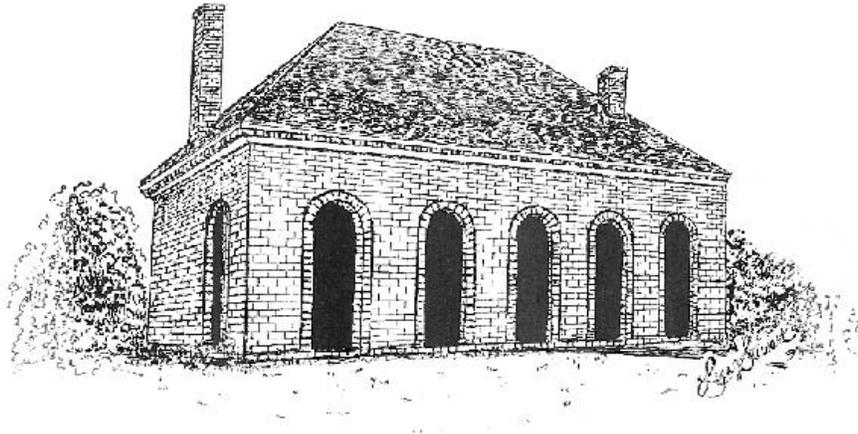


# BOARD MEETING PACKET

PREPARED FOR  
HANOVER COUNTY COMMUNITY SERVICES BOARD



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<b>MEETING DATE</b>	<b>September 15, 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**

September 15, 2014 6:30 p.m.  
Hanover Community Services Board Conference Room,  
12300 Washington Highway, Ashland, VA 23005

**Work Session: No Work Session is scheduled – the following Committees will meet: Quality Services, Public Relations/Awareness, Board Development & Engagement**

**6:30 p.m. – Board Meeting:**

- 1. Welcome and Roll Call**
- 2. Donations**
- 3. Citizens Comments**
- 4. Approval of Minutes – August 18, 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 Self-Assessment**
  - d. Board Member Activity**
  - e. Other Items**
- 8. Action Item – Appointment of Ad Hoc Committees**
- 9. Adjourn**

*Next Regularly Scheduled Meeting: October 20, 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

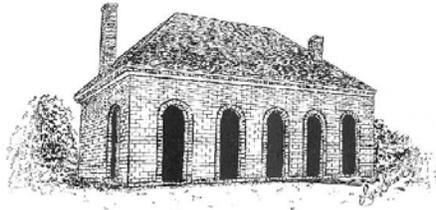
**W. CANOVA PETERSON**  
MECHANICSVILLE DISTRICT

**AUBREY M. STANLEY**  
BEAVERDAM DISTRICT

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

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

**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**

August 18, 2014

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

**WORK SESSION**

The ad hoc committees (Quality Services, Public Awareness/Public Relations, and Board Development and Engagement) held their first meetings.

**BOARD MEETING**

The meeting was called to order by William Brenzovich, Chairperson, at 6:34 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, Eric Hendrixson, Warren Rice, and Herb Sening.

**Donations** - None.

**Citizen Comments** - None.

**Approval of Minutes**

The minutes of the July 21, 2014 meeting were deemed approved as submitted.

**Board Liaison Reports**

1. Hanover Mental Health Association – Bill Brenzovich reported that HMHA will hold another yard sale on September 8, 2014; anyone with donations should contact Linda Evans.

2. Hanover Community Support Services – No report.
3. Hanover Arc – No report.
4. Board of Supervisors – No report.

### **Year End Financial Report**

Peter Getts reviewed the preliminary year-end financial report included in the meeting packet.

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

Lisa Beitz reported that the (CIT) assessment site/receiving center at Memorial Regional Medical Center is expected to open in the beginning of October. The advisory committee is working on ensuring the rooms are upfitted, the public information officers from each partner organization have a consistent message, and planning for the grand opening. The center will be open from noon to 10 p.m. initially; the long-term goal is 24/7 operation.

Ivy Sager reviewed the transportation study report included in the meeting packet. Jim Taylor added that the Board of Supervisors legislative committee is considering adding LogistiCare transportation to their list of legislative issues.

### **Chairman's Report**

A member of each of the ad hoc committees that met during the work session provided a brief synopsis of what they discussed. Eric Hendrixson (Quality Services) reported that the committee discussed the upcoming CARF survey and monthly wait times. Scott Bateman (Public Awareness/Relations) reported that the committee's discussion was very productive, centering on the need for more information about the landscape/issues/resources. Lastly, Herb Sening (Board Development) reported that the committee discussed the Board profile and the orientation process.

