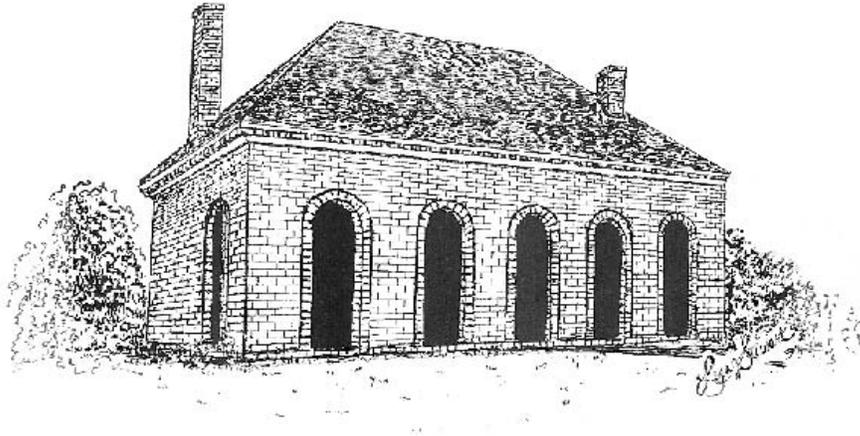


# BOARD MEETING PACKET

PREPARED FOR  
HANOVER COUNTY COMMUNITY SERVICES BOARD



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**MEETING DATE**

**MEETING TIME**

**LOCATION**

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

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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**

**October 20, 2014 6:30 p.m.**  
**Hanover Community Services Board Conference Room,**  
**12300 Washington Highway, Ashland, VA 23005**

**Work Session: State of the County & Budget Overview**

**6:30 p.m. – Board Meeting:**

- 1. Welcome and Roll Call**
- 2. Donations**
- 3. Citizens Comments**
- 4. Approval of Minutes – September 15, 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**
  - d. Hanover Board of Supervisors – Sean Davis**
- 6. Executive Director’s Report**
  - a. Directors’ Reports**
  - b. Other Items**
- 7. Chairperson’s Report**
  - a. Executive Committee Report**
  - b. Committee Reports**
  - c. Board Member Activity**
  - d. Other Items**
- 8. Adjourn**

***Next Regularly Scheduled Meeting: November 17, 2014, 6:30 p.m.***  
***Hanover Human Services Conference Room***  
***12304 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

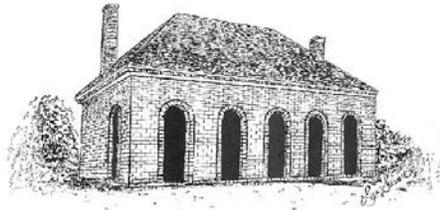
**AUBREY M. STANLEY**  
BEAVERDAM DISTRICT

**G.E. "ED" VIA, III**  
ASHLAND DISTRICT

**ELTON J. WADE, SR.**  
COLD HARBOR DISTRICT

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**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**

September 15, 2014

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

The meeting was called to order by William Brenzovich, Chairperson, at 6:36 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 Bunger, Jeanie Edwards, Lynn Hargrove, Eric Hendrixson and Herb Sening.

**Donations** – None.

**Citizen Comments** – None.

**Approval of Minutes**

The minutes of the August 18, 2014 meeting were deemed approved as submitted.

**Board Liaison Reports**

1. Hanover Mental Health Association – No report.
2. Hanover Community Support Services – Scott Bateman reported that at the last meeting, the HCSS Board interviewed 2 candidates for Coordinator of A Taste of Hanover.

3. Hanover Arc – No report.
4. Board of Supervisors – Ivy Sager reported that she spoke with Sean Davis who informed her that Lori Spain will be appointed as the remaining at-large member to this Board. She added that Mr. Davis will be speaking at the Crisis Intervention Center grand opening event on October 10; Bill Brenzovich encouraged members to attend.

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

Ivy Sager reported that the part-time staff person responsible for managing the VDHA housing vouchers resigned recently; we are working with County Administration and the Board of Supervisors to make the position full-time. The CARF survey kicked-off this morning; the surveyors will be with us through Wednesday, when they'll give us their feedback during an exit conference. We are accredited every 3 years; we're required to have Employment Services accredited and we add the other services/programs voluntarily. Ivy will share the final report when it arrives in about 6 weeks.

