

The logo for the City of Virginia Beach Human Services. It features a large, stylized 'VB' in blue with a white wave-like element at the bottom of the 'B'. To the right of the 'VB' is the text 'City of Virginia Beach' in a smaller, blue, sans-serif font. Below this, the words 'Human Services' are written in a large, bold, blue, serif font.

VIRGINIA BEACH COMMUNITY SERVICES BOARD

Department of Human Services

Thursday, June 28, 2018

8:30 a.m. – 10:30 a.m.

A G E N D A

INFORMAL SESSION

Call to Order by the Chair

Ms. Carrollyn Cox

Public Comment

Public

Board Presentation

- **FY19 Performance Contract and Budget Review**

Ms. Dawn Rykheart

Adjournment

FORMAL SESSION

Call to Order by the Chair

Ms. Carrollyn Cox

Approval of the Board Minutes

Committee Reports

- **Developmental Services Committee** – June 2018
- **Mental Health and Substance Abuse** – June 2018
- **Executive Committee** – June 2018

Dr. Linda Bright
Ms. Kathleen Ashby
Ms. Carrollyn Cox

Financial Report

- **Year to Date**

Ms. Maria Kurtz

Old Business

- Review suggestion to move the DS and BH Committee meeting times
- Community Engagement - Attendance at Civic League Meetings and other ideas for raising awareness of BHDS services within Human Services

Ms. Carrollyn Cox
Ms. Carrollyn Cox

New Business

- Social Services Advisory Board Meeting is August 3rd. *CSB members are invited*
- The Legislative Breakfast meeting is August 20th. Ms. Andrea Lowe will provide more information

Matters of the Chair

Carrollyn Cox

Board Education

- **July** No meeting
- **August** Field trip to a BHDS program locations (9am -11:30/Leaving from 3432)
- **September** Behavioral Health and Wellness: Ms. Ava Lawrence

Matters of the Director/Deputy Director

Ms. Dannette Smith
Ms. Aileen L. Smith

Other Business: The August CSB Meeting will be August 16th 8:30am

Adjournment

DS COMMITTEE MEETING

The Virginia Beach Developmental Services Division Committee met at 9:00 am on June 14, 2018.

<u>Members Present</u>	<u>Staff Present</u>	<u>Guests Present</u>
Dr. Linda Bright Ms. Diane Ruchelman Ms. Pat Alspaugh	Ms. Aileen Smith, Deputy Director Mr. Timothy Capoldo, Division Director Mr. Tom Nicholson, ICF Administrator Ms. Krista Shanafelt, CEO Supervisor Ms. Natacha Dolson, SLP Supervisor Ms. Nicola Morley, CM Supervisor Ms. Laura Disney, SQ Supervisor Ms. Cynthia Buckler, Recorder	Mr. Brian Baldwin

WELCOME

Dr. Bright. Introduced herself and welcomed Board members, guests and staff.

Ms. Aileen Smith presented Mr. Capoldo with his five year pin.

Agenda Items with Notes:

Reports:

Incident Management Report – Mr. Capoldo reviewed the reports. All incidents were handled appropriately.

There was discussion on the med errors and how meds are dispensed.

Slot Management – There are currently 730 active waiver cases, including DD active cases. The Wait List is broken down into tiers by priority. There will be a slot committee meeting to award 5 slots.

Monthly Output – The closure of Farm Fresh affected CEO. Skilled Nursing will soon serve more as staff has been hired. SkillQuest is currently serving few consumers during their redesign. The MH Psychosocial will be closing but the members have been offered another opportunity.

Financial Report – Ms. Kurtz was unable to attend the meeting. Her report through May 2018 was presented by Mr. Capoldo.

