

VIRGINIA BEACH COMMUNITY SERVICES BOARD

Department of Human Services

March 26, 2015

8:30 a.m. – 10:30 a.m.

A G E N D A

INFORMAL SESSION

Call to Order by the Chair

Public Comment

Welcome New Board Members

Board Presentation – Intermediate Care Facilities, Developmental Services, Tim Capoldo

Adjournment

FORMAL SESSION

Call to Order by the Chair

Approval of the Board Minutes

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Committee Reports

- Developmental Services Committee
- Mental Health Substance Abuse Committee
- Executive Committee

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Financial Report

Old Business

- Statewide Transition Plan CMS home and Community-Based Services
- 2015 Roster Update
- Board Priorities

New Business

- VACSB Conference, May 6-8, 2015, Williamsburg
- Intensive Care Coordination (ICC) Case Support Services
- 2015 Roster Update

Advocacy Update

- CSB Region V Breakfast and Visit with Legislators, February 5, 2015
- Update: Legislative Priorities

Community Education Update

- VBCPS Parent Connection Newsletter: CSB Guest Columnist
- Parent Connection Workshop with VBCPS, May 2015

Matters of the Director and Staff

Matters of the Chair

Other Business

Adjournment

**VIRGINIA BEACH COMMUNITY SERVICES BOARD
January 29, 2015**

Board Members Present	Board Members Absent	Staff Present
Kay Ashby	Phillip Black	Timothy Capoldo
Brian Baldwin	Allen Marsden	Dawn Rykheart
Dolores Bartel		Aileen Smith
Linda Bright		Dannette Smith
Luetilla Cuffee	Council Liaison	Alice Testerman
Cindy Harrison	Dr. Amelia Ross-Hammond	James Thornton
Myra Jennings		
Diane Jones	Guests	
Diana Ruchelman	Alecia Maisonave	
Sharon Slipow		

INFORMAL SESSION

Call to Order

The Community Services Board (CSB) Informal Session was called to order at 8:35 a.m. by Chair Ms. Diane Jones.

Public Comment

None

Board Presentation

“My Life-My Community” Waiver Redesign, Developmental Services – Tim Capoldo presented. The PowerPoint has been made part of the minutes.

Adjourn

The Community Services Board Informal Session was adjourned at 9:30 a.m. by Chair Ms. Diane Jones.

FORMAL SESSION

Call to Order

The Community Services Board (CSB) Formal Session was called to order at 9:30 a.m. by Chair Ms. Diane Jones.

Approval of the Board Minutes

A motion was made by Ms. Diana Ruchelman to approve the minutes from the last full Board meeting. The motion was seconded by Ms. Dolores Bartel. A unanimous vote carried the motion forward for approval.

Committee Reports

- **Developmental Services** – Ms. Linda Bright summarized the committee notes.
- **Mental Health and Substance Abuse** – No meeting took place in January 2015. The MHSA Committee has scheduled their meetings to take place:

- February 12, 2015, 12:00-1:30 p.m., in the Pembroke 6 Building, Suite 302
- April 9, 2015, 12:00-1:30 p.m., in the Pembroke 6 Building, Suite 302
- June 11, 2015, 12:00-1:30 p.m., in the Pembroke 6 Building, Suite 302

- **Executive Committee** – Ms. Diane Jones summarized the committee notes. Ms. Jones shared that Ms. Dawn Rykheart presented a conceptual format for the financial education to be provided to the full Board beginning February 2015.

Old Business

- Recruitment of New Board Members – The Ad Hoc team continues to work on membership. All candidates will be vetted by the team.

- VACSB Conference January 20, 2015 – Ms. Cindy Harrison shared that the MHA Council concentrated on data reporting and the State dashboard. Ms. Diana Ruchelman shared that the VACSB advocacy workshop focused on priorities, the Governor’s Access Plan (GAP), and other strategies of advocacy. Ms. Diane Jones shared that Secretary Hazel spoke during lunch and shared his desire for the State to do something with Medicaid Expansion. Ms. Jones also attended the DS Council that focused on waiver redesign.

New Business

- Region V Breakfast for Legislators, February 5, 2015 – The meet and greet breakfast with legislators coincides with the initial date the Board scheduled to meet with legislators. Ms. Jones asked for more members to attend.

