

Goochland Powhatan
COMMUNITY SERVICES
Connect. Grow. Thrive.



P. O. BOX 189
GOOCHLAND,
VIRGINIA 23063

EXECUTIVE DIRECTOR
Stacy Gill, LCSW
(804) 556-5400

Mental Health Services
Developmental Disability Services
Substance Use Disorder Services

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Powhatan, VA 23139
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MEMORANDUM

TO: Members of the Goochland Powhatan Community Services Board

FROM: Julie Franklin, Chair *JF/288*

SUBJECT: Notification of Board Meeting

DATE: April 26, 2021

The Goochland Powhatan Community Services Board will meet on **Monday, May 3, 2021**. The meeting will begin at **4:30 p.m.** It will be in person at Virginia House in Goochland. We will continue to physically distance by at least six feet and masks are required. Also, weather permitting windows will be opened for better air circulation. If anyone is uncomfortable with meeting in person a Zoom link will be made available. Board packets will be sent out later this week via email.

You will find enclosed the following documents for the May Board Packet:

1. Minutes from the April 5, 2021 Meeting.
2. Memo January Budget Report
3. January Budget Report
4. Memo CSA Proposal
5. CSA Proposal
6. Memo New Child Case Manager Position
7. Child Case Manager Job Description
8. Memo Policy and Procedure Manual
9. Job Family Pay Scale Chart
10. Memo By Laws Update
11. By Laws
12. Unit Reports

Please review these materials prior to the meeting. We look forward to seeing you on the 3rd. *****If you find that you are unable to attend a Board meeting, please let us know as soon as possible. This will let us assess whether we will have a quorum or not, and re-schedule if necessary. Stacy Gill can be reached on her cell phone at 516-5137 (voice mail and text), or via email sgill@goochlandva.us. *****

Enclosures



GOOCHLAND POWHATAN COMMUNITY SERVICES
BOARD MEETING

May 3, 2021
4:30 P.M.
Virginia House

AGENDA

- I. Minutes of the April 5, 2021 Board Meeting (4:30 to 4:35)
Pages: 1 - 3
***Action: Approve or amend March 2021 minutes.**
- II. Clinical Director/Board Introductions (4:35 to 4:50)
Pages: NA
***Informational**
- III. January agency budget report (4:55 to 5:00)
Pages: 4 - 11
***Action: Approve or amend Jan. 21 budget report.**
- IV. Goochland and Powhatan Children's Services Act contract (5:00 to 5:10)
Pages: 12 - 13
***Action: Approve or amend preliminary contract with CSA for intensive case management.**
- V. Addition of Child Case Manager (5:10 to 5:15)
Pages: 14 - 18
***Action: Approve or amend new child case manager position.**
- VI. Policy and Procedure Manual Updates 5:15 to 5:25)
Pages: 19 - 22
***Action: Approve or amend updates**
- VII. GPCS BOD Update (5:25 to 5:30)
Pages: 23 - 30
***Action: Approve or amend GPCS BOD Updates edits**
- VIII. Regional, State and Federal Updates (5:30 to 5:40))
Page NA
***Informational**
- IX. Reports (5:40 to 5:45)
 - a. Board Chair
 - b. Executive Director
 - c. Other ReportsPages NA
***Informational**

X. Adjourn

Next Meeting: June 21, 2021 4:30 p.m. Location: Virginia House.

GOOCHLAND POWHATAN COMMUNITY SERVICES

MINUTES

April 5, 2021

Goochland Powhatan Community Services Board of Directors held its April 2021 meeting on Monday, April 5, 2021 in Virginia House, with a zoom link available to members unable to attend in person.

Present

Jackie Cahill
Julie Franklin
Erin Harnage
Mariah Leonard
Yvette McDermott Thomas
Crystal Neilsen-Hall
Renee Sottong

Absent

Angela Cimmino
Parthenia Dinora
GaElla Matthews

Staff Attending

Stacy Gill
Carinne Kight
Cheryl Smith

Welcome

Stacy Gill welcomed all Board and asked if there were any additions to the agenda. No additions were given, and the meeting was brought to order.

Minutes

March 2021 meeting minutes were reviewed for approval. There were no corrections or additions.

ACTION: Motion to approve March 2021 meeting minutes, was made by J. Cahill, seconded by R. Sottong. Motion carried by all and March 2021 minutes were approved.

Clinical Director Recruitment

Stacy reported to the Board that a clinical director has been hired. As she reported last month, there were good applicants and after second interviews Les Saltzberg was offered the position. He has a wealth of experience and has worked in the CSB system a long time and comes in with a fresh set of eyes on the agency programs and procedures.

December Agency Budget Report

Cheryl Smith, Account Analyst, provided the December 2020 budget report to the Board. She noted that GPCS is controlling expenses well, in addition to getting unexpected revenue, which results in a positive balance of \$443,000. In January, the balance is \$583,000 in the positive, but many vacancies have recently been filled which will bring it down some.

ACTION: Motion to approve December 2020 budget report as presented, was made by J. Cahill, seconded by R. Sottong. Motion carried by all and December 2020 budget report was approved.

Ability to Pay Scale

Carinne Kight, Director of Administration, presented the updated ability to pay (ATP) scales to the Board. The current scale was updated as of July 1, 2020. The scale is updated annually as the poverty guidelines, that the scale is based on, are updated annually. GPCS currently uses two different ATP scales, one general sliding fee scale and one specific to state plan option services (services paid under Medicaid).

There was discussion around services which GPCS does not charge for and if that should change in the future. Carinne also noted that she and Gwen Bates, Fiscal Supervisor, will be evaluating if the agency should move to a single ATP scale or continue the dual scales in FY23. Additionally, there was discussion around how consumers access the scale and the financial process.

ACTION: On motion of R. Sottong and seconded by J. Cahill the Board unanimously approved the ATP rate scale update as presented.

GPCS Retirees Health Insurance

Carinne Kight, Director of Administration explained to the Board that as of July 1, 2011 the GPCS policy was that those who retired from the agency did not have access to the agency insurance plans and pricing following their retirement. This was a policy change made at the time due to the rising cost of health insurance and at the insistence of Goochland County.

This year the County has decided to revise that policy and allow retirees to remain in the agency insurance plans and receive pricing. Carinne explained that this would mean changing the current policy so that all retirees meeting the identified requirements would have access to the agency insurance plans. Those retirees hired prior to July 1, 2011 would still receive the health insurance credit that is written into GPCS policy, those hired after that date would not receive the credit.

ACTION: On motion of Crystal Neilsen-Hall and seconded by J. Cahill the Board unanimously approved the revised GPCS retiree health insurance policy as presented.

GPCS Equity Intention Statement

Stacy informed the Board that the leadership team is working on scheduling a second all staff training on racial equity. She reminded the Board that the group Collective Incite conducted the agency's first one last March and noted that they will be conducting this one as well. In planning talks with the Collective Incite group they suggested developing an intention statement. This statement would focus on elements such as why are we talking about this, why does it matter, and be a guiding principle for the agency. Leadership team discussed it and is working to put together a small workgroup with participation at all levels, Board members, front line staff, supervisors, and leadership. Stacy will reach out to Board members to see who is interested. This will be a short-term work group, more than one meeting, but not ongoing.

ACTION: On motion of E. Harnage and seconded by R. Sottong the Board unanimously approved the development of a GPCS equity intention statement.

Regional, State, and Federal Updates

Stacy gave the Board an update on COVID planning at the agency. DMAS and DBHDS have put out some deadlines for when certain consumers must be seen in person again. Any Intellectual or Developmental Disability Case Management consumer must be seen in person as of May 1st. No more phone or video unless the family refuses and is not comfortable but must be thoroughly documented. Additionally, the DBHDS commissioner put out a deadline of April 1 for in person discharge planning from state hospitals and PACT teams. Agencies were required to hand in plans for meeting these deadlines, GPCS submitted the plan on March 26th.

Currently outpatient, mental health case management, and PIEP are doing most things virtually. Outpatient and mental health case management staff will start coming back into the office more and more over the next three weeks. The plan is that by May 17th all outpatient and mental health case management staff will be in the office 5 days a week doing telehealth. Once that is done the next step is to start evaluating the plans for their consumers coming back in for appointments.

The virtual VACSB conference is May 5-7th. Crystal and Yvette have asked to be signed up. If anyone else wants to attend they will let Stacy know so she can get them signed up.

