

Goochland Powhatan
COMMUNITY SERVICES
Connect. Grow. Thrive.



P. O. BOX 189
GOOCHLAND,
VIRGINIA 23063

EXECUTIVE DIRECTOR
Les Saltzberg, Ph.D., LCP
(804) 556-5400

Mental Health Services
Developmental Disability Services
Substance Use Disorder Services

3058 River Road West
Goochland, VA 23063
(804) 556-5400
Fax (804) 556-5403

3910 Old Buckingham Road
Powhatan, VA 23139
(804) 598-2200
Fax (804) 598-3114

MEMORANDUM

TO: Members of the Goochland Powhatan Community Services Board

FROM: Julie Franklin, Chair *— [Signature]*

SUBJECT: Notification of Board Meeting

DATE: September 28, 2021

The Goochland Powhatan Community Services Board will meet on **Monday, October 4, 2021**. The meeting will begin at **4:30 p.m.** It will be in person at the Goochland Taylor Building board room. Masks continue to be required inside GPCS buildings.

You will find attached the following documents for the August board Packet:

1. Minutes from the August 2, 2021 Meeting.
2. Memo FY2021 End of Year Budget Reports
3. FY2021 End of Year Budget Reports
4. Memo FY2022 July Budget Report
5. FY2022 July Budget
6. Memo Adding SUD Outpatient Clinician
7. Job Description for SUD Outpatient Clinician
8. Memo Community Recovery Resource Center
9. Partnership Proposal Information
10. Memo P & P Review Update
11. Changes to the GPCS Policies and Procedures Manual Information
12. Memo Clinical Director Recruitment Update
13. Memo Covid/Vaccine Update
14. Memo Personnel Matters
15. Unit Reports

Please review these materials prior to the meeting. We look forward to seeing you on the 4th. *****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. Les Saltzberg can be reached on his cell phone at 804-807-4335 (voice mail and text), or via email lsaltzberg@goochlandva.us. *****



GOOCHLAND POWHATAN COMMUNITY SERVICES
BOARD MEETING

October 4, 2021

4:30 P.M.

Goochland Taylor Building Board Room

AGENDA

- I. Minutes of the August 2 Board Meeting (4:30 to 4:35)
Pages: 1 - 5
***Action: Approve or amend August 2021 minutes.**
- II. FY2021 End of Year Budget Reports (4:35 to 4:40)
Pages: 6 - 13
***Action: Approve or amend FY2021 End of Year Budget Reports**
- III. FY2022 July Budget Report (4:40 to 4:45)
Pages: 14 - 21
***Action: Approve or amend FY2022 July Budget Report**
- IV. Add SUD Clinician position (4:45 to 4:55)
Pages: 22 - 25
***Action: Approve SUD Clinician position.**
- V. Community Recovery Resource Center (4:55 to 5:10)
Pages: 26 - 28
***Informational**
- VI. P&P Review Update (5:10 to 5:20)
Pages: 29 - 87
***Informational**
- VII. Clinical Director Recruitment Update (5:20 to 5:25)
Pages: 88
***Informational**
- VIII. Covid/Vaccine Update (5:25 to 5:30)
Pages: 89
***Informational**

1X. Personnel Matters (5 :30 to 5 :40)
Pages: 90
***Informational**

X. Reports (5:40 to 5:50)
a. Board Chair
b. Executive Director
c. Other Reports
Pages NA
***Informational**

XI. Adjourn

Next Meeting: November 1, 2021, 4:30 p.m. Location: TBD.

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
August 2, 2021

Goochland Powhatan Community Services Board of Directors held its August 2021 meeting on Monday, August 2, 2021, in Virginia House, with a zoom link available to members unable to attend in person.

Present

Jackie Cahill
Angela Cimmino
Parthenia Dinora
Julie Franklin
Mariah Leonard
Yvette McDermott Thomas
Crystal Neilsen-Hall
Renee Sottong

Absent

Erin Harnage
GaElla Matthews

Staff Attending

Stacy Gill
Lateshia Brown
Carinne Kight
Les Saltzberg
Cheryl Smith

Welcome

Stacy Gill welcomed all Board and noted she had one addition to the agenda. GPCS Policy and Procedure manual update was added to the agenda. No other additions were given, and the meeting was brought to order.

Minutes

June 2021 meeting minutes were reviewed for approval. One correction was noted, Renee Sottong was in the wrong attendance column. There were no other corrections or additions.

ACTION: Motion to approve June 2021 meeting minutes, was made by C. Neilsen Hall, seconded by A. Cimmino. Motion carried by all, and August 2021 minutes were approved.

FY21 May Budget Report

Cheryl Smith, Account Analyst, provided the May 2021 budget report to the Board. She noted that GPCS job advertisements were up to \$33,000 but this is due to the number of positions that have been open this year. She also noted that the professional fees line sometimes gets high but that is due to the prevention monies going into that line. In the new fiscal year prevention funds will have their own line to prevent this in the future.

ACTION: Motion to approve May 2021 budget report as presented, was made by J. Cahill, seconded by C. Neilsen-Hall. Motion carried by all, and May 2021 budget report was approved.

FY22 Performance Contract

Stacy explained to the Board that the performance contract outlines the agreement between CSBs and DBHDS. It states what CSBs must do, including data collection, and fiscal spending parameters. Both Goochland and Powhatan County must approve the performance contract. Stacy does not anticipate issues with the counties approving the contract. She did note that included in the contract are penalties should a CSB not meet certain parameters.

ACTION: Motion to approve FY22/23 Performance Contract as presented, was made by A. Cimmino, seconded by Y. McDermott Thomas. Motion carried by all, and FY22/23 Performance contract was approved.

Powhatan Village Building Lease

Stacy reminded the Board that GPCS is at the end of the five-year lease with Powhatan County for use of the village building. Included in the contract are three one-year extensions. Fiscal Year 22 is the first of those three years. If the agency chooses to use all three it will take the lease through June 30, 2024. Stacy did inquire with the county if they would be willing to renegotiate a new and longer lease now and they declined. She noted that this is something the Board and new Executive Director will need to keep on radar. Overall, the building works well except for Monacan, which will need new space to increase the number of consumers who can attend as they are at their limit in the current space.

Executive Director Recruitment Process Update

Julie reported that the position has closed and there were a total of 26 applicants. There are five members of Board on recruitment committee. In past DBHDS has required they get to be on search committee but that is no longer the case. The committee met last week to discuss what the Board wants/needs in Executive Director. They will meet this week to review the top candidates and pick times and dates for interviews.

Outpatient Reorganization

Stacy explained to the Board that since Les has stepped into Senior Clinical Director position he has evaluated all services that GPCS is offering and what is and is not working. One of the needs identified is the need for more direct service providers. The need for additional supervisors does not necessarily exist. As a result of this analysis Les is proposing the elimination of the Outpatient Supervisor role and instead converting it into another direct service role as a Mental Health Clinician. Les has spoken with the current Outpatient Supervisor and explained the direction he wants the unit to move. The agency has offered her the opportunity to either stay with the agency in an Emergency Services Clinician role or work three months to close out her work. If the employee chooses to leave the agency GPCS will also provide her severance payment since her position was eliminated. This is a model Stacy and Les have seen before and it balances out serving consumers as best we can while also providing good direct clinical service supervision.

ACTION: On motion of P. Dinora and seconded by M. Leonard the Board unanimously approved the outpatient reorganization as presented.

VII. Policy & procedure Manual Updates

Stacy explained that a year ago she and Carinne Kight, Senior Director of Administration undertook reviewing and updating the GPCS Policy and Procedure manual to bring policies up to date with current requirements and practices. She noted that there were many minor changes and 12 major changes. These revisions were all done in consultation with the legal agency GPCS contracts with. She will send out the manual to the Board, however wanted to review the 12 major changes and ask for approval of the revised Policy and Procedure Manual. Of note,

Throughout the manual language has been changed to gender neutral language. Sexual orientation and gender orientation are now protected classes and thus gender-neutral language is required.

Additionally, language was added regarding changes and enhancement to pregnant and nursing mothers' coverage changes.

Specifically, the employee record policy, specifically releasing employee records, was updated to indicate that permission of the employee is required, and process of the agency was made clear.

New employee probationary period is increased from 6 months to 1 year.

The employee grievance policy is updated to be more reflective of appropriate coverage & current state requirements. In the previous policy corrective action plans (CAP) was grievable, but as it's not a disciplinary process that shouldn't be grievable.

The termination policy was cleaned up to clarify that even those that are on probation are allowed due process and the steps prior to any termination.

The drug testing policy was updated to clarify when and how testing will be conducted.

The leave policy was updated to indicate that the agency will only pay out annual leave. Sick leave will not be paid out if the employee leaves with less notice than what is required by policy.

The performance eval process has been cleaned up to clarify how employees can give input and the supervisors responsibility to respond to input. Also, it was changed to note that all evaluations are completed annually in June.

The Information Technology policy was changed to match the Goochland County IT policy, including security around email and computers since we use their system.

The clinical supervision policy was changed to add that an increase of 5% for positions that require license, 3% for those that aren't required but is beneficial to the position will be awarded when the staff achieves licensure. Additionally, took away requirement for staff to pay back for leaving early.

There was discussion around the changes that Stacy noted. The Board agreed to vote on the information provided and the new updated manual provided Carinne Kight draft a table showing the changes and send to the Board prior to the next meeting so any concerns could be addressed.

ACTION: On motion of P. Dinora and seconded by J. Cahill, the Board approved the updated GPCS Policy and Procedure manual as presented by majority vote of seven aye and one no.

Regional, State, and Federal Updates

Stacy informed the Board that VACSB is having their next conference in October 5-7. They are currently planning for in person at Hotel Roanoke. This is the public policy conference, and the focus is on what policy issues will be for upcoming 2022. If Board members are interested in attending, they are to let Stacy know as soon as possible.

