

**VIRGINIA BEACH COMMUNITY  
SERVICES BOARD**

Department of Human  
Services June 25, 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

Board Presentation – Performance Contract (Dawn Rykheart)

Adjournment

**FORMAL SESSION**

Call to Order by the Chair

Approval of the Board Minutes

Committee Reports

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

Financial Report

- Year-to-Date

Old Business

- Joint CSB/SSAB Meeting
- Ad Hoc Committee: Board Roles and Expectations

Advocacy Update

- July – Advocacy in review/annual report

Community Education Update

Matters of the Director and Staff

- Meeting with DBDHS Commissioner
- All Supervisors' Meeting, July 27, 2015 –Proud Past, Fearless Future

New Business

- Human Rights Memo

Matters of the Chair

Other Business

Adjournment

**COMMUNITY SERVICES BOARD  
3432 Virginia Beach Blvd, Virginia Beach  
8:30 A.M. – 10:30 A.M.  
May 28, 2015**

**MINUTES**

<b>Board Members Present</b>	<b>Board Members Absent</b>	<b>Staff Present</b>
Kay Ashby	Glacey T. Anol	Dannette R. Smith
Brian Baldwin	Sharon Slipow	Angie Hicks
Dolores Bartel	Dr. Allan Marsden	Aileen Smith
Phillip Black		Dawn Rykheart
Dr. Linda Bright		Tim Capoldo
Luetilla Cuffee	<b>Council Liaison</b>	James Thornton
Dr. Joyce Harvey	None	
Myra Jennings		
Diane Jones		
Diana Ruchelman	<b>Guests</b>	
	Rod Ingram –City Attorney’s Office	
	Lynda Barrough	

**INFORMAL SESSION**

**Call to Order**

The Community Services Board (CSB) Informal Session was called to order at 8:42 a.m. by Chair Diane Jones.

**Public Comment**

None

**Board Presentation**

Rod Ingram from the Office of the City Attorney presented information on the Freedom of Information Act of Virginia (FOIA) and Conflict of Interest Act of Virginia policies. Highlights presented:

- All e-mails, phone calls, draft documents, minutes and agenda materials related to CSB business are public documents and subject to FOIA public viewing.
- The City has five (5) days in which to offer a response to a FOIA request.
- It is important that a staff member be cc'd on formal and informal FOIA requests.
- All formal CSB Board meetings, executive committee, sub-committees, and emergency meetings must be posted. All meetings with the exception of emergency meetings are posted in the City Attorney’s Office and on VB.gov.

- Conflict of Interest Act of Virginia dictates that the advisory board make the decisions; The CSB has a very low potential conflict of interest.
- Chair Diane Jones asked Mr. Ingram for clarification of the article in VA Code that refers specifically to conflict of interest for CSB members. Mr. Ingram stated that he could review the Code for this item.
- Mr. Ingram agreed with Chair Diane Jones that the CSB current by-laws need to be revised and he offered to work with the CSB on revisions.

**Adjourn**

Ms. Diane Jones, Chair, adjourned the Informal Session at 9:30 a.m.

**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. Myra Jennings to approve the minutes from the last full Board meeting. Ms. Diana Ruchelman seconded the motion. 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 – Ms. Kay Ashby summarized the committee meeting.
- Executive Committee – Ms. Diane Jones summarized the committee notes.

**Financial Report**

As of 4/30/2015, CSB revenue was recorded at 93% of YTD goal and expenditures were recorded at 91% of YTD goal.

**Old Business**

- Parent Connection Workshop w/ VBCPS – Cindy Harris discussed the highlights of the workshop. Sixty-seven individuals participated; nineteen of those participants completed the survey, which was distributed to the participants. Generally, the workshop was well-received as a positive experience by those surveyed.
- VACSB Conference Feedback from Board Attendees – Dr. Joyce Harvey thanked the Board for allowing her to attend the conference, and she and Diana Ruchelman shared conference highlights.

**New Business**

- CSB and SSAB Joint Board Meeting – A joint meeting between CSB and SSAB Boards will take place in July. Chair Diane Jones will advise Board members of the date once finalized. Dr. Kirtland and Director Smith will each present during the joint meeting followed by presentations from CSB and SSAB staff with overviews of their programs.
- 2016 State Budget Priorities; Recent VACSB Questionnaire – Ms. Angie Hicks and Mr. Jim Thornton discussed the VACSB MHA questionnaire which asked each organization to list its top three budgetary priorities. Ms. Hicks and Mr. Thornton feel the VBCSB priorities should be:
  - Supportive housing
  - Detox
  - Workforce development
- Mr. Jim Thornton also noted the General Assembly has approved \$ 2.5 million for developmental services and CSB has asked for \$677,000 of those funds to be used for developmental services in the City of Virginia Beach.

