



VIRGINIA BEACH COMMUNITY SERVICES BOARD

Department of Human Services

Thursday, March 28, 2019

8:30 a.m. – 10:30 a.m.

Agenda

INFORMAL SESSION

Call to Order

Dr. Joyce Harvey, Chair

Board Education

- **FOIA/Kara Chappel**

Adjournment

FORMAL SESSION

Call to Order

Dr. Joyce Harvey, Chair

Approval of the Board Minutes

Committee Reports:

Executive Committee: March 2019, No meeting

Dr. Joyce Harvey

Developmental Services: March 2019, No meeting

Mr. Phil Black

Behavioral Health Substance Abuse: March 2019, No meeting

Ms. Kay Ashby

Financial Report Year to Date

Ms. Maria Kurtz

Old Business

Dr. Joyce Harvey

- **Orientation Manual: Reviewed by the Secretary, Mr. Phil Black**

New Business

Dr. Joyce Harvey

-

Matters of the Chair

Dr. Joyce Harvey

- **Board Education**

- **April: Step-VA/Angie Hicks, BH Division Director**

VIRGINIA BEACH COMMUNITY SERVICES BOARD

Matters of the Director / Deputy Director

Deputy Director Aileen Smith

Other Business

Adjournment



VB *City of Virginia Beach*
Human Services

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Notes

INFORMAL SESSION

Board Members Present	Board Members Absent	Staff Present
Carrollyn Cox	Patricia Alspaugh (E)	Aileen L. Smith
Joyce Harvey	Todd Walker (E)	Angie Hicks
Molly Trask	Carla Hesseltine (E)	Tim Capoldo
Phillip Black	Allen Marsden	Maria Kurtz
Diane Jones		Shelby Giles
Kay Ashby		Natasha Sams
Gayle Colson		
Cameron Randle	Council Liaison	
	Guests	

INFORMAL SESSION

Call to Order

Dr. Joyce Harvey, Chair

The meeting was called to order at 8:31.

Board Education:

Permanent Supportive Housing (PSH)/Natasha Sams –

Ms. Aileen Smith introduced Ms. Natasha Sams and Ms. Shelby Giles. Ms. Hicks provided a brief background of the program’s beginning and noted that Ms. Giles was able to begin the program prior to receiving funding for staff. The program is currently funded via a grant of \$917,000. At this time funding will continue at this rate.

Ms. Sams provided information in regards to the program. PSH provides funding for housing for individuals with a Serious Mental Illness (SMI). The program partners with the Dept. of Housing and Neighborhood Preservation (DHNP). DHNP reviews the income and determines the rent the individual

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will pay. Following the assessment the search begins for housing based on the person’s preferences. Once housing is found, in home services can begin. The funding that is available can be utilized for hotel room costs until housing is found, household items, furniture, bedding and food. If an individual does not have an income then the funding can be used to provide payment for utilities as well as the rent. Ms. Sams also shared some of the current apartment locations that have partnered with the program.

Adjournment

The meeting was adjourned at 9:12 am

FORMAL SESSION

Call to Order

Dr. Joyce Harvey, Chair

The meeting was called or order at 9:12 am

Approval of the Board Minutes

Ms. Diane Jones motioned for approval and Ms. Kay Ashby seconded. The minutes are approved as presented.

Committee Reports:

Executive Committee:

Dr. Joyce Harvey

The Executive Committee met and set the agenda for the February 28, 2019 meeting.

Ms. Cox has received the last By-Laws document from the City Attorney; however it is in draft form.

Ms. Jones believes she may have the finalized document. She will compare her document with the document provided at the Board meeting today.

Once the final approved copy is received by the recorder it will be added to the Orientation Manual and the manual can be distributed.

Developmental Services:

Mr. Phil Black

Mr. Black reviewed the minutes from the meeting. The presentation was on the Home and Community Based Services (HCBS).

Behavioral Health Substance Abuse:

Ms. Kay Ashby

Ms. Ashby reviewed the minutes from the meeting. The discussion centered on the closing of the Harbour Psycho-social Rehabilitation program at the Lynnhaven Center.

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Ms. Angie Hicks provided additional information on the status of the transition for the staff and the individuals who have been served in the program. The staff members will be transferred to current city vacant positions that are matched to their knowledge, skills and abilities. These transitions will occur when the program closure occurs in the spring.

The individuals who are being served at the Harbour are meeting with their treatment teams to review all of their preferences and clinical needs. Many of the individuals will be transitioning to Beach House or other programs, including a program in Norfolk, The H.U.F. (Hope, Unity, and Freedom) Center and some of the individuals will attend groups at the BH Outpatient clinic. The H.U.F. Center was visited by a couple of the Harbour staff and the staff from The H.U.F. Center came to The Harbour to talk to the individuals. At this time 25-30 individuals have chosen Beach House, some have selected to attend outpatient groups, new groups are being formed to accommodate them.

The Adult Day Treatment will move to Pembroke 6, 4th floor. The space only needs minor renovations and will include a very large group room to accommodate the staff and the individuals that are in the program. Ms. Smith provided the background on the factors that were reviewed in the decision to close the Lynnhaven Center to include a discussion about Medicaid expansion potential revenue.

Ms. Ashby shared that there is a new event on May 15, she will forward the flyer to Ms. Buckler for distribution.

Financial Report Year to Date:

Ms. Maria Kurtz

Ms. Kurtz began by answering a question she received regarding The YTD budget report. The report reflects our current fiscal year month. This report provides information on the status of where our finances are in accordance with month seven of the fiscal year.

Ms. Kurtz reviewed the budget report through January 2019. This report shows only what we have collected and spent through seven months. She noted that payments for services is at six months due to how billing occurs.

