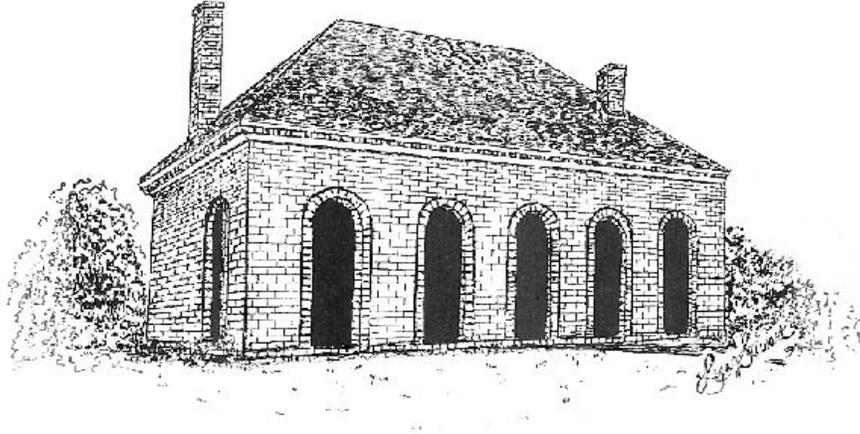


BOARD MEETING PACKET

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

April 20, 2015, 6:30 p.m.
Hanover Community Services Board Conference Room,
12300 Washington Highway, Ashland, VA 23005

5:30 p.m. – Work Session: Strategic Planning, Part 2

6:30 p.m. – Board Meeting:

- 1. Welcome and Roll Call**
- 2. Donations**
- 3. Citizens Comments**
- 4. Approval of Minutes – March 16, 2015 Board Meeting; March 20, 2015 Board Retreat**
- 5. Board Liaison Reports**
 - a. Hanover Mental Health Association – Jeanie Edwards**
 - b. Hanover Community Support Services – Scott Bateman**
 - c. Hanover Arc – Hamilton Holloway**
 - d. Hanover Board of Supervisors – Sean Davis**
- 6. Executive Director’s Report**
 - a. Directors’ Report**
 - b. Other Items**
- 7. Chairperson’s Report**
 - a. Updates & Board Member Activity**
 - b. Other Items**
- 8. Adjourn**

Next Regularly Scheduled Meeting: May 18, 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

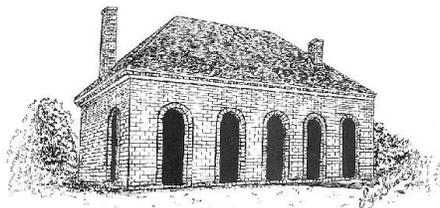
ANGELA KELLY-WIECEK
CHICKAHOMINY DISTRICT

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

March 16, 2015

Members Present	Members Absent	Others
Scott Bateman	Sean Davis	Ivy Sager
Thomas Blake		Lisa Beitz
William Brenzovich		Donna Boyce
Sharon Bungler		Peter Getts
Jeanie Edwards		Christina Natale
Lynn Hargrove (Via phone)		Jim Taylor
Eric Hendrixson		
Hamilton Holloway		
Warren Rice		
Herb Sening		
Lori Spain		

WORK SESSION

There was no work session prior to the meeting.

BOARD MEETING

The meeting was called to order by William Brenzovich, Chairperson, at 6:33 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, Sharon Bungler, Jeanie Edwards, Eric Hendrixson, Hamilton Holloway, Warren Rice, Herb Sening, and Lori Spain. Ivy Sager noted that Lynn Hargrove was joining the meeting by phone, pursuant to § 2.2-3708.1 of the Code of Virginia. Due to illness, Mrs. Hargrove participated in this manner from her personal residence.

Donations – None.

Citizen Comments – None.

Approval of Minutes

The minutes of February 23, 2015 meeting were deemed approved as submitted.