Adjourn 6:02

Erin Harnage, Secretary
EH/ck

Date

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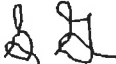
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Memorandum

TO: Julie Franklin, Chair and Members of
Goochland Powhatan Community Services Board of Directors

FROM: Stacy Gill, Executive Director 

SUBJECT: January Budget Report for Fiscal Year 2021

DATE: April 29, 2021

Cheryl Smith will review the January Budget Report for FY2021.

***Action: Approve or amend January Budget Report for FY2021.**

GOOCHLAND POWHATAN COMMUNITY SERVICES
ALL PROGRAMS COMBINED
BUDGET REPORT

FY2021						
Account Description	FY 2020 Actual	FY 2021 Approved	Through 1/31/2021	%	Over/(Under)	Note #
EXPENSE						
PERSONNEL						
Total Salaries and Wages	\$2,980,440	\$3,171,180	\$1,829,910	58%	(\$1,341,270)	
Total Fringe	\$798,874	\$824,110	\$477,873	58%	(\$346,237)	
Total Personnel Services	\$3,779,314	\$3,995,290	\$2,307,783	58%	(\$1,687,507)	
OPERATIONS						
Total Staff Development	\$25,554	\$27,644	\$11,178	40%	(\$16,465)	
Total Facility Expense	\$183,953	\$340,997	\$105,803	31%	(\$235,195)	
Total Supplies	\$115,788	\$126,546	\$82,645	65%	(\$43,900)	1
Total Travel Expense	\$96,502	\$119,935	\$22,389	19%	(\$97,546)	2
Total Consult/Prof Servs	\$847,370	\$438,008	\$358,679	82%	(\$79,329)	3
Total Misc. Expense	\$103,187	\$58,900	\$58,346	99%	(\$554)	4
Total Operations	\$1,372,356	\$1,112,031	\$639,041	57%	(\$472,989)	
TOTAL EXPENDED	\$5,151,670	\$5,107,321	\$2,946,824	58%	(\$2,160,497)	
INCOME						
State Income - MH	\$1,715,724	\$1,686,019	\$983,500	58%	(\$702,519)	
State Income - DD/ID	\$390,244	\$390,580	\$234,904	60%	(\$155,676)	
State Income - SUD	\$467,751	\$468,162	\$273,098	58%	(\$195,064)	
Federal Income	\$742,840	\$380,872	\$437,180	115%	\$56,308	
Goochland County	\$278,630	\$298,630	\$149,315	50%	(\$149,315)	
Powhatan County	\$278,630	\$283,630	\$149,315	53%	(\$134,315)	
Fees:					\$0	
Medicaid SPO	\$694,544	\$448,679	\$512,747	114%	\$64,068	5
Medicaid Waiver	\$613,735	\$490,893	\$245,379	50%	(\$245,515)	
Medicaid Transpo	\$35,084	\$16,561	\$11,058	67%	(\$5,503)	
Schools	\$0	\$0	\$0	0%	\$0	
Direct & Third Party	\$375,706	\$168,031	\$169,045	101%	\$1,015	5
Work Contracts	\$0	\$0	\$0	0%	\$0	
Program Activities	\$5,575	\$0	\$1,251	0%	\$1,251	
PIEP Part C	\$240,477	\$240,477	\$115,934	48%	(\$124,543)	
Reinvestment	\$177,425	\$177,425	\$88,713	50%	(\$88,712)	
Restricted-Grant	\$0	\$0	\$0	0%	\$0	
Reserves	\$0	\$0	\$0	0%	\$0	
Miscellaneous	\$338,607	\$57,362	\$158,341	276%	\$100,979	6
Interest and Other	\$0	\$0	\$0	0%	\$0	
TOTAL INCOME	\$6,354,972	\$5,107,320	\$3,529,780	69%	(\$1,577,539)	
BALANCE	\$1,203,302	(\$1)	\$582,957			

Notes:

- 1 - Narcan for Goochland & Powhatan Sheriff's Offices (\$16K), Computers purchased to do away with thin-clients (\$18K)
- 2 - Travel Expense is down because due to COVID-19, PIEP appointments have been virtual, most people are not driving between locations because they are working from home, and no conference or training is being done in other locations.
- 3 - Prevention SOR money - \$71K & Lawyer Fees - \$40K
- 4 - VEC Unemployment - \$29K
- 5 - Fees are coming in better than expected due to allowing Telehealth
- 6 - \$104K from HRSA Provider Relief Fund, \$20K refund for terminated Frontier Health SPQM Contract

Overall, Total Expenses are right on target, and Revenue is higher than expected
Same story as YTD Dec 2021

ADMINISTRATION AND PROGRAM DEVELOPMENT
BUDGET REPORT
FY2021

Account Description	FY 2020 Actual	FY 2021 Approved	Through 1/31/2021	% Expended	Balance
EXPENSE					
PERSONNEL					
Total Salaries and Wages	\$606,057	\$674,565	\$418,718	62%	(\$255,847)
Total Fringe	\$163,709	\$178,667	\$120,626	68%	(\$58,041)
Total Personnel Services	\$769,765	\$853,232	\$539,343	63%	(\$313,889)
OPERATIONS					
Total Staff Development	\$4,789	\$4,150	\$2,447	59%	(\$1,703)
Total Facility Expense	\$6,027	\$8,712	\$3,811	44%	(\$4,901)
Total Supplies	\$15,803	\$6,585	\$12,374	188%	\$5,789
Total Travel Expense	\$2,774	\$2,725	\$115	4%	(\$2,610)
Total Consult/Prof Servs	\$73,279	\$31,473	\$53,810	171%	\$22,337
Total Misc. Expense	\$10,868	\$10,634	\$5,554	52%	(\$5,080)
Total Operations	\$113,541	\$64,279	\$78,111	122%	\$13,832
TOTAL EXPENDED	\$883,306	\$917,511	\$617,454	67%	(\$300,057)
INCOME					
State Income - MH	\$644,699	\$522,226	\$294,993	56%	(\$227,233)
State Income - DD/ID	\$50,000	\$32,291	\$17,612	55%	(\$14,679)
State Income - SUD	\$100,000	\$159,344	\$86,912	55%	(\$72,432)
Federal Income	\$0	\$0	\$0	0%	\$0
Goochland County	\$278,630	\$96,825	\$33,548	35%	(\$63,277)
Powhatan County	\$278,630	\$81,825	\$33,548	41%	(\$48,277)
Fees:					
Medicaid SPO	\$0	\$0	\$0	0%	\$0
Medicaid Waiver	\$0	\$0	\$0	0%	\$0
Medicaid Transpo	\$0	\$0	\$0	0%	\$0
Schools	\$0	\$0	\$0	0%	\$0
Direct & Third Party	\$0	\$0	\$0	0%	\$0
Work Contracts	\$0	\$0	\$0	0%	\$0
Program Activities	\$0	\$0	\$0	0%	\$0
PIEP Part C	\$0	\$0	\$0	0%	\$0
Reinvestment	\$0	\$0	\$0	0%	\$0
Restricted-Grant	\$0	\$0	\$0	0%	\$0
Reserves	\$0	\$0	\$0	0%	\$0
Miscellaneous	\$338,607	\$25,000	\$150,841	603%	\$125,841
Interest and Other	\$0	\$0	\$0	0%	\$0
TOTAL INCOME	\$1,690,566	\$917,511	\$617,454	67%	\$300,056
BALANCE	\$807,260	(\$0)	\$0		

