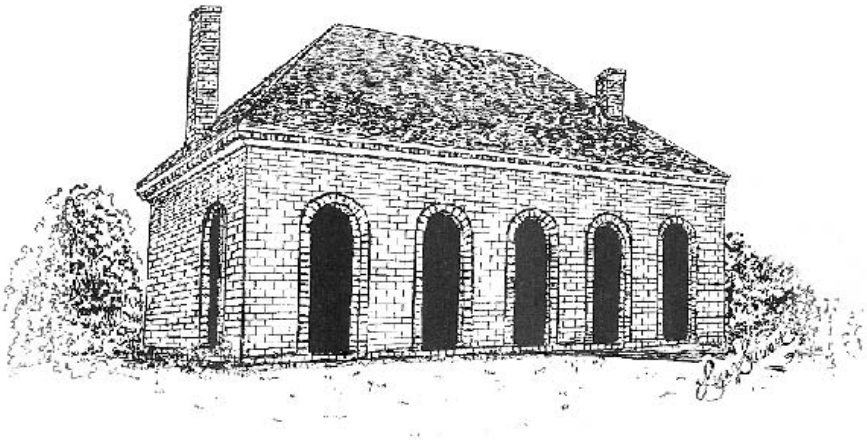
BOARD MEETING PACKET

PREPARED FOR
HANOVER COUNTY COMMUNITY SERVICES BOARD



MEETING DATE	**June 17, 2013**
MEETING TIME	**6:30 p.m.**
LOCATION	**Hanover Community Services Board Conference Room** **12300 Washington Highway** **Ashland, VA 23005**

STATEMENT OF MISSION

We partner with individuals to provide supports and services in the areas of

- Mental Health
- Intellectual Disabilities
- Substance Use Disorders

in their efforts to lead satisfying and productive lives in their communities.

AGENDA
HANOVER COUNTY COMMUNITY SERVICES BOARD

June 17, 2013 6:30 p.m.
Hanover Community Services Board Conference Room,
12300 Washington Highway, Ashland, VA 23005

5:30 p.m. – Work Session: CIT – Crisis Intervention Team

6:30 p.m. – Board Meeting:

1. **Welcome and Roll Call**

2. **Donations**

3. **Citizens Comments**

4. **Approval of Minutes – May 20, 2013 Board Meeting**

5. **Board Liaison Reports**
   a. **Hanover Mental Health Association – Jesselle Christenson**
   b. **Hanover Community Support Services – Bill Brenzovich**
   c. **Hanover Arc – Hamilton Holloway**

6. **Executive Director's Report**
   a. **Introduction of ID Services Director**
   b. **FY13 Accomplishments**
   c. **Other Items**

7. **Chairperson's Report**
   a. **Executive Committee Report**
   b. **Transportation Study Committee Report**
   c. **Board Member Activity**
   d. **Other Items**

8. **Action Item**
   a. **Approval of FY14 Fee Schedule**

9. **Closed Session**
   a. **Section 2.2-3711(A)(1) of the Code of Virginia – Annual Performance Evaluation of the Executive Director**

10. **Adjourn**

Next Regularly Scheduled Meeting: July 15, 2013, 6:30 p.m.
Hanover Human Services Conference Room
12304 Washington Highway, Ashland, VA 23005

BOARD OF SUPERVISORS

W. CANOVA PETERSON, CHAIRMAN
MECHANICSVILLE DISTRICT

SEAN M. DAVIS, VICE-CHAIRMAN
HENRY DISTRICT

WAYNE T. HAZZARD
SOUTH ANNA DISTRICT

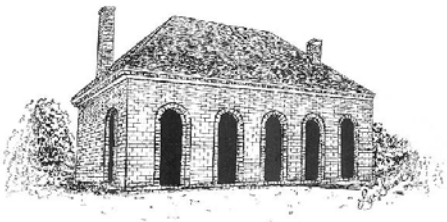
ANGELA KELLY-WIECEK
CHICKAHOMINY DISTRICT

AUBREY M. STANLEY
BEAVERDAM DISTRICT

G.E. "ED" VIA, III
ASHLAND DISTRICT

ELTON J. WADE, SR.
COLD HARBOR DISTRICT

CECIL R. HARRIS, JR.
COUNTY ADMINISTRATOR



HANOVER COURTHOUSE

HANOVER COUNTY

ESTABLISHED IN 1720

COMMUNITY SERVICES BOARD

IVY T. SAGER, MSW
EXECUTIVE DIRECTOR

12300 WASHINGTON HIGHWAY
ASHLAND, VIRGINIA 23005

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DRAFT OF MINUTES
May 20, 2013

Members Present	Members Absent	Others
Jesselle Christenson	Eric Hendrixson	Ivy Sager
Herb Sening		Peter Getts
Jean Edwards		Lisa Beitz
Sharon Bunger		Jim Taylor
Laurie Mathews		Stacy Johnson-Moore
Theresa Dixon		
Anna Rice-Wright		
William Brenzovich		
Hamilton Holloway		
Sean Davis		

WORK SESSION

A reception was held to honor Patricia A. Thacker, the 2013 Jean C. Harris Award for Excellence recipient.