### **Chairman's Report**

Bill Brenzovich noted that the Executive Committee reports for July and September are in this month's meeting packet; he reviewed the Committee's self-assessment. Formal establishment of the ad hoc committees is an action item tonight; the due date for the objectives of the committees is flexible but the committees need to talk about the strategic plan as the "bridge" strategic plan is almost at the end. Bill reminded members to take the online self-assessment; later he reviewed the aggregate results to date. Bill reported that the Region IV Comprehensive Suicide Prevention plan is complete and has been sent to DBHDS for approval; he will share the plan with this Board after it is approved. Bill encouraged members of this Board to attend/participate in the events listed on the planning calendar and the flyers in the meeting packet. Mental Health First Aid training is available on December 11, January 14 or May 15; email Stacy Johnson-Moore or Ivy Sager to register. We will hold a tour of the CSB for new Board members soon (more to come). There will be a public hearing about Virginia's GAP program on September 17<sup>th</sup> at DMV on West Broad Street.

### **Action Item(s)**

#### **A. Appointment of the Ad Hoc Committees**

A motion was made by Herb Sening, seconded by Jeanie Edwards, and carried to ratify the appointment of the Quality Service, Public Relations/Awareness and Board Development & Engagement ad hoc committees and to appoint a Rules of the Board committee to review the rules and provide an assessment to the Board.

The Rules of the Board Committee will be comprised of Eric Hendrixson, Sharon Bunger and Lynn Hargrove.

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

October 20, 2014

### A. Executive Director

#### General Updates

October 10<sup>th</sup> was a very good day for the CSB. The ribbon cutting ceremony for the Hanover Crisis Intervention Center was held at MRMC. This very nice event was well attended and garnered some media attention. Pictures from the event and the center will be available during the October board meeting. As well on that day, the agency received official notification indicating "Hanover Community Services Board has been accredited by CARF International for a period of three years". Our accreditation now extends through October 2017. While we have received the survey report, staff are currently reviewing and beginning to develop the required Quality Improvement Plan for the seven recommendations outlined in the report. The November work session will center on CARF and our recent survey. The report will be sent in advance of the work session.

The county's deadline for budget submissions is Oct. 20<sup>th</sup>; staff have been working diligently to prepare the CSB's budget proposal. The October work session will include the County Administrator's "State of the County" and a brief overview of the CSB's budget submission.

Lori Spain has been appointed to the CSB and will be attending her first meeting in October. Lori was appointed to the at-large position previously held by Laurie Mathews. With Lori's appointment, the tour of CSB locations/programs for board members has been tentatively scheduled for November 7<sup>th</sup>.

Lastly, this serves as one last reminder of two events that will take place before the next board meeting. Both the NAMIWalk and the Sheriff's Fall Fellowship Festival will be held on Saturday, October 18<sup>th</sup>. For the NAMIWalk, Team Hanover CSB has over 30 walkers signed up and has raised over \$750. Please consider supporting their efforts through a financial donation: <http://namiwalks.nami.org/hanovercsb14>. As well, please see the 3-month planning calendar for upcoming events including Life in the Community, the Blue and White Winter Gala and the Mental Health First Aid training sessions.

#### Human Resources

In the month of September, we hired a Recovery Coach and an existing staff member accepted a Clinician on-call secondary assignment. Four staff left the CSB in September: two full-time Clinicians (both also left secondary on-call positions), a Training Specialist, and an Administrative Assistant (retired).

### B. Business Operations

Effective October 1<sup>st</sup>, the business teams for DSS and CSB were combined into a human services business operations team. The goal of this merger is greater efficiencies for common business practices, more cross-training of staff and depth of skills. This new team allows for greater integration of human services support functions and sharing of practices across departments.

