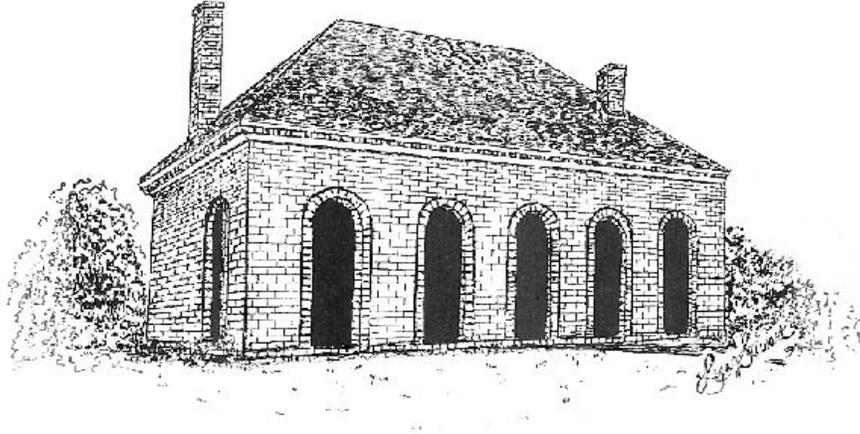


BOARD MEETING PACKET

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

May 18, 2015, 6:30 p.m.
Hanover Community Services Board Conference Room,
12300 Washington Highway, Ashland, VA 23005

5:30 p.m. – Reception: The Jean C. Harris Award for Excellence
(Location: Hanover Human Services Conference Room, 12304 Washington Highway)

6:30 p.m. – Board Meeting:

- 1. Welcome and Roll Call**
- 2. Donations**
- 3. Citizens Comments**
- 4. Approval of Minutes – April 20, 2015 Board Meeting**
- 5. 3rd Quarter Financial Report**
- 6. 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**
- 7. Executive Director’s Report**
 - a. Directors’ Report**
 - b. Other Items**
- 8. Chairperson’s Report**
 - a. VACSB Conference Report Out**
 - b. Executive Director Performance Evaluation Process**
 - c. Updates & Board Member Activity**
 - d. Other Items**
- 9. Adjourn**

Next Regularly Scheduled Meeting: June 15, 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

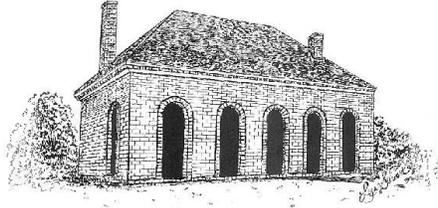
ANGELA KELLY-WIECEK
CHICKAHOMINY DISTRICT

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

April 20, 2015

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

WORK SESSION

Strategic planning subcommittees.

BOARD MEETING

The meeting was called to order by Jeanie Edwards, at 6:36 p.m. at the Hanover Community Services Board conference room, 12300 Washington Highway, Ashland VA 23005.

Welcome and Roll Call

In the absence of William Brenzovich, Chairperson, Vice-Chair Jeanie Edwards chaired the meeting. The following members were present at roll call: Scott Bateman, Thomas Blake, Sharon Bunger, Jeanie Edwards, Lynn Hargrove, Eric Hendrixson, Hamilton Holloway, Herb Sening, and Lori Spain.

Donations – There was a donation of clothes from Debbie and Doyle Deaton, which was acknowledged by the Board. There was a second donation of \$475 from St. Ann’s Catholic Church. Eric Hendrixson moved to accept the donation, and Sharon Bunger seconded the motion.

Citizen Comments – None.

Approval of Minutes

The minutes of the March 16, 2015 meeting were deemed approved as submitted. The minutes from the Board Retreat on March, 20, 2015, were also deemed approved as submitted.