- Fee for GAP Assessment – Ms. Rykheart outlined the fees for the GAP Assessments. A motion was made by Ms. Linda Bright to approve the addition of four new fees related to the provision of services under the governor’s Access Plan (GAP) for the Seriously Mentally Ill: 1) Screening: Limited \$37.00; 2) Screening: Full \$75.00; 3) Case Management: Regular Intensity \$195.90; and, 4) Case Management: High Intensity \$220.80. Note: Fees are set at the Department of Medical Assistance Services (DMAS) reimbursement rates for these services. The motion was seconded by Ms. Myra Jennings. A unanimous vote carried the motion forward for approval.

Financial Report

Ms. Rykheart explained the year-to-date budget and the percentage achieved toward the FY-2014/15 proposed budget which is on-target.

Advocacy Update

- Regional Budget Hearing held January 7, 2015 – The hearing was attended by Ms. Kay Ashby, Ms. Diana Ruchelman, and Ms. Cindy Harrison who spoke at the hearing from the bullet points developed by Ms. Aileen Smith.

- Visit to Legislators, February 5, 2015 – The Board will attend the Legislative Breakfast and follow-up with legislators individually. Mr. Robert Matthias will make appointments for the Board members attending. The Human Services van will leave Pembroke 6 at 7:00 a.m. Board members not attending the meeting in Richmond were asked to phone and/or send emails to legislators on the legislative topics included in the “talking points” prepared by Ms. Aileen Smith for the Richmond visit.

Community Education Update

- Ms. Cindy Harrison and Ms. Diane Jones met with Ms. Kathy O'Hara and Ms. Aileen Cox of the Virginia Beach City Public Schools regarding PTA and parent/community communication and engagement about CSB programs and services. The CSB desires to reach more parents of school-aged children. Ms. O'Hara and Ms. Cox had several suggestions including the CSB being the guest columnist for its March Parent Connection newsletter, and presenting a program on mental health in May for the Parent Connection monthly workshop. The Parent Connection monthly newsletters are distributed to parents through the VBCPS website. Mr. Jim Thornton and Ms. Testerman will team together to write the article for the March edition. Ms. Testerman will be the team lead writer. Mr. Thornton will assign a Child and Youth supervisor or two to present the May workshop. The workshop will provide information on children's services that span across the department with a focus on mental health. The consensus from the Executive Board was to bring these two ideas (newsletter article and workshop) to the full Board. The full Board gave consensus to moving forward.

Other suggestions from Ms. O'Hara and Ms. Cox included the following:

- Have a CSB table at the Vendor resource fair scheduled each fall;
- Provide an educational piece in August to school administrators on the CSB;
- Contact VBCPS staff at the Parent Resource Center for ideas on reaching families with students in special education classes; and
- Participate in the annual IAP Conference.

Matters of the Director – Presented by Aileen Smith, CSB Deputy Director

- VACSB Annual Report – The Human Services Department was well represented in the report.
- Facilities Update – Ms. Dannette Smith shared that the department will begin moving staff in order to organize the work environment to better serve Virginia Beach citizens, be more integrated, and have a great presence in the community. Ms. Smith explained the timeline and the programs being impacted by the move from Pembroke 3 to the Human Services and/or the Collier Building. Ms. Smith outlined the internal Human Services Building moves that will take place within the next 8 months to one year. She also shared which programs will be moved into the Housing Resource Center which is scheduled to open late 2017. The Board can help the Department by communication with staff of their knowledge regarding the moves and that it will be beneficial for staff to better serve the community and each other.
- Performance Contract Exhibit B – Ms. Aileen Smith distributed the VA and VB dashboard and discussed the data. Mr. Tim Capoldo presented the information on DS Exhibit B. Ms. Alecia Maisonave presented the information on MHSA Exhibit B.

Matters of the Chair

The new Board roster was provided to the Board members.

Other Business

- NAMI Family Classes begin tonight and classes are full.
- NAMI Peer to Peer will begin February 10, 2015

Adjournment

The Community Services Board Formal Session was adjourned at 10:25 a.m. by Chair Ms. Diane Jones.

VIRGINIA BEACH COMMUNITY SERVICES BOARD

No meeting held February 26, 2015, due to inclement weather.