BOARD MEETING

The meeting was called to order by Sharon Bunger, Chairperson, at 6:40 p.m. at the Hanover Community Services Board conference room, 12300 Washington Highway, Ashland VA 23005.

Welcome and Roll Call

Sharon Bunger, Chairperson, welcomed everyone to the Board meeting. The following members were present at roll call: Jesselle Christenson, Herb Sening, Jean Edwards, Sharon Bunger, Laurie Mathews, Theresa Dixon, Anna Rice-Wright, William Brenzovich, Hamilton Holloway, and Sean Davis.

Donations – None.

Citizen Comments – None.

Approval of Minutes

The minutes of the April 15, 2013 meeting were deemed approved as submitted.

Board Liaison Reports

1. Hanover Mental Health Association – Jesselle Christenson reported that HMHA plans to send some of their Board members to mental health first aid training, after which they will provide training to others. Ms. Christenson also reported that the Tom Hale Center continues to be open for public events and the HMHA continues to produce and send a newsletter.

2. Hanover Community Support Services – None.

3. Hanover Arc – Hamilton Holloway reported that attendance at "A Taste of Hanover" was at least as good as last year; should have the final numbers soon. The golf tournament fundraiser was also very successful. Mr. Davis noted that he is asking the state for more information regarding the changes in restraint measures and will respond to Hanover Arc after he has learned more.

3rd Quarter Financial Report

Peter Getts reported that there are no major changes since the 2nd quarter report; we are tracking as expected. Due to savings in personnel, we haven't needed to draw down as much as expected. We anticipate net overall revenue at $92k less than budgeted, primarily due to lower Medicaid billing, loss of rental revenue with the sale of Walnut Grove, and a reduction in reimbursable acute hospitalizations. With reduced purchase of services and reduced professional services expenses, we project a net $198k operating surplus. At present, we project revenue over expenses for FY13 of $559k.

Executive Director's Report

Ivy Sager reported that our new ID Services Director will join us on June 1st. Upcoming opportunities for Board member involvement include the Employment Services Annual Block Party on Thursday, May 23rd at Atlee Commons and the annual Staff Appreciation luncheon on Thursday, June 13th at Islamorada Fish Company (inside Bass Pro Shop). The March dashboard is included in this month's meeting packet. At present, the monthly dashboard serves primarily as a data tracking tool; target metrics are in development.

Peter Getts discussed the proposed fee schedule for FY14 (included in the meeting packet), which will be an action item next month. He noted that the Code of Virginia requires CSBs to maximize revenue while accounting for clients' ability to pay. The sliding fee scale, which will not change in FY14, accounts for ability to pay; that is, the maximum monthly fee a client pays is based on income and family size. With very few exceptions (indicated by double asterisks on the proposed fee schedule), the sliding fee scale is applied to the services listed on the fee schedule. The highlighted items on the fee schedule in the meeting packet indicate changes from FY13; changes in coding for Medicaid billing have driven the changes to the fee structure.

Lisa Beitz reported that May is Mental Health Awareness and Recovery month. Mental Health/Substance Use staff, including the Children's Team, have been doing a variety of things to celebrate and educate others about recovery.

Chairman's Report

Sharon Bunger reported that the Executive Director performance evaluation will be discussed at the June meeting. Jim Taylor explained the process and distributed copies of the performance evaluation form, which is a new, competency-based format being piloted for Department Heads this year. Jim will also email a copy to this Board. He asked that members share their input with him throughout the next month and be prepared to discuss during a closed session at the June 17, 2013 meeting. He noted that Ivy will propose focus forward goals; suggestions from Board members are welcome. Jim will compile input from this Board as well as other sources to deliver to Ivy during her evaluation.

Herb Sening reported that the Transportation Study Committee has gathered a lot of data, consulted with a variety of stakeholders and will soon develop recommendations to present to the Board during an upcoming meeting (June, or possibly July).

Sharon reported that Jeanie Edwards will serve on the Waiver Allocation Panel and Herb Sening will serve if Eric Hendrixson is unable to attend (Sharon will confirm with Eric). Delegate Peace and Senator McDougle also plan to attend the next Panel. There will be 12 slots to allocate.

Sharon pointed out several upcoming events and activities from the three-month planning calendar in the meeting packet. She noted Employment Services will hold their annual picnic on May 23rd; Day Health will hold a Memorial Day cook-out on May 24th; the Staff Appreciation luncheon will be on June 13th; and the Arc of Virginia's 2013 State Convention will be in August.