Board Liaison Reports

1. Hanover Mental Health Association – Jeanie reported that she had not heard from Hanover Mental Health Association recently, but contacts them once a month to inquire if they need anything. Lisa Beitz added that through her interaction with them, that they have stated that is all they need, and encouraged all those who still need Mental Health First Aid to sign up.
2. Hanover Community Support Services – Scott Bateman stated that the Board met on March 17, 2015. He reported that the meeting agenda was dedicated to Ivy and Lisa, as well as the Taste of Hanover. Ivy Sager stated that their purpose for being at the meeting was to support the relationship with, as well as any needs of, HCSS. Scott reported that the HCSS had lost the person who was responsible for writing grants. Ivy encouraged the Board to spread the word that HCSS is in need of grant writer.
3. Hanover Arc – Hamilton Holloway reminded the Board that Taste of Hanover is coming up on April 29, 2015 and encouraged everyone to buy their tickets soon. Hamilton went on to report that they are working on getting some inclusive activities at Patrick Henry YMCA. He stated that there will be a pilot program this summer for about 10-12 individuals which will promote the value of exercise, while having fun. Hamilton reported that the ARC state convention will be held on Aug. 10-12, 2015 in Virginia Beach. At this convention, Tori Dunlap will speak on the challenges of schools segregating children in our school systems. Hamilton stated that November 7, 2015 will be ARC's Life in the Community resource fair held at Reynolds Community College. This fair helps students and parents with the transition process into community from the schools.
4. Board of Supervisors – Jim Taylor stated that a budget was adopted, and the budget included a 2% pay raise for county employees, effective October 1, 2015.

Executive Director's Report

Ivy reported that the Jean C. Harris award will be presented in May. Ivy stated there were 3 nominations, and the recipient to be honored this year is Dana Nelson. Ivy stated that Dana Nelson will be honored for both his work in prevention service and the inclusive playgrounds. Ivy informed the Board that the award reception will be held during the work session time; afterward, the Board meeting will convene in the Ashland CSB conference room. Lisa Beitz reported that the youth involved in the Drug Court are working on a mural in the kitchen that will express their voice and artistic view. Lisa stated that the mural will be commemorated once it is completed. In response to a question from Sharon, Lisa informed the Board that DBHDS is working towards a certification process for Peer Support Specialists. Ivy opened the floor to the Board members for any questions regarding the Dashboard. Hamilton inquired about the number of individuals seen at the crisis intervention center. Lisa stated that it could be a duplicated count, and that it was just the total number of instances an individual was assessed there. Hamilton also inquired about the new ISP forms. Donna Boyce informed the Board that the new ISPs are putting a big emphasis on community inclusiveness and employment. Donna went on to say that the new ISPs are meant to be more streamlined and including only obtainable goals. Ivy stated that they had gone through the process of hiring a Division Director, but were unable to secure the right candidate. Accordingly they have reposted the position. Ivy also informed the

Board that it was Peter's last meeting and thanked Peter for all his contributions to the CSB and its Board. Hamilton requested for Ivy to elaborate on SLAT. Ivy stated that SLAT ("State & Local Advisory Team") connects to CSA (Comprehensive Services Act) and that she is participating with them and having policy discussions with them around youth placement. Lastly, Lisa reported that the CSB is in the process of working with a judge to establish an Adult Drug Court. This will be a voluntary program that will be similar in structure to the Juvenile Drug Court. Jim Taylor mentioned that it is still in its very early stages of planning, but will continue to inform the Board of its progress as they continue.

Chairman's Report

Jeanie sought a status from committees regarding their work the strategic plan. All committees indicated that they would need additional meeting(s). Members were reminded to communicate any scheduled meetings with Christina Natale so that proper notice of the meeting could be provided (three business days). Members agreed to do so.

Action Item(s)

None.

Other Business

Tommy Blake handed out a news article regarding the nation having a reactive mental health system as opposed to a preventative one.