TRANSPORTATION
BUDGET REPORT
FY 2021

Account Description	FY 2020 Actual	FY 2021 Approved	Through 1/31/2021	% Expended	Balance
EXPENSE					
PERSONNEL					
Total Salaries and Wages	\$83,669	\$123,241	\$40,610	33%	(\$82,631)
Total Fringe	\$12,391	\$19,454	\$6,352	33%	(\$13,102)
Total Personnel Services	\$96,060	\$142,695	\$46,962	33%	(\$95,733)
OPERATIONS					
Total Staff Development	\$0	\$0	\$0	0%	\$0
Total Facility Expense	\$371	\$348	\$284	82%	(\$64)
Total Supplies	\$0	\$0	\$0	0%	\$0
Total Travel Expense	\$48,197	\$69,337	\$11,564	17%	(\$57,773)
Total Consult/Prof Servs	\$0	\$0	\$0	0%	\$0
Total Misc. Expense	\$75	\$2,500	\$5,446	218%	\$2,946
Total Operations	\$48,642	\$72,185	\$17,294	24%	(\$54,891)
TOTAL EXPENDED	\$144,702	\$214,880	\$64,255	30%	(\$150,624)
INCOME					
State Income - MH	\$54,809	\$81,883	\$22,518	28%	(\$59,365)
State Income - DD/ID	\$54,808	\$34,906	\$9,535	27%	(\$25,371)
State Income - SUD	\$0	\$0	\$0	0%	\$0
Federal Income	\$0	\$0	\$0	0%	\$0
Goochland County	\$0	\$40,765	\$10,572	26%	(\$30,193)
Powhatan County	\$0	\$40,765	\$10,572	26%	(\$30,193)
Fees:					
Medicaid SPO	\$0	\$0	\$0	0%	\$0
Medicaid Waiver	\$0	\$0	\$0	0%	\$0
Medicaid Transpo	\$35,084	\$16,561	\$11,058	67%	(\$5,503)
Schools	\$0	\$0	\$0	0%	\$0
Direct & Third Party	\$0	\$0	\$0	0%	\$0
Work Contracts	\$0	\$0	\$0	0%	\$0
Program Activities	\$0	\$0	\$0	0%	\$0
PIEP Part C	\$0	\$0	\$0	0%	\$0
Reinvestment	\$0	\$0	\$0	0%	\$0
Restricted-Grant	\$0	\$0	\$0	0%	\$0
Reserves	\$0	\$0	\$0	0%	\$0
Miscellaneous	\$0	\$0	\$0	0%	\$0
Interest and Other	\$0	\$0	\$0	0%	\$0
TOTAL INCOME	\$144,702	\$214,880	\$64,255	30%	\$150,625
BALANCE	\$0	\$0	(\$0)		

GOOCHLAND POWHATAN COMMUNITY SERVICES
MENTAL HEALTH CLINICAL SERVICES
 Budget Report
 FY2021

Account Description	FY 2020 Actual	FY 2021 Approved	Through 1/31/2021	% Expended	Over/(Under) Spent
EXPENSE					
PERSONNEL					
Total Salaries and Wages	\$1,089,298	\$1,126,461	\$648,619	58%	(\$477,842)
Total Fringe	\$278,111	\$280,315	\$161,095	57%	(\$119,220)
Total Personnel Services	\$1,367,408	\$1,406,776	\$809,714	58%	(\$597,063)
OPERATIONS					
Total Staff Development	\$11,982	\$15,205	\$6,558	43%	(\$8,647)
Total Facility Expense	\$85,358	\$151,143	\$49,282	33%	(\$101,861)
Total Supplies	\$44,785	\$63,265	\$20,055	32%	(\$43,210)
Total Travel Expense	\$17,212	\$17,000	\$907	5%	(\$16,092)
Total Consult/Prof Servs	\$685,468	\$353,900	\$254,054	72%	(\$99,846)
Total Misc. Expense	\$63,669	\$21,226	\$15,706	74%	(\$5,520)
Total Operations	\$908,474	\$621,739	\$346,562	56%	(\$275,176)
TOTAL EXPENDED	\$2,275,882	\$2,028,515	\$1,156,276	57%	(\$872,239)
INCOME					
State Income - MH	\$730,215	\$716,086	\$395,957	55%	(\$320,129)
State Income - DD/ID	\$34,159	\$46,978	\$24,388	52%	(\$22,590)
State Income - SUD	\$262,514	\$259,246	\$150,315	58%	(\$108,931)
Federal Income	\$644,778	\$380,872	\$385,366	101%	\$4,494
Goochland County	\$0	\$46,910	\$14,787	32%	(\$32,123)
Powhatan County	\$0	\$46,910	\$14,787	32%	(\$32,123)
Fees:					
Medicaid SPO	\$0	\$16,697	\$90,274	541%	\$73,577
Medicaid Waiver	\$0	\$0	\$0	0%	\$0
Medicaid Transpo	\$0	\$0	\$0	0%	\$0
Schools	\$0	\$0	\$0	0%	\$0
Direct & Third Party	\$375,706	\$165,106	\$150,393	91%	(\$14,712)
Work Contracts	\$0	\$0	\$0	0%	\$0
Program Activities	\$0	\$0	\$0	0%	\$0
PIEP Part C	\$240,477	\$240,477	\$115,934	48%	(\$124,543)
Reinvestment	\$177,425	\$76,871	\$49,679	65%	(\$27,192)
Restricted-Grant	\$0	\$0	\$0	0%	\$0
Reserves	\$0	\$0	\$0	0%	\$0
Miscellaneous	\$0	\$32,362	\$7,500	23%	(\$24,862)
Interest and Other	\$0	\$0	\$0	0%	\$0
TOTAL INCOME	\$2,465,274	\$2,028,514	\$1,399,380	69%	(\$629,134)
BALANCE	\$189,392	(\$1)	\$243,104		

MENTAL HEALTH CLINICAL SERVICES PROGRAM DETAIL

Budget Report
FY2021

Account Description	MH Clinical Services	SUD Clinical Services	PIEP	Part C	Emergency Services	CSH Acute Care	Prevention Services	FAST	Same Day Access	Total Clinical
EXPENSE										
PERSONNEL										
Total Salaries and Wages	\$152,182	\$132,658	\$156,368	\$0	\$8,285	\$0	\$61,568	\$0	\$137,558	\$648,619
Total Fringe	\$39,389	\$31,099	\$29,018	\$0	\$3,303	\$0	\$18,074	\$0	\$40,211	\$161,095
Total Personnel Services	\$191,572	\$163,757	\$185,386	\$0	\$11,588	\$0	\$79,642	\$0	\$177,768	\$809,714
OPERATIONS										
Total Staff Development	\$1,934	\$222	\$300	\$0	\$183	\$0	\$3,562	\$0	\$357	\$6,558
Total Facility Expense	\$12,797	\$10,132	\$3,154	\$0	\$11,574	\$0	\$2,484	\$0	\$9,142	\$49,282
Total Supplies	\$4,405	\$5,395	\$3,140	\$0	\$2,399	\$0	\$1,291	\$0	\$3,426	\$20,055
Total Travel Expense	\$476	\$176	\$131	\$0	\$82	\$0	\$31	\$0	\$13	\$907
Total Consult/Prof Servs	\$13,475	\$6,097	\$5,816	\$0	\$102,103	\$7,216	\$113,751	\$0	\$5,596	\$254,054
Total Misc. Expense	\$2,477	\$4,211	\$3,488	\$0	\$2,172	\$0	\$270	\$0	\$3,088	\$15,706
Total Operations	\$35,563	\$26,231	\$16,028	\$0	\$118,512	\$7,216	\$121,388	\$0	\$21,623	\$346,562
TOTAL EXPENDED	\$227,135	\$189,989	\$201,415	\$0	\$130,100	\$7,216	\$201,031	\$0	\$199,391	\$1,156,276
INCOME										
State Income - MH	\$102,909	\$0	\$0	\$0	\$85,648	\$7,216	\$19,600	\$0	\$180,584	\$395,957
State Income - DD/ID	\$0	\$0	\$24,388	\$0	\$0	\$0	\$0	\$0	\$0	\$24,388
State Income - SUD	\$0	\$119,415	\$0	\$0	\$0	\$0	\$30,900	\$0	\$0	\$150,315
Federal Income	\$5,000	\$187,866	\$0	\$0	\$0	\$0	\$192,500	\$0	\$0	\$385,366
Goochland County	\$0	\$0	\$7,287	\$0	\$0	\$0	\$7,500	\$0	\$0	\$14,787
Powhatan County	\$0	\$0	\$7,287	\$0	\$0	\$0	\$7,500	\$0	\$0	\$14,787
Fees:										\$0
Medicaid SPO	\$52,130	\$7,921	\$20,657	\$0	\$1,394	\$0	\$0	\$0	\$8,172	\$90,274
Medicaid Waiver	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Medicaid Transpo	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Schools	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Direct & Third Party	\$104,309	\$9,583	\$25,862	\$0	\$5	\$0	\$0	\$0	\$10,635	\$150,393
Work Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PIEP Part C	\$0	\$0	\$115,934	\$0	\$0	\$0	\$0	\$0	\$0	\$115,934
Reinvestment	\$0	\$0	\$0	\$0	\$49,679	\$0	\$0	\$0	\$0	\$49,679
Restricted-Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$7,500
Interest and Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INCOME	\$264,348	\$324,785	\$201,414	\$0	\$136,726	\$7,216	\$265,500	\$0	\$199,391	\$1,399,380
BALANCE	\$37,213	\$134,797	(\$0)	\$0	\$6,626	\$0	\$64,469	\$0	\$0	\$243,104

