



VIRGINIA BEACH COMMUNITY SERVICES BOARD

Department of Human Services

Thursday, November 19, 2020

8:30 a.m. – 10:30 a.m.

Meeting Held via WebEx:

Meeting Link: <https://vbgov.webex.com/vbgov/j.php?MTID=md2d75b63e89b7d119f47973abe944468>

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 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 September 15, 2020, and Chapter 1289 of the 2020 Acts of Assembly, this meeting of the Community Services Board was conducted by electronic means.

Agenda

INFORMAL SESSION

Call to Order

Dr. Joyce Harvey, Chair

Public Comment

Board Education: Evidence Based Practices for Children & Adolescents

Mr. Jim Thornton

Mr. John Paradiso

Adjournment

Dr. Joyce Harvey

FORMAL SESSION

Call to Order

Dr. Joyce Harvey

Approval of Board Minutes: October 29, 2020

Committee Reports:

Executive Committee: November 12, 2020

Dr. Joyce Harvey

Developmental Services: N/A

Ms. Lori Bridges

Behavioral Health: N/A

Ms. Yvonne Lewis

Financial Report Year to Date

Ms. Maria Kurtz

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Old Business:

- Vote on Ballot of Nominees for CSB Officers

Dr. Joyce Harvey

New Business

- Performance Contract Extension
- VACSB Public Policy Brochure and Legislative Activities

Dr. Joyce Harvey

Matters of the Chair

- New Board Member Announcement

Dr. Joyce Harvey

Matters of the Director / Deputy Director

- Upcoming DBHDS Licensure Reviews
- DS: Onsite Flu Shots
- DS: COVID-19 Vaccination Program
- ODU Partnership
- ASTDT Update

**Director Aileen Smith
Deputy Director Angie Hicks**

Other Business:

Adjournment

Dr. Joyce Harvey



City of Virginia Beach
Human Services

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Virtual Meeting Held via Webex

Meeting Minutes

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INFORMAL SESSION

Board Members Present	Board Members Absent	Staff Present
Carrollyn Cox	Katrice Washington	Aileen L. Smith
Joyce Harvey		Angie Hicks
Yvonne Lewis		Tim Capoldo
Lori Bridges		Maria Kurtz
Susannah Uroskie		Jim Thornton
Pat Alspaugh		Kenneth Chandler
Todd Walker		Donald Kirtland
Carla Hesseltine	Council Liaison	Grady Bird
Gayle Colson	Mayor Bobby Dyer	Cynthia Buckler, Recorder
Molly Trask		
Patricia Pointer	Guests	

INFORMAL SESSION

Call to Order

The Community Services Board (CSB) Informal Sessional was called to order at 8:30 a.m. by Dr. Joyce Harvey, Chair. Dr. Harvey informed everyone that the meeting was being held virtually in accordance with state and local emergency regulations and that the meeting will be recorded.

Board Education: IT and CHR Updates

Mr. Grady Bird, City of Virginia Beach HHS Team and Mr. Andrew Reece of Winbourne Consulting provided an update on the Comprehensive Health Record project as well as several other IT projects, including the completion of telehealth offices for key BHDS locations.

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Public Comment

None

Adjournment of Informal Session

Dr. Harvey recognized Mayor Dyer who attended the meeting. Mayor Dyer thanked the board for their valuable services to our community. Dr. Harvey adjourned the informal session at 8:55 a.m.

FORMAL SESSION

Call to order by Dr. Joyce Harvey, Chair

Dr. Harvey called the formal session to order at 8:56 a.m. For the record, a roll call was taken.

Approval of Board Minutes

The September 24, 2020 minutes were reviewed. Ms. Lori Bridges made a motion to approve the minutes as written. Ms. Susannah Uroskie seconded the motion and the members having no objections, the meeting minutes were approved as written.

Committee Reports:

- **Executive Committee:** Dr. Harvey informed the board that the meeting was held and today's agenda was created, which will include a report out from members who attended the VACSB Conference and a report from the Nominating Committee as well as the proposed annual meeting schedule.
- **Developmental Services Committee:** Ms. Lori Bridges provided an overview of the Incident Report and the Waitlist Report.
- **Behavioral Health Committee:** Ms. Yvonne Lewis informed the board that they had a presentation by Ms. Ava Lawrence and Ms. Shelby Giles on prevention efforts during the pandemic. The committee reviewed the Incident Report and Waiting List Report.

Financial Report Year to Date: Ms. Maria Kurtz reviewed the financial report for FY 2021 as of September 30, 2020.

Old Business

VACSB Virtual Conference: Ms. Susannah Uroskie provided a brief report regarding her experience at the VACSB Conference. She noted that the keynote speaker provided insight from a personal perspective and discussed the importance of lived experience in service delivery. She commented on the importance of board members staying engaged and asking questions. She would like to be very active as advocates with city council and state legislature.

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Ms. Yvonne Lewis also attended the conference and focused her attendance on workgroups addressing mental health issues. She encouraged others to attend next year.