Virginia Beach Community Services Board Attendance Record
1/1/2015 - 12/31/2015

Name	Appt. Expires	Jan	Feb*	Mar	Apr	May	Jun 26	July	Aug	Sept	Oct	Nov	Dec	Total
Ashby, Kay	12-31-16	P	N/A						N/A					
Baldwin, Brian	12-31-16	P	N/A						N/A					
Bartel, Dolores	12-31-16	P	N/A						N/A					
Black, Phillip	12-31-16	A	N/A						N/A					
Bright, Linda	12-31-17	P	N/A						N/A					
Cuffee, Luetilla	12-31-17	P	N/A						N/A					
Harrison, Cindy	12-31-15	P	N/A						N/A					
Harvey, Joyce B.	12-31-18	N/A	N/A						N/A					
Jennings, Myra W.	12-31-17	P	N/A						N/A					
Jones, Diane	12-31-16	P	N/A						N/A					
Marsden, Allen	12-31-18	A	N/A						N/A					
Ruchelman, Diana G.	12-31-15	P	N/A						N/A					
Slipow, Sharon	12-31-16	P	N/A						N/A					
Vacancy			N/A	N/A					N/A					
Vacancy			N/A	N/A					N/A					

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

Key: Present (P), Absent (A), Resigned (R)
Revised 2/15: clc

DEVELOPMENTAL SERVICES COMMITTEE MEETING

No meeting was held in February, 2015.

DEVELOPMENTAL SERVICES COMMITTEE MEETING

March 12, 2015

<u>Members Present</u>	<u>Staff Present</u>	<u>Guests Present</u>
Ms. Linda Bright, Chair Ms. Delores Bartel Mr. Phil Black Ms. Diane Jones	Nicola Morley, Case Management Ms. Cynthia Buckler, Recorder	Ms. Andie Plumley SSVA Mr. Chip Dodd, SSVA Ms. Christe Whiting SSVA Ms. Bessie, SSVA Ms. Darla Johnson, Student/Citizen Ms. Gail McLemore, VOAC Ms. Pamela Little, HNN CSB

Welcome

Ms. Bright introduced herself and welcomed Board members, guests and staff. Everyone attending introduced themselves.

Presentation

Chip Dodd, Andie Plumley, and Bessie from SSVA presented a new program that addresses the new day support waiver program and employment. The project is in the first planning stages. Bessie shared a presentation; she is a part of the test phase.

CARTIS

The January report was reviewed. All reported incidents were addressed.

Waiting List

The Waiting List from February was reviewed. Nicky reviewed the numbers. At this time there are 543 slots. There are 13 Day Support Slots for a total of 556 slots.

The Urgent and Non-Urgent wait lists were reviewed. There are a total of 325 on these lists.

Monthly Output

The report was reviewed and discussed. The total number served in Developmental Services is 1439.

Financial Report

Ms. Kurtz was unable to be at the meeting. No report was provided.

Information Items

Nicky shared that the State has sent a new PCP/ISP beginning April 1st; trainings are provided and she is sure that all providers are going to be prepared.

The General assembly is over, there is nothing definitive to report

The Case Management Bowl-a-thon is April 25th. Information is available on the Developmental Services web page.

Discussion Items

None

Public Comment

None

Adjourned

The meeting was adjourned at 10:30 am. The next meeting will be held on May 14 2015, at 9:00 am at the Pembroke 6 building, suite 431.

ID COMMITTEE WAIVER WAITING LIST REPORT				
(Movement Report for January 2015)				
Waiver Slot Information				
Number of ID Waiver Slots at the beginning of month		545		
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	2	To
Number of new Waiver Slots		0		
Number of ID Waiver slots as of END of the month		543		
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)		553		
Number on hold		0		
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		1		
ADDITIONAL MONTHLY ACTIVITY NOTATION				
** How many people vacated slot(s) during the month	none			
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		236		
Movement that affects total		2	Added	0 Deleted
Urgent Status at the END of the month		238		
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)		58		
Number receiving no temporary support		145		
Non-Urgent Status at the beginning of the month		88		
Movement that affects total		2	Added	4 Deleted
Non-Urgent Status at the END of the month		86		
Total of U and NU		324		
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: Mary Breeden, Maryanne Mattox			
* New slot: none				
* *Vacated slot: none				
*** Enrolled - ID Waiver: none				
****Enrolled - DS Waiver: none				
*Enrolled Facility - none	* Enrolled - MFP: Zach Santee & William Mason (slots received in Dec)			

ID COMMITTEE WAIVER WAITING LIST REPORT				
(Movement Report for February 2015)				
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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: none				
****Enrolled - DS Waiver: none				
*Enrolled Facility - none		* Enrolled - MFP: none		
Number of People discharged from Active Case Management and reason - 2 were closed as of 2/28/15				