GOOCHLAND POWHATAN COMMUNITY SERVICES
CASE MANAGEMENT AND RESIDENTIAL SERVICES
 Budget Report
 FY2021

Account Description	FY 2020 Actual	FY 2021 Approved	Through 1/31/2021	% Expended	Over/(Under) Spent
EXPENSE					
PERSONNEL					
Total Salaries and Wages	\$1,201,416	\$1,246,913	\$721,964	58%	(\$524,949)
Total Fringe	\$344,664	\$345,675	\$189,801	55%	(\$155,874)
Total Personnel Services	\$1,546,081	\$1,592,587	\$911,764	57%	(\$680,823)
OPERATIONS					
Total Staff Development	\$8,784	\$8,289	\$2,174	26%	(\$6,115)
Total Facility Expense	\$92,197	\$180,794	\$52,425	29%	(\$128,369)
Total Supplies	\$55,200	\$56,696	\$50,217	89%	(\$6,479)
Total Travel Expense	\$28,320	\$30,874	\$9,803	32%	(\$21,071)
Total Consult/Prof Servs	\$88,623	\$52,635	\$50,816	97%	(\$1,819)
Total Misc. Expense	\$28,575	\$24,540	\$31,639	129%	\$7,099
Total Operations	\$301,700	\$353,828	\$197,074	56%	(\$156,754)
TOTAL EXPENDED	\$1,847,780	\$1,946,415	\$1,108,838	57%	(\$837,577)
INCOME					
State Income - MH	\$286,001	\$365,824	\$270,032	74%	(\$95,792)
State Income - DD/ID	\$251,277	\$276,405	\$183,369	66%	(\$93,036)
State Income - SUD	\$105,237	\$49,572	\$35,871	72%	(\$13,701)
Federal Income	\$98,062	\$0	\$51,814	0%	\$51,814
Goochland County	\$0	\$114,130	\$90,408	79%	(\$23,722)
Powhatan County	\$0	\$114,130	\$90,408	79%	(\$23,722)
Fees:					
Medicaid SPO	\$694,544	\$431,982	\$422,473	98%	(\$9,508)
Medicaid Waiver	\$613,735	\$490,893	\$245,379	50%	(\$245,515)
Medicaid Transpo	\$0	\$0	\$0	0%	\$0
Schools	\$0	\$0	\$0	0%	\$0
Direct & Third Party	\$0	\$2,925	\$18,652	638%	\$15,727
Work Contracts	\$0	\$0	\$0	0%	\$0
Program Activities	\$5,575	\$0	\$1,251	0%	\$1,251
PIEP Part C	\$0	\$0	\$0	0%	\$0
Reinvestment	\$0	\$100,554	\$39,034	39%	(\$61,520)
Restricted-Grant	\$0	\$0	\$0	0%	\$0
Reserves	\$0	\$0	\$0	0%	\$0
Miscellaneous	\$0	\$0	\$0	0%	\$0
Interest and Other	\$0	\$0	\$0	0%	\$0
TOTAL INCOME	\$2,054,430	\$1,946,415	\$1,448,691	74%	(\$497,724)
BALANCE	\$206,650	(\$0)	\$339,853		

CASE MANAGEMENT AND RESIDENTIAL SERVICES PROGRAM DETAIL

Budget Report

FY2021

Account Description	DD/ID CM Services	MH CM Services	SUD CM Services	In-Home Services	Virginia House	Monacan Rehab	Totals
EXPENSE							
PERSONNEL							
Total Salaries and Wages	\$122,240	\$144,046	\$11,454	\$177,837	\$114,990	\$151,397	\$721,964
Total Fringe	\$28,934	\$36,342	\$3,226	\$31,260	\$35,607	\$54,432	\$189,801
Total Personnel Services	\$151,174	\$180,388	\$14,680	\$209,097	\$150,597	\$205,828	\$911,764
OPERATIONS							
Total Staff Development	\$434	\$503	\$36	\$645	\$441	\$115	\$2,174
Total Facility Expense	\$9,731	\$12,603	\$0	\$3,150	\$11,990	\$14,952	\$52,425
Total Supplies	\$4,367	\$22,534	\$47	\$3,032	\$9,721	\$10,516	\$50,217
Total Travel Expense	\$0	\$94	\$870	\$7,655	\$61	\$1,122	\$9,803
Total Consult/Prof Servs	\$19,352	\$9,953	\$0	\$8,066	\$6,820	\$6,625	\$50,816
Total Misc. Expense	\$2,332	\$6,189	\$3,488	\$11,214	\$3,169	\$5,246	\$31,639
Total Operations	\$36,216	\$51,876	\$4,442	\$33,763	\$32,202	\$38,576	\$197,074
TOTAL EXPENDED	\$187,390	\$232,264	\$19,122	\$242,860	\$182,799	\$244,404	\$1,108,838
INCOME							
State Income - MH	\$0	\$22,400	\$0	\$0	\$247,632	\$0	\$270,032
State Income - DD/ID	\$0	\$0	\$0	\$10,128	\$0	\$173,241	\$183,369
State Income - SUD	\$0	\$0	\$35,871	\$0	\$0	\$0	\$35,871
Federal Income	\$0	\$40,712	\$11,102	\$0	\$0	\$0	\$51,814
Goochland County	\$25,558	\$0	\$0	\$39,779	\$0	\$25,071	\$90,408
Powhatan County	\$25,558	\$0	\$0	\$39,779	\$0	\$25,071	\$90,408
Fees:							
Medicaid SPO	\$173,925	\$222,113	\$9,246	\$0	\$17,189	\$0	\$422,473
Medicaid Waiver	\$0	\$0	\$0	\$153,173	\$0	\$92,205	\$245,379
Medicaid Transpo	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Schools	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Direct & Third Party	\$0	\$0	\$0	\$0	\$18,652	\$0	\$18,652
Work Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Activities	\$0	\$0	\$0	\$0	\$1,251	\$0	\$1,251
PIEP Part C	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reinvestment	\$0	\$39,034	\$0	\$0	\$0	\$0	\$39,034
Restricted-Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest and Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INCOME	\$225,041	\$324,259	\$56,219	\$242,859	\$284,724	\$315,588	\$1,448,691
BALANCE	\$37,651	\$91,995	\$37,097	(\$0)	\$101,926	\$71,184	\$339,853

EXECUTIVE DIRECTOR
Stacy Gill, LCSW
(804) 556-5400

Goochland Powhatan
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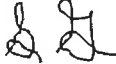
Mental Health Services
Developmental Disability Services
Substance Use Disorder Services

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Memorandum

TO: Julie Franklin, Chair and Members of
Goochland Powhatan Community Services Board of Directors

FROM: Stacy Gill, Executive Director 

SUBJECT: Goochland Powhatan Case Support Proposal

DATE: April 29, 2021

Goochland and Powhatan Offices of Children's Services are proposing an increased level of service for children served through the Children's Services Act (CSA) for case support. The proposal includes an increased rate of reimbursement for this service. The board will review the proposal and determine if this is an effort to be supported by GPCS.

***Action: Approve or amend CSA proposal for intensive case support.**

CSA/CPMT Approved Service Provision and Rate Structure for Goochland/Powhatan Community Services Board (CSB) Case Support Services

Powhatan and Goochland County CSA programs recognize the CSB is a fee for service agency, and therefore agree to fund Case Support Services for CSA cases whose lead case management is provided by the CSB at a rate of **\$980.00/month**.

- The CSB agrees to bill Medicaid for the first \$326.50/month if applicable with CSA funding the remainder of the \$980.00/month, so long as the case remains an Individual and Family Service Plan (IFSP), CSA/FAPT case and the CSB remains the Lead Case Management Agency for FAPT.
- The CSB shall file for Medicaid reimbursement for any Medicaid eligible services provided to any eligible child.