Bill Brenzovich reminded members that the deadline to complete the Board self-assessment online is August 31<sup>st</sup>. He also reported that the CARF survey is September 15-17; there will be no work session at the September 15 Board meeting. September is SA recovery month and suicide prevention week is September 7-13. The Nomination committee will need to convene in November to determine the slate of officers for 2015; and the VACSB public policy conference is October 1-3.

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

#### **1. FY15-16 Performance Contract**

A motion was made by Herb Sening, seconded by Warren Rice, and carried to recommend to the Board of Supervisors approval of the FY15-16 Performance Contract.

The next regularly scheduled Board meeting will be held September 15, 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

September 15, 2014

### A. Executive Director

#### General Updates

Staff focus over the past month has been concentrated on CARF and the CIT Assessment Site. As has been reported, CARF surveyors will be on-site Sept. 15-17. We look forward to having them and learning, from their view, areas in which we have opportunity to improve. As far as the assessment site, it will be called the Hanover Crisis Intervention Center (HCIC) and will officially open Oct. 1. A media event announcing the opening of the center and the partnerships that made it possible is being planned for either Oct. 7 or 8; additional details will be provided as they become available.

Included in this packet are several event announcements, including the NAMIWalk, the Sheriff's Fall Fellowship Festival and Life in the Community. Please consider supporting these events by your attendance. Lastly, the dates for the upcoming Mental Health First Aid training sessions are included on the 3-month planning calendar.

#### Human Resources

In the month of August, two existing staff members accepted Clinician on-call secondary assignments, and we hired a MH Case Manager on the Prevention team. There were 3 resignations: part-time Training Specialist (VHDA), Peer Counselor (ICT) and part-time MH/SA Prevention Specialist.

### B. Clinical Services

On the Adult Services Team our Mental Health Skill Building Case Manager coordinated a socializing opportunity for clients that have been referred to this specialized service program. Clients were encouraged to have an "evening out" at the CSB to watch the movie, *As Good as it Gets* and have ice cream. Throughout and after the movie clients discussed the protagonist's struggles through recovery from mental illness and shared their own journeys with one another. The clients in attendance particularly struggle with interpersonal relations, communication and their social opportunities are very limited. Clinicians across teams assisted in supporting clients' attendance by encouraging and engaging them to attend and providing transportation as needed. Our Mental Health Skill Building Case Manager facilitated a lively discussion which brought clients together laughing, as well as sharing more serious moments as they related with different themes in the movie. This was the 2<sup>nd</sup> movie event at the CSB with this population of clients with continued positive feedback from all related treatment team members as well as clients who were present.

### C. Community Support Services

Developmental Disability Health Supports Network (DDSHN)

"The DDHSN is a state-based infrastructure to ensure appropriate quality supports toward barrier-free, community integrated healthcare for people with intellectual and developmental disabilities." ([http://www.dbhds.virginia.gov/library/document-library/ods-ddhsn\\_8-5-14.pdf](http://www.dbhds.virginia.gov/library/document-library/ods-ddhsn_8-5-14.pdf))

Please feel free to visit the cited website above for more information and developments concerning the DDHSN.

REACH – has a new Behavioral Specialist to broaden their current complement of services. One of the first priorities is to expand capacity of the existing crisis team. To that end, they are undergoing extensive training and building on current crisis mitigation and expertise.

A work-plan for acquiring property and building a respite house has been submitted to DBHDS and includes the following phases: 1) land search/acquisition projected for October; 2) architectural design; and 3) construction. Completion is anticipated to involve 9-12 months. Current capacity is at six (6) beds since June 1<sup>st</sup> and census has remained consistently strong.

Currently in the Round 2 phase of the interviews for the Program Coordinator position at Day Health. There were several qualified candidates and the pool has now been narrowed to the top three.

Several of our case managers and day support staff participated in a training held at our Day Health and Rehab site on August 29<sup>th</sup> regarding Human Rights. The information offered opportunity that was more specific to emerging issues and/or concerns as we provide supports to people with I/DD.

Executive Committee Meeting  
Thursday, July 11, 2014

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

The meeting was called to order by William Brenzovich at 5:07 p.m. at the Bell Creek conference room, 8475 Bell Creek Road, Mechanicsville, VA 23116.

Approval of Minutes: The minutes for the June 2014 meeting were reviewed and approved after one change by Mr. Brenzovich. They will be presented to the full board at the July 21 meeting.

