



VIRGINIA BEACH COMMUNITY SERVICES BOARD

Department of Human Services

Thursday, September 27 2018

8:30 a.m. – 10:30 a.m.

Agenda

INFORMAL SESSION

Call to Order

Ms. Carrollyn Cox, Chair

Board Education

- **September: Behavioral Health and Wellness (Prevention Services)**
- **October: Infant Services & Language Environment Analysis (LENA)**
- **November: TBD**

Adjournment

FORMAL SESSION

Call to Order

Ms. Carrollyn Cox, Chair

Approval of the Board Minutes

Committee Reports:

Developmental Services: No September Meeting

Dr. Linda Bright

Behavioral Health Substance Abuse: No September Meeting

Ms. Kay Ashby

Executive Committee: September 2018

Ms. Carrollyn Cox

Financial Report Year to Date

Ms. Maria Kurtz

Old Business

- **By-Laws update and slight modification. Ms. Cox to run the changes by Attorney Rod Ingram. Ms. Cox will get them to him within a week.**
- **BHDS Committees (Meeting dates and times)**

New Business

- **Updating the Orientation book. Ms. Cox and Ms. Buckler have begun a review and refresh of the book, to include a review of the policies**
- **Dr. Bright to present the Nominating Committee (Dr. Marsden, Geraldine Hunt)**

VIRGINIA BEACH COMMUNITY SERVICES BOARD

- New Members

Matters of the Chair

Ms. Carrollyn Cox

- **Board Education**

Matters of the Director / Deputy Director

**Director Dannette Smith
Deputy Director Aileen Smith**

- SkillQuest updates: The MOCA Art Show is October 29.
- Child & Youth Same Day Access
- Andrea: ANSUN

DBHDS Dashboard (January, April, August)

**Ms. Angie Hicks
Mr. Tim Capoldo**

Other Business

Adjournment



City of Virginia Beach
Human Services

VIRGINIA BEACH COMMUNITY SERVICES BOARD

Department of Human Services

Thursday, August 16, 2018

8:30 a.m. – 10:30 a.m.

Minutes

Board Members Present	Board Members Absent	Staff Present
	Alan Marsden (e)	Dannette R. Smith
Linda Bright	Cameron Randle (e)	Aileen L. Smith
Carrollyn Cox	Carla Hesseltine	Angie Hicks
Joyce Harvey		Dawn Rykheart
Geraldine Hunt		Maria Kurtz
Molly Trask		Wendy Voliva
Yvonne Lewis		Dr. Leone
Phillip Black	Council Liaison	Tim Capoldo
Diane Jones		Jim Thornton
Kay Ashby		
Patricia Alspaugh	Guests	
Todd Walker		

INFORMAL SESSION

Call to Order

Ms. Carrollyn Cox, Chair

The meeting was called or order at 8:30 am

Public Comment

Information was requested for the Housing Resource Center (HRC) Dedication

Ms. Cox shared that the board has a new member, Mr. Todd Walker, and provided background information.

Board Education

- August: Field Trip to Beach House and SkillQuest

Adjournment

The meeting was adjourned at 8:33 am

FORMAL SESSION

Call to Order

Ms. Carrollyn Cox, Chair

The meeting was called to order at 8:33 am

Ms. Rykheart handed out updated information on the Performance Contract. The contract will go to

VIRGINIA BEACH COMMUNITY SERVICES BOARD

City Council on Sept 4th. Ms. Rykheart provided a briefing on the additions.

Vote: CSB Board vote on the FY 2019 DBHDS Performance Contract.

Ms. Geraldine Hunt motioned for approval of the Performance Contract as presented. Dr. Linda Bright seconded. There being no opposition the FY 2019 DBHDS Performance Contract is approved as submitted.

Approval of the Board Minutes

- **April 2018**
- **June 2018**

Ms. Cox asked for any changes to the minutes.

Dr. Bright motioned for approval Ms. Trask seconded. There being no revisions the minutes were approved as written.

Committee Reports:

Developmental Services: August 2018

Dr. Linda Bright

Dr. Bright provided an overview of the meeting which included a brief overview of waiver as well as case management and community employment options.

Behavioral Health: August 2018

Ms. Kay Ashby

Dr. Joyce Harvey chaired the meeting. The meeting included an overview by Ms. Shelby Giles on the PATH program. Ms. Leanne Brant provided information on awareness events. Flyers were provided to the Board.

Executive Committee: August 2018

Ms. Carrollyn Cox

The meeting was held at SkillQuest. Ms. Cox reviewed the bylaws with the city attorney, Mr. Ingram. Mr. Ingram provided a suggestion for a minor revision regarding the duties of the Secretary.

During the review of the Executive Committee meeting, Ms. Aileen Smith introduced Dr. Leone, the new Medical Director for BHDS. She also reminded everyone that the Infant Program Graduation Ceremony is this evening at 5:00 at Wycliffe Church.

Ms. Aileen Smith also announced that the new DBHDS Commissioner, Dr. Melton is coming Friday morning. He will meet briefly with staff, tour P6 and the Housing Resource Center.