New Business:

Information Items – Tim provided a copy of the BHDS strategic plan
At the August meeting Tim will begin to provide a more in depth waiver presentation
Dr. Bright may have to resign as she is running for council

Discussion Items - none

Public Comment – Oyster Crush Flyer was distributed. This fundraiser assists the Dental Fund

Adjourned:

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

Dr. Linda Bright, Chairperson

FY 2018 (JULY 2017 - June 2018)

Unit	SubUnit	Month											
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
CEO:	Group	38	39	44	44	40	44	46	45	45	42		
	Individual	154	153	148	153	145	142	142	140	138	141		
	Total	192	191	190	195	185	184	187	185	183	183		
Skilled Nursing	Total	6	14	8	15	4	10	13	9	4	7		
Case Mgmt	Total	759	761	759	754	759	767	762	762	761	762		
SkillQuest	Total	160	160	161	160	160	160	156	155	153	150		
PALs	Total	10	12	12	10	11	11	10	11	11	11		
SLP:	ICFs	42	42	43	43	43	43	42	42	41	41		
	Group Homes	24	24	24	24	24	23	23	23	23	23		
	Residential	65	65	63	65	63	63	63	61	62	64		
	Residential MHSS	4	4	4	4	4	4	4	4	4	4		
	Total	135	135	134	136	134	133	132	130	130	130		
	MH PsychoSocial	6	6	6	6	6	6	6	6	6	6		
IP	Total	513	531	537	549	509	531	540	580	592	585		
Total Clients Served		1578	1612	1608	1622	1567	1567	1601	1642	1657	1657		

ID SLOT REPORT

Slot Type	June/July		Aug/Sept		Oct/Nov		Dec/Jan		Feb/Mar		Apr/May	
Community Living	Start of Month	584	Start of Month	587	Start of Month	591	Start of Month	592	Start of Month	596	Start of Month	596
	End of Month	587	End of Month	591	End of Month	592	End of Month	596	End of Month	596	End of Month	593
Notes	Received one transfer from another board and two MFP slots		Active - 576 Transfer in - 1 Transfer out - (1) MFP slot in - 1 Projected - 6 Hold - 6 Available - 3 (the 3 new ones from the state)	Active - 581 Transfer in - 3 Transfer out - (1) MFP slot in - 0 Childrens slot - 1 Projected - 4 Hold - 7 Available - 0	Active - 586 Transfer in - 4 Transfer out - (0) MFP slot in - 0 Childrens slot - 0 Projected - 1 Hold - 6 Available - 3	Active - 586 Transfer in - 1 Transfer out - (1) MFP slot in - 0 Childrens slot - 0 Projected - 4 Hold - 6 Available - 0 Pending Appeal - 0	Active - 581 Transfer in - 1 Transfer out - (4) MFP slot in - 0 Childrens slot - 0 Projected - 2 Hold - 9 Available - 1 Pending Appeal - 0					
Family and Individual Supports	Start of Month	105	Start of Month	106	Start of Month	121	Start of Month	124	Start of Month	124	Start of Month	125
	End of Month	106	End of Month	121	End of Month	124	End of Month	124	End of Month	125	End of Month	124
Notes	Received one slot from the state		Active - 99 Projected - 3 Hold - 3 Available - 16 (the new slots from the state)	Active - 100 MFP slot in - 2 Projected - 21 Hold - 1 Available - 0 Pending Appeal - 2	Active - 106 MFP slot in - 0 Projected - 14 Hold - 2 Available - 2 Pending Appeal - 0	Active - 112 Transfer in - 1 MFP slot in - 0 Projected - 8 Hold - 3 Available - 2 Pending Appeal - 0	Active - 117 Transfer in - 0 Transfer out - (1) MFP slot in - 0 Projected - 3 Hold - 1 Available - 3 Pending Appeal - 0					
Building Independence	Start of Month	13	Start of Month	12	Start of Month	12	Start of Month	12	Start of Month	15	Start of Month	14
	End of Month	12	End of Month	12	End of Month	12	End of Month	15	End of Month	14	End of Month	13
Notes	One vacated slot		Active - 12		Active - 12 new slots: 3	Active - 11 new slots: 0	Active - 12 new slots: 0	Released/returned - (1)	Released/returned - (1)			