Board Liaison Reports

1. Hanover Mental Health Association – Bill reported that he had sent an email reaching out to the Hanover Mental Health Association, but has yet to receive response. Jeanie Edwards stated that she had also sent an email the Hanover Mental Health Association and received a response that stated that they are still reaching out to the community and businesses for opportunities to teach mental health first aid.
2. Hanover Community Support Services – Scott Bateman stated there was nothing new to report. Ivy followed up by reporting that she and Lisa Beitz were invited to attend the HCSS meeting on March 17, 2015.
3. Hanover Arc – Hamilton Holloway reminded the Board that Taste of Hanover is coming up on April 29, 2015 and encouraged everyone to come out.
4. Board of Supervisors – No report.

Review of Fees and Fee Scale

Peter Getts provided detail for members on the fee schedule and sliding fee scale and the requirement for the board to review each year. The proposed fee schedule and sliding fee scale for FY16 remains unchanged from current year though service rates specific to the GAP Medicaid program have been included. Peter took questions from Board members about specific clarifications regarding the scale. Because the fees or sliding fee scale are not changing, no vote is needed from the Board. Bill acknowledged that the fee schedule and sliding fee scale were reviewed and would remain in place for FY16.

Executive Director's Report

Ivy referenced the board packet and indicated that a slightly more detailed schedule for the upcoming VACSB conference was included. Again, Board members are encouraged to attend; contact Christina Natale directly if interested. Ivy reported that nominations are being accepted now until April 6, 2015 for the Jean Harris Award; the ceremony will be prior to the May meeting. Ivy went on to highlight the 3 month planner and reported that the Board of Supervisors have shifted their budget schedule. The budget public hearing will now be on April 8, 2015 at 7:00 pm with budget adoption scheduled for April 15th. Ivy also noted that there is one more Mental Health First Aid training in May. Lastly, Ivy informed the Board that the interview process for Peter's position is getting ready to start. Ivy noted her confidence in the pool of applicants and stated that she will keep the Board informed on the process. Ivy then opened the floor to any questions from the Board members. Hamilton asked about the DBDHS on-site visit for the triennial licensing review. Ivy reported that DBDHS staff had been on-site for less than two full days as a step in the license renewal process. Lisa noted that there were no citations. Hamilton then inquired about the expansion of Reach. Donna Boyce reported that they are looking at modeling the children's crisis function around the Horizon CSB's model. She continued that they are very focused on the family function approach. She also provided an update on the location and plans for build-out. Lastly, Hamilton inquired about the chart included in the Director's Report. Ivy stated that it is data, as of January 31, that includes the number of clients currently receiving ID waivers, and those waiting for waivers. Donna noted that the Waiver Allocation Panel will be activated soon as we have several slots to allocate. Tommy Blake reported that he talked with a legislator regarding the waivers. He

stated that the legislator directed him to contact other legislators to try and establish relationships with them, and advocate with them for more waivers.

Chairman's Report

Bill Brenzovich reminded the Board that the Retreat will be Friday, March 20, 2015, starting at 11:45 am. Bill reported that all necessary documents for the Retreat will be emailed to all Board members on Wednesday, March 18, 2015. Bill stated that he will be attending the budget hearing April 8, 2015 and encouraged other members to join as well. Bill also encouraged all members who could, to attend Taste of Hanover as well as the VACSB conference.

Action Item(s)

None.

Other Business

None.

The next regularly scheduled Board meeting will be held April 20, 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.

BOARD OF SUPERVISORS

WAYNE T. HAZZARD, CHAIRMAN
SOUTH ANNA DISTRICT

AUBREY M. STANLEY, VICE -CHAIRMAN
BEAVERDAM DISTRICT

SEAN M. DAVIS,
HENRY DISTRICT

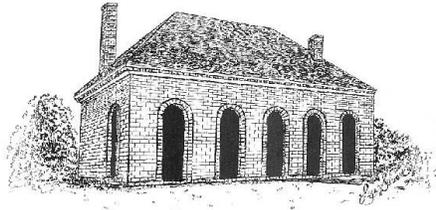
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DRAFT OF MINUTES

March 20, 2015

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

BOARD RETREAT

Members of the Hanover Community Services Board convened on March 20, 2015 from 12:15 p.m. until 4:45 p.m. at the Hanover Community Services Board Conference Room, 8475 Bell Creek Road, Mechanicsville, for the purpose of strategic planning.