Sharon, Herb, Laurie Mathews and Terry Dixon attended the recent VACSB conference. All of the sessions members attended were interesting and very informative.

Other Business – None.

The next regularly scheduled Board meeting will be held June 17, 2013 at 6:30 p.m. at the Hanover Community Services Board conference room, 12300 Washington Highway, Ashland, VA 23005.

There being no other business, the meeting was adjourned.

Executive Director's Monthly Report
June 17, 2013

Mission Statement
We partner with individuals to provide supports and services in the areas of
•mental health
•intellectual disabilities
•substance use disorders
in their efforts to lead satisfying and productive lives in their communities.

A. **Executive Director**

General Updates
A citizen has expressed interest in being considered to represent the Chickahominy district on the CSB. Staff continues to provide support as requested so that the appointment can be made as soon as possible. The Transportation Study Committee held its final scheduled meeting on May 29th; draft recommendations will be forthcoming. Once again, I'd like to highlight the work of the Recovery Task Force during the month of May. Their daily emails bringing focus to recovery and related issues were very informative; the entire team is commended on the success of their efforts this year. Four Eagle Scouts who completed CSB-related projects were recognized at the May 22nd BOS meeting; Matthew Thomas, Adam Turner completed projects at Atlee Commons, while Pierce Ramsay and Jacob Moyar worked at Day Health. Lastly, Terrie Glass provided training to directors, coordinators and supervisors on May 30th; this was the beginning of a series of trainings she is providing to related to risk assessment and response.

Human Resources
During May, the following staff changes occurred: two hires (Clinician and part-time Relief worker) and one resignation (Psychiatric Nurse). The process to complete annual performance evaluations is well underway. The CSB Employee Appreciation Luncheon was held on June 13th at Islamorada.

B. **Business Operations**
The Day Health pavilion is taking shape. After contractor and weather delays, we are finally in the home stretch. It should be completed in the next few weeks and available to clients and staff in July.

C. **Clinical Services**
RAFT House members and staff collaborated with Laura Robertson, Hanover County Youth Services Specialist, to organize and facilitate a Hanover Youth Services Council project that occurred on Saturday May 18th. The project was intended to help RAFT House create a garden while at the same time helping the Youth Services Council interview candidates interested in becoming a member of the Council. As a part of the Global Youth Services Day, the RAFT House received a $500 grant for materials needed for the service project. These funds were used to purchase plants and other garden supplies for a vegetable garden and ornamental plants around the building. Even though it rained that day, 26 students came out. Seven RAFT members came in to help the students by guiding and working along with them in the garden and preparing the lunch that was served. Laura, 2 RAFT staff members, and two volunteers were there to support the success of this project that involved many moving parts.

D. Community Support Services
Employment Services
The Employment Services Annual Block Party was held on May 23rd. The event was a great success; everyone in attendance enjoyed the food and fellowship! Greg Ellison and Rita Troublefield met with human resources representatives from the Vitamin Shoppe and Covenant Woods in exploring possible placements.

Case Management

Michele Elliott continues to participate on the Regional Support Team. This committee was developed as part of the DOJ settlement to assist in breaking barriers for individuals in the community as well as those transitioning from the training centers. Michele is the ID Supports Coordinator Supervisor representative on the committee. Michele also participated in a regional meeting with the DOJ lawyers. The lawyers met with the ID Directors and representatives to discuss how the settlement agreement is being implemented and what issues may have arisen from the settlement.

In May, DBHDS allocated 11 new waiver slots to our agency; we also had a slot become vacated so a total of 12 will be allocated. The Case Managers began meeting with individuals and families to develop the presentation for the waiver panel. The waiver panel reviewed 24 individuals on the urgent needs list to determine who will receive one of the 12 available waiver slots.

Jesse Bea begin employment with Hanover CSB on June 1 as a Case Manager. His past experience includes being a Social Worker at Southside Virginia Training Center as well as a Support Coordinator for Henrico Area MH/ID Services.

Day Support

During May, staff attended medication recertification training as well as a number of other required trainings. On May 16, 2013 Pet Therapy was provided by Eileen Tier and her dog "Sandy." The Program Coordinator and Supervisors went to Patrick Henry High School to assess an individual interested in DHR services on May 21st. A Memorial Day Cookout was provided for the program participants on May 24th.

Executive Committee Meeting
Monday, March 18, 2013

Present: William Brenzovich, Sharon Bunger, Theresa Dixon, Herb Sening, and Ivy Sager

The meeting was called to order by Sharon Bunger at 7:53 p.m. at the Hanover Community Services Board conference room, 12300 Washington Highway, Ashland VA 23005.

Approval of Minutes: The minutes of the February 18, 2013 meeting were reviewed. The minutes were revised to reflect the general themes and discussions of the meeting. The revised minutes were approved.