Mr. Brenzovich began the meeting with a review of the guidelines for three new board committees based on goals in the HCCSB Strategic and Operational Goals and Objectives. They are Quality Services, Public Awareness / Public Relations and Board Development and Engagement. The committee approved the guidelines, and Mr. Brenzovich said he would propose them to the board at the July meeting and, if approved, implement them in August.

The executive committee then began a discussion about the board self-assessment form that had been discussed at the previous committee meeting. The discussion centered on possible revisions to question 6. Mrs. Sager said she would re-consider how the question was presented. The committee agreed that the self-assessment should be presented to the full board for approval at the July meeting.

Mrs. Sager began a discussion about CSB "Board Approved Policies" and the need to review them on a regular basis. She said they were last reviewed in 2011. She provided a copy of the policies with recommended changes to be presented as an Action Item at the July board meeting. She said changes included eliminating duplications and moving away from client terminology.

Mrs. Sager also presented the CSB's "Standards of Professional Conduct," which all agency employees and board members are required to sign annually. She informed the committee that the standards will be presented to the full board at the July meeting for the members to sign the Board Member Acknowledgement.

The meeting was adjourned at 5:49 p.m.

Respectfully submitted,

Scott Bateman  
Secretary

Executive Committee Meeting  
Monday, September 8, 2014

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

The meeting was called to order by William Brenzovich at 5:10 p.m. at the Bell Creek office conference room, 8475 Bell Creek Road, Mechanicsville, VA 23116.

Approval of Minutes: The minutes for the July 11, 2014 meeting were reviewed and approved. They will be presented to the full board at the September 15 meeting.

The meeting began with a discussion on the Ad Hoc Committees. The general feedback was good. Also, all three committees will meet on September 15, prior to the CSB Board Meeting. Although there is no workshop prior to the Board meeting, the committees are meeting instead of having a workshop, hence, dinner will be provided.

William Brenzovich announced that there is no update on the Consumer Representative to the board.

Ivy Sager provided a general update of preparation for CARF. Staff are prepared. The CARF survey begins Monday, September 15 and ends Wednesday, September 17.

The executive committee reviewed the data from the CSB Self-assessment Survey. The committee felt there was good data. Also, there is a need for job descriptions that include duties of board members, as well as expectations for the positions like attendance at workshops and outside meetings. Brenzovich will send the aggregated responses to all board members under his cover prior to the Board meeting. This will provide additional information for the ad hoc committees to review and incorporate as appropriate. For discussion at the Board meeting: where does the Board wish to take this data and how should it be presented to the Board of Supervisors.

There was discussion in having executive committee minutes be timelier to present to the Board. The minutes of this meeting were reviewed and approved on this date.

The meeting was adjourned at 6:10 p.m.

Respectfully submitted,

William E. Brenzovich, Sr.  
Chairperson

**CSB Board  
Three-Month Planning Calendar**

<b>October</b>	<b>November</b>	<b>December</b>
-Annual Performance Analysis Report	-Board Officers Nominations	-Appointment/ Reappointment of CSB Members, 12/10/14 BOS Meeting
-County Budget due	- Review of Rules of the Board	
-VACSB Fall Public Policy Conference, Oct. 1-3, Roanoke	-1st Qtr. Finance and G&O Progress Report	-CSB Election of Officers
	-County Budget Meeting	
-Board Planning: 10/13/14	-Board Planning: 11/10/14	-Board Planning: 12/8/14
-Board Meeting: 10/20/14	-Board Meeting: 11/17/14	-Board Meeting: 12/15/14
<b>Work Session:</b> State of the County and Budget Overview	<b>Work Session:</b> Waiver Training	<b>Work Session:</b> Holiday Social

Upcoming Events & Activities:

- October 1-3: VACSB Public Policy Conference, Roanoke
- October 10: Hanover Crisis Intervention Center (HCIC) Opening Event, 11am, MRMC
- October 18: NAMI Walk, Innsbrook
- October 18: Sheriff's Fall Fellowship Festival, 10am-3pm, County Complex
- November 15: Life in the Community (Conference & Resource Fair), 8:30am-4:30pm, River Road United Methodist Church

**Mental Health First Aid Training – 8:30am-5:00pm**

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



## Hanover County Community Services Board Action Item

**Board Meeting Date:** September 15, 2014

**Issue:** In accordance with the Hanover County Community Services Board Rules of the Board, the appointment of ad hoc committees requires formal action by the Board. This action will ratify the appointment of the following ad hoc committees: Quality Service, Public Relations/Awareness, and Board Development & Engagement. Additionally, it is also time for the required annual review of the Rules of the Board; accordingly, a Rules of the Board Review Committee must also be appointed.

