

## VIRGINIA BEACH COMMUNITY SERVICES BOARD

Department of Human Services

February 23, 2017

8:30 a.m. – 10:30 a.m.

Board Members Present	Board Members Absent	Staff Present
Patricia Alspaugh	Kay Ashby	Dannette R. Smith
Phillip Black	Delores Bartel	Tim Capoldo
Linda Bright	Joyce Harvey	Angie Hicks
Carrollyn Cox	Luetilla Cuffee	Dawn Rykheart
Geraldine Hunt	Glacey Anol	Talika Smith
Myra Jennings	<b>Council Liaison</b>	James Thornton
Diane Jones		
Yvonne Lewis		
Allan Marsden	<b>Guests</b>	
Toney Reeves	Ron Pearson, VB Community Trust	
Diana Ruchelman	Burke W Margulies, VB Community Trust	

### INFORMAL SESSION

#### Call to Order

The Community Services Board (CSB) Informal Session was called to order at 8:35 a.m. by Chair Carrollyn Cox.

#### Public Comment

None

#### Board Presentation

- **Virginia Beach Community Trust Presentation:** Mr. Ron Pearson and Burke Margulies presented information from the Virginia Beach Community Trust which was established to allow families to provide future secured funding for their mentally of developmentally disabled family members in a way that does not jeopardize losing their public benefits. Mr. Pearson explained that a trust is a specified amount of money or other assets that are held for the benefit of an individual and administered by a trustee. The Virginia Beach Community Trust is a Special Needs Trust and each family can specify that certain assets be paid into their family member's Trust after death. In most cases, an advocate is designated by the family and advises the Board of Trustees on any special needs should they arise. All distributions must be approved by the Board of Trustees. The Virginia Beach Community Trust gives family members the peace of mind that their loved one will always have access to recreation, trips from or to family members, personal furniture, electronics and other personal comforts which benefit programs do not provide. The Trust also has an Exempt Fund which can provide similar comforts to individuals without their own trust and has been widely replicated throughout Tidewater and the entire United States.

#### Adjourn

Chair Carrollyn Cox adjourned the Informal Session at 9:30 a.m.

### FORMAL SESSION

#### Call to Order

The Community Services Board (CSB) Formal Session was called to order at 9:30 a.m. by Chair Carrollyn Cox.

### **Approval of the Board Minutes**

A motion was made by Ms. Linda Bright to approve the minutes from the January 26, 2017, board meeting; Ms. Myra Jennings seconded the motion and having no objection, the minutes were approved by the chair as distributed

### **Committee Reports**

- **Developmental Services Committee** – Ms. Linda Bright summarized the meeting notes for the February 9, 2017, DS Committee Meeting.
- **Mental Health and Substance Abuse** – Ms. Diana Ruchleman summarized the meeting notes for the February 9, 2017, MHSA Committee Meeting.
- **Executive Committee** – Ms. Cox summarized the January 19, 2017, Executive Committee meeting notes.

### **Financial Report**

- **Year-to-Date** – Ms. Talika Smith, CSB Finance Officer, provided a summary of revenue and expenditures. As of January 31, 2017, CSB revenue was recorded at 102% of YTD goal; expenditures were recorded at 87% of its YTD goal.

### **Old Business**

None

### **New Business**

- **June Board Education** – After a brief discussion board members decided to review the FY 2018-2019 performance contract as the education portion of the June 29, 2017, full board meeting for the purpose of providing information to new board members and an informative refresher for current members on the details and processes involved in the performance contract approval process.

### **Advocacy Update**

- Ms. Cox asked that Ms. Hunt manage the Advocacy Committee while Dr. Joyce Harvey is recovering from surgery. The next Advocacy Committee meeting will take place on Thursday, March 16, 2017, at 11:00 a.m.

### **Matters of the Chair**

- **Advocacy with General Assembly and Council (status of bills)** – Ms. Cox provided board members with information on house bills currently being considered in the Virginia Legislature. She further encouraged members to visit the Virginia Legislative Information Service (LIS) website at <http://lis.virginia.gov/> to find the status of active bills. Ms. Cox also suggested members should visit [www.vacsb.org](http://www.vacsb.org) to find more detailed information on the status of active bills; Carrollyn urged board members to read the bills in their entirety and contact legislators if they have any concerns about a particular bill.
- **Board Education Schedule** – Ms. Cox stated that the board education presentations for February – April will be as follows:
  - **March:** Short meeting, followed by Site Tours – West Neck, Magic Hollow, Beach Park West, SkillQuest (time permitting)
  - **April:** Full Board Meeting at Witchduck Annex, followed by tour of MHSA Program Programs (Behavioral Health and Wellness)
  - **May:** No Meeting

### **Matters of the Director/Deputy Director and Staff**

- **2017-2018 Budget** - Director Smith announced that the Budget Presentation to City Council will take place on April 11, 2017. Director Smith further states that the CSB Board will need to utilize our liaisons to advocate for the funding the Department is requesting.

Director Smith will be recommending quarterly meetings with city council members for the 2018-2019 city budget because she anticipates the 'asks' will only get larger in the future given the state of affairs surrounding mental health services in both state and local government.

- **Update on the Progress of the Departmental Strategic Plan** – Director Smith provided an update on the development of the HSD Strategic Plan; the plan is currently being written and will be launched in late May/June.
- **CSB/SSAB Joint Board Retreat** – Director Smith notified board members that the CSB/SSAB joint board retreat will take place on May 5, 2017 (location to be determined). The retreat will be facilitated by Ms. Catherine Williams, HSD Training and Development Coordinator and Ms. Ruth Hill, Executive Director, The Healing Place of Hampton Roads. Director Smith suggested that she would like to hold individual board retreats, possibly in August 2017.
- **CSB Fund Balance Memo** - The State recently requested information as to the VBCSB's plan for utilizing the general funds held in reserve. Ms. Dawn Rykheart provided a brief summary describing the fund balance. Ms. Rykheart states that the funds are unrestricted and vulnerable to being re-claimed by the State if there is no clear plan for the utilization of these funds. Ms. Rykheart urged board members to formulate a plan to utilize the monies in the general fund.

There was some discussion on the origin of the funds being either state or local funds. Director Smith agreed to research board minutes back to 2012 to see if there was any clarification on the origin of the funds.

Ms. Cox and Ms. Rykheart concurred in the assessment that the origin of the funds is inconsequential; regardless of whether the funds are state or local funds, they are unrestricted and could be re-claimed by either entity; both encouraged board members to think about the appropriate utilization of those reserve funds.

#### **Other Business**

None

#### **Adjournment**

Chair Carrollyn Cox adjourned the CSB Board formal session at 10:30 a.m.