The following services and activities must be provided by the CSB CM, along with any other policy/procedure requirement by the applicable CSA Office:

- **Referral, Assessment, Identification, Development, and Implementation of an IFSP** which must include service needs, outcome goals and objectives, time frames, individuals responsible, and discharge planning and implementation.
- **Completion of any necessary assessments** required to cover all aspects of the child's life, including a Child and Adolescent Needs and Strengths Assessment (CANS), as this is the State mandatory uniform assessment tool. The CANS is a tool that has been adopted to assist localities in assessing a youth and family's strengths and needs. Any item in the CANS that reaches the level of a 2 or 3 is considered actionable, and should be considered in the IFSP development.
- **Modify the IFSP as necessary and present it to FAPT every three months (or more frequently as scheduled)**, along with any other required documentation.
- **Mandatory weekly case management contact, activity, or communication relevant to the IFSP is required.**
- **Weekly collateral contacts, to include but not limited to providers, other core agency staff, parents, guardians, youth to ensure proper monitoring and/or service delivery and promote implementation of the IFSP.**
- **Monthly follow-up and monitoring of service delivery through contacts with service providers, as well as monthly site visits and/or home visits (virtual as necessary per pandemic guidelines) to assess ongoing progress and ensure service delivery.**
- **Face-to-face contact with client must be made at least once every 30-day period (virtual as necessary per pandemic guidelines). The purpose of the face-to-face contact is for the CSB CM to observe the individual's condition, verify services are in fact being provided, assess the individual's satisfaction with services, determine any unmet needs, and to generally evaluate the individual's status.**

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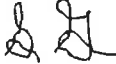
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Memorandum

TO: Julie Franklin, Chair and Members of
Goochland Powhatan Community Services Board of Directors

FROM: Stacy Gill, Executive Director 

SUBJECT: Child Mental Health Case Manager Proposal

DATE: April 29, 2021

GPCS has been working over the last 18 months to increase access to services for children. These efforts coupled with the CSA proposal for intensive case support have resulted in the need to consider adding a new position to provide mental health case management. The board will review the position and determine if this position should be added to staffing.

***Action: Approve or amend new child case manager position.**



	Title: Mental Health Child Case Manager	Page 1 of 4
Position Classification	Pay Family: Community Support	FLSA Status: Non-Exempt
Description	Pay Grade: 4	Benefit Eligibility: All
Employee Name (print):		
Employee Signature: (I have received a copy of this job description and my supervisor has reviewed it with me)		Date:
Supervisor Signature:		Date:
Director of Clinical Services Signature:		Date:
Executive Director Signature:		Date:
Date Position Description Last Reviewed: 10/09/2019		
Date Position Classification Last Reviewed: 6/01/17		

The following is a composite representation of the responsibilities for the respective job title. It is not intended to cover all possible job requirements or job factors of the titled position. Lines of supervision and reporting are as shown on the organizational chart.

DEFINITION

Under supervision of the Mental Health Case Management Supervisor, this position is responsible for providing case management services to children diagnosed identified as Seriously Emotionally Disturbed (SED) or at risk of SED, as well as to support youth served under the Child Services Act (CSA) for whom the CSB is the identified case management agency. These services utilize a team approach and are coordinated within the agency, community partners, and the family to meet the needs of the consumers and their families. Case management includes connecting the individual and family with services, acting as an advocate, and providing supportive counseling to aid with coping with mental health illness. This position will also provide education on mental health disorders, diagnosis, and monitor progress of treatment. In addition, the incumbent will provide case coordination to children and adolescents who are served through the Family Assessment Planning and Treatment team (FAPT). Services provided by this position may also include serving those who are diagnosed with co-occurring conditions such as substance use or developmental disabilities like autism. The Case Manager is responsible for preparing documentation with accuracy and completeness according to agency guidelines and regulations.

JOB EXPECTATIONS AND ESSENTIAL FUNCTIONS

Mental Health Case Management

- Complete psychosocial needs assessments to determine service requirements of the target population.
- Conduct initial assessments and develop Treatment Plans.
- Make referrals and coordinate services within the agency, community partners, and medical providers.
- Maintain monthly contact with each consumer and family and/or guardian unless otherwise specified in the consumer's Treatment Plan.

CSA Case Management

- Function as the point-of-contact for cases assigned by either Goochland or Powhatan FAPT.
- Monitor progress towards goals as specified in the FAPT Individual Family Service Plan (IFSP) and agency Treatment Plan.

- Maintain contact with FAPT families as delineated by agency guidelines and the Goochland County CSA Utilization Management System by preferred quarterly face-to-face contact with home visits as needed.
- Monitor all services to individuals and families.
- Ensure notification of other professionals/significant people of the FAPT staffing.
- Ensure all progress reports are available and notify fiscal agent if progress reports and outcome data are not received from vendors. (Progress reports include: academic records and behavioral reports from school staff; service provider/facility updates; family report if parents are unable to attend; court related reports; reports from guardian-ad-litem).
- Provides updates and recommendations to FAPT.
- Complete and monitor purchase of services orders and vendor invoices.
- Complete pre-staffing meetings with families to discuss the purpose of CSA and FAPT meetings.
- Follow-up with families before and after each FAPT meeting.
- Research and secure cost-effective services for families.

Overall Case Management

- Maintain collateral contacts with families of consumers or other community caregivers, providing educational and supportive services as needed;
- Assist in medication management, education scheduling appointments, and monitoring medication compliance.
- Attend scheduled administrative, clinical, and meeting involving the consumer's services treatment plan and progress as required.
- Complete documentation and enter into the GPCS Electronic Health Record ensuring compliance with all applicable regulatory standards.
- Provide crisis risk assessment, triage, safety planning, and referral to emergency services when appropriate.
- Attend in-service training sessions, conferences, workshops, seminars related to the provision of case management services for professional and program development.
- Establish and maintain effective working relationships with consumers, organizations and agencies responsible for providing services to target population.
- Perform other assigned duties as necessary within established policy and procedures.

REQUIREMENTS

EDUCATION

Bachelor's Degree in Human Services field of study (example include Social Work, Counseling or Psychology). An individual with experience necessary for credentialing as a Qualified Mental Health Case Manager.

EXPERIENCE

One year related experience in case management with knowledge and/or experience working with children that may include youth experiencing serious emotional disturbances or at-risk as identified by the Children's Service Act.

LICENSE(S)

Position will be required to possess a valid Virginia driver's license

PRE-EMPLOYMENT

Must submit to pre-hire criminal background check

KNOWLEDGE AND ABILITIES

- Knowledge of case management services to seriously emotionally disturbed or at-risk youth.
- Knowledge of individuals with severe mental health illnesses, substance use disorders, at-risk youth and the impact on individuals, families, and the community and related behavioral situations.
- Knowledge of the nature of serious mental illness and substance use disorders, including clinical and developmental issues.
- Knowledge of human personality growth and development.
- Knowledge of psychosocial and substance use disorder rehabilitation.
- Knowledge of treatment modalities and intervention techniques, such as behavior management, independent living skills training, supportive counseling, family education, crisis intervention, and service coordination.
- Knowledge of different types of assessments, including functional assessments, and their uses in service planning.
- Knowledge of case management and consumer assessment principles.
- Knowledge of treatment plan development and the service planning process.
- Knowledge of community services, programs and resources, to include availability of primary health care, support systems, eligibility criteria and intake processes, and generic community resources.
- Knowledge of interagency coordination.
- Knowledge of the use of medications in the care and treatment of mentally ill persons and persons with substance use disorders.
- Knowledge of emergency services and crisis intervention techniques.
- Knowledge of case management documentation of services standards.
- Knowledge of Goochland Powhatan Community Services policies and procedures.
- Knowledge of all applicable federal and state laws, state regulations and local ordinances.
- Ability to provide effective case management services for SED or at-risk youth, as well as, comprehensive record-keeping of activities and documentation.
- Ability to make DSM-V diagnosis, assessment, and ongoing evaluation of consumer.
- Ability to use information from assessments, evaluations, observations, and interviews to develop individualized treatment plans for SED or at-risk youth who may also have co-occurring diagnoses.
- Ability to establish and maintain good working relationships with all agency employees and other community partners.
- Ability to identify and document individuals' needs for resources, services, and other supports and how these can be utilized to promote achievement of an individual's goals.
- Ability to coordinate the provision of services to SED or at-risk youth by GPCS programs and other diverse public and private providers.
- Ability to exercise sound judgment, and demonstrate resourcefulness in problem solving and conflict resolution.
- Ability to work independently, take initiative, and make emergency judgments.