### C. Clinical Services

With school starting in September, the Community Education team also increased our pace as well! Highlights during the month of September: sixty-five children enrolled in our afterschool programs at Mechanicsville Elementary and Henry Clay Elementary; two parent education and children's skill building workshops were held; final plans for the PEERS autism partnership with Hanover County Public Schools were completed; a new life skills program serving middle school

students in Ashland began with 7 youth; and three Mental Health First Aid classes were scheduled.

The Community Education Team is hosting a workshop series addressing Cyberbullying in October. Dr. Linda Waldron from Christopher Newport University will be our featured speaker at both events. Professionals who work with youth are invited to the afternoon session from 1:00 – 4:00 at the Eastern Henrico Recreation Center. This workshop will focus on cyberbullying techniques, emotional and social consequences for youth and safety strategies for families.

Parents and youth aged 10-18 are invited to attend an evening workshop on the topic of cyberbullying on Tuesday, October 21. The workshop will be held at Oak Knoll Middle School from 5:30-8:00 p.m. Both adults and youth will enjoy separate break-out sessions related to cyberbullying, internet etiquette, and strategies to maintain safety. Participants must register online at the Hanover Cares website **by October 14**. Please note that the subject matter is appropriate for youth 10 and up. Childcare for younger youth is not available at the event. Dinner will be served. The online form is at [www.hanover-cares.org/cyberbullying-registration-for-parents-and-youth.html](http://www.hanover-cares.org/cyberbullying-registration-for-parents-and-youth.html).

#### D. **Community Support Services**

All individuals identified through the DOJ settlement are stable and doing well in their new homes.

One of our Supported Employment Specialists (Torrie Goodman) has accepted the Program Coordinator position at Day Health. Torrie comes to the position with 16+ years with the CSB in her present capacity. The Day Health team is planning to host an Oktoberfest on October 30<sup>th</sup> for families/caregivers/participants to introduce Torrie and to glean valuable feedback from program stakeholders, which will then help to shape future program offerings.

The Blue & White Gala will have a winter theme this year. The date is set for December 10<sup>th</sup> and will be held at the Shady Grove United Methodist Church. A major focus in this year's planning is to engage staff and participants across the continuum of ID services. To that end, our strategy has shifted a bit and we have tweaked some of the day program activities to include workshops to skill-build in specific areas. Examples include 1) tablescapes; 2) event decorating; 3) set-up and clean-up. Furthermore, our committee this year is comprised of a cross-section from all programs within the ID Division.

The Day Health team collaborated with the Ashcake rescue Squad – Station #13 and on a horticulture project. It was quite a project but staff and participants worked hard and it turned out great!



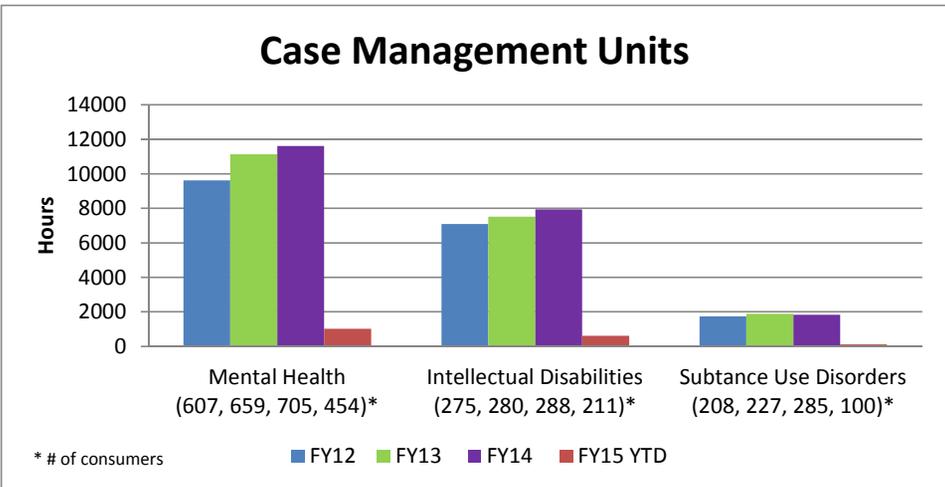
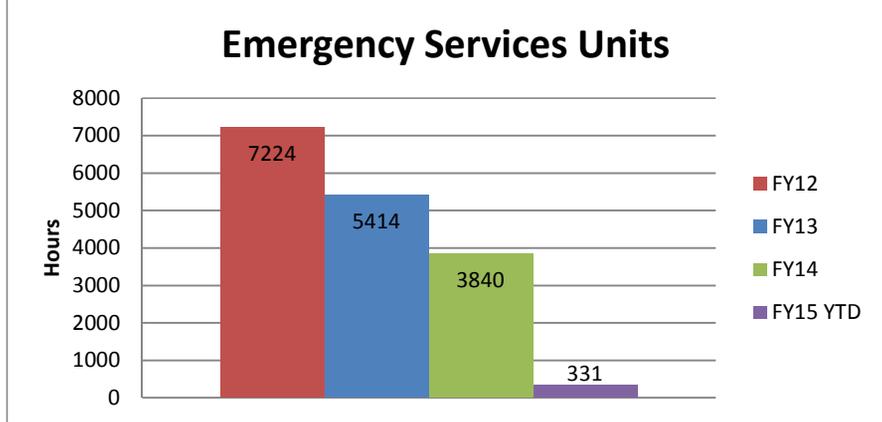
Here are a few pictures of the finished product and some of the key players that made the project successful!



