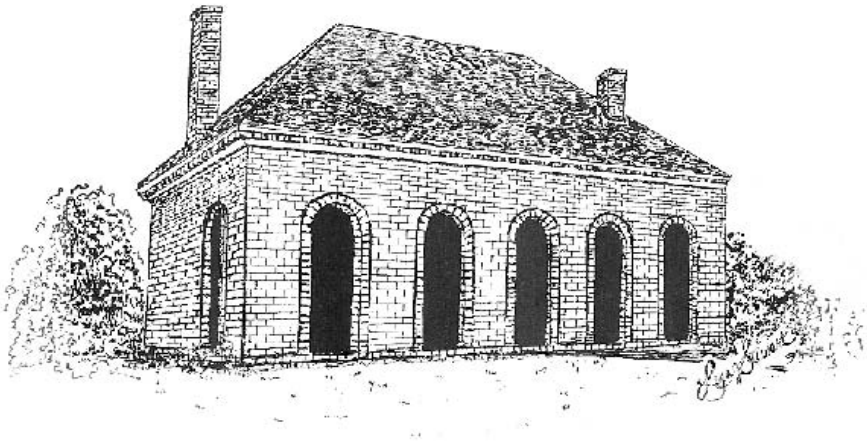
BOARD MEETING PACKET

PREPARED FOR
HANOVER COUNTY COMMUNITY SERVICES BOARD



MEETING DATE	**November 25, 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

November 25, 2013 6:30 p.m.
Hanover Community Services Board Conference Room,
12300 Washington Highway, Ashland, VA 23005

5:30 p.m. – Work Session: DOJ Settlement Update

6:30 p.m. – Board Meeting:

1. **Welcome and Roll Call**

2. **Donations**

3. **Citizens Comments**

4. **Approval of Minutes – October 21, 2013 Board Meeting**

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

6. **Executive Director's Report**
   a. **Directors' Reports**
   b. **Other Items**

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

8. **Action Item – RAFT Lease Renewal**

9. **Adjourn**

Next Regularly Scheduled Meeting: December 16, 2013, 6:30 p.m.
Hanover Community Services Board Conference Room
12300 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

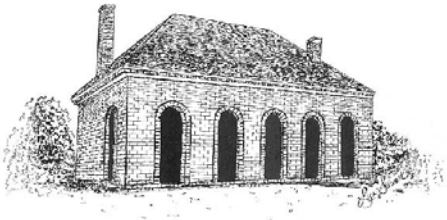
ANGELA KELLY-WIECEK
CHICKAHOMINY DISTRICT

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
October 21, 2013

Members Present	Members Absent	Others
Eric Hendrixson	Laurie Mathews	Ivy Sager
Scott Bateman	Anna Rice-Wright	Lisa Seward
Herb Sening	Sean Davis	Lisa Beitz
Jeanie Edwards		Peter Getts
Sharon Bunger		Donna Boyce
Theresa Dixon		Joelle Inge-Messerschmidt
William Brenzovich		John Shinholser
Hamilton Holloway		Victoria Derby
Thomas Blake		William Harrison
		Dana Overby
		William Overby
		Daniel Harrison
		Cynthia Harrison
		Garnett Harrison
		Troy Harrison
		Debbie Harrison
		Gennie Willinger
		Mike Garrison

WORK SESSION

Rhu Harris addressed the Board regarding the state of the County and Peter Getts provided a budget overview for FY15.

BOARD MEETING

The meeting was called to order by Sharon Bunger, Chairperson, at 6:47 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: Eric Hendrixson, Scott Bateman, Herb Sening, Jeanie Edwards, Sharon Bunger, Theresa Dixon, William Brenzovich, Hamilton Holloway, and Thomas Blake.

Donations
Upon motion by Theresa Dixon and second by Jeanie Edwards, a $100 donation to RAFT House from the Mechanicsville Catholic Men's Association was accepted.

Citizen Comments
John Shinholser, President and co-founder of the McShin Foundation, explained to the Board his advocacy efforts at the General Assembly. He also distributed a list of the McShin's accomplishments in 2013.

Troy Harrison shared his story of how the McShin Foundation has helped him.

Victoria Derby shared her son's experience, expressed her concern about increasing substance abuse among young people and expressed her desire for Hanover to have recovery support services in the jail.

Debbie Harrison shared her concern about substance abuse among young people in Hanover and her support for recovery services in the jail.

Danny Harrison shared his concern that insurance often does not cover recovery services so there are few resources available to young people with substance abuse problems.

Approval of Minutes
The following correction was made to the minutes of the September 16, 2013 meeting: there was a typographical error under the Year End Financial Report (page 3); change "signification" to "significant". The minutes of the September 16, 2013 meeting were deemed approved as corrected.

Board Liaison Reports

1. Hanover Mental Health Association – Sharon Bunger reported that she informed Linda Evans, HMHA Chair, that Jeanie Edwards will be the new liaison. Sharon also reported that HMHA may begin offering Mental Health First Aid training to our Board in January.