New Business

- The Nominating Committee met on October 22, 2020 and presented the following recommendations for CSB Officers: Dr. Joyce Harvey for Chair, Ms. Carrollyn Cox for Vice Chair and Ms. Susannah Uroskie for Secretary. Dr. Harvey opened the floor for any additional nominations. There being no nominations from the floor, the motion to approve the ballot of officers was made by Ms. Carla Hesseltine and seconded by Ms. Molly Trask. With no objections, the ballot of officers will be brought forward at the November meeting for a vote.
- Dr. Harvey informed the board that a Joint CSB/SSAB Meeting will take place on February 25, 2021 and the 2021 – 2023 Strategic Plan will be presented. The meeting may take place in person if an appropriate location can be identified and if local conditions are safe to do so; if not, a virtual meeting will be convened.
- Future education topics were reviewed and there being no further suggestions from the board, the education topics will be scheduled as follows:
 - November: Evidence -Based Practices for Children & Adolescents (Jim Thornton)
 - December: No meeting
 - January: Adult Correctional Services (Dr. Kevin Cuffee)
 - February: Joint Board Meeting Strategic Plan Presentations (DHS Leadership)
 - March: Enhancements in Opioid Treatment (Shelby Giles & Theresa Newman)

Matters of the Chair

Proposed Annual CSB Meeting Schedule: The 2021 proposed CSB Meeting Schedule was provided before the meeting. Dr. Harvey noted that the August and November meetings are held earlier in the month due to the Performance Contract vote and the Thanksgiving holiday. Ms. Yvonne Lewis made a motion to approve the 2021 CSB Meeting Schedule and Ms. Patricia Alspaugh seconded. There being no objections the calendar was approved as presented.

Matters of the Director/Deputy Director

- Ms. Hicks reviewed the BHDS 2021-2023 Strategic Plan Goals. Director Smith shared that the pillars that had been established remain relevant to our work and will be carried forward. She thanked the board for their input in the electronic surveys that the department had to use due to COVID-19. The full scope of work will be shared at the February Joint Board meeting. Ms. Uroskie asked if a report could be compiled that shows the extent of completion of the previous goals. Ms. Hicks stated that it can be considered. Director Smith thanked staff for their hard work to pull together the plan and incorporate feedback in an environment where in-person meetings could not occur.
- Director Smith shared that we continue to take steps to ensure safety of staff during the pandemic. Supplies are being ordered to prepare for the winter months and we are accessing CARES funding whenever possible.
- Mayor Dyer shared that he is aware of a company in Virginia Beach that is producing masks

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and he can share the information. He thanked everyone for their contributions during this challenging time.

- Director Smith shared that Mr. Jim Thornton took the lead with starting a Unity Group to address inclusion and diversity within the department. This group includes staff representatives that discuss current events and how they are affecting staff. The group recently expanded to include Social Services. Ms. Lewis asked Jim for more information regarding this group. Jim shared that the group meets every other week and have set up a SharePoint site for resources. Ms. Lewis asked who the police use to assist them with mental health issues. Director Smith shared that the police have their own resources and Ms. Hicks shared that in a crisis event support can be provided by emergency services staff.
- Ms. Smith noted that we are expecting a budget reduction and we will keep the board members updated as information becomes available.
- Ms. Hicks informed board members that draft reopening plans have been developed for Beach House and SkillQuest. The plans have been sent to the Office of Emergency Management for review and feedback. The plans propose a tentative target date for opening in January, but our plans are fluid based on local conditions. Ms. Alspaugh asked if the Board could receive a copy of the plans and Ms. Hicks agreed to share the draft documents.
- Mr. Capoldo provided an update on the DS Quality Service Reviews. The reviews continue and the first round is expected to be complete by the end of November.
- Mr. Capoldo provided an update on the status of ICFs, the testing and precautions that have been implemented.
- Ms. Hicks noted that Director Smith provided an update on the budget and reiterated that we anticipate local and possibly state reductions.
- Ms. Hicks stated that the DBHDS Performance Contract extension that went into place in July expires in December. We expect to learn more about the next performance contract renewal or extension in the upcoming weeks.
- Ms. Hicks referenced the announcement that she sent to board members regarding the new Behavioral Health Division Director. Ms. Stacy O'Toole will start November 19, 2020.

Dashboard

Mr. Thornton reviewed the August DBHDS dashboard. There were some questions regarding our ratings with Substance Use Disorder (SUD) services. Mr. Thornton shared information about the state statistics and indicated that we are connecting with other localities to determine their approach to coding.

Public Comment

None

Adjournment: Dr. Harvey, Chair

The meeting was adjourned at 10:24 a.m.



EXECUTIVE CSB COMMITTEE MEETING

Thursday, November 12, 2020

4:00 PM – 5:00 PM

Virtual Meeting via Webex

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 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 September 15, 2020, and Chapter 1289 of the 2020 Acts of Assembly, this meeting of the Community Services Board was conducted by electronic means.