- Ability to handle emergency situations without direct supervision according to agency protocols.
- Ability to complete required training including Crisis Intervention/Emergency Behavior Support, and in-service First Aid and CPR training.
- Ability to effectively work and communicate with all types/levels of persons, maintaining a good rapport with individuals and families.
- Ability to effectively communicate orally and in writing.
- Ability to manage and maintain an active caseload requiring flexibility and organization and prioritization of tasks utilizing appropriate time management skills.
- Ability to work under pressure; meet inflexible deadlines; set priorities; and deal diplomatically with difficult individuals.
- Ability to tolerate verbal and possible physical abuse while maintaining a professional demeanor.
- Ability to have patience with individuals and individual's family members or guardians.
- Ability to communicate with individuals and individual's family members or guardians.
- Ability to access internet and use appropriate technology and applications including Microsoft Word and Excel.
- Ability to maintain confidentiality of consumer's information.
- Ability to safely operate a vehicle.
- Possess great attention to details, ensuring accuracy and completeness of all records and documentation according to agency guidelines and regulations.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

ENVIRONMENTAL CONDITIONS

Work environment will typically be working in an office, a clinical setting, or in the community. Work environment will involve traveling within the community and will include exposure to road hazards usually experience in driving in rural, county surroundings, interstate highway driving, including exposure to weather and temperature extremes that may affect driving conditions. May involve exposure to aggressive verbal and physical behavior, and exposure to infectious diseases from others.

Sitting: 70%; Standing/Walking 20%; Driving: 10%

Average Weight Required to lift or carry at any one time: 50 pounds for brief periods of time.

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Memorandum

TO: Julie Franklin, Chair and Members of
Goochland Powhatan Community Services Board of Directors

FROM: Stacy Gill, Executive Director 

SUBJECT: GPCS Policy and Procedure updates

DATE: April 29, 2021

GPCS Policies and Procedures are in the process of being updated. All recommended updates are being reviewed and vetted in conjunction with legal council to ensure current laws are appropriately addressed. Updates have been completed regarding changes with job categories and related pay scales. Recommendations in these two areas will be reviewed and discussed with the board.

***Action: Approve or amend updates.**

Pay Classification Families, Pay Grades, and Pay Bands

Family	Pay Bands	Education	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Minimum Annual	Midpoint Annual	Maximum Annual
Administration	1- Operations	HS	\$10.14	\$13.58	\$17.12			
	2- Administrative Support	HS	\$13.23	\$17.73	\$22.34	\$27,518	\$36,874	\$46,461
	3- Business/HR Support	HS	\$16.70	\$22.38	\$28.20	\$34,736	\$46,546	\$58,648
	4- QA Coordinator	MS	\$20.22	\$27.09	\$34.14	\$42,058	\$56,357	\$71,010
Direct Support	1- In Home Support	HS	\$10.15	\$13.60	\$17.13			
	2- Direct Support I	HS/QPPMH or AS/QIDP	\$13.25	\$17.75	\$22.37	\$27,560	\$36,930	\$46,532
	3- Direct Support II	HS/QIDP or BS/QMHP-A	\$15.38	\$20.74	\$26.14	\$32,000	\$43,145	\$54,363
	4- Case Manager	BS/QMHP/QIDP/ Certification	\$18.27	\$24.48	\$30.85	\$38,002	\$50,922	\$64,163
	5 - Clinician	BS/MS/ Non-Licensed or Licensed	\$19.77	\$26.49	\$33.38	\$41,122	\$55,103	\$69,430
	6 - ES Clinician	BS/MS/Licensed	\$23.11	\$28.66	\$36.11	\$48,069	\$59,605	\$75,103
Professional	1 - Nursing	LPN	\$19.33	\$25.90	\$32.64	\$40,206	\$53,876	\$67,884
	2 - Accounting	MS/CPA	\$21.63	\$28.99	\$36.54	\$45,000	\$60,300	\$76,000
	3 - Therapist	BS/MS/Licensed	\$34.58	\$46.34	\$58.38	\$71,926	\$96,381	\$121,440
	4 - PNP	MS/Doctor /Licensed	\$68.75	\$92.13	\$116.08	\$143,000	\$191,620	\$241,441
	5- Medical Doctor	Doctor	\$82.50	\$112.20	\$139.13	\$171,600	\$233,376	\$289,386
Management	1- Supervisor	HS/BS/MS/QMHP/ Licensed	\$22.60	\$30.28	\$38.16	\$47,008	\$62,991	\$79,368
	2- Director	BS/MS/QMHP	30.86	41.35	52.10	\$64,189	\$86,013	\$108,377
	3-Senior Director	BS/BS/QMHP/QIDP/MA/MS/Licensed	41.35	52.10	65.42	\$86,008	\$108,368	\$136,073
	3- Executive Director	MS	\$52.89	\$70.87	\$89.30	\$110,011	\$147,414	\$185,743

POSITIONS BY PAY FAMILY

Family	Pay Bands	Positions						
Administration	1- Operations	Van Driver	Wheelchair Van Driver					
	2- Administrative Support	Administrative Services Assistant		Eligibility Specialist				
	3- Business/HR Support	Business Support Generalist Payroll		Business Support Generalist AP/HR		Quality Assurance Assistant		
	4- QA Coordinator	Quality Assurance Coordinator						
Direct Support	1- In Home Support	In Home Support Specialist		Support Specialist Assistant				
	2- Direct Support I	Direct Support Professional		PSR Peer Support Specialist		PRN DSP		
	3- Direct Support II	In Home Support Coordinator		Lead DSP	Psychosocial Rehabilitation Specialist			
	4- Case Manager	ID/DD CM	MHCM	MH/CSA CM	SUD CM	Meds Only CM	PIEP Support Coordinator	Recovery Coordinator
	5 - Clinician	Community Development Specialist		MH Clinician	SUD Clinician	Access Clinician		
	6 - ES Clinician	ES Clinician						
Professional	1 - Nursing	Nurse Coordinator		Permanent Part Time Nurse				
	2 - Accounting	Account Analyst						
	3 - Therapist	Occupational Therapist		Physical Therapist	Speech Therapist			
	4 - PNP	Psychiatric Nurse Practitioner						
	5- Medical Doctor	Psychiatrist						
Management	1- Supervisor	Access Supervisor	Fiscal Supervisor	ID/DD CM Supervisor	In Home Supervisor	MHCM Supervisor	Monacan Supervisor	PSR Supervisor
		Operations Supervisor	Outpatient Supervisor	PIEP Supervisor	Prevention Supervisor			
	2- Director	Compliance Director						

	3-Senior Director	Senior Director of Administration	Senior Director of Clinical Services		Senior Director of Community Supports		
	3- Executive Director	Executive Director					

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Memorandum

TO: Julie Franklin, Chair and Members of
Goochland Powhatan Community Services Board of Directors

FROM: Stacy Gill, Executive Director 

SUBJECT: GPCS Board of Director By Laws

DATE: April 29, 2021

GPCS Board of Director By Laws have had some minor updates. The board will review the new By Laws and determine appropriateness.

***Action: Approve or amend GPCS BOD Updates/Edits.**

Goochland Powhatan Community Services Board of Directors Bylaws

Article 1: Name

The name of this body shall be the Goochland Powhatan Community Services Board of Directors, hereafter referred to as the "Board."

Article 2: Authority

The counties of Goochland and Powhatan established the Goochland Powhatan Community Services as an operational policy board pursuant to § 37.2 500 and appointed members of the Board pursuant to § 37.2-501 of the Code of Virginia, as amended.

Article 3: Purpose

The purpose of this Board shall be to act as the agent of Goochland County and Powhatan County, Virginia, in the establishment and operation of Community Mental Health, Development Disability, and Substance Use Disorder programs as provided for in Chapter 5 of Title 37.2 of the Code of Virginia as amended, relating to the Virginia Department Behavioral Health and Developmental Services.

Goochland Powhatan Community Services shall provide a system of comprehensive ~~community~~ mental health, developmental disability, and substance use disorder services within a continuum of care, and will function as the single point of entry into publicly funded mental health, developmental, and substance use services for residents of Goochland and Powhatan Counties. ~~These comprehensive services~~ which include emergency services, same-day access, primary care screening, outpatient services, day-support services, development disability intensive in-home services, residential services, mental health and developmental disability case management, behavioral health wellness, and early intervention services. The agency also provides access to inpatient facilities and/or other appropriate mental health, developmental disability, and substance use disorder programs, related to and integrated with existing and planned programs within the limits of aforesaid jurisdictional boundaries.

Article 4: Membership

Section A: Composition of the Board: The Board shall consist of 10 members, five current residents or property owners from Goochland County and five current residents or property owners from Powhatan County, appointed by the respective Boards of Supervisors.

