



VIRGINIA BEACH COMMUNITY SERVICES BOARD

Department of Human Services

Thursday, January 30, 2020

8:30 a.m. – 10:30 a.m.

Minutes

INFORMAL SESSION

Board Members Present	Board Members Absent	Staff Present
Carrollyn Cox	Gayle Colson	Aileen L. Smith
Joyce Harvey	Molly Trask	Angie Hicks
Yvonne Lewis		Tim Capoldo
Lori Bridges		Maria Kurtz
Susannah Uroskie		Grady Bird
Pat Alspaugh		Donald Kirtland
Todd Walker		Jim Thornton
Carla Hesseltine	Council Liaison	
	Guests	
	Valerie Kollar, Intra-Cellular	

INFORMAL SESSION

Call to Order / Dr. Joyce Harvey, Chair

Dr. Harvey called the meeting to order at 8:31 a.m.

Board Education / Comprehensive Health Record (CHR) Update by Dr. Kirtland and Grady Bird

Mr. Bird provided the history of Cerner and the necessity of moving to a new system. He described the city's RFP process and the Welligent selection. Three CSBs in Virginia have selected Welligent and have engaged in conversations. Arlington and Henrico are slated to go live this year and are farther along in the implementation process. Mr. Bird reviewed the entire timeline from RFP to where we are now and the work that needs to continue before the system can go live. We are currently slated to go live in July of 2021.

Dr. Kirtland introduced himself to the new members. He provided a bit of history regarding our current electronic health record. Process mapping is a critical part of the process and our team is going to great lengths to ensure that it is done properly with Welligent.

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Ms. Cox asked about a Patient Portal. Dr. Kirtland shared that a patient portal is being reviewed as part of the CHR and determinations will eventually be made about which parts the medical record will be imported for consumer view. Ms. Hicks shared that we had offered a patient portal to some individuals a few years ago as part of the meaningful use project, but it was discontinued due to the limitations of the current system. Dr. Kirtland added that we hope to pull in information from external providers into our new CHR.

Ms. Smith thanked the staff for working so hard with what we have and being able to provide reports and statistics to the extent available from Cerner. Welligent should be able to provide more robust information.

Adjournment of Informal Session

The meeting was adjourned at 8:58 a.m.

Public Comment: Ms. Valerie Kollar from Intra-Cellular Therapies introduced herself and provided business cards to staff.

FORMAL SESSION

Call to Order / Dr. Joyce Harvey, Chair

Dr. Harvey called the formal session to order at 8:58 a.m.

Approval of the Board Minutes

The November minutes were reviewed. A correction to the attendance of Ms. Yvonne Lewis was made. Ms. Carrollyn Cox moved to accept the minutes, the Chair called for a second. The motion was seconded by Mr. Todd Walker. The minutes are accepted as submitted with the correction to attendance.

Committee Reports:

- **Executive Committee / Dr. Joyce Harvey**
Dr. Harvey reviewed the minutes from the January 23rd meeting.
- **Developmental Services Committee / Mr. Tim Capoldo**
In the absence of a Chair, Mr. Capoldo reviewed the minutes from the December 12, 2019 meeting. Ms. Meghan O’Laughlen provided a presentation on the services that Autism Learners provide. At the meeting Mr. Phil Black notified Mr. Capoldo that he will be resigning from the board.

Mr. Capoldo provided information about the DS Forum to be held on March 24th at the Advanced Technology Center on the TCC campus in Virginia Beach. Save the Dates have been sent and additional information will be provided in the near future.

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- **Behavioral Health / Ms. Angie Hicks**

In the absence of a Chair, Ms. Hicks reviewed the minutes from the December 12, 2019 meeting. PACT supervisors, Mr. Arnold and Ms. Sanders, provided the presentation and described PACT wraparound services as well as positive outcomes for the individuals served in PACT. Eligibility criteria was reviewed as well as current statistics for the program.

Financial Report Year to Date / Ms. Maria Kurtz

Ms. Kurtz reviewed the financials as of December 31, 2019. She noted that funds received up through December have been applied to November. Had the December receivables been captured we would be at 101% in receivables. She reviewed the lease funds and other variable revenues and payables.

