



**City of Virginia Beach**  
**Human Services**

**VIRGINIA BEACH COMMUNITY SERVICES BOARD**

Department of Human Services

Thursday, June 25, 2020

8:30 a.m. – 10:30 a.m.

**Meeting Minutes**

*On March 12, 2020, Governor Northam declared a state of emergency due to COVID-19. Because of the catastrophic nature of the declared emergency, it is impracticable and unsafe to assemble a quorum of the Virginia Beach Community Services Board in a single location. In accordance with Virginia Code § 15.2-1413 and the City's Continuity of Government Ordinance adopted on March 31, 2020, and Chapter 854 of the 2019 Acts of Assembly as amended, this meeting of the Community Services Board will be conducted by electronic means.*

<b>Board Members Present</b>	<b>Board Members Absent</b>	<b>Staff Present</b>
Dr. Joyce Harvey		Angie Hicks
Carrollyn Cox		Paul Manansala
Molly Trask		Tim Capoldo
Yvonne Lewis		Jim Thornton
Lori Bridges		Maria Kurtz
Susannah Uroskie		Cynthia Buckler
Patricia Alspaugh		
Todd Walker	<b>Council Liaison</b>	
Carla Hesseltine		
Gayle Colson		
Patricia Pointer	<b>Guests</b>	

**INFORMAL SESSION**

**Call to Order**

The Community Services Board (CSB) Informal Session was called to order at 8:33 a.m. by Dr. Joyce Harvey, Chair.

**Board Education: Performance Contract Extension**

Ms. Maria Kurtz provided a presentation regarding the extension of the FY20 Performance Contract between the Virginia Beach CSB and the Department of Behavioral Health and Developmental Services (DBHDS) in the amount of \$64,416,384. Ms. Kurtz explained that DBHDS extended the current contract through December 31, 2020 due to the COVID-19 pandemic. The presentation included an overview of the performance contract and the contract terms that will change under the extension. Mr. Capoldo presented information regarding the new Exhibit M requirements related to the Department of Justice Settlement Agreement.

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Ms. Hesselstine and Dr. Harvey asked for clarification regarding two services outside of the Core Services Taxonomy. Ms. Kurtz and Ms. Hicks explained that Jail Educational Services and the Office of Consumer and Family Affairs are programs that do not fit into a core service taxonomy category and are 100% city funded, therefore are not reported via the performance contract. It was explained that internal reporting is done for the two services.

### **Public Comment**

None

### **Adjournment of Informal Session**

Dr. Harvey adjourned the informal session at 9:07 a.m.

## **FORMAL SESSION**

### **Call to Order: Dr. Joyce Harvey, Chair**

Dr. Harvey called the formal session to order at 9:08 a.m.

### **Approval of Board Minutes**

The February 27, 2020 CSB Board Meeting Minutes were reviewed. Ms. Susannah Uroskie made a motion to approve the minutes as written. Ms. Yvonne Lewis seconded the motion and having no objection, the meetings were approved as written.

### **Committee Reports:**

- **Executive Committee: Dr. Joyce Harvey**  
The committee did not meet due to COVID-19.
- **Behavioral Health Committee: Ms. Angie Hicks**  
The committee did not meet due to COVID-19, therefore Ms. Hicks reviewed the BH Numbers Served and Waiting List Report and the Incident Report Summary during the general board meeting.
- **Developmental Services Committee: Mr. Tim Capoldo**  
The committee did not meet due to COVID-19, therefore Mr. Capoldo reviewed the DS Slot Management Report and the Incident Report Summary during the general board meeting.

### **Financial Report Year to Date: Ms. Maria Kurtz**

Ms. Maria Kurtz provided a summary of CSB financial performance through May 30, 2020. As of the end of period 11, CSB revenue was recorded at 99% of YTD target; expenditures were recorded at 94% of YTD goal. Respectively, revenue recognized was valued at \$51,662,487 and expenditures at \$51,499,704.

Ms. Kurtz noted expenditures for leases and rentals had met the annual target with payments for June 2020 made in May of 2020 while expenditures for professional services and supplies were one

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month behind due to invoicing at the end of the month.

### **Old Business:** None

### **New Business**

- **Future Education Topics:** Dr. Harvey noted that the following educational presentations were rescheduled due to the pandemic. She also asked board members to email her with suggestions for future educational topics.
  - August: Finance Training (Maria Kurtz)
  - September: Project Link (Alicia Maisonave & Bridget Manyak)
  - October: TBD

### **Matters of the Chair**

- Dr. Harvey reminded board members that the August meeting will take place earlier in the month in order to approve the performance contract extension. Dr. Harvey stressed the importance of having a quorum at the August 13, 2020 board meeting and asked members for their preference for an in-person or virtual meeting. Board members voiced preference for a virtual meeting.
- Dr. Harvey thanked Ms. Hicks for the detailed weekly updates and voiced appreciation to everyone for the stellar work during the pandemic.

### **Matters of the Director / Deputy Director / Division Directors**

- Ms. Hicks thanked Dr. Harvey and the Board for their support and encouragement during the pandemic. She commended BHDS staff for the quick adjustment to telehealth in order to keep services going. Ms. Hicks also acknowledged Mr. Capoldo and all of the BHDS staff who work in 24/7 programs and serve individuals face-to-face every day.
- Mr. Capoldo provided an overview of a DMAS audit that took place from February 2, 2020 – February 13, 2020. The following Waiver services were reviewed: Case Management, Community Employment Options, Skilled Nursing, Skillquest and the Supportive Living Unit. A review of 95 consumer records was conducted as well as staff personnel records. They also conducted several client face-to-face interviews to discuss their satisfaction with services. Minor documentation issues were noted, however there were not any systemic issues and no paybacks were required. Both the auditors and the representative from DBHDS stated that overall the review went well and we were told, “well done Virginia Beach”. We have received the corrective action plan and it has been accepted by DMAS.
- Ms. Hicks provided an overview of a United Health Care desk audit that was requested in December 2019 with audit results received on June 8, 2020. The audit reviewed the following behavioral health programs: Case Management, PACT, Psychosocial Rehabilitation, Mental Health Skill Building, and Community-Based Crisis Stabilization. The audit results were favorable and one of the auditors noted that the review was one of the best they have seen in Virginia and demonstrated high quality treatment provision. Three minor areas of improvement were noted and training is being provided as part of the action plan.
- Ms. Hicks reported that the FCC Telehealth Grant was received by the FCC and is under review. If approved, the grant would cover some of the COVID related expenses for mobile

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equipment and also seek additional funding for the purchase of mobile equipment for staff and individuals served.

- Ms. Hicks provided an update on the hiring freeze exemptions. We have been fortunate to have many direct care positions exempted from the hiring freeze.
- Ms. Hicks gave an overview of re-opening plans. DHS buildings will be open to the public on July 6, 2020 and we will take a gradual approach to a safe re-opening. Teleworking will continue in order to limit the number of people in our buildings at any given time. Face-to-face meetings will be done by appointment and in a setting that permits social distancing. Deep cleanings of our buildings will continue and individuals will be encouraged to wear face coverings while in common areas. We will continue to discourage gathering in groups in the upcoming months.

### **Dashboard: Jim Thornton**

Mr. Thornton reviewed the March 2020 state dashboard which is the most recent report that we have received.

### **Adjournment: Dr. Harvey, Chair**

The meeting adjourned at 10:23 a.m.