The next regularly scheduled Board meeting will be held May 18, 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

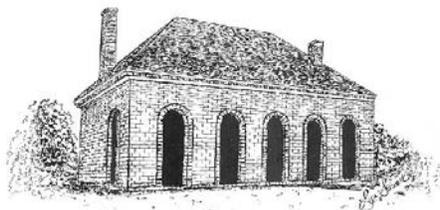
ANGELA KELLY-WIECEK
CHICKAHOMINY DISTRICT

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

April 30, 2015

MEMORANDUM

TO: Community Services Board
Ivy T. Sager, Executive Director

FROM: Peter Getts, Controller

SUBJECT: Third Quarter FY 15 Financial Report

Attached for your review is the CSB financial projection report for the third quarter of fiscal year 2015. This report was prepared by the CSB accountant from unaudited records and is for management purposes only. The following analysis and commentary provides highlights of the projections.

- **Revenue:** We are currently projecting net overall revenue at \$149K above the budgeted amount. This is primarily the result of higher than anticipated Medicaid billing.
- **Personnel:** Expenditures are projected to be 4% less than budget, primarily due to attrition and timing to fill new positions.
- **Operating:** A net \$92K projected operating surplus is anticipated primarily based on lower than budgeted expenses for client pharmacy supports. The overall total is preliminary and based on eight months of invoices.

At this time, we are projecting revenue over expenses for FY15 of \$615K. This projection is based on trend data from 8 – 9 months of revenue and expenses.

During this fiscal year, we were able to reallocate approximately \$150K for three projects: final laptop replacement purchase, vehicle replacements and hardware and software expenses for the migration of DSS computer systems from the State network to the County network.

Hanover County Community Services
Statement of Special Revenue Fund Revenues and Expenditures with Forecast
Nine months ended March 31, 2015

	Last Fiscal Year			This Fiscal Year					
	FY2014, Nine months ended March 31			FY2015, Nine months ended March 31			FY2015	Surplus/	% of
	Budget	Actual	% of Budget	Budget	Actual	% of Budget	Projection	(Deficit)	Budget
Revenues									
Charges for services	2,921,033	2,404,941	82%	2,958,404	2,362,965	80%	3,150,320	191,916	106%
Recovered Costs	150,000	90,128	60%	150,000	70,668	47%	105,000	(45,000)	70%
Miscellaneous	31,000	51,069	165%	49,000	24,277	50%	33,500	(15,500)	68%
Total revenues from local sources	<u>3,102,033</u>	<u>2,546,138</u>	<u>82%</u>	<u>3,157,404</u>	<u>2,457,910</u>	<u>78%</u>	<u>3,288,820</u>	<u>131,416</u>	<u>104%</u>
Intergovernmental revenue:									
Categorical State Aid	2,267,906	1,675,830	74%	2,508,275	1,881,170	75%	2,520,702	12,427	100%
Categorical Federal Aid	462,831	339,020	73%	458,759	345,710	75%	464,759	6,000	101%
Total intergovernmental revenue	<u>2,730,737</u>	<u>2,014,850</u>	<u>74%</u>	<u>2,967,034</u>	<u>2,226,880</u>	<u>75%</u>	<u>2,985,461</u>	<u>18,427</u>	<u>101%</u>
Other financing sources:									
Operating Transfers In	4,082,902	3,055,677	75%	4,270,231	3,238,929	76%	4,270,231	-	100%
Total other financing sources	<u>4,082,902</u>	<u>3,055,677</u>	<u>75%</u>	<u>4,270,231</u>	<u>3,238,929</u>	<u>76%</u>	<u>4,270,231</u>	<u>-</u>	<u>100%</u>
Subtotal - operating revenues	<u>9,915,672</u>	<u>7,616,665</u>	<u>77%</u>	<u>10,394,669</u>	<u>7,923,719</u>	<u>76%</u>	<u>10,544,512</u>	<u>149,843</u>	<u>101%</u>
Reserve for Revenue	-	-		14,398	-		14,398	-	
Prior Year's Balance	173,752	-	0%	141,986	-	0%	141,986	-	100%
Total Revenues	<u><u>10,089,424</u></u>	<u><u>7,616,665</u></u>	<u><u>75%</u></u>	<u><u>10,551,053</u></u>	<u><u>7,923,719</u></u>	<u><u>75%</u></u>	<u><u>10,700,896</u></u>	<u><u>149,843</u></u>	<u><u>101%</u></u>