The next Board meeting is scheduled for September 13th; however, many people will not be available so the meeting will be cancelled.

Stacy let the Board know that as she is leaving there are some things, she wants to ensure stay on the Boards radar. In particular, the agency budget and staff salaries, the leadership team has been trying to provide increases in salaries across the board when able. Furthermore, there has been a concerted effort to try and get pay bands increased in every pay band. This year the agency was fortunate to give 5% increase across the Board and absorb the health insurance increase, as well as give 2 pay bands increases to be more competitive. The agency is working toward determining how to increase the remaining pay bands as well as consider the required increases for minimum wage. Leadership will be working on putting a plan in writing to fund and distribute these increases will bring to the Board for approval.

Julie thanked Stacy for her time at the agency and provided her best wishes as this is her last Board meeting before she retires.

Erin Harnage, Secretary
EH/ck

Date

Goochland Powhatan Community Services FY 2022 Meeting Schedule

July – No Board Meeting
August – Board Meeting August 2, Virginia House, 4:30 p.m.
September – Board Meeting September 13, Powhatan Board Room, 4:30 p.m.
October – Board Meeting October 4, Virginia House, 4:30 p.m.
November – Board Meeting November 1, Powhatan Board Room, 4:30 p.m.
December – Board Meeting December 6, Virginia House, 4:30 p.m.
January – Board Meeting January 3, Powhatan Board Room, 4:30 p.m.
February – Board Meeting February 7, Virginia House, 4:30 p.m.
March – Board Meeting March 7, Powhatan Board Room, 4:30 p.m.
April – Board Meeting April 4, Virginia House, 4:30 p.m.
May – Board Meeting May 2, Powhatan Board Room, 4:30 p.m.
June – Board Meeting June 6, Virginia House, 4:30 p.m.

Chair – Julie Franklin; **Vice Chair** – Parthy Dinora; **Secretary** – Erin Harnage; **Executive Committee Member** – Renee Sottong and Jackie Cahill

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

3058 River Road West
Goochland, VA 23063
(804) 556-5400
Fax (804) 556-5403

3910 Old Buckingham Road
Powhatan, VA 23139
(804) 598-2200
Fax (804) 598-3114

Memorandum

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

FROM: Les Saltzberg, Executive Director *LS*

SUBJECT: FY 2021 EOY Budget Reports

DATE: September 28, 2021

Cheryl Smith will review the FY 2021 EOY Budget Reports.

***Action: Approve or amend FY 2021 EOY Budget Reports.**

GOOCHLAND POWHATAN COMMUNITY SERVICES
ALL PROGRAMS COMBINED
BUDGET REPORT
FY 2021

Account Description	FY 2020 Actual	FY 2021 Approved	Through 6/30/2021	% Expended	Over/(Under)	Note #
EXPENSE						
PERSONNEL						
Total Salaries and Wages	\$2,980,440	\$3,171,180	\$3,146,426	99%	(\$24,754)	
Total Fringe	\$798,874	\$824,110	\$859,263	104%	\$35,153	1
Total Personnel Services	\$3,779,314	\$3,995,290	\$4,005,689	100%	\$10,399	
OPERATIONS						
Total Staff Development	\$25,554	\$27,644	\$29,768	108%	\$2,124	
Total Facility Expense	\$183,953	\$340,997	\$187,645	55%	(\$153,352)	2
Total Supplies	\$115,788	\$126,546	\$129,093	102%	\$2,548	
Total Travel Expense	\$96,502	\$119,935	\$71,637	60%	(\$48,298)	3
Total Consult/Prof Servs	\$847,370	\$438,008	\$505,798	115%	\$67,790	4
Total Misc. Expense	\$103,187	\$58,900	\$125,062	212%	\$66,162	5
Total Operations	\$1,372,356	\$1,112,031	\$1,049,004	94%	(\$63,027)	
TOTAL EXPENDED	\$5,151,670	\$5,107,321	\$5,054,693	99%	(\$52,628)	
INCOME						
State Income - MH	\$1,715,724	\$1,686,019	\$1,686,019	100%	\$0	
State Income - DD/ID	\$390,244	\$390,580	\$397,648	102%	\$7,068	
State Income - SUD	\$467,751	\$468,162	\$468,162	100%	\$0	
Federal Income	\$742,840	\$380,872	\$595,872	156%	\$215,000	
Goochland County	\$278,630	\$298,630	\$298,630	100%	\$0	
Powhatan County	\$276,630	\$283,630	\$298,630	105%	\$15,000	
Fees:					\$0	
Medicaid SPO	\$694,544	\$448,679	\$943,059	210%	\$494,380	6
Medicaid Waiver	\$613,735	\$490,893	\$414,563	84%	(\$76,331)	
Medicaid Transpo	\$35,084	\$16,561	\$19,682	119%	\$3,122	
Schools	\$0	\$0	\$0	0%	\$0	
Direct & Third Party	\$375,706	\$168,031	\$244,298	145%	\$76,267	6
Work Contracts	\$0	\$0	\$0	0%	\$0	
Program Activities	\$5,575	\$0	\$3,929	0%	\$3,929	
PIEP Part C	\$240,477	\$240,477	\$198,742	83%	(\$41,735)	7
Reinvestment	\$177,425	\$177,425	\$162,640	92%	(\$14,785)	8
Restricted-Grant	\$0	\$0	\$0	0%	\$0	
Reserves	\$0	\$0	\$0	0%	\$0	
Miscellaneous	\$338,607	\$57,362	\$191,906	335%	\$134,544	9
Interest and Other	\$0	\$0	\$0	0%	\$0	
TOTAL INCOME	\$6,354,972	\$5,107,321	\$5,923,780	116%	\$816,459	
BALANCE	\$1,203,302	\$0	\$869,087			

Notes:

- 1 - \$35K for Workman's Comp paid in June
- 2 - Facility budget was based on previous budget which was never changed to reflect mortgage pay off
- 3 - Travel Expense was down because due to COVID-19, PIEP appointments were virtual, most people did not drive between locations because they were working from home, and no conference or training was done in other locations
Vehicle Liability Insurance of \$16K was paid in June
- 4 - Prevention money - \$122K, Lawyer Fees - \$48K, RBHA ES Contract -\$125K, Collective Incite - \$7K, Acct/Audit - \$23K
Goochland IT & Credible is in here. We will be breaking out Prevention money in FY 2022 to make this line less muddy
- 5 - VEC Unemployment - \$29K, Job Advertisements - \$42K
- 6 - Fees came in better than expected due to allowing Telehealth
- 7 - Reduction in Part C Funding
- 8 - The final FY 2021 payment did not get deposited until 7/15/21
- 9 - \$104K from HRSA Provider Relief Fund, \$20K refund for terminated Frontier Health SPQM Contract
\$25K paid in June for Medical Malpractice, General, & Property Insurance

ADMINISTRATION AND PROGRAM DEVELOPMENT
BUDGET REPORT
FY 2021

Account Description	FY 2020 Actual	FY 2021 Approved	Through 6/30/2021	% Expended	Balance
EXPENSE					
PERSONNEL					
Total Salaries and Wages	\$606,057	\$674,565	\$742,969	110%	\$68,404
Total Fringe	\$163,709	\$178,667	\$218,599	122%	\$39,932
Total Personnel Services	\$769,765	\$853,232	\$961,568	113%	\$108,336
OPERATIONS					
Total Staff Development	\$4,789	\$4,150	\$8,020	193%	\$3,870
Total Facility Expense	\$6,027	\$8,712	\$8,910	102%	\$198
Total Supplies	\$15,803	\$6,585	\$15,426	234%	\$8,841
Total Travel Expense	\$2,774	\$2,725	\$215	8%	(\$2,510)
Total Consult/Prof Servs	\$73,279	\$31,473	\$71,957	229%	\$40,484
Total Misc. Expense	\$10,868	\$10,634	\$17,164	161%	\$6,530
Total Operations	\$113,541	\$64,279	\$121,693	189%	\$57,414
TOTAL EXPENDED	\$883,306	\$917,511	\$1,083,261	118%	\$165,750
INCOME					
State Income - MH	\$644,699	\$522,226	\$645,982	124%	\$123,756
State Income - DD/ID	\$50,000	\$32,291	\$0	0%	(\$32,291)
State Income - SUD	\$100,000	\$159,344	\$260,404	163%	\$101,060
Federal Income	\$0	\$0	\$0	0%	\$0
Goochland County	\$278,630	\$96,825	\$239,646	248%	\$142,821
Powhatan County	\$278,630	\$81,825	\$239,645	293%	\$157,820
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	\$176,875	707%	\$151,875
Interest and Other	\$0	\$0	\$0	0%	\$0
TOTAL INCOME	\$1,690,566	\$917,511	\$1,562,552	170%	(\$645,041)
BALANCE	\$807,260	(\$0)	\$479,291		

TRANSPORTATION
BUDGET REPORT
FY 2021

Account Description	FY 2020 Actual	FY 2021 Approved	Through 6/30/2021	% Expended	Balance
EXPENSE					
PERSONNEL					
Total Salaries and Wages	\$83,669	\$123,241	\$68,130	55%	(\$55,111)
Total Fringe	\$12,391	\$19,454	\$12,053	62%	(\$7,400)
Total Personnel Services	\$96,060	\$142,695	\$80,183	56%	(\$62,512)
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	\$44,731	65%	(\$24,606)
Total Consult/Prof Servs	\$0	\$0	\$0	0%	\$0
Total Misc. Expense	\$75	\$2,500	\$6,130	245%	\$3,630
Total Operations	\$48,642	\$72,185	\$51,144	71%	(\$21,041)
TOTAL EXPENDED	\$144,702	\$214,880	\$131,327	61%	(\$83,552)
INCOME					
State Income - MH	\$54,809	\$81,883	\$111,645	136%	\$29,762
State Income - DD/ID	\$54,808	\$34,906	\$0	0%	(\$34,906)
State Income - SUD	\$0	\$0	\$0	0%	\$0
Federal Income	\$0	\$0	\$0	0%	\$0
Goochland County	\$0	\$40,765	\$0	0%	(\$40,765)
Powhatan County	\$0	\$40,765	\$0	0%	(\$40,765)
Fees:					
Medicaid SPO	\$0	\$0	\$0	0%	\$0
Medicaid Waiver	\$0	\$0	\$0	0%	\$0
Medicaid Transpo	\$35,084	\$16,561	\$19,682	119%	\$3,122
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	\$131,327	61%	\$83,552
BALANCE	\$0	\$0	(\$0)		

