

VIRGINIA BEACH COMMUNITY SERVICES BOARD

Department of Human Services

September 18, 2014

8:30 a.m. – 10:30 a.m.

A G E N D A

INFORMAL SESSION

Call to Order by the Chair

Introductions

Public Comment

Board Presentation – PACT, Angela Hicks, MHSA Administrator

Adjournment

FORMAL SESSION

Call to Order by the Chair

Approval of the Board Minutes

Page 2

Committee Reports

- Developmental Services Committee (no meeting) Page 6
- Mental Health Substance Abuse Committee (no meeting) Page 9
- Finance & Audit Committee Page 16
- Executive Committee Page 17

Old Business

- Legislative Breakfast Update – Diana Ruchelman and Alice Testerman
- Board Priorities: “Could Do In the Next 3-5 Years”

New Business

- Board Membership/Intent to Return
- Action Items
 1. Performance Contract FY 2015 and 2016
 2. PACT Action Item
 3. Suspension of By-Laws: Article VII-Nominations, Elections and Terms of Office

Community Education Update

- Update on Communications with Virginia Beach City Public Schools

Advocacy Update

- Mental Health Legislation Amendments 2015 General Assembly Session: Suggestions for City’s Legislative Package – Aileen Smith
- CSB Annual Advocacy and Education Report FY2014 – Diana Ruchelman
- CSB Advocacy Plan FY2015 – Diana Ruchelman

Matters of the Director

Matters of the Chair

Other Business

Adjournment

**VIRGINIA BEACH COMMUNITY SERVICES BOARD
July 31, 2014**

Members Present	Members Absent	Staff Present
Diane Jones	Brian Baldwin	Jim Thornton
Linda Bright	Debra Dear	Angie Hicks
Cynthia Harrison		Alice Testerman
Myra Jennings		Tim Capoldo
Kay Ashby		Dr. Don Kirtland
Phil Black	Council Liaison	Dr. Rudolph Freeman
Rev. Irvin Knight		Aileen Smith
Dolores Bartel		Randy Thompson
Diana Ruchelman	Guests	
Jennifer Anders	Leilani Lawrence, Anthem	
Luetilla Cuffee	Health Keepers	
Sharon Slipow		
Mike Schroeder		

INFORMAL SESSION

Call to Order

The Community Services Board (CSB) Informal Session was called to order at 8:30 a.m. by Chair Ms. Diane Jones.

Public Comment

Ms. Stacey Durr was introduced. Ms. Durr proceeded to share her background experience and explain the work she will be doing for the Department Director’s Office as the Strategic Analyst.

Leilani Lawrence, an Anthem Health Keepers representative introduced herself and stated she was present to observe our meeting and learn more about our services.

Board Presentation

The following staff members presented a summary review of their respective CSB Divisional Business Plans: Mr. Tim Capoldo, Developmental Services Administrator; Ms. Angie Hicks, Mental Health Substance Abuse Administrator; Dr. Rudolph Freeman, Medical Director, and Mr. Jim Thornton, Child & Youth Services Coordinator.

Adjourn

The Community Services Board Informal Session was adjourned at 9:35 a.m. by Chair Ms. Diane Jones.

FORMAL SESSION

Call to Order

The Community Services Board (CSB) Formal Session was called to order at 9:35 a.m. by Chair Ms. Diane Jones.

Approval of the Board Minutes

A motion was made by Ms. Linda Bright to approve the minutes from the June 26, 2014 meeting as written. The motion was seconded by Ms. Jennifer Anders. A unanimous vote carried the motion forward for approval.

Committee Reports

Developmental Services – Ms. Diane Jones summarized the committee notes.

Mental Health and Substance Abuse – Ms. Kay Ashby summarized the committee notes for June. No meeting took place in July.

Finance & Audit Report – Ms. Linda Bright summarized the committee notes.

Executive Committee – Ms. Diane Jones summarized the committee notes.

Old Business

- Legislative Breakfast – Ms. Aileen Smith reported that planning meetings have taken place. The suggestion is to play a rolling slide show as attendees arrive and partake in the continental breakfast. A presentation will follow. Board members were asked to be present at 8:15 a.m. to greet attendees. Ms. Jones asked that name tags be made. The invitation will go to all Board members via email. Ms. Testerman will send Ms. Slipow the attendee list for making follow-up calls to the invitees.

