and annual performance evaluation of the Executive Director. The Executive Director shall provide support to the Secretary of the Board to include minutes, notices and other correspondence.

ARTICLE X – CONFLICT OF INTEREST

Whenever a Board member or Committee member has cause to believe that a matter to be voted upon would involve him/her in a conflict of interest pursuant to § 2.2-3100, et seq., of the Code of Virginia, he/she shall announce the conflict of interest and shall abstain from voting on such matters.

ARTICLE XI – RULES

Roberts Rules of Order, newly revised, shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with these Rules. The County Attorney's designee shall serve as the parliamentary advisor to the Board.

ARTICLE XII – AMENDMENTS

The Rules should be reviewed on an annual basis. These Rules may be amended at any regular meeting of the Board by two-thirds of those present and voting.

**CSB Board
Three-Month Planning Calendar**

| December | January | February |
|--|---|---|
| -CSB Election of Officers | -New Board Officers and newly appointed members begin term | -2 nd Qtr. Financial & G&O Progress Report |
| | -VACSB Public Policy Conference, Jan. 17-18, Richmond Hilton Downtown | -Harris Award Planning |
| -Board Planning: 12/12/16 | -Board Planning: 1/9/17 | -Board Planning: 2/13/17 |
| -Board Meeting: 12/19/16 | -Board Meeting: 1/23/17* *Due to County Holiday | -Board Meeting: 2/20/17 |
| Work Session: Recognition and Holiday Social | Work Session: Virginia Tiered System of Support (VTSS) and Special Education Transition Services – Hanover Co. Public Schools (Tentative) | Work Session: Prevention Services |

Upcoming Events & Activities:

- December 9: ICT Holiday Social – 11am-3pm, DSS Large Conference Room
- December 13: Sweet ~n~ Salty Holiday Treats – 12noon-2pm, Atlee Commons
- December 14: Holiday Cookie Trade – 12:30pm-3pm, Day Health
- December 15: RAFT Holiday Luncheon – 12 noon, RAFT House
- January 17-18, 2017: VACSB Legislative Conference