GOOCHLAND POWHATAN COMMUNITY SERVICES
 MENTAL HEALTH CLINICAL SERVICES
 Budget Report
 FY 2021

Account Description	FY 2020 Actual	FY 2021 Approved	Through 6/30/2021	% Expended	Over/(Under) Spent
EXPENSE					
PERSONNEL					
Total Salaries and Wages	\$1,089,298	\$1,126,461	\$1,131,264	100%	\$4,803
Total Fringe	\$278,111	\$280,315	\$291,413	104%	\$11,098
Total Personnel Services	\$1,367,408	\$1,406,776	\$1,422,677	101%	\$15,901
OPERATIONS					
Total Staff Development	\$11,982	\$15,205	\$13,660	90%	(\$1,544)
Total Facility Expense	\$85,358	\$151,143	\$87,929	58%	(\$63,215)
Total Supplies	\$44,785	\$63,265	\$39,415	62%	(\$23,850)
Total Travel Expense	\$17,212	\$17,000	\$3,329	20%	(\$13,670)
Total Consult/Prof Servs	\$685,468	\$353,900	\$353,470	100%	(\$430)
Total Misc. Expense	\$63,669	\$21,226	\$41,777	197%	\$20,551
Total Operations	\$908,474	\$621,739	\$539,581	87%	(\$82,158)
TOTAL EXPENDED	\$2,275,882	\$2,028,515	\$1,962,258	97%	(\$66,257)
INCOME					
State Income - MH	\$730,215	\$716,086	\$646,165	90%	(\$69,921)
State Income - DD/ID	\$34,159	\$46,978	\$36,751	78%	(\$10,227)
State Income - SUD	\$262,514	\$259,246	\$180,642	70%	(\$78,604)
Federal Income	\$644,778	\$380,872	\$507,060	133%	\$126,188
Goochland County	\$0	\$46,910	\$39,795	85%	(\$7,115)
Powhatan County	\$0	\$46,910	\$39,795	85%	(\$7,115)
Fees:					
Medicaid SPO	\$0	\$16,697	\$215,416	1290%	\$198,719
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	\$225,213	136%	\$60,107
Work Contracts	\$0	\$0	\$0	0%	\$0
Program Activities	\$0	\$0	\$0	0%	\$0
PIEP Part C	\$240,477	\$240,477	\$198,742	83%	(\$41,735)
Reinvestment	\$177,425	\$76,871	\$91,078	118%	\$14,207
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	\$2,028,515	\$2,188,157	108%	\$159,641
BALANCE	\$189,392	\$0	\$225,899		

MENTAL HEALTH CLINICAL SERVICES PROGRAM DETAIL
Budget Report
FY 2021

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	\$261,676	\$246,621	\$275,696	\$0	\$11,893	\$0	\$102,988	\$0	\$232,390	\$1,131,264
Total Fringe	\$70,292	\$60,214	\$52,824	\$0	\$6,947	\$0	\$31,656	\$0	\$69,480	\$291,413
Total Personnel Services	\$331,968	\$306,835	\$328,520	\$0	\$18,839	\$0	\$134,644	\$0	\$301,870	\$1,422,677
OPERATIONS										
Total Staff Development	\$2,869	\$1,417	\$1,255	\$0	\$511	\$0	\$6,230	\$0	\$1,377	\$13,660
Total Facility Expense	\$23,339	\$18,139	\$5,629	\$0	\$20,587	\$0	\$4,232	\$0	\$16,003	\$87,929
Total Supplies	\$8,022	\$12,515	\$5,723	\$0	\$4,377	\$0	\$2,794	\$0	\$5,984	\$39,415
Total Travel Expense	\$729	\$312	\$1,928	\$0	\$119	\$0	\$190	\$0	\$52	\$3,329
Total Consult/Prof Servs	\$16,930	\$39,840	\$9,566	\$0	\$138,624	\$7,216	\$132,781	\$0	\$8,514	\$353,470
Total Misc. Expense	\$8,654	\$8,720	\$6,801	\$0	\$6,152	\$0	\$1,666	\$0	\$9,783	\$41,777
Total Operations	\$60,544	\$80,944	\$30,903	\$0	\$170,370	\$7,216	\$147,892	\$0	\$41,712	\$539,581
TOTAL EXPENDED	\$392,512	\$387,779	\$359,423	\$0	\$189,210	\$7,216	\$282,536	\$0	\$343,582	\$1,962,258
INCOME										
State Income - MH	\$157,790	\$0	\$0	\$0	\$150,321	\$7,216	\$19,600	\$0	\$311,238	\$646,165
State Income - DD/ID	\$0	\$0	\$36,751	\$0	\$0	\$0	\$0	\$0	\$0	\$36,751
State Income - SUD	\$0	\$130,642	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$180,642
Federal Income	\$5,000	\$247,060	\$0	\$0	\$0	\$0	\$255,000	\$0	\$0	\$507,060
Goochland County	\$0	\$0	\$27,476	\$0	\$0	\$0	\$12,319	\$0	\$0	\$39,795
Powhatan County	\$0	\$0	\$27,476	\$0	\$0	\$0	\$12,319	\$0	\$0	\$39,795
Fees:										\$0
Medicaid SPO	\$128,082	\$24,844	\$41,016	\$0	\$4,693	\$0	\$0	\$0	\$16,782	\$215,416
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	\$164,449	\$17,104	\$27,962	\$0	\$135	\$0	\$0	\$0	\$15,562	\$225,213
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	\$198,742	\$0	\$0	\$0	\$0	\$0	\$0	\$198,742
Reinvestment	\$0	\$0	\$0	\$0	\$91,078	\$0	\$0	\$0	\$0	\$91,078
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	\$455,321	\$419,650	\$359,423	\$0	\$246,227	\$7,216	\$356,738	\$0	\$343,582	\$2,188,157
BALANCE	\$62,809	\$31,870	\$0	\$0	\$57,018	\$0	\$74,202	\$0	(\$0)	\$225,899

**GOOCHLAND POWHATAN COMMUNITY SERVICES
CASE MANAGEMENT AND RESIDENTIAL SERVICES**

**Budget Report
FY 2021**

Account Description	FY 2020 Actual	FY 2021 Approved	Through 6/30/2021	% Expended	Over/(Under) Spent
EXPENSE					
PERSONNEL					
Total Salaries and Wages	\$1,201,416	\$1,246,913	\$1,204,063	97%	(\$42,850)
Total Fringe	\$344,664	\$345,675	\$337,198	98%	(\$8,477)
Total Personnel Services	\$1,546,081	\$1,592,587	\$1,541,261	97%	(\$51,326)
OPERATIONS					
Total Staff Development	\$8,784	\$8,289	\$8,088	98%	(\$201)
Total Facility Expense	\$92,197	\$180,794	\$90,523	50%	(\$90,271)
Total Supplies	\$55,200	\$56,696	\$74,252	131%	\$17,556
Total Travel Expense	\$28,320	\$30,874	\$23,362	76%	(\$7,511)
Total Consult/Prof Servs	\$88,623	\$52,635	\$80,370	153%	\$27,735
Total Misc. Expense	\$28,575	\$24,540	\$59,991	244%	\$35,451
Total Operations	\$301,700	\$353,828	\$336,586	95%	(\$17,242)
TOTAL EXPENDED	\$1,847,780	\$1,946,415	\$1,877,847	96%	(\$68,568)
INCOME					
State Income - MH	\$286,001	\$365,824	\$282,227	77%	(\$83,597)
State Income - DD/ID	\$251,277	\$276,405	\$360,897	131%	\$84,492
State Income - SUD	\$105,237	\$49,572	\$27,116	55%	(\$22,456)
Federal Income	\$98,062	\$0	\$88,812	0%	\$88,812
Goochland County	\$0	\$114,130	\$19,189	17%	(\$94,941)
Powhatan County	\$0	\$114,130	\$19,190	17%	(\$94,940)
Fees:					
Medicaid SPO	\$694,544	\$431,982	\$727,643	168%	\$295,661
Medicaid Waiver	\$613,735	\$490,893	\$414,563	84%	(\$76,331)
Medicaid Transpo	\$0	\$0	\$0	0%	\$0
Schools	\$0	\$0	\$0	0%	\$0
Direct & Third Party	\$0	\$2,925	\$19,086	653%	\$16,161
Work Contracts	\$0	\$0	\$0	0%	\$0
Program Activities	\$5,575	\$0	\$3,929	0%	\$3,929
PIEP Part C	\$0	\$0	\$0	0%	\$0
Reinvestment	\$0	\$100,554	\$71,561	71%	(\$28,993)
Restricted-Grant	\$0	\$0	\$0	0%	\$0
Reserves	\$0	\$0	\$0	0%	\$0
Miscellaneous	\$0	\$0	\$7,531	0%	\$7,531
Interest and Other	\$0	\$0	\$0	0%	\$0
TOTAL INCOME	\$2,054,430	\$1,946,415	\$2,041,744	105%	\$95,329
BALANCE	\$206,650	(\$0)	\$163,897		