The Board started the meeting with an ice breaker activity led by Peter Getts. After the Board completed the activity, Peter then got each member’s feedback as to what they are passionate about as it relates to their role on the Board. From that discussion the Board discussed each member’s agenda for the retreat.

Peter then facilitated a discussion of the Board’s definition of strategic planning. Peter highlighted the Hanover County strategic plan as an example. The Board then discussed the self-assessment survey and SWOT analysis and how they could be applied to the Board’s strategic planning to include: external advocacy, oversight of the agency, training and orientation, and community awareness of the CSB’s programs and services.

The Board collectively decided on three main themes for the strategic plan; advocacy; orientation, training and education; and oversight. The Board members then collaboratively worked on the objectives, strategies, and key indicators for each of the main themes. By the close of the meeting, the Board had developed the basic

framework. Committees were established for each area and were tasked with completing the work for each area. The strategic plan is scheduled to be adopted by the Board in May.

The next regularly scheduled Board meeting will be held April 20, 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

4/20/2015

A. Executive Director

General Updates

Three nominations for the Jean C. Harris award were received and an honoree has been selected. Invitations will be sent in the next week for the awards reception on May 18, 2016, prior to the May board meeting.

Bill Brenzovich, accompanied by Jeanie Edwards and Herb Sening, attended the Board of Supervisor's budget public hearing on April 8th. Bill provided brief remarks in support of the proposed budget. The County's FY16 budget was adopted by the Board of Supervisors on April 15th.

Lastly, tickets for Taste of Hanover will be available at the Board meeting on Monday evening. Tickets are \$25/Adult. This event is April 29th; this is an event not to be missed!

Human Resources

In the month of March, a Training Specialist and a MH/ID Clinical Case Manager began employment. There were no resignations.

Interviews, both first and second round, took place for the Division Director – Business Operations position. Unfortunately, we were not successful in finding the right candidate for the position; it has been reposted.

CSB staff will begin using the county's new employee evaluation process. This competency-based evaluation is web-based and will be used for the annual evaluation of directors, program coordinators and supervisors. Next year, we will complete the roll-out of the system, evaluating all employees with the new evaluation tool.

B. Business Operations

County Administration approved the transfer of \$46K from projected FY15 surplus funds to purchase two 12-passenger vans as replacements for high mileage vehicles. Combined with replacement computers and funding DSS shared support transition costs, we reallocated over \$135K in FY15 to fund emerging opportunities. The third quarter FY15 financial report will be presented at the May board meeting and will include these details.

C. Clinical Services

It's an exciting time for Peer Recovery Support Specialists. The roll out for the new state certification has finally begun. The Department of Behavioral Health and Developmental Services has announced that certification for MHSA Peer Specialists and Recovery Coaches will begin April 17, 2015. Virginia is breaking ground by offering a single certification for people with lived experience with either addiction or behavioral health challenges. The conversation regarding the certification of peers began several years ago. Medicaid has said that in order for billing to occur for peer specialists there needs to be some form of structured training, credentialing and certification process. So this has been the necessary first step for Peer Recovery Support Specialists. Not only will the certification provide the hopeful opportunity to one day bill for services, it solidifies the training involved to become a Peer Specialist and makes peers more marketable for employment opportunities. The name has changed a few times but Peer Recovery Support Specialist (PRSS) was eventually agreed on.

For those trained specialists who have been working in the field, a simple grand-parenting process is all that will be needed to receive the new certification. Others new to this will have extensive training to go through, including an internship process and a state exam. At least one of our own Peer Specialists will attend the Celebration event that occurs on April 17th with Commissioner Debra Ferguson in support of this historic moment of which so many people worked so hard to make happen. More information about the certification process can be found at Virginia Certification Board (www.vacertboard.org) or DBHDS (www.dbhds.virginia.gov) after April 17th.

In March, the Hanover Crisis Intervention Center (HCIC) reached its six month anniversary of operation. During that time, 115 individuals experiencing a psychiatric emergency have come through the program.