Hanover County Community Services
Statement of Special Revenue Fund Revenues and Expenditures with Forecast
Nine months ended March 31, 2015

	Last Fiscal Year			This Fiscal Year					
	FY2014, Nine months ended March 31			FY2015, Nine months ended March 31			FY2015	Surplus/	% of
	Budget	Actual	% of Budget	Budget	Actual	% of Budget	Projection	(Deficit)	Budget
Expenditures, Encumbrances, and Reappropriations									
Salaries	6,636,937	4,452,445	67%	6,953,087	4,630,632	67%	6,650,338	302,749	96%
Benefits	1,947,597	1,339,942	69%	2,138,888	1,478,029	69%	2,069,210	69,678	97%
Total Personnel	8,584,534	5,792,387	67%	9,091,975	6,108,661	67%	8,719,548	372,427	96%
Professional Services	99,890	60,762	61%	109,214	71,373	65%	100,000	9,214	92%
Maintenance Service Contracts	85,000	51,165	60%	70,000	50,791	73%	70,000	-	100%
Purchase of Services	213,099	80,739	38%	220,179	24,924	11%	145,000	75,179	66%
Other Telecommunications	55,513	32,558	59%	56,339	40,705	72%	60,000	(3,661)	106%
Medical and Lab Supplies	218,642	36,310	17%	262,672	66,900	25%	217,000	45,672	83%
Gas, Grease and Oil	93,000	65,609	71%	87,159	50,881	58%	67,841	19,318	78%
Lease/Rent of Buildings	46,000	34,763	76%	48,460	34,763	72%	46,351	2,109	96%
Mileage Reimbursement	59,600	27,243	46%	60,608	29,112	48%	50,000	10,608	82%
Educational Training	55,341	23,955	43%	43,600	16,141	37%	30,000	13,600	69%
Client Assistance	122,750	88,738	72%	105,000	76,964	73%	100,000	5,000	95%
Other Operating	398,898	242,624	61%	381,449	240,236	63%	416,890	(35,441)	109%
Total Operating	1,447,733	744,466	51%	1,444,680	702,790	49%	1,303,082	141,598	90%
Capital Outlay	57,157	57,157		-	-		48,700	(48,700)	
Reserve	-	-		14,398	-		14,398	-	
Total Expenditures	10,089,424	6,594,010	65%	10,551,053	6,811,451	65%	10,085,728	465,325	96%
Revenues over (under) expenditures		<u>1,022,655</u>			<u>1,112,268</u>		<u>615,168</u>	<u>615,168</u>	

Executive Director's Monthly Report

5/18/2015

A. Executive Director

General Updates

Two staff and 5 board members attended the VACSB Training and Education Conference in Williamsburg; members will share their experiences at the conference during the board meeting.

Prior to the May meeting, we will celebrate this year's honoree of the Jean C. Harris Award for Excellence. We are pleased to be recognizing Dana Nelson for his work in the community for youth in ensuring fun, safe and substance-free after prom events as well as his work with Operation Hope in bringing accessible playgrounds to Hanover.