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	29	32	32	33					
	Individual	140	143	142	149	135	139	154					
	Prevocational	6	21	22	24	23	24	23					
	Total	189	192	187	196	186	191	206					
Skilled Nursing	Total	18	18	18	18	18	18	18					
Case Mgmt	Total	749	750	756	762	758	760	763					
SkillQuest	Total	134	137	163	163	163	162	162					
PALs	Total	14	17	19	19	18	17	18					
SLP:	ICFs	43	44	44	44	43	43	45					
	Group Homes	24	24	25	25	25	25	25					
	Residential	69	68	68	68	67	69	67					
	Residential MHSS	7	7	7	7	7	7	7					
	Total	143	143	144	144	142	136	144					
	MH PsychoSocial	6	6	6	7	7	7	8					
IP	Total	480	528	524	503	487	462	501					
Total Clients Served		1409	1454	1394	1462	1430	1403	1439					

MENTAL HEALTH SUBSTANCE ABUSE

February 12, 2015

In Attendance		
Kathleen Ashby	Diane Ruchelman	Luetilla Cuffee
Cindy Harrison	Linda Barnes	LeAnne Brandt
Elaine Winn		

Welcome & Introductions

Participates introduced themselves and new members were welcomed aboard.

Committee Reports

Finance & Audit Report – A summary of the Finance Report was provided by Linda Barnes

New Business

- The board was advised that due to confidentiality, information pertaining to clientele cannot be shared by the Agency without the consent of the client. Information that is shared must be accompanied by a City Release form signed by the client. Information from family members can be received and staff members can listen to concerns from the family, however, the Agency can neither confirm nor deny the client is receiving services from the Agency.
- Future meeting topics were discussed. Suggested topics included Housing, Individuals functioning at higher levels but still requiring mental health assistance, individuals who move to functional levels who may not be able to handle the stress of a full time job and differences in coding across the country for individuals to determine whether forced hospitalization is necessary.

Public Comments

- LeAnne Brandt stated The Basic Education series will start in March.
- NAMI – Kay reported on the two day Youth Leadership Training in which 20 young individuals ages 20-25 participated over a weekend. The training provided cohesion and taught participants how to bring about action and groups together.
- Lutellia Cuffee was recognized for her work with NAMI.

Adjournment

The Community Services Board Formal Session was adjourned at 1:03 a.m. by Chair Kay Ashby

MENTAL HEALTH SUBSTANCE ABUSE COMMITTEE MEETING

No meeting was held in March, 2015.

MHSA PERSONS SERVED AND WAITING LIST FOR February 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	
	Total		Total		Total		Total		Total	
Adult Correctional Services	Total	132	Total	235	Total	245	Total	23	Total	14
Forensic Consultation/Discharge Planning				64		71				
ETO/IST Central State Hospital Placements				4		2				
ETO/IST Eastern State Hospital Placements				7		8				
Restoration to Competency				2		5				
Mental Health Supervision Clients		20		1		2				
NGRI Clients				33		33				
NGRI Central State Hospital Placements				4		3				
NGRI Eastern State Hospital Placements				14		15				
Community NGRI clients				12		12				
Peer Support Specialist Clients										
SOAR Clients				2		2				
Jail Education Services - Male Pod		78		78		78		21		25
Jail Education Services - Female Pod		14		14		14		1		12
Jail Education Services - Continuing Care Group		20						1		1
Adult Day Treatment	Total	15		18	Total	12		4		5
Access Unit			Undup	298		351		2		7
Individual/Group Motivational Enhancement Svcs				184	245					
Clinical Phone Contact				114	109					
Adult Outpatient Services (AOS)	Total	1585	Total	1433	Total	1575	Total		Total	
AOS - Magic Hollow		660		762		820				

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	
Therapy Services	----			188		194		----		
Nursing Services	----			612		670		----		
Prescriber Services	660			414		522		----		
AOS Senior Adult Services	Total		Total	50	Total	74				
Therapy Services		----								
Nursing Services		----		28		59				
Prescriber Services		----		33		42				
AOS - Mental Health - P6		675		668		780				
Therapy Services	----			414	494			----		
Nursing Services	----			282	328			----		
Prescriber Services	200			261	394			----		
AOS Substance Abuse		250		42		48				
Case Management Services/Adults	Total	610	Undup	638		629		47		46
Case Management (3210)		510		541		531				
Mobile Triage Team		40		48		45				
Intense Outreach Team		60		60		64				
Reinvestment		72	Undup	97	Undup	103				
State Hospital Discharge Planning				32		32				
Forensic State Hosp./NGRI CM				27		28				
Community Based Crisis Stabilization (CSBS)	Total	25 / Month		18		20				
Child & Youth Services	Total	393	Total	344	Total	335	Total	17	Total	12
Multi-Systemic Therapy		10		6		7				
Outpatient Services		240	215		209		8			12

