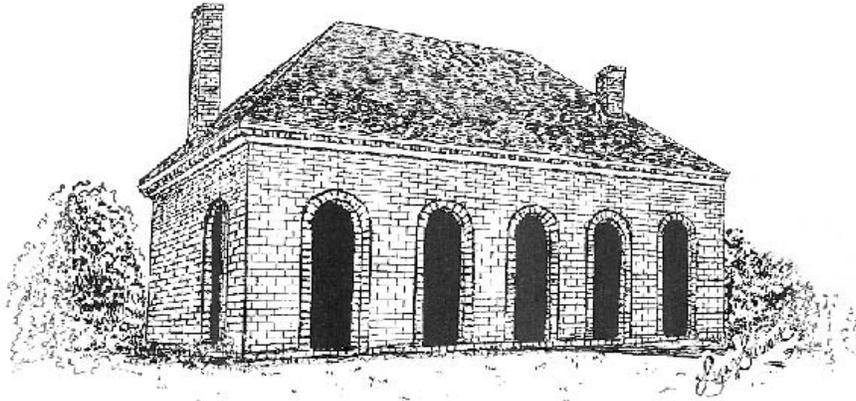


# BOARD MEETING PACKET

PREPARED FOR  
HANOVER COUNTY COMMUNITY SERVICES BOARD



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<b>MEETING DATE</b>	<b>March 17, 2014</b>
<b>MEETING TIME</b>	<b>6:30 p.m.</b>
<b>LOCATION</b>	<b>Hanover Community Services Board Conference Room 12300 Washington Highway Ashland, VA 23005</b>

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## 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**

**March 17, 2014 6:30 p.m.**  
**Hanover Community Services Board Conference Room,**  
**12300 Washington Highway, Ashland, VA 23005**

**5:30 p.m. – Work Session: Preview of the County’s New Website**

**6:30 p.m. – Board Meeting:**

- 1. Welcome and Roll Call**
- 2. Donations**
- 3. Citizens Comments**
- 4. Approval of Minutes – February 17, 2014 Board Meeting**
- 5. Board Liaison Reports**
  - a. Hanover Mental Health Association – Jeanie Edwards**
  - b. Hanover Community Support Services – Scott Bateman**
  - c. Hanover Arc – Hamilton Holloway**
- 6. Executive Director’s Report**
  - a. Directors’ Reports**
  - b. Other Items**
- 7. Chairperson’s Report**
  - a. Executive Committee Report**
  - b. Board Member Activity**
  - c. Other Items**
- 8. Adjourn**

***Next Regularly Scheduled Meeting: April 21, 2014, 6:30 p.m.***  
***Hanover Community Services Board Conference Room***  
***12300 Washington Highway, Ashland, VA 23005***

**BOARD OF SUPERVISORS**

**SEAN M. DAVIS, CHAIRMAN**  
HENRY DISTRICT

**WAYNE T. HAZZARD, VICE-CHAIRMAN**  
SOUTH ANNA DISTRICT

**ANGELA KELLY-WIECEK**  
CHICKAHOMINY DISTRICT

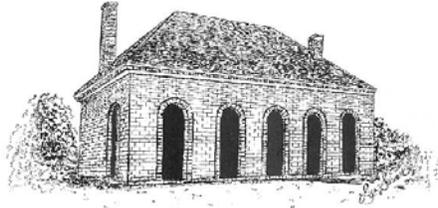
**W. CANOVA PETERSON**  
MECHANICSVILLE DISTRICT

**AUBREY M. STANLEY**  
BEAVERDAM 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: 804-365-4275  
FAX: 804-365-4282

WWW.CO.HANOVER.VA.US

**DRAFT OF MINUTES**

February 17, 2014

<b>Members Present</b>	<b>Members Absent</b>	<b>Others</b>
Scott Bateman		Ivy Sager
Thomas Blake		Lisa Seward
William Brenzovich		Lisa Beitz
Sharon Bungler		Jim Taylor
Sean Davis		Donna Boyce
Jeanie Edwards		Stacy Johnson-Moore
Lynn Hargrove		
Eric Hendrixson		
Hamilton Holloway		
Warren Rice		
Herb Sening		

**WORK SESSION**

Susan Cunningham and Wanda Martin presented information on client confidentiality and human rights.

**BOARD MEETING**

The meeting was called to order by William Brenzovich, Chairperson, at 6:45 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, Sean Davis, Jeanie Edwards, Lynn Hargrove, Eric Hendrixson, Hamilton Holloway, Warren Rice and Herb Sening.

**Donations** - None

**Citizen Comments** - None

**Approval of Minutes**

The minutes of the January 27, 2014 meeting were deemed approved as submitted.