The CSB's annual Employee Appreciation activity has been scheduled for June; details are being finalized and will be forthcoming. This event is part of the County's annual employee recognition and appreciation which includes Employee Service Awards presented at a Board of Supervisors meeting for employees reaching 15, 20, 25, 30 (and more) years of services. On May 13th, the following employees were recognized for their years of service:

30 years:	Charlotte Hager
25 years:	Dorothy Gibson, Janeann Yurina
20 years:	Ivy Sager, Florence Watt
15 years:	Kelly Blankenship, Lorrie Ann Booker, Gregory Ellison, Louise Hopkins, Harold Rowson, Amy Taylor

As well, the following staff have achieved 10 years of service and will be recognized at the agency's activity in June: Betsy Brown, Clarence Hart, Spencer Powers, and Scott Ward.

Human Resources

In the month of April, a Clinician, a Training Specialist, and a Case Manager began employment. Two clinicians submitted their resignations.

Donations

No donations have been received.

B. Business Operations

Interviews for the Division Director – Business Operations will likely take place the week of May 18th. This is subsequent to the second posting of the vacancy. The annual performance contract from the Dept. of Behavioral Health and Developmental Services has been received. Staff are currently working on the contract with the plan to post no later than June 15th for the required 30 public review period. Approval of the contract will be an agenda item for the July board meeting.

C. Clinical Services

As May is Mental Health Awareness Month, the CSB is facilitating a staff conversation about how to build and maintain our own resiliency. This is occurring through sharing stories, pictures, and anecdotes of strategies for personal balance and emotional wellness each week throughout the month. For example, Martha Lambert finds balance in caring for horses and being outside. She shared this with the agency in hopes of hearing from others and sharing inspiration. With our own emotional wellness, we can better serve our clients in their emotional wellness. In addition, you may see the Recovery poster in the front of our building, encouraging recovery and inspiring hope.

D. **Community Support Services**

DHR participants will be volunteering through the month of May to help prepare and organize items that will be used in the CARITAS shelter. CARITAS helps to break the cycles of homelessness and addiction in the Metro Richmond area so that people can lead stable lives. They are the largest provider of homeless services in the area and are innovative because of the four programs that fill the gaps in this system. They are also the largest and most inclusive emergency shelter in our area and often the shelter of last resort for people ineligible for other programs.

The John Randolph Acute Care Crisis Project kick-off was held on April 24th with several providers in attendance. To recap, the agreement is designed to ensure access to inpatient emergency treatment services for those individuals who have a dual diagnosis of ID/MH or who have a diagnosis of ID and are also experiencing severe behavioral or emotional crisis. Upon emergency admission to any hospital, the ID Case Manager and REACH Services work in concert with hospital staff to provide supports and ensure a timely and smooth discharge back to the community. More information about the Acute Care Crisis Project, as well as an update on the Region IV REACH program, will be provided during the June work session.

Last month we reported that the Waiver Allocation Panel would be meeting to re-appropriate four (4) vacant slots. The Waiver Panel met, slots were assigned and the case managers involved have notified the respective families.

Mission Statement

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

- mental health
- intellectual disabilities
- substance use disorders

**CSB Board
Three-Month Planning Calendar**

June	July	August
<p>-CSB Employee Recognition, Date: June 4th</p> <p>-Review of FY15 Accomplishments</p> <p>-Executive Director's Annual Performance Evaluation (Closed Session)</p> <p>-Board Planning: 6/8/15</p> <p>-Board Meeting: 6/15/15</p> <p>Work Session: Regional ID Programs/Services</p>	<p>-Annual Review of Policies</p> <p>-Review Standards of Professional Conduct & Confidentiality</p> <p>-State Performance Contract Due</p> <p>-Board Planning: 7/13/15</p> <p>-Board Meeting: 7/20/15</p> <p>Work Session: TBD</p>	<p>-4th Qtr./Year End Financial and G&O Progress Report</p> <p>-Board Planning: 8/10/15</p> <p>-Board Meeting: 8/17/15</p> <p>Work Session: TBD</p>

Upcoming Events & Activities:

- June 4, 2015: CSB Employee Appreciation
- August 10-12, 2015: Arc of Virginia State Convention, The Wyndham, Virginia Beach