Appointments to the Board shall be broadly representative of the community. One third of the appointments shall be individuals who are receiving or have received any public or private mental health, developmental, or substance use disorder services or family members of individuals who are receiving or who have received services. One or more members may be non-governmental services providers. Sheriffs or their designees shall be included, when

practical. No employee or board member of an organization which receives funding from any Community Services Board shall be appointed a member of the Board. New Board members will receive orientation from the Executive Director within the first month of appointment.

Goochland Powhatan Community Services Board Bylaws (2)

Section B: Appointments and Terms of Office: A member of the Board shall be appointed for a term of three years from the first day of July of the year of the appointment. No person shall be eligible to serve more than three full terms. Appointing authorities shall fill vacancies for unexpired terms in the same manner as original appointments. However, after a one-year period has elapsed since the end of a member's last three-year term, the governing body may reappoint that member in accordance with Chapter 5 of Title 37.2-502. The appointing authority may remove any member of the Board for cause, after giving the member a written statement of the cause and an opportunity to be heard.

Article 5: Duties and Powers of the Board Conflicts of Interest

Section 1. Duties and Powers: The Board, as a direct agent of the governmental entities that have established it, shall be subject to the laws and regulations relating to such agencies or those governments and shall have the general powers, duties and responsibilities of a Board as outlined in Chapter 5 title 37.2 as amended, reference to which is hereby made for a detailed description of the powers, duties and responsibilities therein outlined.

Section 2: Conflict of Interest: Membership of the Board shall conduct all its activities in such a manner as to preclude possible conflict of interest. No member of the Board shall vote on an issue in which they have direct or indirect interest or fiduciary interest.

Under the Virginia State and Local Conflict of Interest Act, a prohibited conflict of interest arises for an employee or Board member of Goochland Powhatan Community Services, or a member of his/her immediate family, who has a personal interest in a firm or business which contracts with Goochland Powhatan Community Services. A personal interest generally is defined as ownership of more than three percent of the equity or liability of the business or receipt of income or other commercial arrangement worth more than \$10,000 annually from the business which accrues to the employee/board member or a member of the employee's/board member's immediate family. Immediate family means (i) a spouse and (ii) any other person residing in the same household as the employee, who is a dependent of the employee/board member or of whom the employee/board member is a dependent.

Article 6: Officers of the Board

Section A: Officers: The officers of the Board shall be the Chair, Vice-Chair and Secretary. Officers shall be elected by the Board and shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Board and as directed by the Board.

Goochland Powhatan Community Services Board Bylaws (3)

Section B: Chair: The chair shall

1. preside at all meetings of the Board and the Executive Committee;
2. appoint members of standing or special committees;
3. serve as the immediate supervisor of and give direction to the CSB Executive Director in accordance with decisions of the Board and the Executive Director job description adopted by the Board;
4. coordinate negotiation of the performance objectives and evaluation criteria contained in the annually renewable employment contract and the annual performance evaluation of the Executive Director by taking into consideration feedback from all Board members and the CSB senior management;
5. work with the executive director to determine the types of Board meetings, agendas, reports, communications, and involvement that will enable other members to carry out their powers, duties, and responsibilities;
6. be an ex-officio member of all standing committees; and
7. perform other duties authorized by the Board.

The Chair also may:

8. appoint members to serve on task forces, committees, and other bodies on which representation of the Board is required or would be useful; and
9. assign other duties or responsibilities to standing committees.
10. In any votes of the Board, the Chairperson shall vote last. Upon the request of the Board, the Chairperson shall act as its representative.

Section C. Vice-Chair: In the absence of the Chair at any meeting or in the event of the disability of the Chair or a vacancy in that office, the Vice-Chair shall perform the duties of the Chair.

Section D. Secretary: The Secretary shall ensure that accurate records are maintained of all meetings of the Board and the Executive Committee. All records shall be maintained in the central administrative office of the CSB.

Article 7: Nomination, Election and Term of Officers

Section A: Nominating Committee: The Chair shall appoint a nominating committee consisting of one representative from each county to nominate a slate of Board officers for the next fiscal

year. The Nominating Committee chair shall present the proposed slate to the full Board at least one month prior to the election of officers.

Goochland Powhatan Community Services Board Bylaws (4)

Section B. Election: The Board shall elect its officers from among its membership at the next to last regular meeting in the fiscal year. When the slate of officers is presented to the Board, additional nominations shall be permitted from the floor. Officers shall be elected by a majority vote of appointed Board members:

Section C. Vacancies: Any vacancy occurring in an office shall be filled by a majority vote of appointed Board members.

Section D. Term of Office: The term of office shall be for one year beginning July 1. Officers shall be eligible for re-election.

Article 8: Board Meetings

Section A. Regular Meetings: The Board shall meet the first Monday of each month, except July, unless a meeting is rescheduled. Meetings are held alternately at the Goochland and Powhatan offices. In compliance with the performance contract between Goochland Powhatan Community Services and the Department of Behavioral Health and Developmental Services, the board will meet at least six times per year. For decisions to be made, the board must have a quorum at the monthly meeting. A quorum is one more than half of the filled seats at the time of the meeting.

Article 9: Executive Committee

Section A. Members: The three elected officers of the Board and one other Board member appointed by the Chair shall constitute the Executive Committee, and the Chair and Secretary respectively shall be Chair and Secretary of the committee. The CSB executive director shall provide staff support to the committee.

Section B. Authority: The committee shall conduct the necessary business of the Board between regular Board meetings. The Board must ratify any official action taken by the committee at its next regular meeting for the action to remain in effect.

Goochland Powhatan Community Services Board Bylaws (5)

Article 10: Reviews and Amendment

Section A. Quadrennial Review: The Board shall review its bylaws at least once every four years before its last meeting of the fiscal year and amend them as necessary.

Section B. Annual Review: The Executive Committee shall review these bylaws annually after the General Assembly session and recommend any necessary amendments before the start of the fiscal year, when new legislation becomes effective.

Section C. Amendment: The Board may amend these bylaws in whole or in part by a majority vote of the members of the Board at any regular Board meeting whenever such action is necessary, for example as a result of reviews in sections A or B, and when the amendments have been announced in the notice of that meeting. This notice shall include the specific bylaw provisions proposed for amendment. The Chair and Secretary shall sign and date the amended bylaws to document the Board's approval and the latest amendment date.

Goochland Powhatan Community Services Board Bylaws (6)

Article 11: Effective Date

By our signatures, we certify that the Board approved these bylaws on the *seventh* day of October 2019. These bylaws shall be in effect on this date and until the Board subsequently amends them.

Date

Julie Franklin

Board of Directors Chair

Date

Erin Harnage

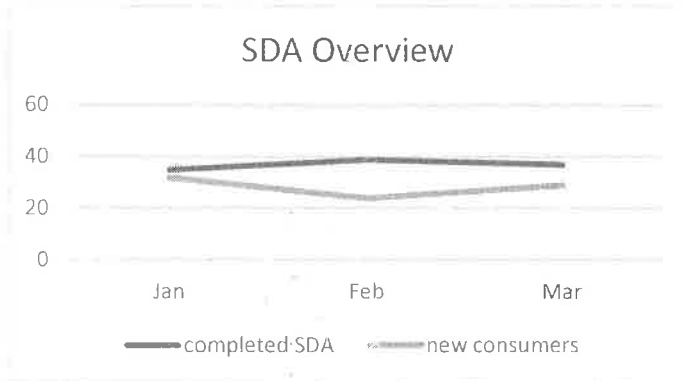
Board of Directors Secretary

Date Amendments Approved by the Board:

CLINICAL SERVICES March 2021

ACCESS – Lise Fitzgerald

SDA: March continued to be busy in SDA and steady over the quarter, with 48 people calling for services and 37 assessments completed. 32 individuals continued on to MH or SU programs and one individual was court ordered for outpatient restoration services. This is significantly higher than previous years, but last year, COVID had significant impacts, as SDA was paused for part of the month. During this month, our Access Clinician resigned, effective in April. The position was advertised, but there were zero applicants.



Engagement and Eligibility Services: We continue to provide outreach for SDA. Alternate scheduling remains suspended during COVID. Eligibility services are provided for consumers once they have completed SDA.

Emergency Services: During March, there were 13 total pre-screenings completed by CSBs. Please see the chart below for completing CSB. Over half resulted in a TDO/recommitment. Fortunately, all new TDOs were able to be placed in a community hospital.