### **Human Services Strategic Plan Input Session**

Jim Taylor presented an update on the County's strategic plan, discussed how it relates to the Human Services and CSB strategic plans and asked for Board member input. He noted that a draft of the Plan will be available for public comment in April and presented to the Board of Supervisors in May.

### **Financial Report**

Ivy Sager reviewed the 2<sup>nd</sup> quarter FY14 financial report; she noted that this data is used by the County for overall budget planning. The CSB's FY15 proposed budget has been submitted to the County and will be presented to the Board of Supervisors on February 26 at 2 p.m. as part of the County budget. There will be a public hearing on March 26 for the proposed FY15 County budget; the Board of Supervisors will adopt a budget for FY15 during their April 9 meeting.

### **Board Liaison Reports**

1. Hanover Mental Health Association – Jeanie Edwards reported that HMHA is taking donations and renting spaces for a yard sale they are holding on April 12. Mental Health First Aid training is coming up; Jeanie will forward any information she receives.
2. Hanover Community Support Services – No report.
3. Hanover Arc – Hamilton Holloway reported that Hanover Arc sent out an action alert around the Senate budget that eliminates a large number of Waivers; more advocacy is needed. Hamilton also reported that he has spoken out against the proposal Hanover schools have put forth of creating an autism "unit" at one high school and one middle school; children with severe autism would be bussed to the designated school.

### **Executive Director's Report**

Ivy Sager reported that LaVerne Smith, Program Coordinator at Day Health, has resigned; her last day will be February 21. She also reviewed the December dashboard and three month planning calendar in the meeting packet. Ivy reported that we will continue to monitor legislative activity and send out information as it is received; the June work session will be a legislative update. The Jean C. Harris Award for Excellence nomination period is now open; please send in your nominations by Friday, April 4.

### **Chairman's Report**

Bill Brenzovich reported that the Executive Committee met earlier this month and reviewed strategic goals and objectives, a copy of which is included in this month's meeting packet. The next step for the Committee is to draft goals and objectives to serve as a "bridge" until the next CSB Strategic Plan is prepared. He invited members to share their input with him or other Executive Committee members.

### **Other Business**

The next regularly scheduled Board meeting will be held March 17, 2014 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**  
March 17, 2014

**A. Executive Director**

General Updates

On March 8<sup>th</sup>, the Virginia General Assembly adjourned the 2014 session without a 2014-16 budget finalized; they will be back soon to continue their work on the budget. As has been widely reported, the major obstacle now to a conference report is the issue of health coverage for the uninsured. On mental health issues, a special subcommittee to study the mental health system was approved and will be working in concert with the Governor's Task Force on Mental Health Services and Crisis Response. The June work session will include a comprehensive legislative update.

Efforts continue to select and have appointed a new consumer representative to the board. As we have a better sense of that timing, we will plan the Board Tour of programs/locations; hopefully we will be able to do it by mid-April.

As follow-up to the plans for Mental Health First Aid training, the trainer has offered Friday, April 25<sup>th</sup> or Monday, April 28<sup>th</sup> as options. It is her preference to conduct the training in one full day session, so the training would be scheduled for 8:30 a.m.-5:30 p.m. This session will be opened to members of the HMHA board as well as other human services staff. Please consider availability for these dates as a poll will be taken at the March meeting.

Human Resources

In February, two Relief staff, a part time Prevention Specialist, an Administrative Assistant, and a Clinical Supervisor (internal hire) were brought on board. Two staff (Clinician and Program Coordinator for Day Health) resigned.

**B. Clinical Services**

The Cross-Systems Mapping initiatives that were started following our 1.5 day workshop this past summer have been in full swing over the past 6 months. Participants from that interdisciplinary workshop have been working regularly towards achieving the goals and objectives that are listed on our agreed upon action plans. Progress has been made in all of the five priority areas which include building relationships between stakeholders; increasing discharge planning and follow-up at Pamunkey Regional Jail; adding additional MH/SA staff at the jail; CIT training/funding/MH training for all stakeholders; and improving data sharing across agencies/information sharing. Participants under each priority area are led by 1-2 priority area champions, who help to organize the group. On February 6<sup>th</sup>, the CIT program hosted our first 6-month follow-up meeting (work session). This meeting provided the opportunity for priority area groups to briefly meet to discuss their current successes and challenges. In addition, each priority area champion presented an update to the larger group. To end the work session, a discussion was facilitated about maintaining momentum and stakeholder buy-in. Participants will reconvene in approximately 6 months for another work group meeting. In addition, plans are under way for a stakeholder meeting in which additional county agency partners, community members, and external stakeholders will be invited to hear more about the progress that is occurring (and the needs that are being identified) as a result of Cross-Systems Mapping in Hanover County.