MEETING MINUTES

CSB Committee Members

Dr. Joyce Harvey, Ms. Carrollyn Cox, Ms. Susannah Uroskie

City Facilitator

Ms. Angie Hicks, BHDS Deputy Director

City Staff

Mr. James Thornton, Child and Youth Behavioral Health Administrator; Mr. Tim Capoldo Developmental Services Administrator; Cynthia Buckler, Executive Assistant (Recorder)

Guests: None

Call to Order

The meeting was called to order at 4:01 pm. Dr. Harvey provided information regarding emergency regulations that allow a virtual meeting and reminded everyone that the meeting will be recorded.

Public Comment

No public comment

Education

Dr. Harvey reviewed the upcoming board education topics:

- November: Evidence-Based Practices for Children & Adolescents (John Paradiso and Jim Thornton)
- December: No meeting
- January: Adult Correctional Services (Dr. Kevin Cuffee)
- February: Joint Board Meeting Strategic Plan Presentations (DHS Leadership)
- March: Enhancements in Opioid Treatment (Shelby Giles & Theresa Newman)

Old Business

There will be a vote on the ballot of nominees for CSB Officer positions that was approved during the October meeting. After some discussion, it was decided to leave the topic under old business.

New Business

Ms. Hicks informed board members that DBHDS announced that the current Performance Contract will be extended through June 30, 2021 and we expect to receive the extension document in December. If it is only an extension without significant changes, then it should not require the full vetting process.

Matters of the Chair

Dr. Harvey will announce the appointment of Ms. Diane Jones to the CSB and that she will begin in January 2021. Ms. Kay Ashby was also appointed; however, she had not applied and informed Ms. Terri Chelius, Deputy Clerk, that she declined the appointment. There was some discussion about the process given that neither had actually applied for reappointment. It was suggested that a policy may be necessary to prevent the current situation from reoccurring; however, it is unclear where the policy should originate given the nature of the event and that it has not happened before, to anyone's knowledge. Dr. Harvey noted that she did receive a list from Ms. Chelius for persons who are interested in serving. Ms. Uroskie volunteered to assist in the review. Ms. Cox offered to reach out to Jessica Abbott to ensure that she has Dr. Harvey's contact information.

Matters of the Director / Deputy Director / Division Directors

The following information will be reviewed at the November Board meeting:

- Upcoming DBHDS Behavioral Health Site Reviews: Ms. Hicks indicated that DBHDS will be conducting multiple licensure reviews for Behavioral Health programs. These reviews had been suspended due to COVID-19, but will now move forward and take place remotely. These are typical annual reviews and will cover approximately eleven service areas.
- Flu Shot Clinic: Mr. Capoldo shared that a flu shot clinic for the Group Homes and ICFs was set up by Sonya Knight, Nurse Manager. Normally staff go to their doctor or a facility. Sonya Knight partnered with Public Health to come to the sites to administer the flu shots. Dr. Harvey asked who would be liable if residents had any adverse reactions to the flu shot. Mr. Capoldo stated that our staff did not administer the injection and was not aware of any significant reactions other than the usual soreness at the injection site, etc. Symptoms beyond the expected soreness or swelling at the injection site would trigger an incident report. Mr. Capoldo also noted that there is a doctor's order for the flu shot; and if the guardian of a resident declines the order, the shot is not administered.
- Vaccination Program Application: Mr. Capoldo applied for a COVID-19 vaccination program that would allow coordination with pharmacies to provide vaccination on site for individuals/guardians who agree to vaccination. Information about a vaccine is still developing and it is too early to know how the process and timelines will proceed.
- ODU Partnership: Ms. Hicks informed board members that we are exploring an enhancement to our current agreement with ODU. We have an existing agreement for internships at various sites and the potential addendum would expand our partnership to include services by Nurse Practitioner students at various BHDS sites and also the Juvenile Detention Center. The ODU program can offer pop-up clinics and this is being explored as well. Ms. Hicks thanked Mr. Thornton for his work on the scope of services for the addendum that is currently under attorney review.
- ASTDT Update: The Service Modification was submitted to DBHDS to close the ASTDT program effective December 21, 2020.

- VACSB Annual Report: Ms. Hicks sent the VACSB Public Policy brochure to the Executive Committee prior to the meeting. She pointed out that the story on page 2 is a Virginia Beach success story. She suggested that we create a one-page document to reflect our priorities and include it in the brochure that will be mailed to legislators. The document will be created soon and shared with the Executive Committee members for feedback. Our priorities are usually tied to the VACSB budget priorities and will include advocacy for STEP-VA funding. Board members will have the opportunity to call the legislators as part of their advocacy and Dr. Harvey will ask for volunteers at next week's board meeting. A list of the legislators will be shared at the board meeting and members can pick who they would like to call.

Ms. Uroskie suggested including a handwritten note from the board member who will call the legislator. Members will be able to bring their handwritten notes to an office and it will be included with the public policy brochure and local advocacy document.

The goal for finishing the legislator packets is November 30, 2020. After the packets have been mailed, board members will be notified. The goal for board members to complete the legislator calls is December 20, 2020. Dr. Harvey plans to provide board members with information regarding the request prior to the board meeting.

Other Business:

The sound equipment in Pembroke 6, conference room 431 has been installed and tested. This will be the location for the November 19, 2020 meeting for the CSB Chair and staff that will be on-site.

Adjournment

The meeting adjourned at 4:51 pm.