D. Community Support Services

The state is offering a family and provider respondent forum to update and inform of the new Support Intensity Scale assessment, and how the SIS will now be used to determine level of financial supports through the redesign. Letters were sent to all families of individuals on the case managers' caseloads and we have heard several families are planning to attend. We currently have 11 SIS assessments scheduled with more to come.

The Waiver Allocation Panel is scheduled to meet on Thursday, April 23rd to assign four vacant slots. We currently have 12 individuals coming off the urgent waitlist to be reviewed and to determine who will be selected.

The new Person-Centered ISP forms have been disseminated and all the supervisors and coordinators attended regional trainings in March to prepare for the roll out. We are currently training our teams to the new forms. The new plan addresses the criteria laid forth by DMAS, DOJ, Human Rights, and DBHDS. Additionally, we are developing a new application in our electronic health record to more fully optimize on shared planning.

Our McGeorge RV enclave continues to be a successful venture as participants enjoy working alongside their non-disabled peers. Furthermore, participants and their families are seeing the benefit of wages that are conducive to the work they are doing each day.

Our Day Health group enjoyed a Richmond Flying Squirrels game yesterday afternoon; thankfully the weather cooperated.

Hanover CSB - February 2015

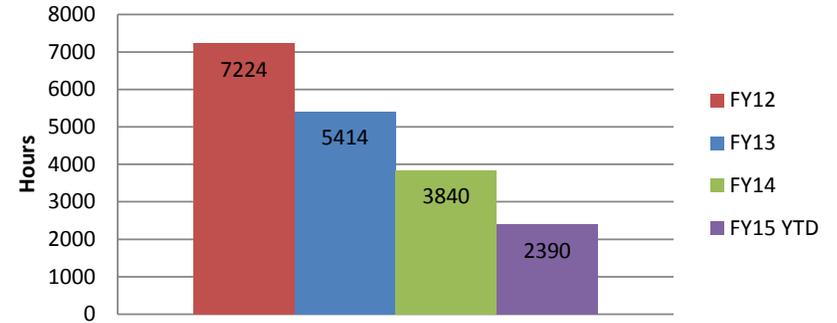
At-a-Glance	Hospitalizations: 33	Number Served: 1004	Admissions: 141	Discharges: 147	RAFT: 90%
FY15 YTD Avg/Month	24	1008	148	149	53/59 one or more days
FY14 Avg/Month	22	999	131	129	

	FY14 Actual	FY15 Projected	FY15 YTD	YTD Expected	% of Expected
Mental Health Services					
Acute Psychiatric or Inpatient Services	26	25	16	16.7	96%
Outpatient Services	766	750	659	607.5	108%
Assertive Community Treatment	66	60	64	58.52	109%
Case Management Services	705	600	646	546.89	118%
Rehabilitation	89	90	80	80.15	100%
Supportive Residential Services	18	20	15	17.11	88%
Intellectual Disability Services					
Case Management Services	288	275	256	251.6	102%
Rehabilitation	47	43	41	41.15	100%
Individual Supported Employment	102	90	87	78.3	111%
Supportive Residential Services	54	30	42	27.45	153%
Substance Abuse Services					
Inpatient Services	2	7	1	4.67	21%
Outpatient Services	253	150	188	117.63	160%
Case Management Services	285	200	243	163.63	149%
Intensive Residential Services	32	20	18	13.33	135%
Emergency Services					
Emergency Services	793	600	572	423.63	135%
Assessment and Evaluation Services	1032	700	814	518.15	157%