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	
Therapy Only				79		74				
Therapy and Medication Management				86		86				
Medication Management Only				50		49				
After-School Therapeutic Day Treatment		40		31		31		9		
Case Management/ICC		95		92		88				
Emergency Services - P3		Unlimited								
Crisis Intervention		----		140		147				
Inpatient Pre-screening		----		30		39				
Temporary Detention Orders (TDOs)		----		19		21				
Emergency Services - Assessment Center		Unlimited								
Crisis Intervention		----		156		191				
Inpatient Pre-screening		----		140		148				
Temporary Detention Orders (TDOs)		----		93		103				
Office of Consumer & Family Affairs	Total	Unlimited	Total	302	Total	365				
Consultations & Referrals				185		189				
Group Participants				63		108				
Wellness Recovery Action Plan (WRAP) Consults				12		49				
WRAP Participants				42		19				
Projects for Assistance in Transition from Homelessness (PATH Program - Homeless Intervention)										
Outreach (duplicates)		100		100		100				
Consumer Monitoring								45		
SOAR Applicants (Now Under SRS)		10						3		4
Project LINK Case Management Services		120		77		70				31

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	
	Total				Total					
Recovery Center	Total	108		49	Total	66		34		58
Crisis Stabilization Services		54		42		51				
Medical Monitored Detox		54		7		15				
Temporary Detention Order Admissions		Varies								
Residential Treatment (SARPOS)										
28 Day Residential				2		1				
Non-traditional										
Rehabilitation Services										
Beach House Psychosocial Rehabilitation	Total	190	Total	176	Total	172	Total		Total	
Beach House Employment Services	Total	45		45		14				
Independent Employment Program		28		28						
Supported Employment Program (SEP)		3		3						
Transitional Employment Program (TEP)		14		14				13		
The Harbour		90		80	Total	82		9		13
Senior Services										
Gero-psych		----		----						
Information consultations		30		10		25				
Clinical consultations/clients served		----		2		2				
Respite Services				26		26				
Informational Consults				65		20				
Caregiver Support Groups				9						
In-Home Assessments						2				
Community Outreach/Training Events										
Supportive Residential Services (SRS)	Total	280	Total	150	Total	153	Total	59	Total	64
Intensive Supervised (Assisted Living Facilities)		8		7		5		5		8
Moderate Supervised (Adult Foster Care/S. House)		21		19		19		3		3

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	
Supportive Supervised (Beach Park)		18		17		17		5		2
Supportive Supervised (Beach Park West)		18		18		18		2		2
Supportive Supervised (Atlantis Manor Apts)		12		12		12		2		2
Supportive Supervised Services (New Haven)		2		2		2				
Supportive Independent Living (CAMG Townhouses/Apts.)		70		68		71		29		29
S. Palm Transitional Housing (Supportive/Co-Occurring)		9		7		9		13		18
Mental Health Support Services (MHSS)		122		123	Total	130		26		26
MHSA TOTAL	GRAND	----	TOTAL*	5,185	TOTAL*	5,192	TOTAL	222	TOTAL	242

Mental Health Substance Abuse Division 2015 Waiting List

PROGRAM	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Adult Correctional Services	38	23										
Adult Day Treatment	18	4										
Adult Outpatient Services (AOS) -Access	7											
Case Management Services	49	47										
Community Based Crisis Stabilization (CSBS)												
Child & Youth Services	12	17										
PATH Case Management												
PATH SOAR Applicants	4	3										
PATH Supportive Housing Program (PSHP)												
Recovery Center	40	34										
SARPOS Non-traditional												
Beach House - Transitional Employment Program (TEP)												
The Harbour	7	9										
Supportive Residential Services (SRS)	64	59										
Mental Health Support Services (MHSS)	26	26										
MHSA TOTAL	265	222	0	0	0	0	0	0	0	0	0	0

EXECUTIVE COMMITTEE

No meeting was held in February 2015.