						Projected - 2	Projected - 1
						Hold - 1	Hold - 0

ID and DS Combined Total	705	724		735	735	730
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Waiver Slot Meeting Held	Yes	3 slots	no	yes	22 slots	scheduled but not needed due to the number of slot and the number of people. All got slots	3 BI slots	yes, 2/22/18	4 CL slots and 2 FIS slots	no	N/A
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STATUS TOTALS	# W/ START DATES	# W/ START DATES	# W/ START DATES	# W/ START DATES	# W/ START DATES	# W/ START DATES
CL		1		4	8	2
FIS		0		4	1	5
BI		0				0
TOTAL		1		8	9	7

ID WAIT LIST												
Slot Type	June/July		Aug/Sept		Oct/Nov		Dec/Jan		Feb/Mar		Apr/May	
Priority 1	Start of Month	68	Start of Month	73	Start of Month	74	Start of Month	52	Start of Month	53	Start of Month	55
	End of Month	73	End of Month	74	End of Month	52	End of Month	53	End of Month	55	End of Month	59
Notes	Added 10 / deleted 5		Added 10 / deleted 9		Added 7 / deleted 29		Added 5 / deleted 4		Added 8 / 6 deleted		Added 6 / deleted 2	
Priority 2	Start of Month	182	Start of Month	179	Start of Month	184	Start of Month	185	Start of Month	187	Start of Month	184
	End of Month	179	End of Month	184	End of Month	185	End of Month	187	End of Month	184	End of Month	185
Notes	Added 12 / deleted 15		Added 11 / deleted 6		Added 4 / deleted 4		Added 2 / deleted 0		Added 4 / 7 deleted		Added 7 / deleted 6	

Priority 3	Start of Month	181	Start of Month	187	Start of Month	187	Start of Month	191	Start of Month	193	Start of Month	198
	End of Month	187	End of Month	187	End of Month	191	End of Month	193	End of Month	198	End of Month	199
Notes	Added 18 / deleted 12		Added 2 / deleted 2		Added 8 / deleted 4		Added 4 / deleted 2		Added 7 / 2 deleted		Added 9 / deleted 8	
Waiver Planning List	Start of Month	2	Start of Month	2	Start of Month	2	Start of Month	2	Start of Month	2	Start of Month	2
	End of Month	2	End of Month	2	End of Month	2	End of Month	2	End of Month	2	End of Month	2
Additional Notes:			Waiver slot meeting will be held in November									

Behavioral Health Division Committee Meeting Minutes

Behavioral Health Division Committee Meeting April 14, 2018 Minutes

Members Present

Kay Ashby
Dr. Joyce Harvey
Yvonne Lewis
Diana Ruchelman
Molly Trask

Staff Present

Kathleen Cash
Shelby Giles
Otelia Ponton-Reid
Elaine Winn

Guests Present

Welcome and Introductions

The meeting was called to order by Kay Ashby at 12:00 p.m. followed by introductions.

Pregnant & Postpartum Women (PPW) Grant

Ms. Ponton-Reid provided information on Project Link's services. Project LINK provides intensive case management gender-specific services to pregnant, post-partum and parenting women whose lives have been affected by substance use and/or co-occurring disorder. The program reduces a woman's barriers to treatment by providing support services.

The State Community Services Board received a federal grant for Pregnant and Post-Partum Women and distributed the funds amongst the 9 Project LINK sites in the state. Project Link Virginia Beach received \$82,272.45 for the first year to assist and enhance their current services.

Funding for the Virginia Beach location will be distributed in three increments for the following time periods:

- February 1, 2018 through September 29, 2018 - Current
- October 1, 2018 through September 30, 2019
- October 19, 2019 through September 30, 2020.