New Business

- Action Item: Enhanced Care Coordination-New Fee Request: A motion was made by Ms. Jennifer Anders to approve the fee for the new enhanced care coordination. The motion was seconded by Ms. Linda Bright. A unanimous vote carried the motion forward for approval.
- Review/Approval of CSB Board Purpose – A motion was made by Ms. Linda Bright to approve the Board Purpose Statement. The motion was seconded by Rev. Irvin Knight. A unanimous vote carried the motion forward for approval.
- FY-2015 Priorities – Mrs. Jones shared that the Executive Committee had begun reviewing the FY 2015 Board priorities to identify those priorities needing discussion/action by the Executive Committee and/or the full Board. The June Executive Committee notes reflect the Committee's action on moving forward development of an annual advocacy plan/timeline to be brought to the full Board for review.

“Could Do in the Next 3-5 Years”: Board members and staff voted for their preference of “Could Do in the Next 3-5 Years.” The list of possible actions had been identified in May by Board members. The following actions are listed in priority order with total weighted votes noted.

1. Advocate for Housing (21)
2. Advocate for Medicaid (19)
3. Advocate for Dental Care (11)
4. Advocate for Health Insurance (10)
5. Advocate for Budget (9)

6. Advocate for Employment (9)
7. Advocate for Ease of Access for all Clients (8)
8. Identify trends and Issues Impacting Services (7)
9. Educate and Interact with Churches (6)
10. Advocate for Transportation (6)
11. Collaborate with Other CSBs & VACSB (4)
12. Advocate for Jail Services
13. Educate and Interact with Media
14. Educate and Interact with Military

Community Education Update

Cindy Harrison has emailed the Virginia Beach City Public Schools PTA Council President and requested she forward to school PTA presidents a letter from the CSB that was attached to the email. The letter was an introduction of the CSB and stated that the CSB is available to make a presentation on its programs/services at a PTA meeting. To date, no responses have been received.

Matters of the Chair

None

Matters of the Director

Ms. Smith is focused on recruitment.

Other Business

- Infant Program Graduation – Wednesday, August 6, at 3:30 p.m.
- NAMI – September 10, at 5:30 p.m. at the Kempsville Recreation Center

Adjournment

The Community Services Board Formal Session was adjourned at 10:05 a.m. by Chair Ms. Diane Jones.

Virginia Beach Community Services Board Attendance Record
1/1/2014 - 12/31/2014

Name	Appt. Expires	Jan*	Feb	Mar	Apr	May**	Jun 26	July	Aug	Sept	Oct	Nov	Dec	Total
Anders, Jennifer, S.	12-31-14	N/A	A	A	A	A	P	P	N/A					
Ashby, Kay	12-31-16	N/A	P	P	A	A	P	P	N/A					
Baldwin, Brian	12-31-16	N/A	A	P	A	A	A	A	N/A					
Bartel, Dolores	12-31-16	N/A	A	P	P	A	P	P	N/A					
Black, Phillip	12-31-16	N/A	P	P	P	A	P	P	N/A					
Bright, Linda	12-31-14	N/A	A	P	P	P	P	P	N/A					
Cuffee, Luetilla	12-31-17	N/A	N/A	N/A	N/A	P	A	P	N/A					
Dear, Debra B.	12-31-14	N/A	A	P	A	A	A	A	N/A					
Harrison, Cindy	12-31-15	N/A	P	P	P	P	P	P	N/A					
Jennings, Myra W.	12-31-14	N/A	P	P	A	P	P	P	N/A					
Jones, Diane	12-31-16	N/A	P	P	P	P	P	P	N/A					
Knight, Irvin W., Sr.	12-31-14	N/A	P	P	A	A	P	P	N/A					
Ruchelman, Diana G.	12-31-15	N/A	P	P	P	A	P	P	N/A					
Schroeder, Michael	12-31-14	N/A	A	A	P	P	A	P	N/A					
Slipow, Sharon	12-31-16	N/A	A	A	P	A	P	P	N/A					

*January – no meeting held due to winter weather snow event.

**May meeting held June 6, 2014.

Key: Present (P), Absent (A), Resigned (R)

Revised 5/14: clc

DEVELOPMENTAL SERVICES COMMITTEE MEETING

September 11, 2014

No meeting took place in September.