EXECUTIVE COMMITTEE

March 19, 2015

Attendance

Diane Jones
Diana Ruchelman
Cindy Harrison

Staff Attendance

Dawn Rykheart
Aileen Smith
Alice Testerman
Jim Thornton
Tim Capoldo

Call to Order

The meeting was called to order by the Chair, Mrs. Diane Jones, at 3:15 p.m.

Public Comment

None

Education

- March – Intermediate Care Facilities, Developmental Services, Tim Capoldo
- April – CSB Strategic Areas: Overview 2015, Dannette Smith
- May – To Be Determined

Old Business

- Statewide Transition Plan CMS Home and Community-Based Services – A letter was forwarded during the public comment period to the Department of Medical Assistance (DMAS) by Chair Diane Jones on behalf of the CSB Board. A copy was also forwarded to the full Board via email by Chair Diane Jones.
- Update on Board Priorities – Chair Diane Jones reviewed the 2015 Board priorities and action thus far. Ms. Jones asked Ms. Diana Ruchelman to chair an Ad Hoc committee to work on Board priorities numbers 4 and 6: Define Board Roles and Clarify Expectations for CSB Board Members.

New Business

- VACSB Conference, May 6-8, 2015 Williamsburg – The focus appears to be on recovery and emotional health with many of the usual spring conference features. Chair Diane Jones will forward an email to Board members requesting them to think about attending the conference.
- General Assembly Recognition of CIT – Following discussion of the recent General Assembly CIT recognition, there was a decision that Chair Diane Jones will send a letter on behalf of the Board to thank the CIT staff for their accomplishments. Ms. Alice Testerman will request two copies of the original CIT resolution. Ms. Mary Witwer will be invited to a Board meeting to be presented with a framed copy of the resolution to display at the Assessment Center. The second copy will be displayed in the MHSA office area at Pembroke 3.
- New Board Member Orientation – Chair Diane Jones will ask the two new Board members to meet for an orientation the end of April or early May.

- New Council Member Orientation – Orientation for new Council Member Ben Davenport will be scheduled for the end of May. Ms. Ruchelman will review the calendar to identify several possible dates based on availability of CSB staff participants and members of the Executive Committee.
- Sex Offender Treatment Grant: Staff Update – Child & Youth Services is in the process of renewing the Sex Offender Treatment Grant. The renewal will be for 15 months to put the grant cycle on the same timeline as other localities throughout the state. The grant amount will be \$46,875.00 with CSB matching funds in the amount of \$46,875.00.

Financial Report

- Year-to-Date Report – Ms. Dawn Rykheart explained the new format of the Year-to-Date Report. A lengthy discussion followed regarding format preference. Some changes will be made based on the discussion.

Ms. Rykheart stated that fees for service will always be behind and will be footnoted. She also noted that several areas are experiencing a current lag in revenue.

- Finance Monthly Focus – The ICFs finances will be presented during the March 26 full Board meeting.
- City Budget Update – The Department did not submit new requests for FY-2016. The City Manager's budget will be presented to City Council on March 24, 2015. In the past, the Board was included in the brainstorming process when considering new requests for the annual budget. It was requested that the Board be included in the budget development process before submission to the City Manager.
- Intensive Care Coordination (ICC) Case Support Services Fees – Ms. Rykheart requested that the Board approve adding a "Case Support" service at a reimbursement rate of \$330 per month, per case.

Advocacy Update

Ms. Ruchelman shared that she would like the Board to continue having individual conversations with Council Members, the Mayor, and the City Manager. This is a discussion that needs to take place with the Department Director, Dannette Smith.

Community Education

Plans for May Parent Connection Workshop w/VBCPS –Child and Youth Services (CYS) submitted the guest column for the March VBCPS Parent Connection Newsletter. The column was about the hidden epidemic of social trauma and post-traumatic stress disorder. As a follow up, CYS will present a workshop on the same topic as part of the VBCPS Parent Connection Program. The workshop will be held May 12, 2015, from 6-8:30 p.m. at Landstown High School. VBCPS will need a brief description of the workshop. Mr. James Thornton will collaborate with Ms. Cindy Harrison.

The topic of a combined CSB brochure highlighting program and services with important phone numbers was discussed by the Executive Committee for availability at the workshop. It was decided that the individual brochures for CYS and MHSA will be used. A combined brochure could be developed in the future to focus on all CSB areas.

Matters of the Chair

None

Staff Updates / Director's Report

None

Other Business

Agenda planning was done for the March 26, 2015 Board meeting.

Adjournment

The meeting was adjourned by the Chair, Mrs. Diane Jones, at 5:20 p.m.