At-a-Glance	Hospitalizations: 28	Number Served: 1040	Admissions: 156	Discharges: 164	RAFT: 91%
FY15 YTD Avg/Month	28	1040	156	164	58/64 one or more days
FY14 Avg/Month	22	999	131	129	

	FY14 Actual	FY15 Projected	FY15 YTD	YTD Expected	% of Expected	
<b>Mental Health Services</b>						
Acute Psychiatric or Inpatient Services	26	25	1	2.1	48%	●
Outpatient Services	766	750	359	359	100%	●
Assertive Community Treatment	66	60	56	56	100%	●
Case Management Services	705	600	454	454	100%	●
Rehabilitation	89	90	63	63	100%	●
Supportive Residential Services	18	20	12	12	100%	●
<b>Intellectual Disability Services</b>						
Case Management Services	288	275	211	211	100%	●
Rehabilitation	47	43	38	38	100%	●
Individual Supported Employment	102	90	58	58	100%	●
Supportive Residential Services	54	30	23	23	100%	●
<b>Substance Abuse Services</b>						
Inpatient Services	2	7	0	0.636	0%	●
Outpatient Services	253	150	61	61	100%	●
Case Management Services	285	200	100	100	100%	●
Intensive Residential Services	32	20	1	1.67	60%	●
<b>Emergency Services</b>						
Emergency Services	793	600	115	115	100%	●
Assessment and Evaluation Services	1032	700	200	200	100%	●

Expenses	YTD % BUDGET	BUDGET	AMOUNT YTD
Salaries	3.68%	\$8,873,996	\$326,865
Oper. Exp	3.82%	\$1,426,733	\$54,449
Capital Outlay	0.00%	\$0	\$0
		<b>TOTAL:</b>	<b>\$10,300,729</b>
			<b>\$381,314</b>
Revenue	YTD % BUDGET	BUDGET	AMOUNT YTD
Local	8.33%	\$4,318,572	\$359,881
State + Federal	7.68%	\$2,730,034	\$209,752
Other	8.28%	\$942,004	\$78,029
Medicaid	8.60%	\$2,215,400	\$190,568
		<b>TOTAL:</b>	<b>\$10,206,010</b>
			<b>\$838,230</b>