CASE MANAGEMENT AND RESIDENTIAL SERVICES PROGRAM DETAIL

Budget Report

FY 2021

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	\$208,753	\$250,553	\$16,983	\$278,598	\$194,740	\$254,437	\$1,204,063
Total Fringe	\$52,670	\$69,230	\$4,985	\$52,766	\$62,029	\$95,517	\$337,198
Total Personnel Services	\$261,423	\$319,783	\$21,968	\$331,364	\$256,769	\$349,953	\$1,541,261
OPERATIONS							
Total Staff Development	\$1,257	\$1,740	\$186	\$2,307	\$1,380	\$1,219	\$8,088
Total Facility Expense	\$17,254	\$21,278	\$311	\$6,012	\$18,283	\$27,385	\$90,523
Total Supplies	\$7,684	\$28,715	\$142	\$5,497	\$17,838	\$14,376	\$74,252
Total Travel Expense	\$920	\$332	\$3,786	\$16,724	\$61	\$1,540	\$23,362
Total Consult/Prof Servs	\$28,504	\$16,329	\$4,977	\$11,940	\$9,642	\$8,978	\$80,370
Total Misc. Expense	\$8,117	\$13,951	\$7,986	\$14,765	\$7,033	\$8,140	\$59,991
Total Operations	\$63,735	\$82,345	\$17,387	\$57,244	\$54,237	\$61,638	\$336,586
TOTAL EXPENDED	\$325,158	\$402,128	\$39,355	\$388,609	\$311,006	\$411,591	\$1,877,847
INCOME							
State Income - MH	\$0	\$0	\$0	\$0	\$282,227	\$0	\$282,227
State Income - DD/ID	\$0	\$0	\$0	\$107,592	\$0	\$253,305	\$360,897
State Income - SUD	\$0	\$0	\$27,116	\$0	\$0	\$0	\$27,116
Federal Income	\$0	\$69,790	\$19,022	\$0	\$0	\$0	\$88,812
Goochland County	\$10,585	\$0	\$0	\$8,604	\$0	\$0	\$19,189
Powhatan County	\$10,586	\$0	\$0	\$8,604	\$0	\$0	\$19,190
Fees:							
Medicaid SPO	\$303,987	\$366,279	\$15,213	\$0	\$42,163	\$0	\$727,643
Medicaid Waiver	\$0	\$0	\$0	\$263,809	\$0	\$150,754	\$414,563
Medicaid Transpo	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Schools	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Direct & Third Party	\$0	\$327	\$107	\$0	\$18,652	\$0	\$19,086
Work Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Activities	\$0	\$0	\$0	\$0	\$3,929	\$0	\$3,929
PIEP Part C	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reinvestment	\$0	\$71,561	\$0	\$0	\$0	\$0	\$71,561
Restricted-Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$7,531	\$7,531
Interest and Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INCOME	\$325,158	\$507,957	\$61,459	\$388,609	\$346,972	\$411,590	\$2,041,744
BALANCE	(\$0)	\$105,829	\$22,103	(\$0)	\$35,966	(\$0)	\$163,897

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

3058 River Road West
Goochland, VA 23063
(804) 556-5400
Fax (804) 556-5403

3910 Old Buckingham Road
Powhatan, VA 23139
(804) 598-2200
Fax (804) 598-3114

Memorandum

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

FROM: Les Saltzberg, Executive Director *LS*

SUBJECT: July Budget Report for Fiscal Year 2022

DATE: September 28, 2021

Cheryl Smith will review the July Budget Report for FY 2022.

***Action: Approve or amend July Budget Report for FY 2022.**

GOOCHLAND POWHATAN COMMUNITY SERVICES
ALL PROGRAMS COMBINED
BUDGET REPORT
FY 2022

Account Description	FY 2021 Actual	FY 2022 Approved	Through 7/31/2021	% Expended	Over/(Under)	Note #
EXPENSE						
PERSONNEL						
Total Salaries and Wages	\$3,146,426	\$3,889,694	\$286,882	7%	(\$3,602,812)	
Total Fringe	\$859,263	\$962,052	\$71,470	7%	(\$890,582)	
Total Personnel Services	\$4,005,689	\$4,851,746	\$358,352	7%	(\$4,493,394)	
OPERATIONS						
Total Staff Development	\$29,768	\$29,294	\$770	3%	(\$28,524)	
Total Facility Expense	\$187,645	\$195,133	\$12,586	6%	(\$182,547)	
Total Supplies	\$129,093	\$144,110	\$11,588	8%	(\$132,522)	
Total Travel Expense	\$71,637	\$105,590	\$721	1%	(\$104,869)	
Total Consult/Prof Servs	\$505,798	\$408,465	\$62,441	15%	(\$346,024)	1
Total Special Funding		\$10,350	\$10,350			2
Total Misc Expense	\$125,062	\$57,514	\$4,006	7%	(\$53,508)	
Total Operations	\$1,049,004	\$950,456	\$102,462	11%	(\$847,994)	
TOTAL EXPENDED	\$5,054,693	\$5,802,201	\$460,814	8%	(\$5,341,388)	
INCOME						
State Income - MH	\$1,686,019	\$1,927,408	\$160,616	8%	(\$1,766,792)	
State Income - DD/ID	\$397,648	\$397,517	\$33,126	8%	(\$364,391)	
State Income - SUD	\$468,162	\$476,643	\$39,720	8%	(\$436,923)	
Federal Income	\$595,872	\$380,872	\$31,740	8%	(\$349,132)	
Goochland County	\$298,630	\$298,630	\$74,658	25%	(\$223,973)	3
Powhatan County	\$298,630	\$298,630	\$74,658	25%	(\$223,973)	3
Fees:					\$0	
Medicaid SPO	\$943,059	\$763,760	\$74,126	10%	(\$689,634)	
Medicaid Waiver	\$414,563	\$517,100	\$41,151	8%	(\$475,949)	
Medicaid Transport	\$19,682	\$30,000	\$2,175	7%	(\$27,825)	
Schools	\$0	\$0	\$0	0%	\$0	
Direct & Third Party	\$244,298	\$310,366	\$16,551	5%	(\$293,815)	
Work Contracts	\$0	\$0	\$0	0%	\$0	
Program Activities	\$3,929	\$0	\$1,062	0%	\$1,062	
PIEP Part C	\$198,742	\$166,489	\$13,874	8%	(\$152,615)	
Reinvestment	\$162,640	\$177,425	\$14,785	8%	(\$162,640)	
Restricted-Grant	\$0	\$0	\$0	0%	\$0	
Reserves	\$0	\$0	\$0	0%	\$0	
Miscellaneous	\$191,906	\$57,362	\$2,604	5%	(\$54,758)	
Interest and Other	\$0	\$0	\$0	0%	\$0	
TOTAL INCOME	\$5,923,780	\$5,802,201	\$580,845	10%	(\$5,221,357)	
BALANCE	\$869,087	\$0	\$120,031			

Notes:

- 1 - \$22K was paid in July for Credible's Annual Fee, \$31K for Qtr to RBHA for ES
- 2 - \$10K Annual Program License for 5 Bridges to Wellness
- 3 - We received the 1st Qtr Payment in July

The new Fiscal Year is off to a good start - the only variances are ones due to timing of payments where the item will be spread out over more than one month

With new hires starting to come in, we will begin to narrow the gap between Revs and Exps

ADMINISTRATION AND PROGRAM DEVELOPMENT
BUDGET REPORT
FY 2022

Account Description	FY 2021 Actual	FY 2022 Approved	Through 7/31/2021	% Expended	Balance
EXPENSE					
PERSONNEL					
Total Salaries and Wages	\$742,969	\$823,812	\$68,191	8%	(\$755,621)
Total Fringe	\$218,599	\$210,649	\$18,550	9%	(\$192,099)
Total Personnel Services	\$961,568	\$1,034,461	\$86,741	8%	(\$947,721)
OPERATIONS					
Total Staff Development	\$8,020	\$4,150	\$0	0%	(\$4,150)
Total Facility Expense	\$8,910	\$38,077	\$2,498	7%	(\$35,579)
Total Supplies	\$15,426	\$11,589	\$2,708	23%	(\$8,881)
Total Travel Expense	\$215	\$2,725	\$0	0%	(\$2,725)
Total Consult/Prof Servs	\$71,957	\$54,379	\$6,660	12%	(\$47,719)
Total Special Funding			\$0		
Total Misc. Expense	\$17,164	\$10,535	\$602	6%	(\$9,933)
Total Operations	\$121,693	\$121,455	\$12,468	10%	(\$108,987)
TOTAL EXPENDED	\$1,083,261	\$1,155,916	\$99,209	9%	(\$1,056,707)
INCOME					
State Income - MH	\$645,982	\$759,779	\$0	0%	(\$759,779)
State Income - DD/ID	\$0	\$25,000	\$0	0%	(\$25,000)
State Income - SUD	\$260,404	\$121,706	\$0	0%	(\$121,706)
Federal Income	\$0	\$0	\$0	0%	\$0
Goochland County	\$239,646	\$112,216	\$48,304	43%	(\$63,913)
Powhatan County	\$239,645	\$112,216	\$48,304	43%	(\$63,913)
Fees:					
Medicaid SPO	\$0	\$0	\$0	0%	\$0
Medicaid Waiver	\$0	\$0	\$0	0%	\$0
Medicaid Transport	\$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	\$176,875	\$25,000	\$2,602	10%	(\$22,398)
Interest and Other	\$0	\$0	\$0	0%	\$0
TOTAL INCOME	\$1,562,552	\$1,155,916	\$99,209	9%	\$1,056,707
BALANCE	\$479,291	(\$0)	(\$0)		