2. Hanover Community Support Services – Bill Brenzovich reported that there will not be a Santa Breakfast at Bass Pro this year; instead HCSS and Hanover Arc will work in, and receive the proceeds from, the outdoor concession stand at Bass Pro for nine weekends. Bill also reported that HCSS is still looking for a grant writer.

3. Hanover Arc – Hamilton Holloway reported that there will be a legislative candidate forum on Wednesday, October 23 at 6 p.m. in the Ashland Library. He reminded the Board that the Hanover Arc "Pumpkin Chunk-A-Thon" will be held on October 26th, and the Life in the Community Resource Fair will be held on November 16.

Executive Director's Report

Ivy Sager reported that "Team Hanover" had 77 participants in the recent NAMI Walk, 21 of whom were RAFT House members. The group raised $1850 and the "Team Hanover" t-shirt, designed by RAFT House members, won 1st place in the t-shirt contest.

Ivy also reported that she, Peter Getts and Donna Boyce attended the VACB Public Policy conference earlier this month and learned more about Medicaid expansion, the healthcare marketplace and progress on the DOJ settlement agreement. She reminded the Board that the VACSB Legislative conference will be held in January, in Richmond. The VACSB legislative agenda and public policy budget priorities will be discussed during at the November CSB Board meeting.

Ivy reviewed the quarterly transportation report that was included in the meeting packet. She noted that she will submit a Freedom of Information Act (FOIA) request to the Department of Medical Assistance Services (DMAS) to obtain usage data each month. The LogistiCare Regional Advisory Board has requested data about complaints but LogistiCare has yet to respond. She reported that County staff are in the early stages of updating the Human Services Strategic Plan. She noted that transportation is an issue for all human services agencies.

Lastly, she reported that Michele Elliott, Amy Thomas and Suzy Christopher are serving on various parts of the Special Education Advisory Committee (SEAC). We are working very closely with the schools around transition planning and planning for future needs.

Chairman's Report

Sharon Bunger reported that their last meeting, the Executive Committee discussed the CSB Strategic Plan, the bylaws, and Board vacancies. The Committee will meeting this evening, at the conclusion of the regular Board meeting. Topics on the agenda include the CSB Strategic Plan and legislative planning.

Sharon reminded members that the Nominations Committee will be selected during November's regular meeting. Anyone interested in serving should let her know. Ivy Sager reminded everyone present that Day Health and Rehabilitation will hold its open house and ribbon cutting ceremony for the new pavilion this Friday, October 25, at 3 p.m.; and CSB Employment Services' annual Blue & White Gala is Thursday, October 24 at Fairfield Presbyterian Church. She noted that the January regular meeting of this Board will be held on January 27, 2014, one week later due to a County holiday.

Action Item(s)

Upon motion by Bill Brenzovich, second by Scott Bateman, and carried by majority, the Rules of the Board were adopted with all revisions recommended by the Bylaws Committee.

Other Business

Herb Sening reminded members to update their Supervisor (from the Board of Supervisors) regularly about this Board's meetings and work.

The next regularly scheduled Board meeting will be held November 18, 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
November 25, 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
Staff continue to work with current CSB members and the Board of Supervisors related to appointments and reappointments for Jan. 1st. Staff also participated in the fall meeting of the Virginia Association of Local Human Services Officials; this is always an informative meeting on impacts to human service operations in localities. Participation also continues in the VACSB Public Policy Committee; soon, a sub-committee focused on possible legislative activity related to Logisticare and Medicaid transportation will be convened. CSB staff attended the Region IV meeting of Bringing Recovery Supports to Scale Technical Assistance Center Strategy (BRSS TACS). BRSS TACS is a statewide effort in response to Virginia being selected by SAMHSA in 2012 to participate in BRSS TACS Policy Academy (http://tie.samhsa.gov/Documents/pdf/factsheet_plain.pdf). Virginia's efforts focus on developing a framework for recovery oriented care and expanded peer services. We will continue to be at the table for Region IV's involvement in this effort.

Human Resources
In the month of October, we had 2 hires (Clinician and MH Case Manager) and 4 resignations (Relief, Psychiatric Nurse Supervisor and two Clinical Supervisors). All vacancies were posted for hiring.

B. **Business Operations**
Preparations continue for the implementation of the behavioral health services administrator contract with Magellan. Credentialing documentation was submitted and client insurance records are being updated to reflect the new payer structure.

C. **Clinical Services**
The Hanover CIT program is presently taking the lead on forwarding the goals that were developed in August's Cross Systems Mapping workshop. The CIT Coordinator has reached out to the "champions" that were identified at that time and has reaffirmed their commitment to be a leader in each of the five priority areas. The champions are then responsible to coordinate other community leaders to address the objectives that were agreed upon during the workshop. Some of the objectives identified include improved communication among stakeholders, increased services to individuals with mental illness who are incarcerated and strengthening the CIT program. A meeting to hear updates from all the participants that were involved in the Cross Systems Mapping initiative has been scheduled for February 2014.