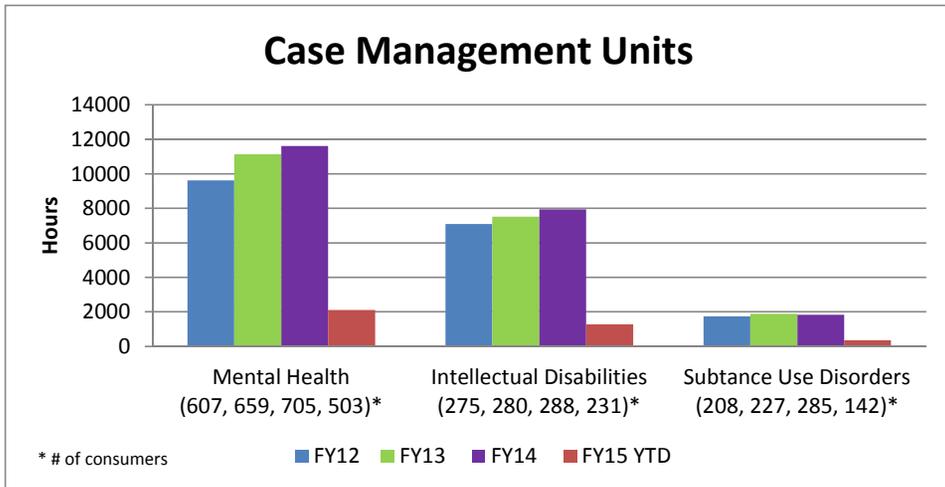
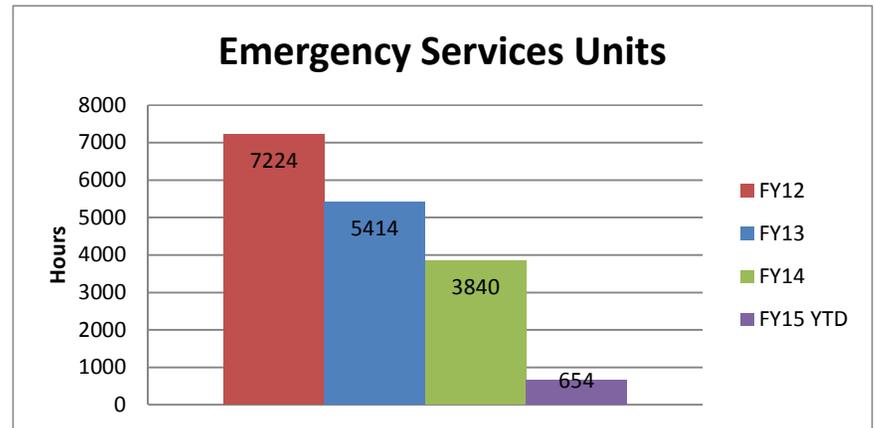


**Focus Forward:** 1) Continued leadership in Regional issues impacting Hanover County: Lisa Beitz attended the Regional ED Meeting and Regional Consortium meeting on July 18th on behalf of the agency. 2) Continued dashboard enhancements: July dashboard has been amended to include "expected" totals and ratios are based on YTD against expected. 3) Work with the CSB board on strategic plan development in coordination with the recently adopted Human Services Strategic Plan update: Anticipate project to get underway in Jan. 2015. 4) Undertake and successfully complete the CARF Accreditation process: Final preparation for on-site survey on-going. Survey scheduled for Sept. 15-17.

At-a-Glance	Hospitalizations: 16	Number Served: 997	Admissions: 145	Discharges: 132	RAFT: 90.5%
FY15 YTD Avg/Month	22	1019	151	148	57/63 one or more days
FY14 Avg/Month	22	999	131	129	days

	FY14 Actual	FY15 Projected	FY15 YTD	YTD Expected	% of Expected	
<b>Mental Health Services</b>						
Acute Psychiatric or Inpatient Services	26	25	3	4.2	72%	●
Outpatient Services	766	750	464	394.5	118%	●
Assertive Community Treatment	66	60	57	56.36	101%	●
Case Management Services	705	600	503	467.27	108%	●
Rehabilitation	89	90	65	65.45	99%	●
Supportive Residential Services	18	20	14	12.73	110%	●
<b>Intellectual Disability Services</b>						
Case Management Services	288	275	231	216.8	107%	●
Rehabilitation	47	43	38	38.45	99%	●
Individual Supported Employment	102	90	68	60.9	112%	●
Supportive Residential Services	54	30	27	23.636	114%	●
<b>Substance Abuse Services</b>						
Inpatient Services	2	7	0	1.16667	0%	●
Outpatient Services	253	150	93	69.09	135%	●
Case Management Services	285	200	142	109.09	130%	●
Intensive Residential Services	32	20	2	3.33333	60%	●
<b>Emergency Services</b>						
Emergency Services	793	600	188	159.09	118%	●
Assessment and Evaluation Services	1032	700	294	245.45	120%	●