Ms. Aileen Smith shared that, based on regulation and licensure updates, there will need to be some alterations and enhancements in service delivery at some Developmental Services programs. More information to follow.

Ms. Dawn Rykheart shared that Ms. Maria Kurtz is the new CSB Financial Director.

Ms. Cox then announced that a Nominating Committee will convene in September and voting will be held in November for the positions of Chair, Vice Chair and Secretary.

VIRGINIA BEACH COMMUNITY SERVICES BOARD

Financial Report Year to Date

Ms. Maria Kurtz

Report is included in the packet.

Old Business

- By-Laws update and slight modification: Ms. Cox to run the changes by Attorney Rod Ingram.

New Business

- SkillQuest updates: Please note that the MOCA Art Show is October 29th

Matters of the Chair

Ms. Carrollyn Cox

- **Board Education**
 - September: Behavioral Health and Wellness (Prevention Services) and SkillQuest updates
 - October: Infant Services & Language Environment Analysis (LENA)

Matters of the Director / Deputy Director

Director Dannette Smith
Deputy Director Aileen Smith

None

DBHDS Dashboard (Included in the packet in January, April & August)

Ms. Angie Hicks
Mr. Tim Capoldo

Due to the scheduled tours the dashboards were not reviewed verbally. They are provided in the packet.

Other Business

- September nominating committee presentation

Public Comment:

Ms. Ashby: NAMI Virginia Beach will be moving. They do not have a location yet and are asking for assistance in locating a space. Ms. Ashby shared several upcoming events. Please see their website for full information.

Ms. Cox noted that during Mr. Walker's orientation she noticed that the orientation manuals are in need of updating. She will work with Ms. Aileen L. Smith and Ms. Cindy Buckler to update these.

Adjournment

The meeting was adjourned by the chair at 8:58

The next meeting is scheduled for September 28, 2018 @ 8:30am



EXECUTIVE CSB COMMITTEE MEETING

297 Independence Blvd, Suite 302
September 20, 2018
4:00–5:00 PM

AGENDA

Committee Members

Ms. Carrollyn Cox, Dr. Linda Bright, Dr. Joyce Harvey, Ms. Geraldine Hunt

City Staff Facilitator

Ms. Aileen L. Smith

City Staff Attendees: Ms. Andrea Lowe, Mr. James Thornton

Call to Order

4:01

Public Comment

None

Education

- September: Behavioral Health and Wellness (Prevention Services)
- October: Infant Services & Language Environment Analysis (LENA)
- November: To be determined

Old Business

- By-Laws update and slight modification. Ms. Cox to run the changes by Attorney Rod Ingram. Ms. Cox will get them to him within a week.
- BHDS Committees (Meeting dates and times)

New Business

- Updating the Orientation book. Ms. Cox and Ms. Buckler have begun a review and refresh of the book, to include a review of the policies
- Dr. Bright to present the Nominating Committee (Dr. Marsden, Geraldine Hunt)
- New Members

Matters of the Chair

none

Staff Updates /Director's Report

- Dannette R. Smith – Director and/or
Aileen L. Smith Deputy Director
 - SkillQuest updates: Note that the MOCA Art Show is October 29.
 - Brief discussion in regards to the shelter opening for Tropical Storm last week
 - Child & Youth Same Day Access
 - Andrea: ANSUN

Other Business and Agenda Setting

Adjournment

The meeting adjourned at 5:00

**City of Virginia Beach
Community Services Board
FY 2019 Budget v. Actual as of August 31, 2018**

Revenue Source	FY 2019 Budget	YTD Budget	YTD Collections	% of YTD Budget Achieved <i>(goal 100%)</i>
Fees for Services ¹	26,191,681	2,182,640	3,764,538	172%
State Revenue	13,299,864	2,216,644	2,171,824	98%
Federal Revenue	3,769,437	628,240	663,782	106%
Miscellaneous Revenue ²	6,364	1,061	1,657	156%
Fund Reserve	98,970	16,495	-	0%
General Fund Support ³	13,794,099	2,299,017	2,299,017	100%
Total Revenue	57,160,415	7,344,097	8,900,818	121%
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Expenditure Category	FY 2019 Budget	YTD Budget	YTD Spending	% Achieved
Personnel	44,766,949	7,461,158	6,335,970	85%
Professional Services	6,594,906	1,099,151	638,622	58%
Internal Services ⁴	1,494,604	249,101	988,218	397%
Other Charges	1,021,635	170,273	130,002	76%
Supplies	1,990,273	331,712	132,215	40%
Leases and Rentals ⁵	1,285,618	214,270	201,659	94%
Capital Outlay ⁶	6,430	1,072	-	0%
Total Expenditures	57,160,415	9,526,737	8,426,686	88%
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	Revenue Over Expenditures		474,132	
	⁷ PSH Receipts in Excess of Expenditures		(43,241)	
	⁷ OPT-R Treatment Receipts in Excess of Expenditures		(170,934)	
	Fees Receivable 0-90 days		1,466,764	
	Estimated Payables		(2,404,065)	
	(Deficit)/Surplus		(677,344)	

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