TRANSPORTATION
BUDGET REPORT
FY 2022

Account Description	FY 2021 Actual	FY 2022 Approved	Through 7/31/2021	% Expended	Balance
EXPENSE					
PERSONNEL					
Total Salaries and Wages	\$68,130	\$114,462	\$5,756	5%	(\$108,706)
Total Fringe	\$12,053	\$18,171	\$897	5%	(\$17,274)
Total Personnel Services	\$80,183	\$132,633	\$6,654	5%	(\$125,980)
OPERATIONS					
Total Staff Development	\$0	\$0	\$0	0%	\$0
Total Facility Expense	\$284	\$348	\$0	0%	(\$348)
Total Supplies	\$0	\$0	\$0	0%	\$0
Total Travel Expense	\$44,731	\$60,747	\$709	1%	(\$60,039)
Total Consult/Prof Servs	\$0	\$0	\$0	0%	\$0
Total Special Funding			\$0		
Total Misc. Expense	\$6,130	\$2,500	\$0	0%	(\$2,500)
Total Operations	\$51,144	\$63,595	\$709	1%	(\$62,887)
TOTAL EXPENDED	\$131,327	\$196,229	\$7,362	4%	(\$188,867)
INCOME					
State Income - MH	\$111,645	\$52,644	\$0	0%	(\$52,644)
State Income - DD/ID	\$0	\$25,000	\$0	0%	(\$25,000)
State Income - SUD	\$0	\$0	\$0	0%	\$0
Federal Income	\$0	\$0	\$0	0%	\$0
Goochland County	\$0	\$44,293	\$2,593	6%	(\$41,700)
Powhatan County	\$0	\$44,292	\$2,594	6%	(\$41,698)
Fees:					
Medicaid SPO	\$0	\$0	\$0	0%	\$0
Medicaid Waiver	\$0	\$0	\$0	0%	\$0
Medicaid Transport	\$19,682	\$30,000	\$2,175	7%	(\$27,825)
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	\$131,327	\$196,229	\$7,362	4%	\$188,867
BALANCE	(\$0)	\$0	(\$0)		

**GOOCHLAND POWHATAN COMMUNITY SERVICES
MENTAL HEALTH CLINICAL SERVICES**

Budget Report

FY 2022

Account Description	FY 2021 Actual	FY 2022 Approved	Through 7/31/2021	% Expended	Over/(Under) Spent
EXPENSE					
PERSONNEL					
Total Salaries and Wages	\$1,131,264	\$1,540,407	\$105,711	7%	(\$1,434,696)
Total Fringe	\$291,413	\$400,699	\$27,153	7%	(\$373,546)
Total Personnel Services	\$1,422,677	\$1,941,106	\$132,864	7%	(\$1,808,242)
OPERATIONS					
Total Staff Development	\$13,660	\$14,358	\$650	5%	(\$13,708)
Total Facility Expense	\$87,929	\$80,753	\$5,537	7%	(\$75,216)
Total Supplies	\$39,415	\$73,603	\$5,502	7%	(\$68,102)
Total Travel Expense	\$3,329	\$17,258	\$7	0%	(\$17,252)
Total Consult/Prof Servs	\$353,470	\$300,136	\$44,581	15%	(\$255,555)
Total Special Funding		\$10,350	\$10,350		
Total Misc. Expense	\$41,777	\$22,339	\$2,881	13%	(\$19,458)
Total Operations	\$539,581	\$518,797	\$69,507	13%	(\$449,290)
TOTAL EXPENDED	\$1,962,258	\$2,459,903	\$202,371	8%	(\$2,257,532)
INCOME					
State Income - MH	\$646,165	\$898,325	\$106,524	12%	(\$791,801)
State Income - DD/ID	\$36,751	\$0	\$0	0%	\$0
State Income - SUD	\$180,642	\$354,937	\$39,720	11%	(\$315,217)
Federal Income	\$507,060	\$380,872	\$31,740	8%	(\$349,132)
Goochland County	\$39,795	\$0	\$7,500	0%	\$7,500
Powhatan County	\$39,795	\$0	\$7,500	0%	\$7,500
Fees:					
Medicaid SPO	\$215,416	\$381,648	\$41,350	11%	(\$340,298)
Medicaid Waiver	\$0	\$0	\$0	0%	\$0
Medicaid Transport	\$0	\$0	\$0	0%	\$0
Schools	\$0	\$0	\$0	0%	\$0
Direct & Third Party	\$225,213	\$234,334	\$14,272	6%	(\$220,062)
Work Contracts	\$0	\$0	\$0	0%	\$0
Program Activities	\$0	\$0	\$0	0%	\$0
PIEP Part C	\$198,742	\$0	\$0	0%	\$0
Reinvestment	\$91,078	\$177,425	\$14,785	8%	(\$162,640)
Restricted-Grant	\$0	\$0	\$0	0%	\$0
Reserves	\$0	\$0	\$0	0%	\$0
Miscellaneous	\$7,500	\$32,362	\$0	0%	(\$32,362)
Interest and Other	\$0	\$0	\$0	0%	\$0
TOTAL INCOME	\$2,188,157	\$2,459,903	\$263,392	11%	(\$2,196,512)
BALANCE	\$225,899	\$0	\$61,020		

MENTAL HEALTH CLINICAL SERVICES PROGRAM DETAIL

Budget Report

FY 2022

Account Description	MH Clinical Services	SUD Clinical Services	MH CM Services	Emergency Services	CSH Acute Care	Prevention Services	Same Day Access	Total Clinical
EXPENSE								
PERSONNEL								
Total Salaries and Wages	\$24,296	\$27,053	\$24,901	\$1,608	\$0	\$9,457	\$18,396	\$105,711
Total Fringe	\$6,079	\$5,932	\$6,478	\$539	\$0	\$2,787	\$5,338	\$27,153
Total Personnel Services	\$30,375	\$32,985	\$31,379	\$2,147	\$0	\$12,244	\$23,734	\$132,864
OPERATIONS								
Total Staff Development	\$0	\$0	\$0	\$0	\$0	\$650	\$0	\$650
Total Facility Expense	\$1,285	\$1,061	\$1,485	\$713	\$0	\$442	\$550	\$5,537
Total Supplies	\$1,477	\$1,594	\$950	\$549	\$0	\$328	\$604	\$5,502
Total Travel Expense	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$7
Total Consult/Prof Servs	\$3,951	\$2,476	\$3,311	\$32,546	\$0	\$1,001	\$1,296	\$44,581
Total Special Funding	\$0	\$0	\$0	\$0	\$0	\$10,350	\$0	\$10,350
Total Misc Expense	\$135	\$113	\$171	\$28	\$0	\$2,335	\$99	\$2,881
Total Operations	\$6,854	\$5,243	\$5,917	\$33,836	\$0	\$15,106	\$2,549	\$69,507
TOTAL EXPENDED	\$37,230	\$38,228	\$37,296	\$35,984	\$0	\$27,350	\$26,283	\$202,371
INCOME								
State Income - MH	\$43,907	\$0	\$6,747	\$25,634	\$0	\$4,785	\$25,451	\$106,524
State Income - DD/ID	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Income - SUD	\$0	\$30,005	\$0	\$0	\$0	\$9,715	\$0	\$39,720
Federal Income	\$0	\$13,424	\$5,816	\$0	\$0	\$12,500	\$0	\$31,740
Goochland County	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Powhatan County	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Fees:								\$0
Medicaid SPO	\$18,070	\$3,445	\$19,264	\$0	\$0	\$0	\$572	\$41,350
Medicaid Waiver	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Medicaid Transport	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Schools	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Direct & Third Party	\$11,043	\$1,934	\$1,034	\$0	\$0	\$0	\$261	\$14,272
Work Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PIEP Part C	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reinvestment	\$0	\$0	\$4,435	\$10,350	\$0	\$0	\$0	\$14,785
Restricted-Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest and Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INCOME	\$73,020	\$48,808	\$37,296	\$35,984	\$0	\$42,000	\$26,283	\$263,392
BALANCE	\$35,791	\$10,579	(\$0)	\$0	\$0	\$14,650	(\$0)	\$61,020

**GOOCHLAND POWHATAN COMMUNITY SERVICES
CASE MANAGEMENT AND RESIDENTIAL SERVICES**

**Budget Report
FY 2022**

Account Description	FY 2021 Actual	FY 2022 Approved	Through 7/31/2021	% Expended	Over/(Under) Spent
EXPENSE					
PERSONNEL					
Total Salaries and Wages	\$1,204,063	\$1,411,012	\$107,223	8%	(\$1,303,789)
Total Fringe	\$337,198	\$332,532	\$24,870	7%	(\$307,663)
Total Personnel Services	\$1,541,261	\$1,743,545	\$132,093	8%	(\$1,611,452)
OPERATIONS					
Total Staff Development	\$8,088	\$10,786	\$120	1%	(\$10,666)
Total Facility Expense	\$90,523	\$75,955	\$4,551	6%	(\$71,404)
Total Supplies	\$74,252	\$58,917	\$3,378	6%	(\$55,539)
Total Travel Expense	\$23,362	\$24,859	\$6	0%	(\$24,853)
Total Consult/Prof. Servs	\$80,370	\$53,950	\$11,200	21%	(\$42,750)
Total Special Funding			\$0		
Total Misc. Expense	\$59,991	\$22,140	\$523	2%	(\$21,618)
Total Operations	\$336,586	\$246,608	\$19,778	8%	(\$226,830)
TOTAL EXPENDED	\$1,877,847	\$1,990,153	\$151,871	8%	(\$1,838,282)
INCOME					
State Income - MH	\$282,227	\$216,661	\$54,092	25%	(\$162,569)
State Income - DD/ID	\$360,897	\$347,517	\$33,126	10%	(\$314,391)
State Income - SUD	\$27,116	\$0	\$0	0%	\$0
Federal Income	\$88,812	\$0	\$0	0%	\$0
Goochland County	\$19,189	\$142,121	\$16,261	11%	(\$125,860)
Powhatan County	\$19,190	\$142,122	\$16,261	11%	(\$125,861)
Fees:					
Medicaid SPO	\$727,643	\$382,112	\$32,776	9%	(\$349,336)
Medicaid Waiver	\$414,563	\$517,100	\$41,151	8%	(\$475,949)
Medicaid Transport	\$0	\$0	\$0	0%	\$0
Schools	\$0	\$0	\$0	0%	\$0
Direct & Third Party	\$19,086	\$76,031	\$2,279	3%	(\$73,752)
Work Contracts	\$0	\$0	\$0	0%	\$0
Program Activities	\$3,929	\$0	\$1,062	0%	\$1,062
PIEP Part C	\$0	\$166,489	\$13,874	8%	(\$152,615)
Reinvestment	\$71,561	\$0	\$0	0%	\$0
Restricted-Grant	\$0	\$0	\$0	0%	\$0
Reserves	\$0	\$0	\$0	0%	\$0
Miscellaneous	\$7,531	\$0	\$0	0%	\$0
Interest and Other	\$0	\$0	\$0	0%	\$0
TOTAL INCOME	\$2,041,744	\$1,990,153	\$210,881	11%	(\$1,779,271)
BALANCE	\$163,897	(\$0)	\$59,010		