ID COMMITTEE WAIVER WAITING LIST REPORT				
(Movement Report for August 2014)				
Waiver Slot Information				
Number of ID Waiver Slots at the beginning of month		543		
Movement that affects the number of slots we have				
* Number of Facility received during month	0	Received	0	Returned
* Number of MFP slots received during the month	0	Received	0	Returned
* Number transferred from/to another VA board during month	0	From	1	To
Number of new Waiver Slots		0		
Number of ID Waiver slots as of END of the month		542		
Number of Day Support Waiver Slots at the beginning of the month		13		
Movement that affects the number of slots we have				
New slots received from the state		0		
Number of Day Support Waiver Slots at the END of the month		13		
TOTAL NUMBER OF WAIVER SLOTS (ID AND DS COMBINED)		555		
STATUS TOTALS				
Number of active (enrolled)		548		
Number on hold		2		
Number enrolled, with future start date (Projected)		2		
Number to be re-assigned pending appeal		0		
Slots available - not yet enrolled - ID Waiver, DS Waiver, MFP and Children Waiver		3		
ADDITIONAL MONTHLY ACTIVITY NOTATION				
** How many people vacated slot(s) during the month	0			
Was a waiver slot meeting held this month?	yes			
If yes, how many people slots were available?	2			
*** During this month, how many people who had been chosen for waiver activated their slot (became enrolled)?	0			
Urgent & non-Urgent Waiver Waiting List End of Month Totals				
Urgent Status at the beginning of the month		228		
Movement that affects total		2	Added	0 Deleted
Urgent Status at the END of the month		230		
Number of U receiving limited/temporary city-funded services		35		
Number receiving non-city funded services (e.g. E&D, CIF, School, ESH, EPSDT)		51		
Number receiving no temporary support		142		
Non-Urgent Status at the beginning of the month		99		
Movement that affects total		0	Added	0 Deleted
Non-Urgent Status at the END of the month		99		
Total of U and NU		329		
Waiver Planning List Totals				
Waiver Planning List at the beginning of the month		3		
Movement that affects total		0	Added	0 Deleted
Waiver Planning List at the beginning of the month		3		
Additional Information:				
* Transfer from another board: none	*Transfer to another board: 1			
* New slot: none				
* *Vacated slot: none				
*** Enrolled - ID Waiver: none				
****Enrolled - DS Waiver: none				
*Enrolled Facility - none	* Enrolled - MFP: none			

DS OUTPUT - TOTAL CLIENTS SERVED													
FY 2015 (JULY 2014 - June 2015)													
Unit	SubUnit	Month											
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
CEO:	Group	45											
	Individual	140											
	Prevocational	6											
	Total	189											
Skilled Nursing	Total	18											
Case Mgmt	Total	749											
SkillQuest	Total	134											
PALs	Total	14											
SLP:	ICFs	43											
	Group Homes	24											
	Residential	29											
	Residential MHSS	7											
	Total	143											
	MH PsychoSocial	6											
IP	Total	480											
Total Clients Served		1409											

MENTAL HEALTH SUBSTANCE ABUSE
September 11, 2014

No meeting held in September.

MHSA PERSONS SERVED AND WAITING LIST FOR JULY 2014

PROGRAM	Program Capacity	CURRENT month # of Persons Admitted in Program	Previous month # of Persons Served in Program	CURRENT # of Persons Waiting for Services	Previous # of Persons Waiting for Services	Comments
Adult Correctional Services	Total 246	Total 254	Total 240	Total 31	Total 40	hold due to short staff
Forensic Consultation/Discharge Planning	60	61	58			There were 16 referrals made to ACS by outside units and agencies for the month of July
ETO/IST Central State Hospital Placements		3	2			
ETO/IST Eastern State Hospital Placements		4	3		1	
Restoration to Competency		2	2			
Mental Health Supervision Clients	20	6	6			none were appropriate but were referred to other services.
NGRI Clients	30	33	32			
NGRI Central State Hospital Placements		3	4			In addition, there is one NGRI client in Piedmont and one NGRI client in Danville
NGRI Eastern State Hospital Placements		15	13			No clients on Discharge Ready List
Community NGRI clients		13	12			No clients on 48 hour pass; no clients conditionally released
Peer Support Specialist Clients	20	20	18			Peer services were provided to 5 MHS clients, 6 clients in community, 3 NGRI clients, 4 clients in orientation, no WRAP clients this month
SOAR Clients	6	2	2			2 applications pending
Jail Education Services - Male Pod	78	78	74	24	34	
Jail Education Services - Female Pod	14	14	14	7	5	The female block has been downsized and currently accommodates 14 inmates
Jail Education Services - Continuing Care Group	20					This group is on hold until clinician position is filled
Adult Day Treatment	Total 15	15	Total 20	9	8	Avg Daily Attendance 19
Access Unit		Undup 410	444	32	46	

PROGRAM	Program Capacity	CURRENT month # of Persons Admitted in Program	Previous month # of Persons Served in Program	CURRENT # of Persons Waiting for Services	Previous # of Persons Waiting for Services	Comments
Individual/Group Motivational Enhancement Svcs		297	338			
Clinical Phone Contact		116	116			
Adult Outpatient Services (AOS)	Total 1585	Total 1481	Total 1412	Total	Total	
AOS - Magic Hollow	660	803	790			Unduplicated count
Therapy Services	----	197	159	----		Caseload 134
Nursing Services	----	665	637	----		Caseload 924
Prescriber Services	660	468	480	----		Caseload 926
AOS Senior Adult Services	Total	Total 77	Total 85			
Therapy Services	----		1			
Nursing Services	----	69	75			
Prescriber Services	----	48	51			
AOS - Mental Health - P6	675	672	602			Unduplicated count
Therapy Services	----	362	329	----		Caseload 295
Nursing Services	----	389	322	----		Caseload 514
Prescriber Services	200	189	199	----		Caseload 570
AOS Substance Abuse	250	21	23			Unduplicated count
Case Management Services/Adults	Total 540	Undup 596	618	43	29	6 of the clients waiting for services are being followed by Reinvestment Discharge Planners and are pending completion of OG
Case Management	440	483	510			191 consumers (unduplicated) served by contract staff in July
Mobile Triage Team	40	54	52			
Intense Outreach Team	60	67	62			
Reinvestment	72	Undup 128	Undup 120			
State Hospital Discharge Planning		26	24			Marie Gustafson
Forensic State Hosp./NGRI CM		26	26			Suzy Manzi
Community Based Crisis Stabilization (CSBS)	Total 25	24	23			Unduplicated. 24 unduplicated admitted assignments. 24 unduplicated Single contracts. Total unduplicated assignments = 42

PROGRAM	Program Capacity	CURRENT month # of Persons Admitted in Program	Previous month # of Persons Served in Program	CURRENT # of Persons Waiting for Services	Previous # of Persons Waiting for Services	Comments
Child & Youth Services	Total 383	Total 316	Total 329	Total 33	Total 39	
Intensive Outpatient Services						
Mult-Systemic Therapy	10	5	6	33		
Outpatient Services	240	198	207		33	
Therapy Only		65	60			
Therapy and Medication Management		83	91			
Medication Management Only		50	56			
After-School Therapeutic Day Treatment	30	26	27		6	
Case Management/ICC	95	87	89			
Emergency Services - P3	Unlimited					
Crisis Intervention	----	172	142			
Inpatient Pre-screening	----	33	28			
Temporary Detention Orders (TDOs)	----	19	13			106 Commitment hearings
Emergency Services - Assessment Center	Unlimited					
Crisis Intervention	----	145	156			
Inpatient Pre-screening	----	148	134			
Temporary Detention Orders (TDOs)	----	96	104			
Office of Consumer & Family Affairs	Total Unlimited	Total 308	Total 303			
Consultations & Referrals	----	187	147			101 consultations, 86 referrals
Group Participants		82	94			Family to Family Recovery Center
Wellness Recovery Action Plan (WRAP) Consults		12	30			
WRAP Participants		27	32			Men's & Women's ACS blocks, IOT, CBCS
Projects for Assistance in Transition from Homelessness (PATH Program - Homeless Intervention)				----		
Outreach (duplicates)	100	69	54			Duplicate count

PROGRAM	Program Capacity	CURRENT month # of Persons Admitted in Program	Previous month # of Persons Served in Program	CURRENT # of Persons Waiting for Services	Previous # of Persons Waiting for Services	Comments
Consumer Monitoring		28	34			Unduplicated
SOAR Applicants	10	12	9	3	3	40.50 client hours
PATH Supportive Housing Program (PSHP)	10	9	9	1	1	Wait list is held by SRS
Project LINK Case Management Services	125	24	Total 100	Outreached	20	Intakes continue to be schedule
Recovery Center	Total 108	70	Total 84	41	39	Includes multiple admissions
Crisis Stabilization Services	54	62	69			Average length of stay is 5 days
Medical Monitored Detox	54	8	15	41	39	Average length of stay is 5 days
Temporary Detention Order Admissions	Varies					
Residential Treatment (SARPOS)						
28 Day Residential						
Non-traditional		11	17			
Rehabilitation Services						
Beach House Psychosocial Rehabilitation	Total 190	Total 184	Total 174	Total	Total	Avg Daily Census 89
Beach House Employment Services	Total 50	50	50			
Independent Employment Program	29	30	29			
Supported Employment Program (SEP)	4	3	4			
Transitional Employment Program (TEP)	16	16	16			10 people waiting for outside employment
The Harbour	95	Total 91	Total 86	4	7	Average daily attendance 66
Senior Services						
Gero-psych	----	----	----			
Information consultations	30	22	26			
Clinical consultations/clients served	----	27	2			
Respite Services		27	26			
Informational Consults		88	90			

PROGRAM	Program Capacity	CURRENT month # of Persons Admitted in Program	Previous month # of Persons Served in Program	CURRENT # of Persons Waiting for Services	Previous # of Persons Waiting for Services	Comments
Caregiver Support Groups		1 group 9	5			
In-Home Assessments		4	3			
Community Outreach/Training Events		1				
Supportive Residential Services (SRS)	Total 166	Total 163	Total 161	Total 122	Total 116	
Intensive Supervised (Assisted Living Facilities)	9	9	9	6	7	
Moderate Supervised (Adult Foster Care/S. House)	27	27	27	25	24	
Supportive Supervised (Beach Park)	18	17	17	10	7	Pending S. Palm packet
Supportive Supervised (Beach Park West)	18	17	18	5	5	Pending ESH packet
Supportive Supervised (Atlantis Manor Apts)	12	12	12	2	2	
Supportive Supervised Services (New Haven)	2	2	2			
Supportive Independent Living (CAMG Townhouses/Apts.)	71	70	68	28	25	
S. Palm Transitional Housing (Supportive/Co-Occurring)	9	9	8	46	46	
Mental Health Support Services (MHSS)	132	126	Total 129	23	23	for intakes
MHSA TOTAL	GRAND ----	TOTAL* 5,564	TOTAL* 5,582	TOTAL 310	TOTAL 286	

Mental Health Substance Abuse Division 2014 Waiting List

PROGRAM	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Adult Correctional Services	38	26	31	38	44	40	31					
Adult Day Treatment	12	14	9	6	6	8	9					
Adult Outpatient Services (AOS)	2											
Case Management Services	42	29	33	48	42	29	43					
Community Based Crisis Stabilization (CSBS)	19		3									
Child & Youth Services	26	36	48	37	38	40	33					
PATH Case Management		18										
PATH SOAR Applicants	4	2	2	3	3	3	3					
PATH Supportive Housing Program (PSHP)	3	2	2	1	1	1	1					
Recovery Center							41					
SARPOS Non-traditional												
Beach House - Transitional Employment Program (TEP)			10		10							
The Harbour	11		9	6	5	7	4					
Supportive Residential Services (SRS)	125	99	82	86	102	116	122					
Mental Health Support Services (MHSS)	27	27	28	29	27	23	23					
MHSA TOTAL	309	253	285	254	278	267	310	0	0	0	0	0

FINANCE/AUDIT COMMITTEE MEETING

September 11, 2014

Attendance

Diane Jones
Diana Ruchelman

Staff Attendance

Aileen Smith
Timothy Capoldo
Angela Hicks
James Thornton
Dannette Smith

Call to Order

The meeting was called to order by Ms. Diane Jones, at 4:30 p.m.

Public Comment

None

Action Item

Mr. Randy Thompson will present the CSB Performance Contract Action Item to the Full Board for approval.

Year-to-Date Review

The Financial reports through end of year FY 2014 were reviewed. The total year-to-date revenues reconciled with revenues in transits equaled \$55,341,307. Total expenditures reconciled with payables in transit equaled \$55,026,186. This resulted in net operations in the amount of \$315,121.

Divisional Review

Each financial report for the divisions were also reviewed. No significant transactions were noted.

Other Business

None

Adjournment

The meeting was adjourned by Ms. Diane Jones at 4:55 p.m.

EXECUTIVE COMMITTEE

September 11, 2014

AttendanceDiane Jones
Diana Ruchelman**Staff Attendance**Aileen Smith
Timothy Capoldo
Angela Hicks
James Thornton
Dannette Smith**Call to Order**

The meeting was called to order by the Chair, Mrs. Diane Jones, at 3:00 p.m.

Public Comment - None**Welcome** - None**Education**

- September: New PACT Program
- October: Legislative Breakfast
- November: None –

Old Business

- **Legislative Breakfast Update:** Alice Testerman briefly shared information on attendee replies and will present a full update at the October Board meeting.
- **Continued Discussion: FY2015 Board Priorities - #3 & 8, Assess committee structure & Assess meetings – frequency, times, content** - Tabled until October.

New Business

- **PACT Program** –The Executive Committee heard an overview of the PACT program presentation developed by Ms. Angela Smith and Ms. Aileen Smith followed by a discussion of the implementation timeline pending the Board's support and City Council's approval.
- **Board Composition/ Intent to Return** – CSB has a total of four (4) members pending reappointment in 2015 and two (2) members' terms expiring. The Board will seek to diversify further member affiliations as they consider candidates to fill vacancies.
- **Board Priority: - #9 -Develop & Implement CSB Board Member Recruitment Strategy.** Discussion was tabled until a future meeting.
- **Suspension of Bylaws:** Due to there being no regular October Board meeting for appointing a Nominating Committee, the Board will be asked at the September meeting to suspend its bylaws for nominating and electing its 2015 officers. If the bylaws are suspended, the Nominating Committee will be appointed by the Board in November and elections held in December.

- **Performance Contract:** Mr. Timothy Capoldo explained the DS Rental Subsidy amendment to the Performance Contract. He will begin to include an announcement about the subsidy in the monthly Developmental Services calendar. Mr. Randy Thompson will present the 2015-2016 Performance Contract at the September Board meeting and will request Board approval.

Matters of the Chair

- Ms. Jones reported that Cindy Harrison, Chair of the Education Committee, will not be at the September Board meeting. In her absence Mrs. Jones will present the Education Committee Report including information on recent communication with Ms. Jill Burley, Virginia Beach City Public Schools PTA Council President, and an invitation from a school official to meet and discuss future possibilities for the CSB to partner with the school system.
- Mrs. Jones distributed a summary of the results from the Board's July vote on CSB Priorities: Could Do In The Next 3-5 Years. The information is included in the July Board minutes.
- The Virginian-Pilot is interested in identifying people/subjects to highlight in future stories regarding Mental Health.
- Mrs. Jones suggested incorporating highlights of the Commissioner's monthly report into CSB Board meetings. No decision was made. During the discussion, Ms. Dannette Smith suggested the future possibility of forming a "Friends of the CSB" group to support the CSB organization.
- The Executive Board agreed to hold its October Executive meeting as regularly scheduled. The primary agenda will be to generate ideas and discuss possible revisions to the Board's committee structure. Discussion will continue in November with ideas presented at the November Board meeting.

Staff Updates / Director's Report

- Mental Health Legislation Amendments for 2015 session: Mrs. Aileen Smith previewed a proposal addressing new mental health laws recently enacted recently that impact Virginia CSBs (i.e. TDO period, primary custody during TDO period, etc.). Our Council Liaison, Council Lady, Dr. Amelia Ross-Hammonds will champion the proposal within City Council. This item will be included in the legislative package being presented at the upcoming City Council meeting
- Ms. Dannette Smith provided an overview of progress on key vacancies within the department. She announced Mr. Eddie Antoine, III will join the Department on September 22nd as the new Human Resources Manager. She expressed the goal of filling all vacancies by January 2015.
- Agenda planning for the September 18, 2014 full Board meeting took place.

Adjournment

The meeting was adjourned by the Chair, Mrs. Diane Jones, at 5:00 p.m.