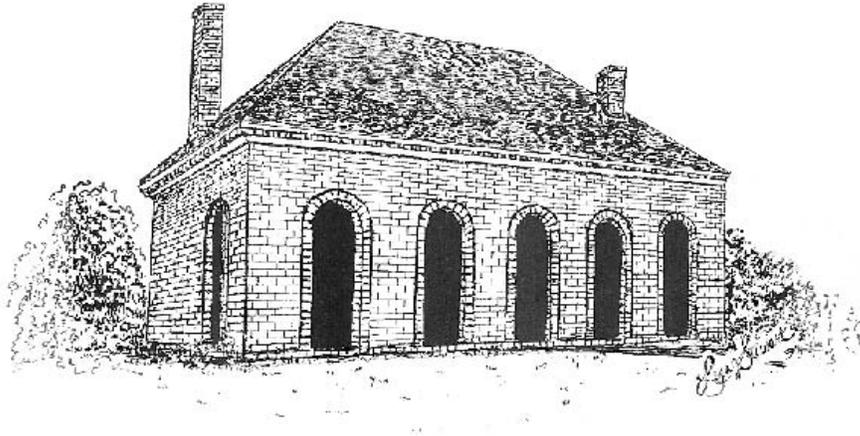


BOARD MEETING PACKET

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

December 21, 2015, 6:30 p.m.
Hanover Community Services Board Conference Room
12300 Washington Highway, Ashland, VA 23005

5:45 p.m. – Work Session: Holiday Social & Recognition of Outgoing Members

6:30 p.m. – Board Meeting:

1. Welcome and Roll Call
2. Donations
3. Public Comments
4. Approval of Minutes – November 16, 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’ Updates
 - b. FY17 Proposed Budget Overview
 - c. Other Items
7. Chairperson’s Report
 - a. Member Updates & Activities
 - b. Work Session Planning
 - c. Other Items
8. Action Item – Nominations Committee Report and Election of Officers
9. Adjourn

Next Regularly Scheduled Meeting: January 25, 2016, 6:30 p.m.*
Hanover Community Services Board Conference Room
12300 Washington Highway, Ashland, VA 23005

**DATE CHANGED DUE TO COUNTY HOLIDAY*

BOARD OF SUPERVISORS

WAYNE T. HAZZARD, CHAIRMAN
SOUTH ANNA DISTRICT

AUBREY M. STANLEY, VICE -CHAIRMAN
BEAVERDAM DISTRICT

SEAN M. DAVIS
HENRY DISTRICT

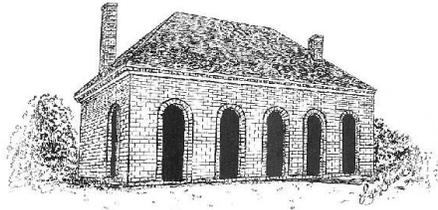
ANGELA KELLY-WIECEK
CHICKAHOMINY DISTRICT

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

November 16, 2015

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

WORK SESSION – Jim Taylor, Deputy County Administrator, provided the FY15 Human Services Annual Report.

BOARD MEETING

The meeting was called to order by William Brenzovich, Chairperson, at 6:44 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: Scott Bateman, Thomas Blake, William Brenzovich, Jeanie Edwards, Lynn Hargrove, Eric Hendrixson, Hamilton Holloway, Warren Rice, Herb Sening, and Lori Spain.

Donations – None.

Citizen Comments

None.

Approval of Minutes

The minutes of October 19, 2015 meeting were deemed approved as submitted.

Board Liaison Reports

1. Hanover Mental Health Association – None.
2. Hanover Community Support Services – Scott Bateman stated the main topic during their last meeting was the job description for the Executive Director, as well as few possible candidates for the new position. Scott also reported that the Bass Pro hot dog sale will only be two days this year.
3. Hanover Arc –Hamilton Holloway stated the Life in the Community event was well attended. Hamilton also highlighted the success of the Chunk-A-Thon held on October 31, 2015 and reported that the Breakfast with Santa will be held at Bass Pro on December 5th and 12th. Hamilton stated that the report to the Governor and General Assembly, dated November 1, 2015, is available. The report was in reference to the waiver redesign. This information will be forwarded to board members.
4. Board of Supervisors – None.