CASE MANAGEMENT AND RESIDENTIAL SERVICES PROGRAM DETAIL

Budget Report

FY 2022

Account Description	DD/ID CM Services	PIEP Services	In-Home Services	Virginia House	Monacan Rehab	Totals
EXPENSE						
PERSONNEL						
Total Salaries and Wages	\$16,244	\$23,672	\$27,047	\$18,435	\$21,826	\$107,223
Total Fringe	\$4,317	\$4,297	\$3,970	\$4,287	\$7,998	\$24,870
Total Personnel Services	\$20,561	\$27,969	\$31,017	\$22,722	\$29,824	\$132,093
OPERATIONS						
Total Staff Development	\$18	\$18	\$18	\$48	\$18	\$120
Total Facility Expense	\$741	\$566	\$519	\$571	\$2,154	\$4,551
Total Supplies	\$1,065	\$521	\$407	\$484	\$901	\$3,378
Total Travel Expense	\$0	\$0	\$0	\$0	\$6	\$6
Total Consult/Prof Servs	\$2,181	\$2,476	\$1,296	\$2,181	\$3,066	\$11,200
Total Special Funding	\$0	\$0	\$0	\$0	\$0	\$0
Total Misc Expense	\$114	\$166	\$83	\$83	\$76	\$523
Total Operations	\$4,120	\$3,748	\$2,323	\$3,367	\$6,220	\$19,778
TOTAL EXPENDED	\$24,681	\$31,717	\$33,340	\$26,089	\$36,044	\$151,871
INCOME						
State Income - MH	\$0	\$0	\$0	\$54,092	\$0	\$54,092
State Income - DD/ID	\$0	\$822	\$4,975	\$0	\$27,329	\$33,126
State Income - SUD	\$0	\$0	\$0	\$0	\$0	\$0
Federal Income	\$0	\$0	\$0	\$0	\$0	\$0
Goochland County	\$7,325	\$5,451	\$622	\$0	\$2,863	\$16,261
Powhatan County	\$7,325	\$5,451	\$622	\$0	\$2,863	\$16,261
Fees:						
Medicaid SPO	\$22,997	\$5,539	\$0	\$4,240	\$0	\$32,776
Medicaid Waiver	\$0	\$0	\$27,121	\$0	\$14,030	\$41,151
Medicaid Transport	\$0	\$0	\$0	\$0	\$0	\$0
Schools	\$0	\$0	\$0	\$0	\$0	\$0
Direct & Third Party	\$1,699	\$580	\$0	\$0	\$0	\$2,279
Work Contracts	\$0	\$0	\$0	\$0	\$0	\$0
Program Activities	\$0	\$0	\$0	\$237	\$825	\$1,062
PIEP Part C	\$0	\$13,874	\$0	\$0	\$0	\$13,874
Reinvestment	\$0	\$0	\$0	\$0	\$0	\$0
Restricted-Grant	\$0	\$0	\$0	\$0	\$0	\$0
Reserves	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Interest and Other	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INCOME	\$39,346	\$31,717	\$33,340	\$58,568	\$47,910	\$210,881
BALANCE	\$14,665	\$0	(\$0)	\$32,479	\$11,866	\$59,010

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

Goochland Powhatan
COMMUNITY SERVICES
Connect. Grow. Thrive.



P. O. BOX 189
GOOCHLAND,
VIRGINIA 23063


Mental Health Services
Developmental Disability Services
Substance Use Disorder Services

3058 River Road West
Goochland, VA 23063
(804) 556-5400
Fax (804) 556-5403

3910 Old Buckingham Road
Powhatan, VA 23139
(804) 598-2200
Fax (804) 598-3114

Memorandum

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

FROM: Les Saltzberg, Executive Director 

SUBJECT: SUD Outpatient Clinician

DATE: September 28, 2021

GPCS has received funding to support the addition of an SUD Outpatient Clinician. Les Saltzberg will discuss the position funded through the SOR II Treatment Funding and how it will fit with the existing program.

***Action: Approve or amend addition of an SUD outpatient clinician.**



Coastal Community SERVICES		
	Title: Substance Use Disorder Clinician	
Position Classification	Pay Family: Clinical Services	FLSA Status: Non-Exempt
Description	Pay Grade: 1	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: 10/03/17		
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 Outpatient Services Supervisor, this position is responsible for providing assessment, counseling, treatment services, and case management to adolescent and adult consumers experiencing substance use disorders and/or diagnosed co-occurring conditions (substance use/dependence as well as mental illness). This is a licensed or licensed eligible position.

JOB EXPECTATIONS AND ESSENTIAL FUNCTIONS

- Provide outpatient substance use services to adolescent and adult consumers.
- Provide outpatient services to consumers with co-occurring disorders (both substance use/dependence and mental illness) as required.
- Assess and determine level of care need for consumers diagnosed with substance use disorder and/or co-occurring disorders.
- Assess, evaluate, and develop individualized service plans for consumers.
- Provide substance use education, therapy, and treatment to individual, groups, and families.
- Make referrals when indicated to other GPCS programs as well as other community-based resources.
- Conduct Urine Drug Screens with necessary documentation and reporting per confidentiality policies.
- Monitor consumers' use of therapeutic medications.
- Assure the confidentiality of protected health information as required by law and according to the GPCS confidentiality policies, state law, and in the Federal Drug and Alcohol Confidentiality Law, 42 CFR Part 2, as applicable.
- Provide information in meeting the requirements of courts and criminal justice agencies by providing information regarding treatment attendance and progress.
- Provide case management services for adolescent and adult consumers.
- Maintain casework documentation as required in the delivery of outpatient services (i.e., case notes, correspondence, psychosocial evaluations, treatment plans, quarterly progress reports, etc.), entering information into the Electronic Health Record.

- Provide referral and monitoring of services to GPCS substance use disorder consumers in need of inpatient psychiatric hospitalization, withdrawal management, residential treatment or other services not directly provided by GPCS.
- Report direct service and other time spent in clinical activities in a timely manner.
- Screen referrals as scheduled and make recommendations concerning consumers' treatment readiness and case assignment.
- Make referrals of substance using or codependent females to specialized services for women when appropriate.
- Provide crisis intervention services as available.
- Serve as a member of the Goochland Family Treatment Court (GFTC) and provide support to GFTC as needed.
- Attend in-service training sessions, conferences, workshops, seminars for professional and program development in the delivery of outpatient services.
- Establish and maintain effective working relationships with consumers, organizations and agencies responsible for providing services to target population.
- Provide consultation and education services to other community organizations and individuals.
- To perform other assigned duties as necessary within established policy and procedures.

REQUIREMENTS

EDUCATION

Master's degree, Licensed or eligible to become Licensed as a "Resident or Supervisee" under supervision of a licensed professional counselor (18VAC115-20-10), licensed marriage and family therapist (18VAC115-50-10) or licensed substance abuse treatment practitioner (18VAC115-60-10) approved by the Virginia Board of Counseling; "Resident in psychology" under supervision of a licensed clinical psychologist approved by the Virginia Board of Psychology (18VAC125-20-10); "Supervisee in social work" under the supervision of a licensed clinical social worker approved by the Virginia Board of Social Work (18VAC140-20-10).

EXPERIENCE

Two years clinical experience in substance use and/or co-occurring disorders treatment or prior experience in a mental health program that may include substance use related direct experience and/or clinical experience working with individuals with co-occurring diagnoses of substance use disorder and mental illness

LICENSE(S)

Licensed Mental Health Professional (LCSW, LCP or LPC) or eligible to become Licensed per Virginia DBHDS and/or regulatory Board requirements

Position will require a valid Virginia driver's license

PRE-EMPLOYMENT

Must submit to pre-hire criminal background check

KNOWLEDGE AND ABILITIES

- Knowledge of theories, delivery systems and treatment of substance use disorder, mental health and co-occurring disorders.
- Knowledge of consultation, educational and training needs of people dealing with substance use disorder, mental health, and co-occurring disorders.
- Knowledge of consumers with substance use disorders, mental health disorders, and co-occurring disorders and the impact on individuals, families, and the community.
- Knowledge of clinical treatment and development of service programs.
- Knowledge of case management services.
- Knowledge of community services and resources.
- Knowledge of individual, group, and family counseling techniques.
- Knowledge of de-escalation and crisis intervention techniques.
- Knowledge of documentation standards.
- Knowledge of Goochland Powhatan Community Services policies and procedures.
- Ability to make clinical evaluation and determine and monitor appropriate treatment.
- Ability to develop, coordinate and provide consultation and educational programs.
- Ability to safely operate a vehicle.
- 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.
- Ability to effectively work and communicate with all types/levels of persons.
- Ability to effectively communicate orally and in writing.
- Ability to complete required training including Crisis Intervention/Emergency Behavior Support and in-service First Aid and CPR training.
- Ability to work under pressure, meet deadlines, and set priorities.
- Ability to access internet and use appropriate applications including Microsoft Word and Excel.
- Ability to maintain confidentiality of consumer's information.

