

**GOOCHLAND POWHATAN COMMUNITY SERVICES**  
**MINUTES**  
**August 3, 2020**

Goochland Powhatan Community Services Board of Directors held its August 2020 meeting on Monday, August 3, 2020 at Virginia House.

Present

Jackie Cahill  
Parthenia Dinora  
Julie Franklin  
Erin Harnage (via phone)  
Mariah Leonard  
Crystal Nielsen-Hall  
Renee Sottong

Absent

Angela Cimmino  
GaElla Matthews

Staff Attending

Stacy Gill  
Lateshia Brown  
Carinne Kight  
Allison Meyer  
Cheryl Smith

**Welcome**

Stacy Gill welcomed all Board and let them know she had two additions to the agenda that she would review at the end of the meeting. The meeting was brought to order.

**Minutes**

June 2020 meeting minutes were reviewed for approval and there were no additions or corrections.

**ACTION:** Motion to approve June 2020 meeting minutes, was made by P. Dinora, seconded by M. Leonard. Motion carried by all and June 2020 minutes were approved.

**VACSB August message to legislators**

Stacy went over the statements that were provided to Board members. She explained that new expectations put in place due to DOJ settlement are included in the performance contract. These new expectations created a lot of extra documentation and work regarding provision of ID/DD services. The basics of the message are to request for considerations due to the pandemic and ask for allowances regarding dates, deadlines, etc. Stacy (and other Executive Directors) are hopeful that if the message is sent out before the special session the legislators will discuss at general session. Discussion around wording occurred and Stacy agreed to revise and send out form letter/communication to the Board members this week.

**ACTION:** Motion to move forward with recommended VACSB message to legislators was made by R. Sottong, seconded by C. Nielsen-Hall. Motion carried by all and message to legislators was approved.

### **2019-2020 Performance Contract Extension**

Stacy reminded the Board members that the CSB signs a performance contract with DBHDS every two years. She explained the contract lays out what the CSB is agreeing to provide including services, reporting data, etc. and it lays out what DBHDS agrees to pay. This year with all new elements that DBHDS was asking for the CSBs asked for an additional year before signing off on the new elements. DBHDS compromised and agreed to 6 months. This contract will go through December 31, 2020 and a new contract will be evaluated this fall, revised and in place as of January 1, 2021.

**ACTION:** Motion to approve FY 20 Performance Contract Extension as presented, was made by J. Cahill, seconded by C. Nielson-Hall. Motion carried by all and FY 20 Third Quarter budget report was approved.

### **VACSB Virtual Conference in October**

Stacy let the Board know that this year due to the COVID-19 pandemic VACSB is holding the October conference virtually. She explained that no agenda has been released yet and asked any Board members interested in attending let her know so she could get them registered.

### **Addition to the Agenda – COVID-19 Policy**

Stacy informed the Board that the Virginia Department of Labor and Industry (DOLI) released emergency standards that everyone must follow and implement. The policy being presented is due to these standards and goes through each thing in the regulations and how the agency must respond. The major component of the policy is that GPCS must outline how an employee reports if they test positive for COVID-19 or is suspected to be COVID-19 positive. In such a case the employee will quarantine for 14 days minimally. The policy also outlines the return to work only if the employee has either two negative tests (more than 24 hours apart) or no symptoms for 10 days after positive test. Also, of note in the policy is that the agency employees must follow any emergency order, and must disinfect areas per CDC guidelines. Management also must categorize each position (with documentation) as high, very high, medium, or low risk. The Board discussed the policy and what leave employees must use if they must quarantine.

**ACTION:** On motion of R. Sottong and seconded by M. Leonard the Board unanimously approved the COVID-19 policy as presented.

### **Addition to the Agenda – Work from Home Policy**

Stacy explained to the Board that management team had been evaluating a work from home policy prior to the onset of the COVID-19 pandemic. Currently, with most staff working from home it became a more urgent need to develop one. She explained that the policy reviews what requirements the employee must meet in order to be considered for a work from home arrangement and what is expected of the employee. In practice the agreement would be something the supervisor and employee discuss and agree on, then complete the documentation and the director will either approve or edit plan if necessary.

**ACTION:** On motion of P. Dinora and seconded by J. Cahill the Board unanimously approved the Work from Home policy as presented.

**Regional, State, and Federal Updates**

Stacy informed the Board that the state hospitals remain in critical status concerning the numbers of people being admitted. A few hospitals have been closed to new admissions due to COVID-19.

Stacy reported that all staff have returned from furlough. Most clinical staff are working from home. In home services is increasing the number of consumers being seen and ID/DD case managers are going out to visit consumers that agree to home visits.

Stacy updated the Board on the status of repairs to the agency facilities. All new windows were placed in Virginia House and in Taylor building. Additionally, plumbing in Virginia House was completed last week.

**Adjourn 5:55**

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Erin Harnage, Secretary  
EH/ck

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Date