	YTD % BUDGET	BUDGET	
<b>Expenses</b>			
Salaries	12.38%	\$8,873,996	\$1,098,502
Oper. Exp	6.55%	\$1,332,014	\$87,213
Capital Outlay	0.00%	\$0	\$0
<b>Revenue</b>			
Local	16.67%	\$4,318,572	\$719,762
State + Federal	18.17%	\$2,730,034	\$496,000
Other	13.00%	\$942,004	\$122,492
Medicaid	18.24%	\$2,215,400	\$404,026
<b>TOTAL:</b>		<b>\$10,206,010</b>	<b>\$1,186,715</b>
<b>TOTAL:</b>		<b>\$10,206,010</b>	<b>\$1,742,280</b>



**Focus Forward:** 1) Continued leadership in Regional issues impacting Hanover County: Attended the Regional ED Meeting on August 15; staff and board chair attended regional suicide prevention summit on Aug. 13. 2) Continued dashboard enhancements: Aug. dashboard continues changes made last month. 3) Work with the CSB board on strategic plan development in coordination with the recently adopted Human Services Strategic Plan update: Anticipate project to get underway in Jan. 2015. 4) Undertake and successfully complete the CARF Accreditation process: Spoke with CARF lead surveyor on Aug. 15 to discuss survey details and schedule; began preparing for employee informational meetings.

**CSB Board  
Three-Month Planning Calendar**

<b>November</b>	<b>December</b>	<b>January</b>
-Board Officers Nominations  - Review of Rules of the Board  -1st Qtr. Finance and G&O Progress Report  -County Budget Meeting    Board Planning: 11/10/14  Board Meeting: 11/17/14   <b>Work Session:</b> CARF Reaccreditation Survey Results & Discussion	-Appointment/ Reappointment of CSB Members, 12/10/14 BOS Meeting  -CSB Election of Officers  -Annual Performance Analysis Report    Board Planning: 12/8/14  Board Meeting: 12/15/14   <b>Work Session:</b> Holiday Social	-New Board Officers and newly appointed members begin term  -New member orientation/tour (if necessary)  -VACSB Legislative Conference, Richmond Jan. 20-21, 2015    Board Planning: 1/12/15  Board Meeting: <b>1/26/15*</b> <b>* Meeting date changed due to county holiday</b>   <b>Work Session:</b> Waiver Training

**Upcoming Events & Activities:**

- November 15: Life in the Community (Conference & Resource Fair), 8:30 a.m.- 4:30 p.m., River Road United Methodist Church
- December 10: Blue & White Winter Gala, 6:00-8:00 p.m., Shady Grove United Methodist Church
- January 20-21: VACSB Legislative Conference, Richmond

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

- December 11, 2014 – Atlee Commons
- January 14, 2015 – Ashland
- May 15, 2015 – Bell Creek

# Life in the Community

**Learn, Live, Work, and Play!**

**Free**

## **Conference, Resource Fair & Legislative Panel**

For Students and Adults with Developmental Disabilities, Families,  
Educators and Service Providers

**Saturday November 15, 2014**

**8:30am – 4:30pm**

**River Road United Methodist Church**

**8800 River Road Richmond VA**

**Keynote: Pat Carver with Community Drive, Inc.**

Sessions on:

A Home of My Own	Medicaid Waivers & a Life in the Community
Post-Secondary Options	Living a Good Life & Person Centered Planning
Residential Options	Legislative Panel – VA General Assembly
Community Connections Road Map	Personal Networks and Circles of Support

**The Conference is FREE; details and registration@  
<https://lifeinthecommunity2014.eventbrite.com>**

**Learn more by contacting a sponsoring organization:**

Autism Society, Central Virginia - [info@ascv.org](mailto:info@ascv.org) (804) 257-0192

Hanover Arc – [info@hanoverarc.org](mailto:info@hanoverarc.org) (804) 798-2400

Down Syndrome Association of Greater Richmond

[dsagrprograms@gmail.com](mailto:dsagrprograms@gmail.com) (804) 525-7731)