Executive Director's Report

Ivy Sager began by informing the Board that Lisa Beitz was absent from the meeting due to attending a prevention conference. Ivy then highlighted Dashboard data included in the Board packet. Ivy stated she updated the case management unit chart and the emergency services unit chart to have a column that speaks to the 3-year average expected. Ivy then opened the floor to the Board regarding the Dashboard. With no questions from the Board, Ivy went on to state that the agency's budget meeting would be Friday, November 20, 2015. Ivy stated that there would be an overview of the proposed budget at the following Board meeting.

Ivy reported that she is in the process of working with Sean Davis on his intended appointment for the Board for the Henry District. Ivy also mentioned that Jeanie Edwards is up for reappointment, as well as an at-large appointment.

Ivy continued her report by following up on a question regarding Mental Health First Aid, from the previous Board meeting. Ivy stated that staff are in the process of setting the training dates for 2016 and she will pass those dates along to the Board once finalized. Ivy then turned the floor to the Board for questions. The Board briefly discussed what the budget overview will include, as well as the process for approving the waiver redesign.

Chairman's Report

Bill began his report by noting the Nominations Committee, with Herb and Hamilton already agreeing to serve, needed a third member; Warren Rice volunteered. Bill then opened the floor to the Board for suggestions for the February work session. The Board discussed several work session suggestions to include progress updates on the following areas: supported employment, RAFT House, and CIT/HCIC as well as review of Community Resources and Hanover CARES.

Bill congratulated Donna Boyce and her team on the success of the Blue and White Gala, and discussed his experience at the event. Bill then highlighted the 3-month planning calendar and some of the upcoming events; Bill encouraged all members to attend any of the events they are able to.

Bill reported that Ivy had received an invitation from the McSchin Foundation that detailed an upcoming event. Bill stated that they could pass this invitation along to any members who are interested.

Action Item(s)

Upon motion by Bill Brenzovich, second by Scott Bateman, and carried by majority, the Rules of the Board were adopted with all revisions recommended by the Bylaws Committee.

The next regularly scheduled Board meeting will be held December 21, 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

12/21/2015

A. Executive Director

General Updates

Staff have done a remarkable job in joining with individuals and families to celebrate the holiday season. All of the program events have been outstanding and meaningful to the individuals we serve.

As an update on appointments to the board, Mr. Davis appointed Anne Getty Cross to the board effective Jan. 1. Mrs. Cross will serve as the Henry District representative. The at-large appointment has not yet been made; Mr. Hazzard, as current Chair of the Board of Supervisors, has shared with me his intent to appoint Gary Perkins to this seat. As well, Jeanie Edwards will be reappointed (2nd term); this was delayed due to the change in Board of Supervisor representative from the Cold Harbor District.

Human Resources

In the month of November there were two new hires, a Clinician and a part-time Training Specialist; there was one resignation. Eight staff participated in the CSB's new staff orientation on Dec. 11th. This session included staff who have joined the agency since late August.

Donations

A donation of \$8,000 was received from the Flippo Foundation for the RAFT House. There were also several donations of Thanksgiving food items for individuals and families in need and the Community Women's Club, of which Jeanie Edwards is a member, donated gift cards to RAFT House members.

B. Business Operations

The FY17 Budget was submitted to Finance and the face-to-face budget meeting was conducted. We remained flat year over year, with the exception of two new position requests in the Service Level Plan: two MH/ID Case Managers, one in FY17 and the other in FY18.

Business Operations staff are working in their new environment; having moved into the newly renovated space on Dec. 18th. Currently and moving into the new calendar year, operational processes and structure are being evaluated and analyzed to ensure maximum output, in alignment with the Human Services initiatives.