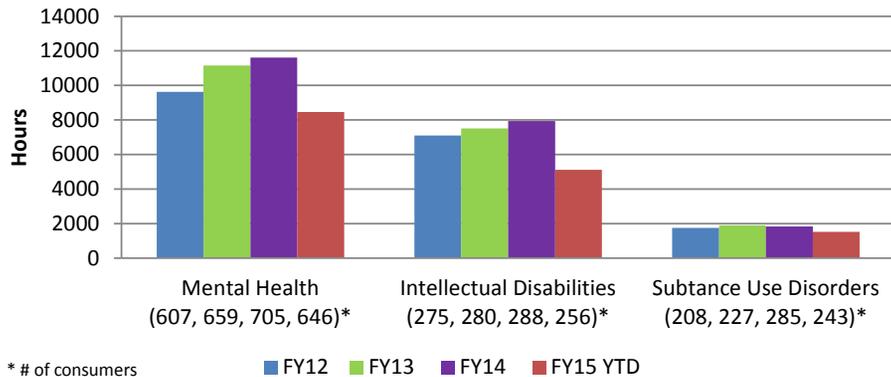
BUDGET

Expenses	YTD % BUDGET	BUDGET	AMOUNT YTD
Salaries	59.38%	\$9,091,975	\$5,398,958
Oper. Exp	38.98%	\$1,507,419	\$587,619
Capital Outlay	0.00%	\$0	\$0
TOTAL:		\$10,599,394	\$5,986,577
Revenue			
Local	66.67%	\$4,318,572	\$2,879,048
State + Federal	66.75%	\$2,967,034	\$1,980,433
Other	51.80%	\$1,053,388	\$545,678
Medicaid	72.10%	\$2,260,400	\$1,629,707
TOTAL:		\$10,599,394	\$7,034,866

Emergency Services Units



Case Management Units



Focus Forward:

- Continued leadership in Regional issues impacting Hanover County: Attended the SLAT as VACSB alternate (Feb. 5), appointed to the SEC Workgroup on Residential Treatment and Educational Services (Feb. 12, Feb. 25) and attended the Regional ED Meeting on Feb. 27.
- Continued dashboard enhancements: No additional updates/enhancements.
- Work with the CSB board on strategic plan development in coordination with the recently adopted Human Services Strategic Plan update: Feb board worksession focused on the first part of the CSB's strategic planning process.
- Undertake and successfully complete the CARF Accreditation process: Final steps related to employment services in process; once complete QIP will be finalized.

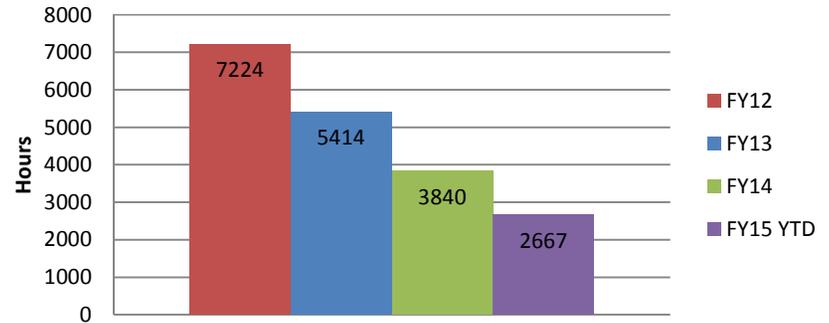
At-a-Glance	Hospitalizations: 30	Number Served: 1058	Admissions: 158	Discharges: 126	RAFT: 95%
FY15 YTD Avg/Month	25	1013	149	146	55/58 one or more days
FY14 Avg/Month	22	999	131	129	days

	FY14 Actual	FY15 Projected	FY15 YTD	YTD Expected	% of Expected
Mental Health Services					
Acute Psychiatric or Inpatient Services	26	25	17	18.8	91%
Outpatient Services	766	750	677	643	105%
Assertive Community Treatment	66	60	65	58.88	110%
Case Management Services	705	600	668	560.16	119%
Rehabilitation	89	90	81	82.6	98%
Supportive Residential Services	18	20	15	17.84	84%
Intellectual Disability Services					
Case Management Services	288	275	259	257.4	101%
Rehabilitation	47	43	41	41.6	99%
Individual Supported Employment	102	90	87	81.2	107%
Supportive Residential Services	54	30	45	28.09	160%
Substance Abuse Services					
Inpatient Services	2	7	1	5.25	19%
Outpatient Services	253	150	200	125.72	159%
Case Management Services	285	200	262	172.72	152%
Intensive Residential Services	32	20	20	15.00	133%
Emergency Services					
Emergency Services	793	600	642	467.72	137%
Assessment and Evaluation Services	1032	700	901	563.6	160%