On March 15<sup>th</sup>, Randolph-Macon College is hosting the Macon Midnight Mile. The proceeds of the event will go to Hanover Cares and the Menzies Family. The event is being put on to encourage students to refrain from drinking and driving. Hanover Cares is currently working on a grant project with the Hanover County Sheriff's Office and the Ashland Police Department that targets the reduction of drinking and

driving crashes involving alcohol and young drivers in our community, so this event is both timely and relevant to the coalition's efforts. Hanover Cares Coalition members will be there to help hand out pizza and water after the event, as well assist with some set up and monitoring tasks before and during the race.

**C. Community Support Services**

On February 28th, the entire ID team converged on the Church of the Redeemer in Mechanicsville for an all-day conference – marking the inaugural kick-off of “Building Communities” using the tenets and principles identified in Thomas Pomeranz’s series on services for I/DD. Terrie Glass, President of Leadership Solutions, guided us through the day supplementing the material with breakout sessions designed to help us more fully engage from an individual with I/DD perspective and the qualities that enhance programs/services for them. We’d like to formally thank Jeanie Edwards and the Woman’s Group for their service in food prep and clean-up during lunch. It helped to create a relaxed and memorable day for all of us.

Day Health Update

Last month we shared our intent to take some additional time in determining the best course for filling the vacant coordinator’s position upon Laverne Smith’s resignation. To that end, the ID Director has shifted her schedule allowing for two full days per week on site with the day health staff which provides an opportunity to gain a more comprehensive appreciation for what type of support the day health team will need in the future. Additionally, they’ve begun to meet regularly to determine next steps toward enhancing and growing what is working well, determining what needs improvement, and then how to balance the priorities.

DOJ Update

- 1 individual is working through transition of a move to another training center – the AR continues to be a strong advocate for this move;
- 1 individual now has a guardian assigned through Catholic Charities. A tour was conducted and three homes have been identified;
- 1 individual has moved to CVTC (Central Virginia Training Center) per the family’s strong advocacy efforts; and
- 1 individual has final placement and is due to discharge on 3/19/14.

Lastly, the Virginia START Annual Report for FY13 can be found on the Virginia Department of Behavioral Health and Developmental Services (DBHDS) website

(<http://www.dbhds.virginia.gov/documents/ODS/VASTARTFY13annualreport9-27-13jbbredits2.pdf>). Again, START was renamed, subsequent to this report, to REACH.

Mission Statement

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

- mental health
- intellectual disabilities
- substance use disorders

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

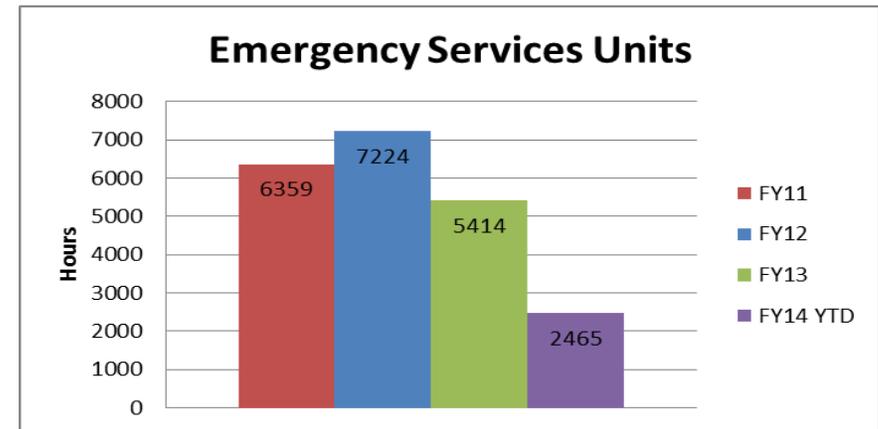
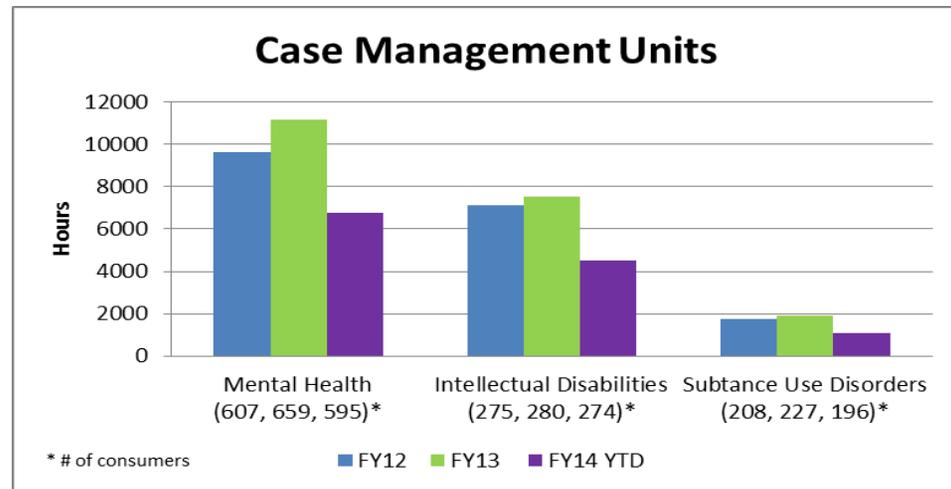
**Hanover County Community Services**  
January 2014