Old Business / None

New Business

- **Finance training** / Staff have offered to provide training to increase the member understanding of the financial report. Dr. Harvey asked the members if they would like to have this training as the educational session at the April board meeting as an extended training session and all members in attendance agreed.
- **Joint CSB/SSAB Meeting** / Dr. Harvey reminded the board that the February 27 meeting will be a joint meeting with the SSAB. The meeting will be at the Parks and Recreation Administration building. The meeting will start at 8:30 a.m. Directions to the building were included in the packet and will be sent again to the CSB/SSAB members and staff.
- **Future Education Topics:**
 - February: Joint Meeting
 - March: Link Program
 - April: Finance
 - May: No meeting
 - June: Performance Contract
- Ms. Linda Botts, the new Emergency Coordinator, was introduced and provided a brief background.

Matters of the Chair

- **Appointment of Committee Chairs** / Both the DS and BH Committees are in need of chairs. Following a brief discussion of the duties, Ms. Yvonne Lewis volunteered to chair the BH committee and Ms. Lori Bridges will chair the DS committee.
- **Election of Officers** / Dr. Harvey spoke of the need for a Nominating Committee since one should have been formed in October. Ms. Cox moved for a waiver of the rules for nomination. The Chair called for a second. Ms. Susannah Uroskie seconded. The Chair called for discussion and questions. There being no questions or objections, the motion carried.
 - Ms. Cox moved that Dr. Harvey continue as the CSB Chair. The motion was seconded by Ms. Pat Alspaugh. Dr. Harvey called for discussion and questions. There being no discussion or questions, the motion was accepted as moved.
 - Dr. Harvey asked for the formation of a nominating committee for the position of Secretary, vacated by the resignation of Mr. Phil Black. Board members in attendance

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agreed that the rules for the Nominating Committee were waived as Ms. Susannah Uroskie volunteered for the position. There being no opposition Ms. Uroskie was appointed Secretary.

- **VACSB Legislative Updates** / Dr. Harvey shared that anyone can sign up to receive these updates vs. waiting for the link to be sent to them. Ms. Buckler, Recorder, will send the link to members so they can register for the updates, however she will also continue to forward the Legislative Updates when received. Ms. Lewis asked for a review of the bills and our legislative priorities. Ms. Hicks reported that a list of legislative priorities was developed and will be emailed to the board members. Ms. Hicks, Mr. Capoldo and Mr. Jim Thornton visited the General Assembly building on January 22nd and delivered bags to legislators that contained advocacy information and the legislative priorities document that Ms. Hicks will forward.
- **State Budget** / Ms. Hicks informed the board that the state budget includes the jail initiative at full funding for two fiscal years. The budget is not yet final approved, but the initiative appears to have full support.
- **VRA** / Ms. Lewis shared that the VRA was ratified Monday. Congratulations were extended to Ms. Lewis for her participation and hard work.
- **Financial Disclosure Statements** / There are still 2 outstanding statements. These are due to the city clerk by Monday and must be submitted by the deadline in order to remain on the board.
- **Recruitment of New Members** / Dr. Cameron Randle had to resign from the board due to work related priorities.
 - Members asked for a job description that can be shared with others to recruit new members.
 - Ms. Hicks reached out to three community contacts and requested that they survey interest among their networks.

Staff Updates / Director Aileen L. Smith / Deputy and Division Directors

- Ms. Smith provided a brief breakdown of the departments for new members
- The VACSB 2019 Annual Report was provided to all members and staff. Ms. Smith pointed to the Jail Initiative in the report.
- The department is actively recruiting for the Media and Communications position. Phone interviews will be scheduled.
- The department is actively recruiting for the Deputy Director of Social Services. The position has been posted.
- Recruitment is also underway for the Division Director for Behavioral Health and is currently posted.
- Ms. Smith, Ms. Hicks, and other members of the leadership team attended a budget meeting yesterday with the City Manager and Deputy City Managers.

Dashboard / Mr. Jim Thornton

Mr. Thornton reviewed the December 2019 state dashboard which is the most recent report that we received.

Other Business /

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- Ms. Smith thanked Dr. Harvey for her assistance with the CARF audit. For new members she explained that the audit reviews 930 standards, times 3 years. Units involved are DS Community Employment Options (CEO) and BH Transitional Employment Program (TEP), however, the review looks at operations for the entire organization. Due to the hard work of all involved, Virginia Beach received a three-year accreditation! To thank those involved, Dr. Kirtland organized an appreciation event and mugs were given to staff. Ms. Smith presented Dr. Harvey with the mug that was provided to staff.
- Dr. Harvey shared that a certificate of appreciation will be sent to Mr. Black in recognition of his services.
- Ms. Lewis will share a flyer for an event that will occur in Norfolk addressing gun violence.
- Ms. Hesseltine thanked Ms. Smith and staff for attending the Human Rights dinner.

Adjournment / Dr. Harvey, Chair

The meeting adjourned at 10:09 a.m.