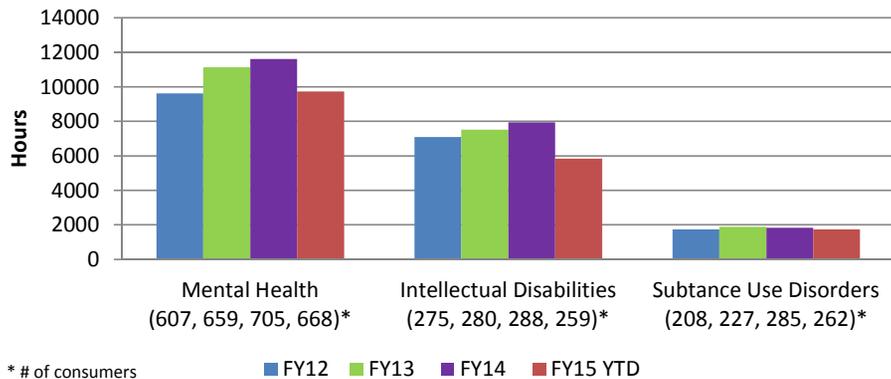
BUDGET

Expenses	YTD % BUDGET	BUDGET	AMOUNT YTD
Salaries	67.19%	\$9,091,975	\$6,108,660
Oper. Exp.	48.17%	\$1,459,078	\$702,790
Capital Outlay	0.00%	\$0	\$0
TOTAL:		\$10,551,053	\$6,811,450
Revenue			
Local	75.85%	\$4,270,231	\$3,238,929
State + Federal	75.05%	\$2,967,034	\$2,226,880
Other	58.16%	\$1,053,388	\$612,654
Medicaid	81.63%	\$2,260,400	\$1,845,256
TOTAL:		\$10,551,053	\$7,923,719

Emergency Services Units



Case Management Units



Focus Forward: 1) Continued leadership in Regional issues impacting Hanover County: Attended VACSB Executive Directors Forum on March 17 and Regional ED Meeting on March 27; completed policy work for CSA Residential Placements; asked to serve on implementation group related to proposed policy. 2) Continued dashboard enhancements: Information on ID Waivers provided in March director's report. 3) Work with the CSB board on strategic plan development in coordination with the recently adopted Human Services Strategic Plan update: Board retreat held on March 20 with notes and information provided to members ahead of April meeting, at which additional work will be completed. 4) Undertake and successfully complete the CARF Accreditation process: Only one matter pending related to employment services; once complete, QIP will be finalized.

**CSB Board
Three-Month Planning Calendar**

May	June	July
-Mental Health Month	-CSB Employee Recognition, Date: TBD	-Annual Review of Policies
-3 rd Qtr. Financial Report	-Review of FY15 Accomplishments	-Review Standards of Professional Conduct & Confidentiality
-VACSB Development and Training Conference, May 6-8, Williamsburg	-Executive Director's Annual Performance Evaluation (Closed Session)	-State Performance Contract Due
-Board Planning: 5/11/15	-Board Planning: 6/8/15	-Board Planning: 7/13/15
-Board Meeting: 5/18/15	-Board Meeting: 6/15/15	-Board Meeting: 7/20/15
Work Session: Jean C. Harris Award Reception	Work Session: TBD	Work Session: TBD

Upcoming Events & Activities:

- April 29, 2015: Taste of Hanover, Bass Pro Shops, 5:00 p.m.
- May 6-8, 2015: VACSB 2015 Development & Training Conference, Ft. Magruder Conference Center and Hotel, Williamsburg (Save the Date information attached)
- August 10-12, 2015: Arc of Virginia State Convention, The Wyndham, Virginia Beach

Mental Health First Aid Training – 8:30 a.m. - 5:00 p.m. (Please contact Ivy to sign up)

- May 15, 2015 – Bell Creek