At-a-Glance	Hospitalizations: 17	Number Served: 997	Admissions: 162	Discharges: 170	RAFT: 90%
FY14 YTD Avg/Month	21	1005	129	125	62 of 69/one or more days
FY13 Avg/Month	27	931	88	81	

	FY13 Actual	FY14 Projected	FY14 YTD	% of Projected	
<b>Mental Health Services</b>					
Acute Psychiatric or Inpatient Services	17	25	16	64%	●
Outpatient Services	763	750	634	85%	●
Assertive Community Treatment	68	60	64	107%	●
Case Management Services	659	600	595	99%	●
Rehabilitation	96	90	80	89%	●
Supportive Residential Services	17	20	14	70%	●
<b>Intellectual Disability Services</b>					
Case Management Services	280	260	274	105%	●
Rehabilitation	43	45	47	104%	●
Sheltered Employment	23	25	21	84%	●
Individual Supported Employment	83	100	86	86%	●
Supportive Residential Services	38	25	41	164%	●
<b>Substance Abuse Services</b>					
Inpatient Services	2	10	2	20%	●
Outpatient Services	188	200	170	85%	●
Case Management Services	227	250	196	78%	●
Intensive Residential Services	23	25	15	60%	●
<b>Emergency Services</b>					
Emergency Services	588	525	552	105%	●
Assessment and Evaluation Services	868	750	650	87%	●

**BUDGET**

Expenses	YTD % BUDGET	BUDGET	AMOUNT YTD
Salaries	51.87%	\$8,584,534	\$4,452,496
Oper. Exp	38.04%	\$1,473,733	\$560,583
Capital Outlay	100.00%	\$57,157	\$57,157
<b>TOTAL:</b>		<b>\$10,115,424</b>	<b>\$5,070,236</b>
Revenue			
Local	58.33%	\$4,108,902	\$2,396,859
State + Federal	57.13%	\$2,730,737	\$1,560,124
Other	42.03%	\$1,065,951	\$447,974
Medicaid	66.18%	\$2,209,834	\$1,462,439
<b>TOTAL:</b>		<b>\$10,115,424</b>	<b>\$5,867,396</b>



**Focus Forward Updates:**

- Enhance process for developing agency short-term and long-term goals and related data measures: *Board's Exec. Committee will draft interim goals & objectives; related data metrics will be incorporated and included on dashboard; current dashboard being amended each month to provide additional/more relevant information.*
- Continue to address transportation challenges through involvement in regional & state-wide efforts: *ED attended LogistiCare Regional Advisory Committee on Jan. 21 and continues to monitor VACSB Public Policy efforts related to JLARC study of DMAS contract.*
- Continue to build knowledge and consider strategies to best position the CSB for the implementation of health care reform: *Staff participated in a webinar on the Commonwealth Coordinated Care Program on Jan. 14th; VACSB Legislative Meeting in also included information relative to this topic.*

Executive Committee Meeting  
Tuesday, December 3, 2013

Present: William Brenzovich, Sharon Bunger, Theresa Dixon, Herb Sening, and Ivy Sager

The meeting was called to order by Sharon Bunger at 5:53 p.m. at the Hanover Community Services Board conference room, 12300 Washington Highway, Ashland VA 23005.

This is a rescheduled meeting. The original meeting was scheduled for November 25, 2013, but due to inclement weather the meeting was postponed.

Approval of Minutes: The minutes of the October 15, 2013 meeting were reviewed. These minutes will be presented to the full board at the December 16 meeting.

Ivy Sager and Herb Sening attended the Board of Supervisors' Legislative Meeting on November 21, 2013, which allows members of the Board of Supervisors to meet with legislative members prior to the start of the 2014 General Assembly.