**Community Education Update**

- None

**Advocacy Update**

- None

**Matters of the Director/Staff**

- DBDHS Audit Preparation
  - Preparation is in progress for the DBDHS Audit that will take place on August 3-4.
- Reorganization of Adult Outpatient Services
  - Ms. Hicks and Dr. Kirtland are working on strategies to create a one-door approach to reorganizing Adult Outpatient Services.
- ICF Workplan
  - Mr. Tim Capoldo is working in conjunction with Phyllis Eaton, a nurse consultant, and Dina Bates, a nurse manager, to review current nursing programs and opportunities to enhance nursing sources in the ICF.
- CHKD Workplan
  - CHKD will be responsible for foster care physicals.
  - Each child will be given a brief medical upon intake with a full medical workup within 72 hours.
  - CHKD will be moving into a newly purchased property on General Booth Boulevard; a formal announcement will be made on October 5th.

- Ms. Aileen Smith, Deputy Director CSB informed the Board that Hancock Center will be closing after decertification. The statewide and regional committees will be meeting to discuss the closure plan. Ms. Kathy O'Conner will be representing the Department in these discussions.

**Matters of the Chair**

- New member orientation was held Wednesday, May 20, 2015. Four new members attended the orientation: Ms. Glacey T. Anol, Ms. Luetilla Cuffee, Dr. Joyce Harvey and Dr. Allan Marsden. Prior to the orientation, a new CSB Orientation Book was assembled with current/updated information. Each member of the Board was provided a personal copy of the new orientation book at the May 28 Board meeting.

**Other Business**

- None

**Adjournment**

Chair, Ms. Diane Jones, adjourned the Board Formal Session at 10:30 a.m.

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
Anol, Glacey T.	12-31-18	N/A	N/A	N/A	P	A			N/A					
Ashby, Kay	12-31-16	P	N/A	P	P	P			N/A					
Baldwin, Brian	12-31-16	P	N/A	P	P	P			N/A					
Bartel, Dolores	12-31-16	P	N/A	P	P	P			N/A					
Black, Phillip	12-31-16	A	N/A	P	N/A	P			N/A					
Bright, Linda	12-31-17	P	N/A	P	P	P			N/A					
Cuffee, Luetilla	12-31-17	P	N/A	P	P	P			N/A					
Harrison, Cindy	12-31-15	P	N/A	P	N/A	P			N/A					
Harvey, Joyce B.	12-31-18	N/A	N/A	P	P	P			N/A					
Jennings, Myra W.	12-31-17	P	N/A	P	P	P			N/A					
Jones, Diane	12-31-16	P	N/A	P	P	P			N/A					
Marsden, Allen	12-31-18	A	N/A	P	P	A			N/A					
Ruchelman, Diana	12-31-15	P	N/A	P	P	P			N/A					
Slipow, Sharon	12-31-16	P	N/A	P	P	A			N/A					
Vacancy			N/A	N/A	N/A	N/A			N/A					