C. Clinical Services

The path to recovery can be extraordinarily challenging for a person who is constantly struggling to meet his or her basic needs for food, shelter, and health care. Access to Supplemental Security Income (SSI) and/or Social Security Disability Income (SSDI) can assist an individual with serious mental illness who is homeless or at risk of homelessness to take the first steps on his/her journey to recovery. This income, and often automatic eligibility for Medicaid, enables a person to access the needed services and support to return to, or begin, education and employment. However, the application process for SSI and/or SSDI is complex and challenging, especially for a vulnerable individual and many never successfully complete a full application. Case managers themselves find the processes for SSI and SSDI application and disability determination difficult to navigate. Fortunately, there is a training program for case managers to learn how to negotiate the application process successfully with clients and this program is named "SOAR". The SOAR training originated with SAMHSA's Projects for Assistance in Transition from Homelessness (PATH). The idea is that with the SOAR training, case managers can facilitate clients to

successfully apply for SSI/SSDI and that because of the completeness and thoroughness of the application, the SOAR application will be handpicked from the pile of applications and “soar” to the top of the pile. In this way, the SOAR application will be approved in a very timely fashion, often several months or less. Currently, we have two staff trained in SOAR and they are able to provide much needed support to individuals in this area.

D. Community Support Services

New developments and changes have been the topic of many a conversation with ID services this year. We’ve been involved in updates with waiver redesign and begun to position ourselves for the anticipated increase in case management with the Developmental Disability population coming on-line in July 2016. Likewise, we are expecting the shift in waiver allocation to the new process during the next cycle. The new process is designed to increase the fire-walls around case management to ensure ‘conflict-free’ services. We are anticipating more detail in the next month or so, which will be shared during upcoming Board reports.

As you are aware, when the County’s janitorial contract was in renewal period, it was determined to move away from Rock Solid as the vendor providing those services. At that time, it was logical to determine next steps for the County’s recycling – which was eventually embedded into the new janitorial vendor’s contract. As such, the process began for the intentional restructuring of Hanover Industries/Hanover Recycling, providing opportunity to ‘soft launch’ some of the continuum services we shared with you through the fall. In concert with these developments, as of December 31st Hanover Recycling will no longer be accepting or picking up material for recycling. The resources that have been allocated to the Recycling program are needed on the Supported Employment and Day Support fronts as we position and transition individuals for changes to come.

Our McGeorge and Randolph Macon Crews are doing wonderfully! We are also in process of developing future crews in partnership with the business community. The McGeorge crew found out last week that they will receive a bonus check with their co-workers at the Christmas party McGeorge is hosting for all their staff.

Hanover CSB - November 2015

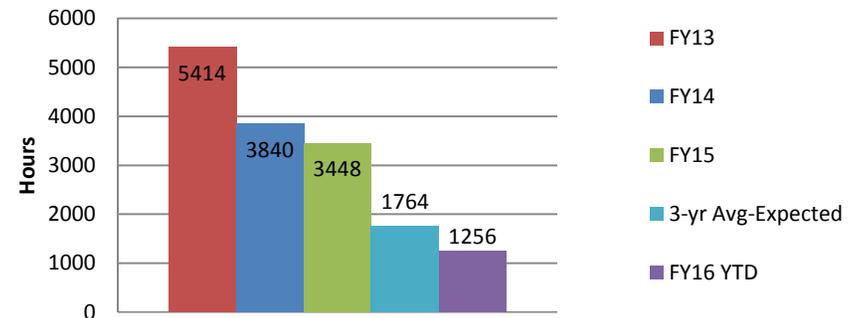
At-a-Glance	Hospitalizations: 21	Number Served: 1058	Admissions: 151	Discharges: 189	Prevention: 221	RAFT: 98%
FY16 YTD Avg/Month	23	1044	155	162	199	51/52 one or more days
FY15 Avg/Month	26	1017	152	148		