Acceptance of the funding stipulates implementing the following new requirements:

- The hiring of a Full time Peer Recovery Coach who will work directly with mothers on achieving and maintaining abstinence and connecting to the recovery community. In addition, the Peer Recovery Coach will assist the Parent Educator in working with the participants.
- The establishment of two Evidence Based Programs: Nurturing Parenting and Seeking Safety. Funding will be used to obtain materials and training the staff as facilitators.
 - The Nurturing Parenting Program is a 15 week group based course implemented to assist parents and children with getting better.
 - The Seeking Safety program will be implemented to work with participants individually. It is designed for participants who are dealing with trauma and substance abuse issues.

Behavioral Health Division Committee Meeting Minutes

- GPRA (Government Performance and Results Act) is provided for each program participant. The Act involves an evaluation that is completed at admission to PPW, after 6 months in the program as a follow-up and at the time of discharge. Participants are provided with a \$20.00 incentive at the follow-up and discharge evaluation.

Enhancements of the program include the following:

- Ages and Stages – Provides developmental evaluations for children through age 7. The program assists parents in realizing children learn and develop differently. Parents are able to see how their child is developing and staff are able to make necessary referrals for services.
- SBIRT – Provides screenings, brief interventions and referrals to treatment. James Madison University has been instrumental in providing assistance in the referral screening process. The program works with Social Services and is able to provide services around Virginia.
- MAT Services - Medically Assisted Treatment Services
- Outreach to more diverse population through Marketing
- Increase referrals from medical community
- Increase trainings to the community, hospitals and Department of Social Services

Waiting List

Ms. Giles presented information on the May Waiting List and reviewed the different categories for new Board members. The number of individuals for whom services are provided remain stable.

Review of Incident Summary Report

The Incident Report Summary was provided and reviewed for the timeframe of April and May.

Finance Report

Ms. Giles reviewed the finance report. All numbers appear to be on target.

Announcements

- Diana Ruchelman retires from the Board in August.
- United Methodist Services has obtained funds for the startup of a Youth Support Group. The group is currently working with James Thornton but is seeking additional avenues to identify and best reach youths.
- Kay Ashby will be unavailable for the August 9th meeting. Dr. Harvey will chair.

Next Meeting

The next meeting will be held Thursday August 9, 2018 in Pembroke 6, Room 431 at 12:00 p.m. and will chaired by Dr. Joyce Harvey.

Adjournment

Meeting adjourned at 12:45 p.m.

BHS PERSONS SERVED AND WAITING LIST FOR JUNE 2018

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
Adult Correctional Services	Total 162	100	88	30	27
Forensic Consultation/Discharge Planning	60	59	47		
NGRI Clients	22	41	41		
Adult Day Treatment	Total 30	22	24	6	18
Access Unit		Unduplicated			
Adult Outpatient Services (AOS)	Total 1335	1299	1218		
AOS - Magic Hollow	660	639	589		
AOS - Mental Health - P6	675	694	667		
Case Management Services/Adults	Total 732	Unduplicated 482	486	67	45
Reinvestment	72	Unduplicated 67	70		
State Hospital Discharge Planning	Unlimited	34	23		
Community Based Crisis Stabilization (CBCS)	25	22	8		
Child & Youth Services	Total 395	386	371	45	35
Emergency Services	Unlimited	94	74		
Office of Consumer & Family Affairs	Total Unlimited	259	353		
Projects for Assistance in Transition from Homelessness (PATH Program - Homeless Intervention)	Unlimited	24	57	2	6
Project LINK Case Management Services	120	80	59		
Pathways Center	Total 108	82	71	8	17
Rehabilitation Services (Beach House)	160	124	127		
The Harbour	Total 75	73	73	1	6
Supportive Residential Services (SRS)	Total 237	228	241	104	99
Mental Health Support Services (MHSS)	Total 51	51	54		
MHSA TOTAL	GRAND	4,760	4,653	261	247



EXECUTIVE CSB COMMITTEE MEETING

297 Independence Blvd, Pembroke 6

Suite 309 Room A

June 21, 2018

4:00–5:00 PM

A G E N D A

Call to Order

The meeting was called to order at 4:07 pm.