**Background:** The need for three ad hoc committees, as mentioned above, was discussed at the July 2014 Community Services Board (“the Board”) meeting, in furtherance of the three strategic goals adopted by the Board for the 2014 calendar year. This action ratifies the informal appointment of those committees.

In accordance with Article XII of the Rules of the Board (“the Rules”), each year the Board appoints a Rules of the Board Review Committee to review and assess the need for any amendments to the Rules. This committee must also be appointed by the Board and the results of the assessment will be presented to the Board for consideration.

**Action Recommended:** Ratify the appointment of the following ad hoc committees: Quality Service, Public Relations/Awareness, and Board Development & Engagement. Appoint a Rules of the Board Committee to review the Rules and provide their assessment to the Board.



## **INFORMATION SHEET FOR NAMIWalks Virginia 2014**

**DATE:** Saturday, October 18th    **LOCATION:** Innsbrook- Glen Allen, VA  
**WALKER CHECK-IN:** 10:00 a.m.    **OFFICIAL WALK START TIME:** 11:30 a.m.  
**DISTANCE:** 5K (3.1 miles)

- **NAMIWalks** is a nationwide fundraising and mental health awareness program that is being held in more than 87 communities around the country in 2014, including right here in Virginia. It is expected that these walks will raise over 10 million dollars in 2014, so NAMI can offer more support and services to the hundreds of thousands of individuals and families across the country affected by serious mental illness.
- There is no walker registration fee for the Walk. All participants are encouraged to collect donations from family members, friends, co-workers and business associates in support of their participation in the Walk.
- All the funds collected by Walkers will be used to fund NAMI's programs here in Virginia. These programs include support, education, research and advocacy involving major depression, schizophrenia, bipolar disorder, obsessive-compulsive disorder (OCD), panic disorder, post-traumatic stress disorder (PTSD), and borderline personality disorder.
- All walkers raising \$100 or more will receive a **NAMIWalks** event T-shirt.
- Companies, organizations, and families are encouraged to organize teams of walkers made up of employees, organization members, relatives and friends to take part in the Walk.
- Teambuilding and fundraising materials will be given out to team captains at a special kickoff event that will be held on Wednesday, August 13<sup>th</sup> at the Weinstein JCC in Richmond.
- **NAMIWalks Virginia** is a rain or shine event.
- There is a wide range of corporate sponsorship opportunities available to local companies and businesses relating to the Walk. Anyone interested in information on how his or her company or organization can sponsor the Walk should contact Farleigh Fitzgerald, NAMI Virginia Walk Manager at (804) 285-8264 x. 202 or e-mail [ffitzgerald@namivirginia.org](mailto:ffitzgerald@namivirginia.org)

***NAMIWalks Virginia- a family and community event to raise awareness, educate people about mental illness, and celebrate hope and wellness!***

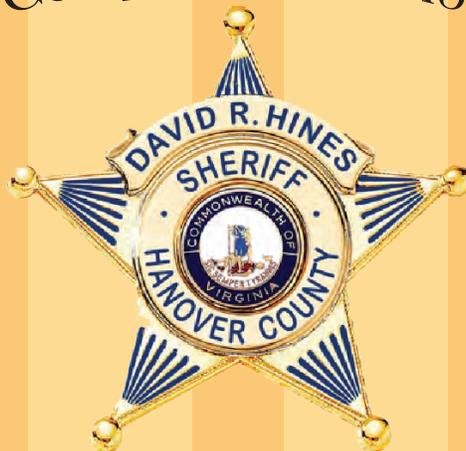
**[www.namiwalks.org/Virginia](http://www.namiwalks.org/Virginia)**

Hanover County Sheriff's Office presents

# FALL FELLOWSHIP FESTIVAL

“Strong partnerships create safe communities.”

**Oct. 18, 2014 10am-3pm**  
Hanover County Government Complex  
7522 County Complex Rd. Hanover, VA 23069



**PUBLIC  
SAFETY  
DISPLAYS!**

**VINTAGE  
CAR  
SHOW!**

**ALL AGES WELCOME  
FREE EVENT**

Join us as we celebrate partnerships and volunteerism in our community! This FIRST-EVER event is designed to give our faith-based, non-profit, and community organizations the opportunity to highlight the valuable ministries, services, and partnership opportunities they offer. There will also be great food, games, and activities for people of all ages, as well as powerful LIVE MUSIC sponsored by the E.J. Wade Foundation. Come on out and see why we say: 11

*“Strong partnerships create safe communities.”*

# 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)