BEHAVIORAL HEALTH AND WELLNESS – Robin Pentecost

In March, we launched our 90 minute Question Persuade Refer Suicide Prevention training. We completed 2 trainings that included 17 participants.

Future trainings are listed on the GPCS website homepage or at <https://gpscb.org/qpr/>. Our goal is to train 100 people by the end of the summer, so feel free to join us or tell your friends.

RSAAC expanded their efforts to create partnerships with prescribers by connecting all dentists in Powhatan with local resource information, referral information, drug disposal kits to be provided when opiates and other addictive drugs are prescribed, and safe storage resources. Goochland dentists, local primary care doctors, and emergency providers were reached with the same information prior to the pandemic.

RSAAC's Board decided to use the \$5000 Over the Counter Prescription drug grant provided by DBHDS to fund a collaborative media campaign that encourages safe storage and disposal of medication. DBHDS will cover the cost (\$9950.00) of creative content that will be used across multiple regions in Virginia.

Our landing page for 5 Bridges is live. <https://www.the5bridges.com/goochland>

As a 5 Bridges + Goochland Community Member, you get FREE access to all 5 Bridges content including live workshops, on-demand workshops, the online course, and Clarity Sessions! Plus, you'll receive the monthly newsletter and other important email updates. Click the "Join" button, set up your profile, and use the GPCSB coupon code at checkout to avoid fees.

MENTAL HEALTH CASE MANAGEMENT – Naomi Robinson

In **March 2021**, Mental Health Case Management unit served 216 consumers. The unit was staffed with 5 case managers and one supervisor focusing on meeting the needs of consumers. One case manager position for a vacancy in Powhatan remained open. The unit's newest member Chantel Lewis began working with her fellow team members with transitioning cases to ease the caseload sizes for the current case managers. She completed her training and began seeing consumers by the end of March. The unit continued to meet with consumers via telehealth and face to face as needed for monthly contact. The majority of visits were telehealth via Zoom or phone due to COVID-19 restrictions. Face to face visits were conducted based on consumer needs following recommended COVID-19 precautions as per the agency's policy. Case managers Alyssa Shadbolt and Theresa Grosse continued to provide support to SDA as back up assessors during the month as needed.

OUTPATIENT – Ellen Garrabrant

March 2021 -

MHOP received 20 new consumers with 13 discharges between 2 Clinicians.

SAOP received 9 new consumer with 6 discharges between 2 Clinicians. SACM received 2 new referrals with 3 discharges with OP Supervisor continuing to assist with Case Management task while our new employee, Maxine Lambert, is trained for the position. Maxine Lambert started in the SACM position on 3/1/21. Lisa Noe, a Clinician, also assists. Our Recovery Coordinator provides peer services to those consumers identified either by SAOP Clinicians, SACM, and SDA at times. Staff was reminded of referring to our Recovery Coordinator for peer services especially those with opioid and/or stimulant use diagnosis. SAOP staff attend a brief Contingency Management Webinar with discussion of how this may be implemented in our program.

Nursing Services is in the process of hiring a permanent part time Nurse with plans for the nurse to start on 4/1/21.

The Rural Overdose Outreach Team will begin a pilot program in Powhatan with Emergency Services Solutions and Powhatan Fire and Rescue. Plans are underway to implement this in late April or the beginning of May. Our Recovery Coordinator will work with their Outreach Coordinator in providing outreach to Opioid and/or Stimulant survivors of an overdose. GPCS is funding the Outreach Coordinator through our State Grant Funds-Medication assisted Treatment Grant (SGF-MAT).

Outpatient Supervisor met with those attending the Rx Summit Conference in April for preliminary discussion of sessions in which attendees were interested. A follow up meeting is planned for after the Conference in April.

There a REVIVE trainings scheduled for April.

Respectfully submitted from Clinical Services Supervisors

**COMMUNITY SUPPORT SERVICES
May 2021 Board Report**

Parent-Infant Education Program (PIEP)

We had 7 referrals in March and 3 children were discharged. We served 40 families in March.

While PIEP is subject to surprise audits like every other program, we also have a planned record review annually with DBHDS on certain compliance indicators. Currently, we are monitored on our timelines, specifically the 45 calendar days to get a referral processed (including the treatment plan signed), the 30 calendar days to begin services once a family agrees to them, and getting the transition plan in place at least 90 days before discharge. We won't receive our formal Monitoring Results & Determination Report until the end of the year, but all of our documentation was due to the state in March, and everything we turned in shows us at 100% compliance. We have maintained this record of 100% compliance for as long as anyone has been keeping track, at least 15 years in a row. We won't know how the other localities did until the final report comes out, but last year the state-wide averages for these indicators were 95.7%, 99.5%, and 96.9%. We don't know yet how the pandemic will affect those averages for this year.

Submitted by Jeanine Vassar, PIEP Supervisor

Day Support Services

Monacan Services

Monacan Services is welcoming many consumers back to the center. We have 17 of the 19 consumers returning or have returned to the program. We continue to limit our numbers daily to limit exposure. Adding more consumers has been a learning experience for my staff and me, as we find things that work and do not work while keeping everyone socially distanced. Using all three spaces has been very helpful to make the day run smoothly. My staff has done a wonderful job adjusting to the consumers coming back and giving recommendations on activities and ways to make the day go smoother. We love seeing many of the missed faces back in person.

The beautiful weather has been great for the consumers, who have enjoyed many park days and activities outside. Goochland Cares has not been able to have us back in their building volunteering yet, but they have made an opportunity for the consumers to volunteer while at the center. Consumers bag cat and dog food at the center and when they are finished, they can deliver it back to Goochland Cares. The consumers have enjoyed having another volunteer option, that is similar to what they would do in person at Goochland Cares. The consumers are looking forward to continued good weather in the upcoming month.

Submitted by Maitlin Ware, Monacan Services Day Support Supervisor

Psychosocial Rehabilitation Services

Virginia House

As the weather has gradually warmed up, we began working on our garden area, preparing for the growing season. We had more consumer help in this area than we have in other seasons, so it's good to see positive interest in this endeavor. We also took the first lunch outing that we have in a while - we were able to pick out and pay for our meals ahead of time, picking the food up and eating it in a park in Henrico. Consumers enjoyed the opportunity to do something different and remain safe while doing so. We hadn't previously had any interest in obtaining the COVID19 vaccine and sought outside help to provide information on the virus and vaccine through local RN & our Yoga facilitator pre-COVID, Debbie McKay. After her group, we had 3 consumers begin the vaccine regimen and none experienced any issues so far.

With the unfortunate passing of one of our consumers (mentioned in the last board report), the census is at 14. We continue to offer virtual and face-to-face services to our consumers.

Submitted by Jessica Childress, Psychosocial Rehabilitation Supervisor

Developmental Services Case Management (ID/DD)

The Developmental Services Case Management program currently serves 82 consumers with waivers and 4 consumers without a DD waiver. Case managers continue to provide active case management services via telehealth methods. Case managers come into the office once a week to complete any task that cannot be completed via teleworking. Case managers are providing services through telephone calls, Zoom, and FaceTime. Case Managers facilitated meetings to develop Individual Support Plans (ISPs) that were individualized and person-centered and assisted consumers in gaining access to needed supports.

During March several of our consumers had the opportunity to receive COVID-19 vaccinations.

Case management staff continue to participate in training through webinars and other virtual options. Unit meetings are held weekly.

Submitted by LaTasha Brown, DS Case Management Supervisor

In Home Support Services

In Home Support Services (IHSS) has continued to provide services to individuals in their homes and in the community. DSPs continue to support individuals with wearing a mask and social distancing. IHSS supervisor worked closely with Direct Support Professionals (DSPs) to ensure they have PPE and encourage them to use all safety precautions. Most of the IHSS staff have received one or both vaccine shots. In addition to staff, several consumers have been vaccinated, and are requesting to return to services and engage in more community-based activities. IHSS Coordinators are facilitating regular contact with consumers and their families via phone and video conferences. Service coordination and planning meetings are also taking place using various virtual platforms. Our team is planning to conduct in-person planning meetings beginning in May.

IHSS received one referral in March.

The recruitment process continues for part-time Direct Support Professionals (DSPs) for Hanover, Goochland, and Powhatan counties.

Hanover County

Number of Consumers: 13

Number of Staff in Hanover 14

We have five individuals waiting for support staff in Hanover.

Goochland and Powhatan Counties

Number of Consumers: 2

Number of Staff in Goochland and Powhatan: 2

Submitted by Veneda Scott, In Home Support Services Supervisor