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 a clinical office setting. 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: 85%; Standing/Walking 10%; Driving: 5%

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

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

Goochland Powhatan
COMMUNITY SERVICES
Connect. Grow. Thrive.



P. O. BOX 189
GOOCHLAND,
VIRGINIA 23063


Mental Health Services
Developmental Disability Services
Substance Use Disorder Services

3058 River Road West
Goochland, VA 23063
(804) 556-5400
Fax (804) 556-5403

3910 Old Buckingham Road
Powhatan, VA 23139
(804) 598-2200
Fax (804) 598-3114

Memorandum

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

FROM: Les Saltzberg, Executive Director 

SUBJECT: Community Recovery Resource Center

DATE: September 28, 2021

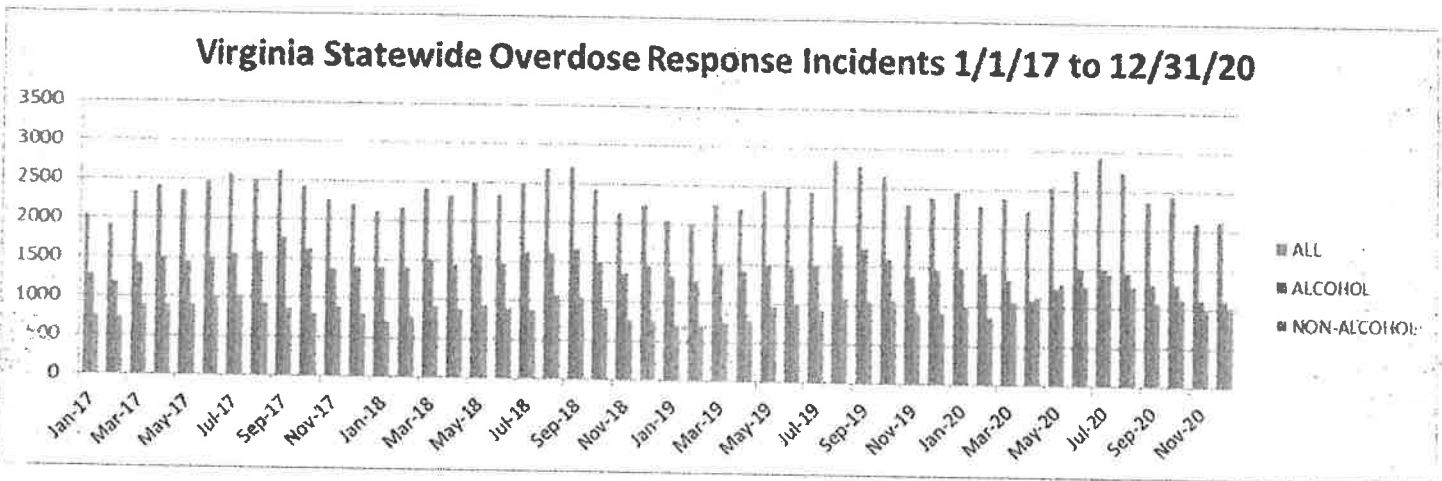
Les Saltzberg will provide information on a Community Recovery Resource Center partnership opportunity.

***Informational.**



Partnership Proposal for a Community Recovery Resource Center (CRRC) Providing Substance Use Disorder (SUD) Recovery Support Services

Our country has been in the grip of a substance mis-use crisis for quite some time. The federal government classified this crisis to be of epidemic proportions in 2017. Our Commonwealth, to include Goochland and Powhatan Counties, has not been granted immunity to this epidemic as indicated by current Overdose Incident Response data obtained from the Virginia Department of Health’s (VDH) Office of Emergency Medical Services (OEMS) –



Non-alcohol overdose incident responses increased from 750 in January of 2017 to over 1,000 in December of 2020, which represents a 33% increase. What ever our Commonwealth is doing to address our SUD epidemic is quite simply not effective, as we continue to see overdoses rise, and more lives lost.

David Rook, a Goochland resident, as well as Founder and CEO of True Recovery RVA (TRRVA), prior to founding TRRVA, oversaw a remarkably successful Community Recovery Resource Center (CRRC) providing SUD Recovery Support Services and a Criminal Justice System (CJS) Diversionary Program in Caroline County, which at the time managed 25 participants annually.

Evidence has shown that social connection strongly correlates to enhanced recovery outcomes, which is why transportation services to the proposed CRCC are a critical factor due to the unique geography Goochland Powhatan Community Services supports. In the recent words of Chesterfield County’s Sheriff Karl Leonard, “We got a lot of resources coming into us, because it is a community effort, but where I’m losing it is with transportation. That’s our single downfall.”



Here are the first year financial projections to create a CRCC serving Goochland and Powhatan County offering direct recovery support consumer services and recovery support service referrals as well as hosting recovery (AA/NA/Smart Recovery/etc.) meetings. This is a comprehensive "turn-key" program offering evidence-based services overseen and delivered by seasoned lived-experienced peer providers.

<u>Projected Programming Costs</u>	<u>Qty</u>	<u>Cost Per Allocation</u>	<u>Total Cost*</u>
<u>Staffing allocations, including:</u>			
Program Director (*Includes Annual Wages and Fringe Benefits)	1		\$58,500.00
Program Coordinator (*Includes Annual Wages and Fringe Benefits)	1		\$45,500.00
Operation/Development Manager (*Includes Annual Wages and Fringe Benefits)	based on FTE (full-time equivalent)		\$26,000.00
Certified Peer Recovery Specialists (*Includes Annual Wages and Fringe Benefits)	2	\$30,000.00	\$78,000.00
Physical Overhead and Facility Management/Maintenance			\$25,000.00
Technology and Business Infrastructure (computers, printers, office equipment; projected 5-year life)			\$25,000.00
Program and Facility Furniture			\$15,000.00
Data Collection/Effectiveness Analysis (REC-CAP)			\$15,000.00
"Empower Your Future" Career Readiness Curriculum https://commcorp.org/wp-content/uploads/2016/07/resources_eyf-career-readiness-curriculum-guide.pdf	1		\$2,500.00
UDS Testing Materials and Tracking	15 participants x 52 wks = 780	\$3.00	\$2,340.00
SMART Recovery Program Curriculum	15	\$150.00	\$1,400.00
SMART Recovery Program Facilitator Training	2	\$299.00	\$598.00
DBHDS Ethics Training	10	\$80.00	\$800.00
Comprehensive Recovery Literature/Training Materials			\$5,000.00
Web Content, including sites, emails, and domain name			\$2,500.00
Community Recovery Resource Center (CRRC) Annual Investment			\$303,138.00
CSB "Pass-Through Entity Rate"	1	8.90%	\$26,979.28
Goochland Powhatan Community Services Total First Year Investment			\$330,117.28
TBD:			
Transportation Costs (use of vans, drivers, etc)	2 CSB-Based Vans with Drivers	Peer Transportation	***
Estimated Annual Mileage	75,000 miles	\$0.56 per mile	\$42,000.00
Goochland Correctional Cost Savings	6 participants	\$30,000.00	\$180,000.00
***Potential CJS Diversion Participant Fee Offset	6 x 52 weeks = 312	\$40.00	\$12,480.00
** <i>(Subject to Collectibility)</i>			
MINIMUM Estimated Annual Savings by Supporting Community-Based Recovery in Goochland County			\$192,480.00

will not pay for vehicles being

8.90%

subpage

(van fleet out)

11/11

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

Goochland Powhatan
COMMUNITY SERVICES
Connect. Grow. Thrive.



P. O. BOX 189
GOOCHLAND,
VIRGINIA 23063

Mental Health Services
Developmental Disability Services
Substance Use Disorder Services

3058 River Road West
Goochland, VA 23063
(804) 556-5400
Fax (804) 556-5403

3910 Old Buckingham Road
Powhatan, VA 23139
(804) 598-2200
Fax (804) 598-3114

Memorandum

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

FROM: Les Saltzberg, Executive Director *LS*

SUBJECT: P&P Review Update

DATE: September 28, 2021

Les Saltzberg will review the final changes made to the Agency P&P's for final consideration.

***Informational.**

Changes to the GPCS Policies and Procedures manual

Changes throughout the manual

Throughout the manual, you will notice that we employed gender neutral, non-binary pronouns. Now that Virginia recognizes gender identity as a protected class, it's a good practice to adopt in all policies so as to minimize any concern of discrimination under these new categories.

Current Manual

Proposed Changes

Release of employee records revised to include relevant and updated laws and practices

RELEASE OF INFORMATION FROM EMPLOYEE RECORDS

1. General

It is the policy of GPCS to ensure compliance with the Virginia Freedom of Information Act except where disclosure of such records is mandated by that act.

2. Employee Record Requiring Third Party Disclosure

i. The following types of employee personnel records require third party disclosures:

- a. Information concerning the employee's position
- b. Job classification (job description, pay grade)
- c. Annual salary, official salary, or rate of pay (above \$10,000 per year)
- d. Reimbursement of expenses

ii. The following employee records do not require third party disclosure, but are available to the employee:

- a. performance evaluations
- b. mental and medical records (except those which the employee's physician has requested remain confidential are not available to the employee)
- c. credit information
- d. application for employment
- e. records concerning grievances of appeals
- f. disciplinary actions
- g. scholastic records
- h. records of arrest, conviction or investigations
- i. material relating to Workmen's Compensation
- j. material relating to Unemployment Compensation
- k. retirement records

RELEASE OF INFORMATION FROM EMPLOYEE RECORDS

1. General

It is the policy of GPCS to ensure compliance with the Virginia Freedom of Information Act ("FOIA") except where disclosure of such records is mandated by FOIA or by a court of law. GPCS further ensures compliance with 12 VAC 35-105-435 and all other federal, state, and local laws and regulations related to employee records.