	FY15 Actual	FY16 Projected	FY16 YTD	YTD Expected	% of Expected	
Mental Health Services						
Acute Psychiatric or Inpatient Services	23	25	6	10	58%	▲
Outpatient Services	737	800	554	493	112%	●
Assertive Community Treatment	68	60	61	56	110%	●
Case Management Services	714	700	543	525	103%	●
Rehabilitation	84	90	60	65	92%	●
Intellectual Disability Services						
Case Management Services	262	275	176	207	85%	●
Rehabilitation	41	45	36	39	93%	●
Supported Employment	115	110	86	82	105%	●
Supportive Residential Services	55	50	36	36	100%	●
Substance Abuse Services						
Medical Detox Inpatient Services	1	2	0	1	0%	●
Outpatient Services	238	215	147	121	121%	●
Case Management Services	299	275	220	173	127%	●
Intensive Residential Services	34	20	16	8	192%	▲
Emergency Services						
Emergency Services	793	700	388	323	120%	●
Assessment and Evaluation Services	1175	1100	631	522	121%	●

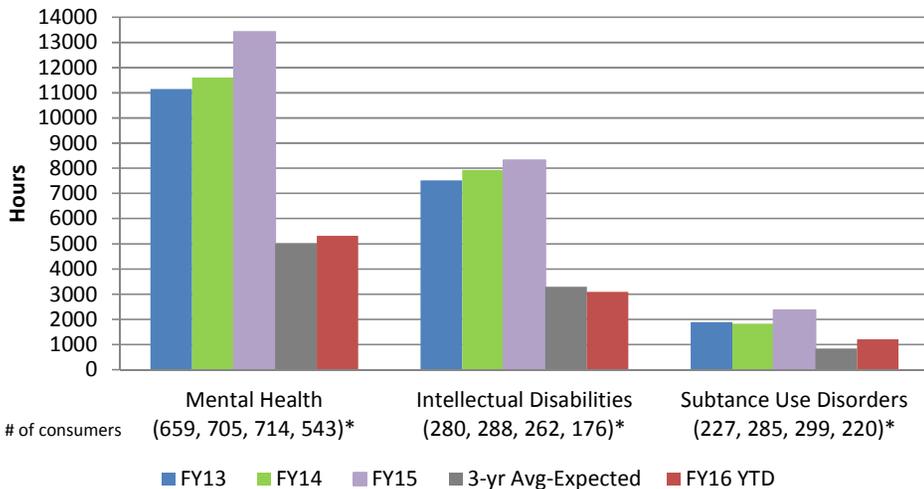
BUDGET

	YTD % BUDGET	BUDGET	AMOUNT YTD
Expenses			
Salaries	35.37%	\$9,396,860	\$3,323,902
Oper. Exp	22.07%	\$1,678,783	\$370,467
Capital Outlay	0.00%	\$0	\$35,533
TOTAL:		\$11,075,643	\$3,729,902
Revenue			
Local	41.67%	\$4,407,285	\$1,836,369
State - Federal	44.78%	\$2,930,743	\$1,312,386
Other	24.97%	\$1,326,052	\$329,757
Medicaid	41.44%	\$2,411,562	\$999,439
TOTAL:		\$11,075,643	\$4,477,953

Emergency Services Units



Case Management Units



Focus Forward: 1) Support the development and supervision of Hanover's contract for a home visiting program through Family Lifeline. Monthly implementation team meeting met on November 2, with ongoing exploration of strategies to build referrals and sustain program. **2) Integrate CSB and DSS business operations with the hiring and training of a new division director and modification of office space.** Renovation of previous DSS lobby into office space nearly completed; other "punch list" items completed; expected move to new space slated for mid-Dec. **3) Implementation of expanded clinical services at Pamunkey Regional Jail and Georgetown School.** PRJ clinician continues to go well; engaged in conversations about development of adult drug court.

**CSB Board
Three-Month Planning Calendar**

January	February	March
<p>-New Board Officers and newly appointed members begin term</p> <p>-VACSB Legislative Conference, Richmond Hilton Downtown Jan. 19-20, 2016</p> <p>-Board Planning: 1/11/16 (may be changed)</p> <p>-Board Meeting: 1/25/16 *Date Change due to County Holiday</p> <p>Work Session: Prevention & Wellness Services</p>	<p>-2nd Qtr. Financial & Progress Report</p> <p>-Harris Award Planning</p> <p>-New member orientation/tour</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>

Upcoming Events & Activities: