

VIRGINIA BEACH COMMUNITY SERVICES BOARD

Department of Human Services

November 20, 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

Recognition

Board Presentation – None

Adjournment

FORMAL SESSION

Call to Order by the Chair

Approval of the Board Minutes for September Page 2

No October Minutes provided as the CSB held a Legislative Breakfast in lieu of a full Board meeting

Committee Reports for October and November

- Developmental Services Committee Page 8
- Mental Health Substance Abuse Committee Page 14
- Finance & Audit Committee Page 23
- Executive Committee Page 25

Old Business

- Legislative Breakfast: Critique

New Business

- Board Membership/Intent to Return
- Board Priority: Develop and Implement Board Member Recruitment Strategies
- Action Item: PACT – Fee Approval Request Page 31
- Appointment of Nominating Committee
- CSB Advocacy Plan FY2015
- Board Priority: Assess Committee Structure - Meeting Frequency, Times & Content

Community Education Update

Advocacy Update

Matters of the Director and/or Staff

- State Dashboard – Performance Contract Requirement

Matters of the Chair

- VACSB Legislative Conference January 20 & 21
- Financial Disclosure Statement

Other Business

Adjournment

**VIRGINIA BEACH COMMUNITY SERVICES BOARD
September 18, 2014**

Members Present	Members Absent	Staff Present
Kay Ashby	Jennifer Anders	Cindy Curtis
Dolores Bartel	Brian Baldwin	Angie Hicks
Phil Black	Luetilla Cuffee	Tim Capoldo
Linda Bright	Debra Dear	Aileen Smith
Myra Jennings	Cynthia Harrison	Randy Thompson
Diane Jones	Rev. Irvin Knight	Dannette Smith
Diana Ruchelman	Mike Schroeder	
	Sharon Slipow	
	Council Liaison	
	Amelia Ross-Hammond	
	Guests	

INFORMAL SESSION

Call to Order

The Community Services Board (CSB) Informal Session was called to order at 8:40 a.m. by Chair Ms. Diane Jones.

Public Comment

Board Presentation

PACT – Angela Hicks presented on the Program of Assertive Community Treatment (PACT). Virginia Beach is the only locality that DBHDS approached to implement a PACT Team during FY-2015. The suggestions offered to the Board by CSB staff are to present Virginia Beach City Council a briefing on October 14, 2014, and to request City Council action on October 21, 2014, for approval of twelve (12) full-time positions effective December 2014 to support PACT. Ms. Diane Jones will reach out to Board members for the purpose of speaking with City Council members in support of PACT.

Adjourn

The Community Services Board Informal Session was adjourned at 9:15 a.m. by Chair Ms. Diane Jones.

FORMAL SESSION

Call to Order

The Community Services Board (CSB) Formal Session was called to order at 9:15 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 last full Board meeting with the following amendments: include the vote count on Page 4, items 12, 13, 14. The motion was seconded by Ms. Diana Ruchelman. 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. Please note that an October Executive Board meeting will take place on October 23, 2014.

Old Business

- Legislative Breakfast Update – Ms. Testerman reviewed the list of invitees and shared the responses received to date. Ms. Slipow and Ms. Jennings will do follow-up phone calls next week. The resource materials for legislators will be discussed following the conclusion of today's full Board meeting. The breakfast will be held at the Joint Use Library on the Virginia Beach Tidewater Community College campus. A continental breakfast will be served.
- Board Priorities – Ms. Jones shared the prioritized results of what the Board "Could Do in the Next 3-5 Years."

New Business

- Board Membership/Intent to Return – Ms. Jones indicated that two Board members will rotate off the Board after serving the maximum term allowable by state code: – Debra Dear and Rev. Knight. In addition, four Board members are due for reappointment by City Council and should inform Ms. Jones of their desire to continue serving on the Board or not seek reappointment: Ms. Jennings, Mr. Schroeder, Ms. Bright and Ms. Anders.
- Action Items
 1. Annual Performance Contract FY 2015 and 2016 – The contract was made public on July 31, 2014 and remained so for 30 days. City Council approved the contract on September 16, 2014. Mr. Thompson reviewed the changes between the FY 2014 and the FY 2015 performance contracts. The Board approved the Performance Contract with the following motion: A motion was made by Ms. Myra Jennings to approve the Annual Performance Contract FY 2015 and 2016 as written. The motion was seconded by Ms. Linda Bright. A unanimous vote carried the motion forward for approval.
 2. PACT Action Item – A motion was made by Ms. Diana Ruchelman to support moving forward with the City and State the approval process for a new Mental Health Substance Abuse PACT Team. The motion was seconded by Ms. Linda Bright. A unanimous vote carried the motion forward for approval.
 3. Suspension of By-Laws: Article VII-Nominations, Elections and Terms of Office – A motion was made by Ms. Diana Ruchelman to suspend the by-laws, Article VII-Nominations, Elections & Terms of Office, and appoint the nominating committee in November instead of October due to no regular October Board meeting and to bring

forth the slate and vote in December. The motion was seconded by Ms. Dolores Bartel. A unanimous vote carried the motion forward for approval.

Community Education Update

Update on Communication with Virginia Beach City Public Schools – Ms. Jones reported out for Ms. Harrington.

- July – Emailed PTA Council President, Kelly Kinnear with the Board letter offering to present at PTA programs and requested Ms. Kinnear forward to each PTA president.
- Early August – Ms. Jones contacted the Assistant Superintendent of Media & Communication Services to obtain a list of PTA Presidents. The Assistant Superintendent mentioned that the Department of Media & Communications has a parent connection program with monthly seminars and there may be an opportunity to partner, e.g., link to Parent Connection page and CSB program pages; include CSB events in their Parent Connection calendar of events, and serve as a CSB guest columnist in their newsletter. Ms. Jones and Ms. Harrison will meet with the Assistant Superintendent of Media & Communication Services to explore the ideas.
- Early September – Heard back from Ms. Kinnear who said she would forward Ms. Harrison's letter to PTA presidents. Ms. Kinnear expressed an interest in linking their Council website the CSB website.
- Ms. Harrison also offered the idea of putting together a brochure that highlights targeted programs – or combine brochures we have now into one PDF to be used as a link on sites. Ms. Harrison would like more input and approval before moving forward.

Advocacy Update

- Mental Health Legislation Amendments 2015 General Assembly Session: Suggestions for City's Legislative Package – Ms. Aileen Smith shared two legislative items with the Board members: Examination of Those Under a Temporary Detention Order (TDO), and the Temporary Detention Order (TDO) Evaluation Required within 24 Hours. Both items will be sponsored by Council Lady, Dr. Amelia Ross-Hammond. Staff were commended in bringing these two legislative issues forward to the Board, City, and State.
- CSB Annual Advocacy and Education Report FY 2014 – Ms. Ruchelman presented the annual report noting that the Board has been very committed to advocacy and education throughout the year. The report will be shared electronically with Board members.
- CSB Advocacy Plan FY 2015 – Ms. Ruchelman asked for Board input on the 2015 Advocacy Plan she is developing in support of the Board's priority on Advocacy.
 - The "theme" is to continue doing what the Board is currently doing.
 - Say "Thank You" is a big piece of advocacy that has been successful.
 - Focus on something in our own legislative package. Take steps to speak and write the VACSB about conference timing in terms of when legislation is due.
 - There was a request that the new VACSB Executive Director and DBHDS Commissioner, Deborah Ferguson, be invited for a coffee hour to discuss what is taking place in the state as well as nationally. Tours could be a piece of the plan.
 - Partner with Social Services to create more opportunities to work together.

Ms. Ruchelman will bring a draft plan to the November full Board meeting.

Matters of the Director

Ms. Smith is focused on recruitment. The lead for Human Resources will be onboard Sept 22. A candidate for the Deputy Director of Social Services will be back in Virginia Beach to meet with Ms. Smith the week of September 22, 2014. The Financial Assistance Administrator search is still underway. Ms. Smith encouraged Board members to speak with legislators and City Council regarding PACT. She will develop speaking points for Board members.

Matters of the Chair

Ms. Jones urged Board members to arrive at the Legislative Breakfast to be held October 30, 2014, no later than 8:15 a.m., in order to greet guests as they arrive.

Other Business

- NAMI Focus – Ms. Ashby needs help with focusing on citizens under 18 years of age as NAMI is bringing in a program entitled, *NAMI's Parent and Teachers as Allies* to the community. She needs citizens to be a part of the program and take training. Please contact Ms. Ashby if interested.

Adjournment

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

**VIRGINIA BEACH COMMUNITY SERVICES BOARD
October, 2014**

A Legislative Breakfast was held in lieu of a full Board meeting.

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 LB	Nov	Dec	Total
Anders, Jennifer, S.	12-31-14	N/A	A	A	A	A	P	P	N/A	A	P			
Ashby, Kay	12-31-16	N/A	P	P	A	A	P	P	N/A	P	P			
Baldwin, Brian	12-31-16	N/A	A	P	A	A	A	A	N/A	A	A			
Bartel, Dolores	12-31-16	N/A	A	P	P	A	P	P	N/A	P	A			
Black, Phillip	12-31-16	N/A	P	P	P	A	P	P	N/A	P	P			
Bright, Linda	12-31-14	N/A	A	P	P	P	P	P	N/A	P	A			
Cuffee, Luetilla	12-31-17	N/A	N/A	N/A	N/A	P	A	P	N/A	A	P			
Dear, Debra B.	12-31-14	N/A	A	P	A	A	A	A	N/A	A	A			
Harrison, Cindy	12-31-15	N/A	P	P	P	P	P	P	N/A	A	P			
Jennings, Myra W.	12-31-14	N/A	P	P	A	P	P	P	N/A	P	P			
Jones, Diane	12-31-16	N/A	P	P	P	P	P	P	N/A	P	P			
Knight, Irvin W., Sr.	12-31-14	N/A	P	P	A	A	P	P	N/A	A	A			
Ruchelman, Diana G.	12-31-15	N/A	P	P	P	A	P	P	N/A	P	P			
Schroeder, Michael	12-31-14	N/A	A	A	P	P	A	P	N/A	A	A			
Slipow, Sharon	12-31-16	N/A	A	A	P	A	P	P	N/A	A	P			

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

**May meeting held June 6, 2014.

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

DEVELOPMENTAL SERVICES COMMITTEE MEETING
October 9, 2014

<u>Members Present</u>	<u>Staff Present</u>	<u>Guests Present</u>
Ms. Debra Dear Mr. Phil Black	Mr. Tim Capoldo Ms. Nicola Morley Ms. Dina Bates Ms. Maria Kurtz Ms. Carmen Saunders, Recorder	Ms. Gail McLemore Dr. "Bobby" R Hansel-Union Ms. Linda Ritter

Welcome

Ms. Debra Dear opened the meeting by introductions and welcoming everyone to the meeting.

CARTIS

The CARTIS report for August, 2014 was presented. Mr. Tim Capoldo reviewed each category on the report.

Waiver Waiting List Report

The Waiver Waiting List report for September, 2014 was presented.

During this month 0 slots were enrolled.

Number of Day Support Slots stayed at 13.

Total of Urgent and Non-Urgent was at 329 for the month of September, 2014.

Monthly Output Report

The new format shows the fiscal year stats, July 2014-June 2015. The report will be two months behind to show the most accurate information and is current up to August. The following totals are for the month of August, 2014.

- CEO total is 192
- Skilled Nursing total is 18
- CM total is 750
- SQ total is 159
- PAL's total is 17
- SLP total is 143 with MH Psycho-Social at 6
- IP total is 528
- **Total Clients Served for the month of August, 2014 is 1,454**

Information Items

- Ms. Dina Bates, the new Nurse Manager is excited to be on board and looking forward to working with the department.

Discussion Items

- Mr. Tim Capoldo mentioned a few items that were discussed in the WDAC (Waiver Design & Advisor Committee) Meeting and stated that all waiver studies have been completed. The NCI-National Core Indicators, a survey from the state, have been sent out to all families. There will be a public comment on the new waiver rate in November. The SIS contract has been awarded to Ascend. And the Waiver Slot Committee will meet in November.

Public Comment

- Ms. Linda Ritter gave info on the Virginia Microboard Association and invited anyone to apply.
- Dr. Bobby mentioned that there are now therapeutic services for speech, rec, behavior, skilled nursing, and day support.

Next Meeting Date

- The next meeting will be held on Thursday, November 13th, 2014, at 9:00 a.m. at Pembroke Six, Suite 431, on the 4th floor.

**DEVELOPMENTAL SERVICES COMMITTEE MEETING
November 13, 2014**

<u>Members Present</u>	<u>Staff Present</u>	<u>Guests Present</u>
Ms. Debra Dear Ms. Dolores Bartel Ms. Pamela T Little Ms. Linda M Bright	Mr. Tim Capoldo Ms. Nicola Morley Ms. Terri Hoppel Ms. Aileen Smith Ms. Carmen Saunders, Recorder	Dr Allan Marsden Mr. Tim Blum

Welcome

Ms. Debra Dear opened the meeting by introductions and welcoming everyone to the meeting.

CARTIS

The CARTIS report for September & October, 2014 was presented. Mr. Tim Capoldo reviewed each category on the report.

Waiver Waiting List Report

- The Waiver Waiting List report for October, 2014 was presented.
- During this month 0 slots were enrolled.
- Number of Day Support Slots stayed at 13.
- Total of Urgent and Non-Urgent was at 330 for the month of October, 2014.

Monthly Output Report

The new format shows the fiscal year stats, July 2014-June 2015. The report will be two months behind to show the most accurate information and is current up to September. The following totals are for the month of September, 2014.

- CEO total is 187 (potential computer error on the count).
- Skilled Nursing total is 18
- CM total is 756
- SQ total is 163
- PAL's total is 19
- SLP total is 144 with MH Psycho-Social at 6
- IP total is 524
- Total Clients Served for the month of October, 2014 is 1,394

Information Items

- Mr. Tim Capoldo attended the Minority Business Council meeting in which the DS department was nominated by Ms. Linda Bright. The DS Dept won the "Exceptional Achievement Award for Minority Awareness, Advocacy & Outreach". Congratulations!
- Mr. Tim Capoldo mentioned that this year's Skillquest Art Show was "very well done" and raised almost the same amount of money as last year.
- This year there will NOT be a DS Holiday Party due to annual budget cuts.

Discussion Items

- Mr. Tim Capoldo mentioned a few items such as: The waiver stakeholder group is meeting on Nov 18th from 1PM-4PM and it is an open meeting for everyone to attend. The Senate Bill 627 (SB627) Workgroup has various options in expanding the training centers that will remain open, more updates coming soon. The SIS interview process

has been given to ASCEND, a vendor to partner in completing the SIS interview process. Mr. Tim mentioned that the Exceptional Supports Reimbursement Rate will increase 25% for residential.

Public Comment

- Ms. Pamela Little discussed how the REACH program is running full. They are working with South Eastern as a resource for those clients that don't meet the needs within Eastern State. She also mentioned a new program called QBS, Quality Behavioral System. QBS provides a full array of behavioral consultative services, from assistance in designing programming for one individual to providing effective and skilled management over an entire program.

Next meeting date

The next meeting will be held on Thursday, December 11th, 2014, at 9:00 a.m. at Pembroke Six, Suite 431, on the 4th floor.

ID COMMITTEE WAIVER WAITING LIST REPORT				
(Movement Report for September 2014)				
Waiver Slot Information				
Number of ID Waiver Slots at the beginning of month		542		
Movement that affects the number of slots we have				
* Number of Facility received during month	1 *	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	0	To
Number of new Waiver Slots		543		
Number of ID Waiver slots as of END of the month				
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)		556		
STATUS TOTALS				
Number of active (enrolled)		550		
Number on hold		1		
Number enrolled, with future start date (Projected)		2		
Number to be re-assigned pending appeal				
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?			no	
If yes, how many people slots were available?			n/a	
*** During this month, how many people who had been chosen for waiver activated their slot (became enrolled)?			1 ***	
Urgent & non-Urgent Waiver Waiting List End of Month Totals				
Urgent Status at the beginning of the month		230		
Movement that affects total		3	Added	1 Deleted
Urgent Status at the END of the month		232		
Number of U receiving limited/temporary <u>city-funded</u> services		35		
Number receiving non-city funded services (e.g. E&D, CIF, School, ESH, EPSDT)		53		
Number receiving no temporary support		144		
Non-Urgent Status at the beginning of the month		99		
Movement that affects total		1	Added	3 Deleted
Non-Urgent Status at the END of the month		97		
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:	none	
* New slot:	none			
* *Vacated slot:	none			
*** Enrolled - ID Waiver:	1			
****Enrolled - DS Waiver:	none			
*Enrolled Facility -	1	* 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	49	27									
	Individual	140	143	142									
	Prevocational	6	21	22									
	Total	189	192	187									
Skilled Nursing	Total	18	18	18									
Case Mgmt	Total	749	750	756									
SkillQuest	Total	134	137	163									
PALs	Total	14	17	19									
SLP:	ICFs	43	44	44									
	Group Homes	24	24	25									
	Residential	69	68	68									
	Residential MHSS	7	7	7									
	Total	143	143	144									
	MH PsychoSocial	6	6	6									
IP	Total	480	528	524									
Total Clients Served		1409	1454	1394									

MENTAL HEALTH SUBSTANCE ABUSE

October 9, 2014

Members Present

Kay Ashby
Rev. Irvin Knight, Sr.
Luetilla Cuffee
Cindy Harrison

Staff Present

Angie Hicks
Linda Barnes
Pat Browne
Alicia Maisonave
Shelby Giles

Guest Present

Lesley Clapp

Welcome

Ms. Ashby opened the meeting at 12:03pm with introductions.

New Clinical Services Coordinator

Angela Hicks introduced Shelby Giles, new MHSA Clinical Services Coordinator, and gave an overview of her experience working in Crisis and Emergency Services at the local, regional and state levels. Mrs. Giles will oversee Emergency Services, Crisis Management Unit and Adult Correctional Services.

American Society of Addition Medicine (ASAM) Presentation

MHSA Clinical Services Coordinators, Alicia Maisonave and Shelby Giles, presented information regarding the implementation of ASAM criteria. ASAM criteria will assist clinicians with assessing individual treatment needs and determining the most appropriate level of care. The goal is to treat individuals in the least restrictive setting that will best meet their clinical treatment needs. ASAM criteria will be incorporated into an existing assessment that is completed at Intake, annually and as needed. A guidance document is being drafted and training will be scheduled with staff through December 2014.

There was much conversation about the assessment tool and overall process. Questions arose about the “next steps” after individuals graduate from programs. Members noted that there is a need for support programs and mentorship for individuals who have recovered and are in need of additional social support. Ms. Ashby tabled this discussion for next meeting as an agenda item.

Financial Report

Ms. Barnes presented the report on MHSA Revenue and Expenditures through the end of August 2014.

Persons Served on Waiting List

Ms. Hicks presented information on the Wait List for the month of September 2014. There is an increasing need for supervised housing to meet the demand.

Incident Report

Ms. Hicks reviewed the Incident Report for September.

Public Comment

Ms. Ashby informed the team that NAMI is part of the United Way campaign. Ms. Ashby gave an update on the progress of the NAMI fundraising efforts and noted that they are currently \$9,000 away from their goal. She noted that 40 Beach House clients are planning to attend the

NAMI walk in Richmond. On November 11, 2014, NAMI will have a Q& A session with a local psychiatrist and pharmacist. NAMI Peer Support training is scheduled for November 15 - 16.

Next Meeting

The next MHSA Committee meeting will be held on November 13, 2014. The meeting will start at noon in Pembroke 6 office building, suite 302.

Adjournment

The meeting adjourned at 1:15p.m.

**MENTAL HEALTH SUBSTANCE ABUSE
November 13, 2014****Members Present**

Kay Ashby
Rev. Irvin Knight, Sr.
Luetilla Cuffee
Cindy Harrison
Diana Ruchelman

Staff Present

Angie Hicks
Linda Barnes
Pat Browne
Shelby Giles
Aileen Smith
LeAnne Brant

Guest Present

Amanda Long

Welcome

Ms. Ashby opened the meeting at 12:05 p.m. with welcome and introductions.

Aftercare Options

During the last MHSA Committee meeting, there was much discussion about aftercare options for individuals who have graduated from services but still require continued support in the community. This topic was further explored today. Angie Hicks and LeAnne Brant informed the members that there is a proposed peer program that may provide the level of support needed for this population. The proposed program will provide a forum for peers to network and build their own support systems. The proposed program is still in the approval stages. The members discussed potential strategies that may be utilized if the program is approved. Ms. Hicks provided information about the transition component of current services.

Financial Report

Ms. Barnes presented the report on MHSA Revenue and Expenditures through the end of October 2014.

Persons Served on Waiting List

Ms. Hicks presented information on the Wait List for the month of October 2014.

Incident Report

Ms. Hicks reviewed the Incident Report for October 2014.

Public Comment

Amanda Long, NAMI Virginia Youth Caregiver, shared information about Virginia Family Network and the statewide initiative that she would like to launch in Virginia Beach. She has been recruiting peer youth with lived experience and discussed the "Youth Move" program.

Kay Ashby shared information about the "Go Green" initiative for Mental Health that will begin in the coming months rather than wait until May.

Next Meeting

The next MHSA Committee meeting will be held on December 11, 2014. The meeting will start at noon in Pembroke 6 office building, suite 302.

Adjournment

The meeting adjourned at 1:15 p.m.

MHSA PERSONS SERVED AND WAITING LIST FOR **October 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 132	Total 241	Total 235	Total 19	Total 58	
Forensic Consultation/Discharge Planning		63	61			
ETO/IST Central State Hospital Placements		2	3			
ETO/IST Eastern State Hospital Placements		9	6			
Restoration to Competency		3	3			
Mental Health Supervision Clients	20	6	6			5 eval, 2 accpeted Oct.
NGRI Clients		32	32			
Other State Hospitals		3				2 in Piedmont MG, 1 in Danville SM
NGRI Central State Hospital Placements		3	3			
NGRI Eastern State Hospital Placements		15	15			
Community NGRI clients		11	12			
Peer Support Specialist Clients						Peer Support Specialist position vacant
SOAR Clients		2	2			
Jail Education Services - Male Pod	78	78	78	14	52	
Jail Education Services - Female Pod	14	14	14	5	6	
Jail Education Services - Continuing Care Group	20					The CCG Group (20 program capacity) is on hold until there are at least 4 cleitns willing to attend
Adult Day Treatment	Total 15	25	Total 16	18	11	Avg Daily Attendance 20
Access Unit		Undup 436	424	52	42	
Individual/Group Motivational Enhancement Svcs		285	303			
Clinical Phone Contact		155	125			

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 Outpatient Services (AOS)	Total 1585	Total 1526	Total 1452	Total	Total	
AOS - Magic Hollow	660	850	804			Unduplicated count
Therapy Services	----	195	184	----		Caseload 143
Nursing Services	----	704	655	----		Caseload 946
Prescriber Services	660	535	489	----		Caseload 953
AOS Senior Adult Services	Total	Total 82	Total 67			
Therapy Services	----					
Nursing Services	----	68	55			
Prescriber Services	----	52	49			
AOS - Mental Health - P6	675	667	643			Unduplicated count
Therapy Services	----	363	353	----		Caseload 335
Nursing Services	----	327	325	----		Caseload 521
Prescriber Services	200	346	320	----		Caseload 569
AOS Substance Abuse	250	42	32			Unduplicated count
Case Management Services/Adults	Total 575	Undup 651	625	55	43	7 of the clients waiting for services are being followed by Reinvestment Discharge Planners and are pending completion of OG
Case Management	475	545	528			151 consumers (unduplicated) served by contract staff in October.
Mobile Triage Team	40	51	53			
Intense Outreach Team	60	66	61			
Reinvestment	72	Undup 155	Undup 139			
State Hospital Discharge Planning		29	29			Marie Gustafson
Forensic State Hosp./NGRI CM		27	27			Suzy Manzi
Community Based Crisis Stabilization (CSBS)	Total 25	22	22			Unduplicated. 22 unduplicated admitted assignments. 5 unduplicated registered assignment. 23 unduplicated single contracts. Total unduplicated assignments = 33
Child & Youth Services	Total 383	Total 316	Total 302	Total 67	Total 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
Intensive Outpatient Services	8					
Mult-Systemic Therapy	10	4	5			
Outpatient Services	240	201	195	44	36	
Therapy Only		71	59			
Therapy and Medication Management		87	68			
Medication Management Only		43	68			
After-School Therapeutic Day Treatment	30	24	26	14	7	
Case Management/ICC	95	87	76	9	3	
Emergency Services - P3	Unlimited					Clients may receive more than one service
Crisis Intervention	----	202	144			
Inpatient Pre-screening	----	34	38			113 Commitment hearings
Temporary Detention Orders (TDOs)	----	16	19			
Emergency Services - Assessment Center	Unlimited					
Crisis Intervention	----	147	215			
Inpatient Pre-screening	----	177	178			
Temporary Detention Orders (TDOs)	----	109	130			
Office of Consumer & Family Affairs	Total Unlimited	Total 377	Total 324			
Consultations & Referrals	----	134	127			66 consultations, 68 referrals
Group Participants		179	99			Family to Family, Recovery Center, CIT 40 hr-training, CIT conf. present.
Wellness Recovery Action Plan (WRAP) Consults		43	45			
WRAP Participants		21	53			Women's ACS blocks, IOT, CBCS
Projects for Assistance in Transition from Homelessness (PATH Program - Homeless Intervention)				----		

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
Outreach (duplicates)	100	34	35			Duplicate count
Consumer Monitoring		34	32			Unduplicated
SOAR Applicants	10	3	5		6	6.5 client hours
Project LINK Case Management Services	90	71	91	33	31	admitted; registered.
Recovery Center	Total 108	74	Total 70	60	37	Includes multiple admissions
Crisis Stabilization Services	54	58	57			Average length of stay is 5 days
Medical Monitored Detox	54	16	13		37	Average length of stay is 5 days
Temporary Detention Order Admissions	Varies					
Residential Treatment (SARPOS)						
28 Day Residential		1				
Non-traditional		6	11			
Rehabilitation Services						
Beach House Psychosocial Rehabilitation	Total 190	Total 180	Total 184	Total	Total	Avg Daily Census 90
Beach House Employment Services	46	46	49			Several positions "on hold" due to economic recession
Independent Employment Program	30	30	29			
Supported Employment Program (SEP)	2	2	5			
Transitional Employment Program (TEP)	14	14	15			10 people on list awaiting placement in community
The Harbour	95	Total 87	Total 86	9	7	Average daily attendance 63
Senior Services						
Gero-psych	----	----	----			
Information consultations	30	15	21			
Clinical consultations/clients served	----	1	3			
Respite Services		24	21			
Informational Consults		72	70			

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		11	9			
In-Home Assessments		4				
Community Outreach/Training Events		2	1			
Supportive Residential Services (SRS)	Total 162	Total 148	Total 148	Total 89	Total 113	
Intensive Supervised (Assisted Living Facilities)	5	4	5	6	7	Working on identifying several other ALF facilities to contract with. Identified several ALF's waiting on contracts
Moderate Supervised (Adult Foster Care/S. House)	27	22	22	30	29	
Supportive Supervised (Beach Park)	18	17	18	1	3	Lease signings pending
Supportive Supervised (Beach Park West)	18	17	17	1	2	Lease signings pending
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	67	66	26	31	
S. Palm Transitional Housing (Supportive/Co-Occurring)	9	7	6	23	39	Screenings pending.
Mental Health Support Services (MHSS)	122	136	Total 126	19	19	
MHSA TOTAL	GRAND ----	TOTAL* 5,386	TOTAL* 5,221	TOTAL 336	TOTAL 340	

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	28	58	19		
Adult Day Treatment	12	14	9	6	6	8	9	10	11	18		
Adult Outpatient Services (AOS)	2											
Case Management Services	42	29	33	48	42	29	43	35	43	55		
Community Based Crisis Stabilization (CSBS)	19		3									
Child & Youth Services	26	36	48	37	38	40	33	31	46	67		
PATH Case Management		18										
PATH SOAR Applicants	4	2	2	3	3	3	3	3	6	2		
PATH Supportive Housing Program (PSHP)	3	2	2	1	1	1	1					
Recovery Center							41	44	37	60		
SARPOS Non-traditional												
Beach House - Transitional Employment Program (TEP)			10		10							
The Harbour	11		9	6	5	7	4	9	7	9		
Supportive Residential Services (SRS)	125	99	82	86	102	116	122	103	113	89		
Mental Health Support Services (MHSS)	27	27	28	29	27	23	23	26	19	19		
MHSA TOTAL	309	253	285	254	278	267	310	289	340	338	0	0

FINANCE/AUDIT COMMITTEE MEETING
October 23, 2014

Attendance

Diane Jones
Diana Ruchelman
Kay Ashby
Linda Bright

Staff Attendance

Aileen Smith
Timothy Capoldo
Angela Hicks
James Thornton
Dannette Smith
Alice Testerman

Call to Order

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

Public Comment

None

Year-to-Date Review

The Financial reports for the first quarter of FY 2015 were reviewed. The total year-to-date adjusted revenues reconciled with revenues in transits equaled \$15,792,891. Total adjusted expenditures reconciled with payables in transit equaled \$14,906,553. This resulted in net operations in the amount of \$886,338.

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 5:00 p.m.

FINANCE/AUDIT COMMITTEE MEETING
November 13, 2014

Attendance

Diane Jones
Diana Ruchelman
Kay Ashby
Linda Bright

Staff Attendance

Aileen Smith
Timothy Capoldo
Angela Hicks
James Thornton
Dannette Smith
Alice Testerman

Call to Order

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

Public Comment

None

Year-to-Date Review

The Financial reports for October 2014 of the FY 2015 budget was reviewed. The total year-to-date revenues reconciled with revenues in transits equaled \$20,031,139. Total expenditures reconciled with payables in transit equaled \$19,193,398. This resulted in net operations in the amount of \$837,741.

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 5:00 p.m.

**EXECUTIVE COMMITTEE
October 23, 2014****Attendance**

Diane Jones
Diana Ruchelman
Kay Ashby
Linda Bright

Staff Attendance

Aileen Smith
Timothy Capoldo
Angela Hicks
James Thornton
Dannette Smith
Alice Testerman

Call to Order

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

Public Comment**Welcome****Education**

- November: None – Time To Be Used For Board Discussion of FY 2015 Priorities
- December – Education will come from the Developmental Services Division
- January - TBD

Old Business

- Legislative Breakfast: Final Plans – The Legislative Breakfast has been finalized. There will be a good representation of delegates and aides attending. A map will be sent to the attendees. There will be a registration table to welcome attendees and to provide the packet. Names tags will be prepared by Human Services Staff.
- Legislative Agenda – The department has two legislative items for recommendation in the City's Legislative Agenda.
- PACT Program: Update on Next Steps – Ms. Angela Hicks has begun the process to hire staff for the program. The Board will need to approve the fee at a future meeting.
- Board Priority: #9 - Develop & Implement Board Member Recruitment Strategy – There are two Board members concluding their maximum terms on the Board and two Board members not seeking reappointment; therefore, there will be four openings for new Board members. An Ad Hoc committee will be formed consisting of Ms. Diane Jones, two other Board members, and staff members assigned by Ms. Dannette Smith. The committee will develop recruitment strategies and bring the ideas to the full Board in December or January. Ms. Linda Bright and Ms. Sharon Slipow will be asked to serve on the Ad Hoc Committee. Ms. Jones noted that there are CSB applications on file in the City Clerk's office that can be considered for appointment.
- Board Priority: #3 & 8: Assess Committee Structure & Assess Meetings - frequency, times, content – Executive Committee members and staff discussed the Board's current committee structure. Key discussion points are referenced below.

- It was noted that attendance at the Developmental Services Committee meetings is often small. However, family members and community providers occasionally attend the committee meetings and any change in the committee structure may be of concern to them. It was suggested that any change would need to ensure parents and community providers continue to have access to the types of DS information currently shared at committee meetings.
- The MHSA Committee would not necessarily have the same concerns as the DS Committee. It was suggested the MHSA Committee can be helpful in setting priorities, identifying gaps, and understanding programs. It was noted the same can be true for the DS Committee. It was suggested that changing the structure of the MHSA committee, the timing of the meetings, and possibly identifying what would be relevant to discuss (selecting one topic for each meeting) may be helpful. It was further suggested that Board members choose topics of interest to them for an entire year thereby allowing the staff time to prepare. There was a suggestion that no education piece be done at the committee meetings as there is a duplication of information at the full Board meetings. There was consensus that educational presentations for MHSA and DS are important for all Board members and should be included in the full Board meetings. Additional ideas for changes in the MHSA Committee included meeting quarterly instead of monthly and meeting in the evenings. It was noted that the same could be considered for the DS Committee meetings.
- Discussion of quarterly meetings for MHSA and DS committees included raising questions such as what would be the content and substance of the meetings, what would be the structure, and what would be the ideal times for the meetings. Quarterly meetings could begin as soon as January 2015, but it was noted that more thought is needed on content and format before proceeding. The suggestion was made that Executive Committee members could send an email to Ms. Jones identifying a possible meeting format.
- Finance and Audit Committee Meetings - Discussion included the idea of dedicating time at full Board meetings to discuss finances in lieu of a Finance and Audit Committee. The finances could be presented with a focus on a particular area for review and an Ad Hoc Board committee could be created as needed to review specific financial matters. It was further suggested that revenue and expenditures be tied to data/numbers honing in on what the Board deems as its priorities. There was consensus to present to the full Board the idea of eliminating the Finance and Audit Committee effective January 2015. Financial matters would be presented during full Board meetings. For transition purposes, staff would report finances to the Executive Committee as well as at full Board meetings for the first six months of 2015.
- The Executive Committee will continue to discuss at its November meeting ideas for changes in the Board's Committee structure including further exploration of quarterly committee meetings and determining the ideal time to hold committee meetings.

New Business

- None

Matters of the Chair

Ms. Jones noted that historically there have been different types of recognition for Board members leaving the Board. After some discussion, the consensus is to present a plaque when a Board member leaves if the Board member has served at least one full term.

Staff Updates / Director's Report

- VACSB – GAP Program was discussed at the conference and additional information will come from DMAS when appropriate.
- Governor's Task Force on Mental Health report is complete and posted on the DBHDS website. State has made opium drug use a priority as well as IV drug use.
- 285 clients eligible under Commonwealth Care (Dual Eligibility project) just in Virginia Beach.
- Change in emergency regulations for the ID waiver congregate residential services exceptional rate. There should be no changes for ID clients living in our homes. REACH is an emergency safety net.

Other Business**Adjournment**

The meeting was adjourned by the Chair, Mrs. Diane Jones, at 4:30 p.m.

**EXECUTIVE COMMITTEE
November 13, 2014****Attendance**

Diane Jones
Diana Ruchelman
Linda Bright

Staff Attendance

Timothy Capoldo
Angela Hicks
Aileen Smith
Dannette Smith
Alice Testerman
Randy Thompson

Call to Order

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

Public Comment

None

Welcome**Education**

- November – Time To Be Used For Board Discussion of FY 2015 Priorities
- December – Waiver Redesign, Developmental Services
- January – ICFs
- February – CSB Strategic Plan, Dannette Smith

Old Business

- Legislative Breakfast: Tie Up Loose Ends –

Committee members discussed the idea of holding alternate Social Services Advisory Board (SSAB) and CSB Legislative Breakfasts each year, but to invite members of the other Board to attend. It was suggested that the appropriate Board hold the Legislative Breakfast at the same time each year (October). The Board would like to “grow the program” offering different information each year to eliminate redundancy. It was suggested that a preview of the agenda could be included with the invitation.

Ms. Dannette Smith would like to have a discussion with the SSAB Chair regarding a joint event and alternating years to host. Afterwards, staff will set a meeting to take place in January 2015 with the SSAB Chair and the CSB Chair to begin planning.

It was suggested Ms. Angie Bezik, Governmental Affairs Advisor for the City of Virginia Beach is a good resource to have at the table when planning for future Legislative events. Ms. Bezik provided positive feedback regarding the presentation and location. She suggested inviting constituent advocates to sit at each table; send out “did you know” statements to legislators each month; send hand-written thank you notes to attendees after the event; and, to keep a current legislative mailing list.

- CSB Advocacy Plan FY2015 –
 - Legislative Visits - January 6, 2015 was selected.
 - Tours - One DS site and one MHSA site will be visited in the spring.

- City Council Visits and Annual Visit with City Manager & Mayor – Ms. Dannette Smith suggested holding off on these meetings this year. She stated that there will be no requests for new staff.
- Annual speaker at Council Budget Hearing – Continue with focus on thank you.
- New City Council member is Ben Davenport.–The Chair will invite him for a CSB Orientation in March.
- Newsletter to City Council. Ms. Smith will need to discuss protocol before the Board can move forward with a newsletter to City Council.
- Ongoing communications to legislators regarding specific topics.
- Attend statewide budget hearing in Hampton.
- Legislative Breakfast - per old business discussion
- Continue Discussion: FY-2015 Board Priorities; #3, & 8, Assess Committee Structure and Assess Meetings; Frequency, times, content –
 - Following a lengthy discussion of numerous options, consensus was Ms. Smith will use the CSB strategic plan to inform the Board of where the department is going in the future. The information may help with the direction for the future CSB committee structure, content, frequency, meeting times etc.
 - Based on the bullet above, the Executive Board agreed to table the discussion on committee structure until May 2015. Until then, the committee structure will remain the same, but the frequency of DS and MHSA committee meetings will be every other month: December 2014, February 2015, April 2015, and June 2015.

New Business

- PACT Program Fee – The fee request will move forward to the full Board for a vote.
- Annual Trip to Richmond to Visit Legislators – The visit is potentially set for January 6, 2015. Ms. Ruchelman will recruit Board member participation. Staff will prepare the talking points. Potential gift: a picture taken of Board members with each legislator then framed and given to the respective legislator.

Matters of the Chair

- VACSB Conference - Notice of participation should be provided to Ms. Chris Chandler by December 1, 2014. Staff will make reservations for Board members that would like to attend.
- Plaques will be prepared and ready for the December Board meeting.

Staff Updates / Director's Report

- The new Finance Director has been hired. She is coming from Norfolk, Virginia and has extensive Community Services Board knowledge and banking experience. Introductions

will be made to staff through Ms. Smith's leadership blast on November 19, 2014 and through the Department's newsletter on November 21, 2014.

- Per the Performance Contract, data from the State dashboard should be presented to the full Board on a quarterly basis (January, April, July, & October). This will begin January 2015.

Other Business

Agenda planning for November 20, 2014 full Board

Adjournment

The meeting was adjourned by the Chair, Mrs. Diane Jones, at 4:35 p.m.

**ACTION ITEM
CSB Fee Approval Request
Program of Assertive Community Treatment (PACT)**

Service Description:

PACT is an evidence-based, recovery-oriented service delivery model that provides comprehensive, locally based treatment to people with the most serious and persistent mental illnesses. The program is targeted to provide intensive wrap-around services to individuals that have not been responsive to transitional outpatient treatment and continue to struggle with acute psychiatric symptoms, elevated risk factors, repeated hospitalization, homelessness, and incarceration. Multiple services are provided by a team of multidisciplinary mental health staff including a psychiatrist, nurses, clinicians, peer specialist, and substance abuse and vocational specialists. Intensive services are provided to enrolled clients 24 hours a day, seven days a week, 365 days a year in a manner not possible with the limited resources of the traditional outpatient setting.

Key Points:

- On September 18, 2014, Virginia Beach CSB Board approved moving forward with a City Council request to add accept state funding and a PACT program to our service array.
- On October 21, 2014, Virginia Beach City Council approved the addition of a PACT team.
- Start-up positions have been posted and recruitment is underway.
- Licensure review is anticipated in December 2014.
- PACT admissions are expected to begin in January 2015, depending upon progress with recruitment.

Billing:

PACT will provide Intensive Community Treatment (ICT) as the Medicaid reimbursable service. ICT captures the wraparound services provided by the team and bills in one hour service units.

CSB Board approval is requested for the following reimbursement rate:

Service	New Fee
Intensive Community Treatment	\$153 per hour