Ivy Sager continues to work with the Board of Supervisors on filling board vacancies and having reappointments made. Scott Bateman and William Brenzovich have been reappointed. For the remaining vacancies, Canova Peterson and Ms. Sager will interview about eight (8) individuals who expressed interest in serving on the board. It is hoped that vacancies will be filled by December 31, 2013.

At the November meeting of the full board, Sharon Bunger appointed Theresa Dixon, William Brenzovich and Jeanie Edwards for the CSB Board Nominating Committee. This committee will meet on December 3 to prepare a slate of officers to be presented at the December 16 board meeting.

Ivy Sager indicated that the work session at the December meeting will be a holiday get together; then move into a formal presentation of recognizing Board members who are leaving or have left. These include Anna Rice-Wright, Theresa Dixon, Jesselle Christenson, Karen Rhoades and Eileen Hammer.

The current CSB Strategic Plan needs to bridge a time gap until the Hanover Human Services Strategic Plan is adopted. (When that plan is adopted then work on new CSB Strategic Plan will begin.) Ivy Sager presented the current plan that staff had updated with statuses and date achieved. Sharon Bunger shared her concern that a Strategic Plan needs to be in place for the CARF Survey of the Hanover CSB in October, 2014.

The meeting was adjourned at 7:53 PM.

Respectfully submitted,

William E. Brenzovich, Sr.  
Secretary

Executive Committee Meeting  
Monday, Feb. 10, 2014

Present: William Brenzovich, Jeanie Edwards, Sharon Bunger, Scott Bateman and Ivy Sager

The meeting was called to order by William Brenzovich at 5:03 p.m. at the Mental Health/Substance Abuse Services conference room, 8475 Bell Creek Road, Mechanicsville, VA 23116.

Approval of Minutes: The minutes for the October 2013 have already been approved, but have not been presented the CSB Board. Ivy Sager will ensure that they are included in the Board packet for the February 17 meeting. William Brenzovich will complete the December 3 Executive Committee Minutes so they may be presented at the March Board Meeting.

On request from Scott Bateman, Ivy Sager and William Brenzovich explained the difference in roles between the executive committee and planning committee.

Ivy Sager announced that program coordinator Laverne Smith had resigned after 14 years of service at Day Health to pursue an opportunity in nursing at Pamunkey Regional Jail.

Ivy Sager and William Brenzovich discussed the need to replace the consumer representative on the board who recently resigned. They also said they were planning to meet with new board members about four to six months after arriving on the board to help with questions or gaps in knowledge.

William Brenzovich noted that the board was looking for more topics on workshops that take place prior to each board meeting. Several suggestions were made and the full board will also be asked for additional input.

The majority of the meeting was spent reviewing the HCCSB Strategic and Operational Goals and Objectives. Each of the three goals and 11 objectives were discussed as to whether they had been completed. The meeting attendees agreed that all progress toward the goals and objectives had been addressed. This information will be presented to the full board at the Feb. 17th meeting.

The Executive Committee meeting was adjourned at 6:30 p.m., and the next meeting is scheduled for March 3, 2014 at 5 p.m. at the Bell Creek Road location.

Respectfully submitted,

Scott Bateman  
Secretary

**CSB Board  
Three-Month Planning Calendar**

<b>April</b>	<b>May</b>	<b>June</b>
-Jean C. Harris Award nomination period  -Board of Supervisors – FY15 budget approval: 4/9/14  -Board Planning: 4/14/14  -Board Meeting: 4/21/14  <b>Work Session:</b> Human Services Panel	-Mental Health Month  -3 <sup>rd</sup> Qtr. Financial Report  -Review of Fees and Fee Scale  -VACSB Development and Training Conference, April 30-May 2, Norfolk  -Board Planning: 5/12/14  -Board Meeting: 5/19/14  <b>Work Session:</b> Jean C. Harris Award Reception	-CSB Employee Recognition, Date: TBD  -Executive Director's Annual Performance Evaluation (Closed Session)  -Board Planning: 6/9/14  -Board Meeting: 6/16/14  <b>Work Session:</b> Legislative Update

Upcoming Events & Activities:

- March 26, 7pm: Budget Public Hearing, County Administration Building
- April 25 *or* April 28 (Tentative), 8:30am-5:30pm: Mental Health First Aid Training
- April 30, 5:00-8:00 p.m.: Taste of Hanover, Bass Pro Shops
- April 30-May 2: VACSB Development and Training Conference, Sheraton Waterside Norfolk
- May 6, 7pm: *Spirit of Volunteerism* Celebration, Hanover High School Auditorium