There was a question from the floor regarding the personnel percentage. Staffing changes as we hire staff and when we have vacant positions.

Old Business

- None

New Business

- None

Matters of the Chair

Dr. Joyce Harvey

- Dr. Harvey will be a participant in the search for a new Director for the Department of Human Services. Mr. Andrew Richmond, Chair Social Services Advisory Board will also participate. Dr.

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Harvey asked the Board for qualities that the board members would like to see in a new leader as she is a member of the recruitment team.

- Committee Assignments. Attendance at the committee meetings this month was low. Please make every effort to attend these meetings. At these meetings you will have additional time to have questions answered, reports reviewed and further education topics are discussed. Cindy Buckler will resend the meeting schedule.
- CARF accreditation is in 2019 and Dr. Harvey will be involved in the survey with the staff members as they interview the CSB Board Chair.
- Education:
 - March: FOIA/Kara Chappel

Staff Updates

Deputy Director Aileen Smith

Division Directors

- Ms. Smith reviewed leadership duties during the transition of the Department Director position. Each Deputy Director will maintain responsibility of their area and report directly to Deputy City Manager, Dr. Ken Chandler.
- The new Comprehensive Electronic Health Record (CHR) is Welligent. City Information and Technology and CQI hosted a Kick-Off event with the Welligent vendor this last Monday. Staff and CSB Board members were invited. Attendance was approximately 450 staff as well as some of the Board members and two of our Deputy City Managers as well. The overall feeling is that the program has a lot of flexibility and will increase efficiency. Ms. Smith praised the City IT team who has provided a great deal of support currently. They will be an integral part of our team in the future as we start process mapping.
- Ms. Lewis asked about funding for STEP-VA. Ms. Kurtz and Ms. Hicks say that we have received some funding for the Same Day Access project. Ms. Hicks will have full information on funding and the new initiatives we are working on by the April Board meeting.
- Ms. Smith was asked for more details on Jail services and new initiatives at the Executive Committee meeting. She will add this education topic to the August Board meeting and request that Kevin Cuffee PhD (Adult Correctional Services Supervisor) attends.

Other Business

- Ms. Ashby shared that on March 23rd NAMI and the Admirals have partnered for an event. A flyer is attached to the Board packet.

Adjournment

The meeting was adjourned by the chair at 10:13 am



EXECUTIVE CSB COMMITTEE MEETING

297 Independence Blvd. Suite 302

March 21, 2019

4:00 – 5:00 PM

A G E N D A

Committee Members

Dr. Joyce Harvey, Ms. Carrollyn Cox, Mr. Phil Black

City Facilitator

Ms. Aileen L. Smith
Mr. Timothy Capoldo

Call to Order

Public Comment

Education

- **March: FOIA/Kara Chappel**
- **April: Step-VA/Angie Hicks**
- **May: No Meeting**
- **June: Performance Contract/Dawn Rykheart & Maria Kurtz**

Old Business

- **Orientation Manual – Ready for review by the Secretary**

New Business

- **Fee Addition: Developmental Services Division (CEO Services)**

Matters of the Chair

Staff Updates /Director's Report

Deputy Director Aileen Smith/
Tim Capoldo Division Director

Other Business

Agenda Setting

Adjournment

**City of Virginia Beach
Community Services Board
FY 2019 Budget v. Actual as of February 28, 2019**

Revenue Source	FY 2019 Budget	YTD Budget	YTD Collections	% of YTD Budget Achieved <i>(goal 100%)</i>
Fees for Services ¹	26,191,681	13,095,841	13,924,696	106%
State Revenue	13,764,040	9,176,027	9,016,914	98%
Federal Revenue	3,824,367	2,549,578	2,653,261	104%
Miscellaneous Revenue ²	6,364	4,243	55,878	1317%
Fund Reserve	156,541	104,361	-	0%
General Fund Support ³	13,699,387	9,132,925	9,132,925	100%
Total Revenue	57,642,380	34,062,975	34,783,674	102%
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Expenditure Category	FY 2019 Budget	YTD Budget	YTD Spending	% Achieved
Personnel	45,155,283	30,103,522	27,894,907	93%
Professional Services	6,632,147	4,421,431	4,212,409	95%
Internal Services ⁴	1,494,604	996,403	1,312,731	132%
Other Charges	1,021,635	681,090	528,512	78%
Supplies	2,033,570	1,355,713	899,499	66%
Leases and Rentals ⁵	1,285,618	857,079	839,014	98%
Capital Outlay ⁶	19,523	13,015	3,028	23%
Total Expenditures	57,642,380	38,428,253	35,690,100	93%
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Revenue Over Expenditures			(906,426)	
⁷ PSH Receipts in Excess of Expenditures			(84,214)	
⁷ OPT-R Treatment Receipts in Excess of Expenditures			(446,104)	
Fees Receivable 0-90 days			1,192,010	
Estimated Payables			(1,036,505)	
(Deficit)/Surplus			(1,281,239)	

YTD Budget is at 100%

¹ Fees are one month behind: Jun fees received in Jul are accrued to prior year. Adjustment made to YTD Budget.
FY17 Cost Settlement, received July 2018, \$513,495 included in Fees for Services.

² Miscellaneous Revenue consist of Beach House Snack Bar collections.

³ Report assumes General Fund Supports are utilized in equal monthly installments.

⁴ Internal Service charges for City Garage, Risk, IT Subscription, and Network Telecommunications pulled 100% at beginning of year; Fuel, Motor Pool and Telephones come out monthly.

⁵ Leases and Rentals consist of monthly and quarterly leases (paid in advance).

⁶ Capital Outlay consists of equipment purchases that are made as needed and will vary throughout the year.

⁷ Permanent Supportive Housing and OPT-R Treatment excess revenue noted due to inability to offset other expenditures with this revenue