<b>DS OUTPUT - TOTAL CLIENTS SERVED</b>													
<b>FY 2015 (JULY 2014 - June 2015)</b>													
<b>Unit</b>	<b>SubUnit</b>	<b>Month</b>											
		<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>
<b>CEO:</b>	Group	45	49	27	29	32	32	33	32	32	33		
	Individual	140	143	142	149	135	139	154	143	158	149		
	Prevocational	6	21	22	24	23	24	23	23	23	24		
	<b>Total</b>	<b>189</b>	<b>192</b>	<b>187</b>	<b>196</b>	<b>186</b>	<b>191</b>	<b>206</b>	<b>195</b>	<b>210</b>	<b>202</b>		
<b>Skilled Nursing</b>	<b>Total</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>19</b>		
<b>Case Mgmt</b>	<b>Total</b>	<b>749</b>	<b>750</b>	<b>756</b>	<b>762</b>	<b>758</b>	<b>760</b>	<b>763</b>	<b>764</b>	<b>759</b>	<b>758</b>		
<b>SkillQuest</b>	<b>Total</b>	<b>134</b>	<b>137</b>	<b>163</b>	<b>163</b>	<b>163</b>	<b>162</b>	<b>162</b>	<b>159</b>	<b>160</b>	<b>159</b>		
<b>PALs</b>	<b>Total</b>	<b>14</b>	<b>17</b>	<b>19</b>	<b>19</b>	<b>18</b>	<b>17</b>	<b>18</b>	<b>17</b>	<b>19</b>	<b>18</b>		
<b>SLP:</b>	ICFs	43	44	44	44	43	43	45	45	45	45		
	Group Homes	24	24	25	25	25	25	25	25	25	25		
	Residential	69	68	68	68	67	69	67	67	67	66		
	Residential MHSS	7	7	7	7	7	7	7	7	7	6		
	<b>Total</b>	<b>143</b>	<b>143</b>	<b>144</b>	<b>144</b>	<b>142</b>	<b>136</b>	<b>144</b>	<b>144</b>	<b>144</b>	<b>142</b>		
	MH PsychoSocial	6	6	6	7	7	7	8	7	7	7		
<b>IP</b>	<b>Total</b>	<b>480</b>	<b>528</b>	<b>524</b>	<b>503</b>	<b>487</b>	<b>462</b>	<b>501</b>	<b>506</b>	<b>519</b>	<b>522</b>		
<b>Total Clients Served</b>		<b>1409</b>	<b>1454</b>	<b>1394</b>	<b>1462</b>	<b>1430</b>	<b>1403</b>	<b>1439</b>	<b>1421</b>	<b>1440</b>	<b>1438</b>		



<b>Mental Health Substance Abuse Waiting List 2015</b>												
<b>PROGRAM</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Adult Correctional Services	38	23	19	33	23							
Adult Day Treatment	18	4	13		11							
Adult Outpatient Services (AOS) -Access	7											
Case Management Services	49	47	42	19	29							
Community Based Crisis Stabilization (CSBS)												
Child & Youth Services	12	17	14	22	18							
PATH Case Management												
PATH SOAR Applicants	4	3										
PATH Supportive Housing Program (PSHP)												
Recovery Center	40	34		42								
SARPOS Non-traditional												
Beach House - Transitional Employment Program (TEP)												
The Harbour	7	9	9	9	4							
Supportive Residential Services (SRS)	64	59	90	90	108							
Mental Health Support Services (MHSS)	26	26	31	31	33							
<b>MHSA TOTAL</b>	<b>265</b>	<b>222</b>	<b>218</b>	<b>246</b>	<b>226</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## EXECUTIVE CSB COMMITTEE MEETING

Department of Human Services  
3432 Virginia Beach Blvd  
Virginia Beach, VA 23452  
3:00 – 4:30 PM  
June 18, 2015

### Attendance

Diane Jones  
Diana Ruchelman  
Cindy Harrison  
Linda Bright

### Staff Attendance

Dannette R. Smith  
Aileen Smith

### Call to Order

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

### Public Comment

None

### Education

- June – Performance Contract
- July – Advocacy and Community Education Review/Annual Report
- August – No Meeting
- September – Joint Meeting CSB/SSAB Meeting

### Old Business

- CSB and SSAB Joint Meeting – A joint meeting between the CSB and SSAB is scheduled for Friday, September 11, 2015, 8:30 a.m. – 11:00 a.m. at Tidewater Community College. Dr. Kirtland and Director Smith will each present during the joint meeting followed by presentations from CSB and social services staff regarding their respective programs.
- Ad Hoc Committee: Board Roles and Expectations – The ad hoc committee continues to meet and plans to present a draft document to the full Board in October or November.

### New Business

- Advocacy Plan FY 2016 – The Executive Committee in collaboration with staff leadership and with input from Advocacy Committee members will develop a draft FY 2016 Advocacy plan at the July Executive Committee meeting. The draft will be presented to the full Board in October for discussion and approval.

**DS COMMITTEE MEETING**

No meeting was held In June



**Matters of the Director and the Chair**

- Director Smith shared with Executive Committee members some of the Department of Human Services' past, current, and future challenges. Further, she expressed the need for a continued focus on the development of a strong, efficient, and effective department infrastructure. Discussion followed with a focus on ways the CSB and department staff can continue working in partnership to meet the challenges and move the department forward.

**Other Business**

- Cindy Harrison, chair, Community Education Committee, noted the need to decide on the Board's plans for community education in FY2016.

**Adjournment**

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