Attendees: Aileen L Smith, Carrollyn Cox, Andrea Lowe, Angie M. Hicks

Public Comment

None

Education

June: Performance Contract & Budget Review, Dawn Rykheart

July: No meeting

August: Vote on Performance Contract and Field Trip to Programs (Beach House and SkillQuest)

Old Business

- Review of committee meeting schedules in order to coordinate the BH and DS meetings for easier attendance at both meetings by members.
 - Suggestion: Start Developmental Services at 9:00 am and Behavioral Health at 10:00 am in the same conference room at P6 so CSB Board members can have the opportunity to attend both of these committee meetings
- Review of ideas for getting the CSB services message to the community.
 - Carrollyn has a list of contacts for civic leagues and can connect members to the leagues. It was suggested that possibly meeting with the civic leagues occur in the fall and winter months as we have the legislative breakfast in August
 - The Human Services Facebook page is up and available. Mrs. Cox will send stories to Wendy Voliva for publishing. Andrea suggested advertising the civic league meetings that members will attend.
 - VBGov webpage has also been updated.

New Business

- SSAB meeting is August 3rd and the CSB members are invited
- The CSB Board meeting is August 16th (with a tour of programs) and the Legislative Breakfast Meeting is August 20th

Agenda Setting

- Performance Contract presentation is in June
- Review of the decision on BHDS Committee meeting times
- Community Engagement opportunities (on-going)
- SSAB Meeting (CSB is invited)
- Legislative Breakfast meeting August 20th planning
- September meeting: Re-cap of all Behavioral Health and Wellness services as well as the “Shatter the Silence” event in mid-September via Ava Lawrence

Adjournment

The meeting adjourned at 4:50 pm. There is no meeting in July. The next meeting is scheduled for August 9, 2018 at 3:00 pm.

**City of Virginia Beach
Community Services Board
FY 2018 Budget vs. Actual as of May 31, 2018**

Revenue Source	FY 2018 Budget	YTD Budget	YTD Collections	% of YTD Budget Achieved (goal 100%)
Fees for Services ¹	26,151,113	21,792,594	20,560,206	94%
State Revenue	13,299,846	12,191,526	12,470,930	102%
Federal Revenue	3,769,437	3,455,317	3,297,175	95%
Miscellaneous Revenue ²	6,364	5,834	157,134	2693%
Fund Reserve	193,124	177,030	177,947	101%
General Fund Support ³	13,146,677	12,051,121	12,051,121	100%
Total Revenue	56,566,561	49,673,422	48,714,513	98%
Expenditure Category	FY 2018 Budget	YTD Budget	YTD Spending	% Achieved
Personnel	44,193,941	40,511,113	36,328,031	90%
Professional Services	6,822,424	6,253,889	6,143,996	98%
Internal Services ⁴	1,357,345	1,244,233	1,345,010	108%
Other Charges	1,018,569	933,688	753,416	81%
Supplies	1,827,292	1,675,018	1,206,728	72%
Leases and Rentals ⁵	1,344,118	1,232,108	1,263,593	103%
Capital Outlay ⁶	2,872	2,633	2,872	109%
Total Expenditures	56,566,561	51,852,682	47,043,646	91%
			Revenue Over Expenditures	1,670,867
			⁷ PSH Receipts in Excess of Expenditures	(471,447)
			⁷ OPT-R Treatment Receipts in Excess of Expenditures	(10,368)
			⁷ PACT Receipts in Excess of Expenditures	-
			Fees Receivable 0-90 days	2,596,846
			Estimated Payables	(1,202,136)
			(Deficit)/Surplus	2,583,762 ⁸

¹ YTD budget adjusted to reflect fee collections one month behind.

² Miscellaneous revenue consists of \$30k refund of FY 2016 ICF Cost Settlement payback and \$98k final FY 2017 DAP reimbursement.

³ Report assumes General Fund Support 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, PACT and OPT-R Treatment excess revenue noted due to inability to offset other expenditures with this revenue.

⁸ Personnel savings total \$4,183,082