Ivy Sager opened discussion on the Dashboard that is an evolving process. Current data are being evaluated as to the value of the data. Also, there are other data that she would like to report; however, there is not mechanism to capture the data at this time.

There was discussion on visiting similar CSBs to Hanover that are single locality policy administrative boards, like Chesterfield and Henrico. Both meet on the third Thursday of the month and both would welcome a visit from Hanover CSB Members. Sharon Bunger felt that meeting with other boards could be good in bringing about shared advocacy. Schedules permitting Sharon Bunger, Theresa Dixon, and Herb Sening will try to make a visit.

Human Rights Activities Report for Calendar Year 2012 was reviewed.

There was discussion about the CSB Board and staff meeting with the Board of Supervisors (BOS). It has been over a year since the CSB presented a briefing to the new BOS. This meeting would be an opportunity to answer any additional questions that BOS members may have, as well as an opportunity to provide elaboration on CSB services.

At the next Executive Board Meeting there will be a review of the Strategic Plan.

After the April meeting, the Executive Committee will meet as needed.

The Executive Committee will meet on April 15, at 7:30 PM after the Board meeting. The meeting was adjourned at 8:52 PM.

Respectfully submitted,

William E. Brenzovich, Sr.
Secretary

CSB Board
Three-Month Planning Calendar

July	August	September
-Annual Review of Policies, Procedures and Plans -Board Planning: 7/8/13 -Board Meeting: 7/15/13 **Work Session:** Hanover Cares	-4th Qtr/ End of Year Financial Report -State Performance Contract (Bi-annual) -Board Planning: -Board Meeting: **Work Session:**	-Board Finance and Strategic Planning -Board Planning: 9/9/13 -Board Meeting: 9/16/13 -Board 2x2 **Work Session:** TBD

Upcoming Events & Activities:

- **August 8-10:** Arc of Virginia's 2013 State Convention, Hilton Richmond Hotel, Short Pump

Hanover County Community Services Board
Action Item

Board Meeting Date: June 17, 2013

Issue: Revision of CSB Fee Schedule

Background: As part of the annual review of the fee scale and fee schedule, adjustments are recommended to the fee schedule. No changes are recommended to the sliding fee scale. The adjustments to the fee schedule, as attached, reflect changes to coding for Medicaid billing for intake evaluation, individual therapy, and medication review services as well as a reduction in the fee for the Family Matters course offered by the Prevention Team.

Action Recommended: Approve the proposed revised fee schedule to include the fee adjustments effective July 1, 2013 and retain the current sliding fee scale.

Proposed Hanover Community Services Fee Schedule FY2014

Service	Cost	Unit
Intake Evaluation	$127.00	Evaluation
Individual Therapy	$100.00	Hour
Family Therapy	$85.00	Hour
Court Attendance	$85.00	Hour
Group Therapy	$50.00	Session
Psychiatric Evaluation	$150.00	Evaluation
Crisis Intervention	$30.79	15 Min
Targeted Case Management	$326.50	Month
Psychosocial	$24.23	Unit
Intensive In Home	$60.00	Hour
Intensive Community Treatment (ICT)	$153.00	Hour
MH Support Services	$91.00	Unit
Medication Review with Psychiatrist	$148.00	Event
**Client No Show for Appointment w/o Cancellation	$15.00	Occurrence
**Drug Screen - Urine Screen in Office	$20.00	Test
SA/MH Evaluation	$90.00	Evaluation
Adolescent/SA Orientation - Discovery	$100.00	Month
Adolescent/SA Intermediate - Crossroads	$150.00	Month
Adolescent/SA - Juvenile Drug Court	$150.00	Month
Prevention Family Matters	$25.00	Group
Day Support - high intensity	$37.65	Unit
Day Support - low Intensity	$26.45	Unit
**Transportation No Show Fee	$8.50	Occurrence

Proposed Hanover Community Services Fee Schedule FY2014 (Page 2)											
TRANSPORTATION	0 to 3 Miles	4 to 6 Miles	7 to 10 Miles	11 to 15 Miles	16 to 20 Miles	21 to 25 Miles	26 to 30 Miles	31 to 35 Miles	36 to 40 Miles	41 to 45 Miles	Over 45 Miles
Ambulatory:	$ 2.50	$ 5.00	$ 7.00	$ 10.00	$ 12.50	$ 14.50	$ 18.00	$ 21.00	$ 26.00	$ 35.00	$40 base + .65/mi > 45mi
WheelChair:	$ 10.00	$ 12.50	$ 18.00	$ 27.00	$ 31.00	$ 38.00	$ 43.00	$ 49.00	$ 55.00	$ 60.00	$63 base+$1.25/ mi>45mi
Effective July 1, 2013											