D. Community Support Services
Hanover Supported Employment celebrated the 20th anniversary of the Blue & White Gala on October 24th. Two hundred employees, employers, staff, family and friends gathered to celebrate National Disability Employment Awareness month. Individuals and employers alike were recognized for their milestones and contributions in employment at 5, 10, 15, 20 and 25 years.

On October 25th Day Health at the Stonewall location in Mechanicsville had the ribbon cutting ceremony and celebrated the completion of the pavilion. Several members of the Board of Supervisors and our own Community Services board members were present for the event. One of the program participants shared his thoughts and conveyed his thanks to the county for the new outdoor space.

Case management has been impacted recently with one case manager on medical leave and another resigning to take a supervisory position at Goochland Powhatan CSB. The vacancy will be filled and another case manager is being added to the team as a result of an internal position change. The CM Coordinator provided a Community Based Waiver overview to representatives of Department of Aging and Rehabilitative Services. A cross-disciplinary team of case management and employment services met with Hanover Public Schools Transition staff to review individuals who will be graduating/exiting in June 2014 to better understand the types of supports these individuals will need. Case Managers met with DMAS and Logisticare representatives to review client transportation issues being encountered.

Executive Committee Meeting
Monday, July 15, 2013

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

The meeting was called to order by Sharon Bunger at 8:43 p.m. at the Hanover Community Services Board conference room, 12300 Washington Highway, Ashland VA 23005.

Approval of Minutes: The minutes of the May 20, 2013 meeting were reviewed. These minutes will be presented to the full board at the September17 meeting.

Ivy Sager indicated that a meeting of the CSB Board and staff with the Board of Supervisors (BOS) and the elected representatives to the General Assembly to discuss advocacy efforts is in progress. Scheduling that many people is difficult at this time.

The Strategic Plan is up for renewal. The Executive Committee began the review. The Executive Committee would like to move the plan to a fiscal year rather than calendar year.

After discussing rotating the Board meetings to the various CSB locations in the County the Executive Committee decided to keep the CSB Board meetings at the main office on Washington Highway.

The Board by-laws need to be reviewed annually. Sharon Bunger will appoint a committee to conduct the review.

Ivy Sager announced the Board will undergo major changes with two current vacancies and with Theresa Dixon and Anna Rice-Wright rotating off the Board. New members will need to be appointed. Also, Laurie Matthews and William Brenzovich first term end December 31 – both would need to be re-appointed.

The Executive Committee will meet on October 21 at 7:30 PM after the Board meeting.

The meeting was adjourned at 9:25 PM.

Respectfully submitted,

William E. Brenzovich, Sr.
Secretary

CSB Board
Three-Month Planning Calendar

December	January	February
-Appointment/ Reappointment of CSB Members, 12/12/13 BOS Meeting (if not before) -CSB Election of Officers -Board Planning: 12/9/13 -Board Meeting: 12/16/13 **Work Session:** Holiday Social & Recognition of Outgoing Members	-New Board Officers and newly appointed members begin term -New member orientation/tour -Board Planning: 1/13/14 -Board Meeting: 1/27/14* -VACSB Legislative Conference, Richmond Jan. 21 - 22, 2014 * Meeting date changed due to County Holiday **Work Session:** Regional Collaboration	- New Member Tour -2nd Qtr. Finance & G&O Progress Report -Harris Award Planning -Board Planning: 2/10/14 -Board Meeting: 2/17/14 **Work Session:** TBD

Upcoming Events & Activities:

- **November 21:** Board of Supervisors Legislative Meeting, 8:00am, Dollar Tree Community Room in the Brock Student Commons Center at Randolph-Macon College
- **December 11:** RAFT House Holiday Luncheon, 12:00noon

Hanover County Community Services Board
Action Item

Board Meeting Date: November 25, 2013

Issue: Lease Renewal – RAFT House, 14433 Washington Highway

Background: In September 2013, this Board authorized the execution of a lease renewal for one additional year for the RAFT House. The terms presented at that time included the previously agreed upon rental increase of three percent (3%), resulting in a new rental amount of $47,740.50/year. Since that time, negotiations related to this lease have resulted in an offer to forego the increase in rent and maintain a flat rental rate, if a two year contract is signed (CY 2014 and 2015, with CY 2016 as an option year, all at the same rate). The proposed contract also provides the CSB with the option to terminate the lease, without penalty, after the first year, provided that six months' notice is given.

In summary, the new lease options would provide greater flexibility while saving at least $1,390 per year. Alternative locations will continue to be evaluated as the County may be undertaking a major space study.

Action Recommended: Authorize the Executive Director to execute a two-year lease agreement for the RAFT House at the current rental rate with an early termination clause.