2. Employee Record Requiring Third Party Disclosure

i. The following types of employee personnel records require third party disclosures:

- a. Information concerning the employee's position
- b. Job classification (job description, pay grade)
- c. Annual salary, official salary, or rate of pay (above \$10,000 per year)
- d. Reimbursement of expenses

ii. The following employee records do not require third party disclosure, but are available to the employee who is the subject of the employee record, if applicable:

- a. performance evaluations
- b. mental and medical records (except those which the employee's physician has requested remain confidential are not available to the employee)
- c. credit information
- d. application for employment
- e. records concerning grievances of appeals
- f. disciplinary actions
- g. scholastic records
- h. records of arrest, conviction or investigations
- i. material relating to Workmen's Compensation
- j. material relating to Unemployment Compensation
- k. retirement records

3 Release of Information to Third Party

In releasing information to a third party, the following procedures shall apply:

- i. GPCS will ask that requests for information be in writing in order to promote prompt and accurate replies. If a request is so vague, overly broad, or unclear that compliance is impossible and the Executive Director is unable to correct it with a reasonable expenditure of effort, the request will be denied.
- ii. GPCS will deny a request because of failure by the person making the request to specify the reason for the request.
- iii. GPCS will provide information on the position, job classification and annual salary of agency employees (if over \$10,000) without requiring any authorization from the employee.
- iv. GPCS will provide neutral references for all employment requests, consisting of confirmation of employment, name, position, and dates of service.

4. Release of Information to Employees

- i. On written request, GPCS' employees will be provided an opportunity to examine their entire personnel file maintained by the agency. Pursuant to Section 2.1-342 (b) (3 and 6) of the Freedom of Information Act, however, confidential letters of recommendation as well as medical and mental records where the employee's treating

3. Release of Information to Third Party

In releasing information to a third party, the following procedures shall apply:

- i. GPCS will ask that requests for information be in writing in order to promote prompt and accurate replies. If a request is so vague, overly broad, or unclear that compliance is impossible and the Executive Director is unable to correct it with a reasonable expenditure of effort, the request will be denied.
- ii. GPCS will deny a request because of failure by the person making the request to specify the reason for the request.
- iii. GPCS will provide information on the position, job classification and annual salary of agency employees (if over \$10,000) without requiring any authorization from the employee.
- iv. GPCS will provide neutral references for all employment requests, consisting of confirmation of employment, name, position, and dates of service, subject to the requirements of 12 VAC 35-105-435 (discussed below).
- v. GPCS will provide a written statement regarding a current or past employee's character, ability, and fitness for employment to any other licensed provider with which the current or past employee has applied for employment or to fill a role that requires a criminal history background check pursuant to state law. Prior to providing this statement, GPCS must:
 - a. Receive a request for such information from the other licensed provider;
 - b. Obtain written consent for such disclosure from the current or past employee; and
 - c. Abide by all requirements of 12 VAC 35-105-435, and all amendments thereto, including all responsibilities regarding privilege or confidentiality of GPCS's board members and medical records.

4. Release of Information to Employees

- i. On written request, GPCS' employees will be provided an opportunity to examine their entire personnel file maintained by the agency, except where GPCS is exempted from disclosing information in a personnel file under the Virginia Freedom of Information Act.

physician has provided..."a written statement that in his opinion a review of such records by the subject person would be harmful to the subject person's physical or mental health or well being", will be excluded from the employee's review of his or her personnel file.

ii. The approval of the employee's supervisor will not be required prior to such review nor will the supervisor be required to be present during the review. Employees will be required, however, to provide adequate notice to their supervisor of their desire to be released from work to review their personnel file.

iii. GPCS may charge fees for copies of such information equal to the cost of reproduction.

5. Responsibility

The Executive Director is responsible for the consistent application of this policy.

Exemptions to VFOIA can be found in Virginia Code Section 2.2-3700, et. seq.

ii. The approval of the employee's supervisor will not be required prior to such review nor will the supervisor be required to be present during the review. Employees will be required, however, to provide adequate notice to their supervisor of their desire to be released from work to review their personnel file.

iii. GPCS may charge fees for copies of such information equal to the cost of reproduction.

5. Responsibility

The Executive Director is responsible for the consistent application of this policy.

Probationary period of 1 year

20. Probationary Period of New Employees

i. New employees are considered probationary for their first six months of employment with GPCS. While this status does not affect compensation or fringe benefits, it provides management with an opportunity to determine the employee's suitability for the job and the employee to determine his/her interest in the job.

ii. Probationary status may be extended if the employee does not demonstrate satisfactory performance and conduct during the initial six-month period. This extension is to be for a specific period of time, with review dates noted and remediation recommended when appropriate, as determined by the supervisor(s) and Executive Director. The Executive Director maintains the right to terminate the employment of a probationary employee at the end of the probationary period if unacceptable performance or conduct occurred during the probationary period.

iii. Employees who have completed a probationary period during their current employment, and who begin a new covered position, are not required to serve a new probationary period. Also, the employee's merit review month will not be changed; it will continue to be the employee's date of hire.

20. Probationary Period of New Employees

i. New employees are considered probationary for their first 12 months of employment with GPCS. While this status does not affect compensation or fringe benefits, it provides management with an opportunity to determine the employee's suitability for the job and the employee to determine their interest in the job.

ii. Probationary status may be extended if the employee does not demonstrate satisfactory performance and conduct during the initial period. This extension is to be for a specific period of time, with review dates noted and remediation recommended when appropriate, as determined by the supervisor(s) and Executive Director. The Executive Director maintains the right to terminate the employment of a probationary employee at the end of the probationary period if unacceptable performance or conduct occurred during the probationary period.

iii. Employees who have completed a probationary period during their current employment, and who begin a new covered position, are not required to serve a new probationary period. The employee's evaluation will be done at the end of the fiscal year regardless of the date on which the employee began their innew position.

iv. During this six-month probationary period, employees are still eligible to apply and be considered for all internal job openings within the agency. If the employee is selected for the open position, the probationary period will follow them to this new position until the six-month condition is met.

v. A probationary status employee does not have access to the Grievance Procedure.

vi. Enforcement of the probationary period policy rests with the Executive Director, who must release every employee from this probationary period by specifically noting such on the first six month performance evaluation

iv. During this ~~six~~ twelve-month probationary period, employees are still eligible to apply and be considered for all internal job openings within the agency. If the employee is selected for the open position, the probationary period will follow them to this new position until the ~~six~~ twelve month condition is met.

v. A probationary status employee does not have access to the Grievance Procedure.

vi. Enforcement of the probationary period policy rests with the Executive Director, who must release every employee from this probationary period by specifically noting such on the first ~~12~~ 12 month performance evaluation

Compensation policy update to match up to new financial system

D. COMPENSATION POLICIES AND PROCEDURES

1. Pay periods and schedules

i. The pay period for GPCS employees is semimonthly. Paydays shall be on the 15th and the last working day of the month. Should either payday fall on a Saturday or Sunday, the payday will be the Friday before the usual payday. If a holiday falls on a payday, the payday will be the preceding day.

ii. The normal full- time work schedule is forty hours within the period from 12:01 a.m. Saturday until midnight the following Friday Work schedules are to be established and adjusted to meet the needs of consumers and CSB programs.

iii. The full- time work week may be temporarily adjusted per Executive Director's discretion and approval of the Board.

iv. The agency salary plan is based on Job Families and Pay Bands. Positions are allocated to Pay Bands with inwithin that structure.

v. Within the Pay Bands, starting salaries are generally at the minimum, but, based on factors such as experience, education, and demonstrated knowledge and skills, may vary. Starting Salaries also vary depending on market demands and budget constraints.

vi. General salary adjustments within the pay bands are generally for across the board actions (such as a certain % raise for each employee), or based on Performance Incentives, when funding is available for such. Salary

D. COMPENSATION POLICIES AND PROCEDURES

1. Pay periods and schedules

i. The pay period for GPCS employees is semimonthly. Paydays shall be on the 15th and the last working day of the month. Should either payday fall on a Saturday or Sunday, the payday will be the Friday before the usual payday. If a holiday falls on a payday, the payday will be the preceding day.

ii. The normal full- time work schedule is forty hours within the period from 12:01 a.m. ~~Sunday until midnight~~ the following Saturday. Work schedules are to be established and adjusted to meet the needs of consumers and CSB programs.

iii. The full- time work week may be temporarily adjusted per Executive Director's discretion and approval of the Board.

iv. The agency salary plan is based on Job Families and Pay Bands. Positions are allocated to Pay Bands with inwithin that structure.

v. Within the Pay Bands, starting salaries are generally at the minimum, but, based on factors such as experience, education, and demonstrated knowledge and skills, may vary. Starting Salaries also vary depending on market demands and budget constraints.

vi. General salary adjustments within the pay bands are generally for across the board actions (such as a certain % raise for each employee), or based on Performance Incentives, when funding is available for such. Salary

adjustments will be made effective on the 1st day of a calendar month.

2. Family and Pay Band Salary Structure

i. It is the policy of GPCS that classified jobs, excluding selected trainees and students, be assigned a Family and Pay Band in accordance with the Pay Classification Structure most recently adopted by the Board of Directors.

ii. There are 5 Job Families and a minimum of 3 pay bands to a maximum of 6 pay bands per respective Job Family.

iii. The Board of Directors, upon the recommendations of the Executive Director, is responsible for making adjustments to the Pay Classification Structure. The Pay Classification Plan should be reviewed every two years.

iv. This policy is established pursuant to the authority provided in Section 2.1-114.5B of the Code of Virginia and Virginia Personnel Act.

v. The Executive Director is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Executive Director.

vi. The following pages contain the most recently approved Pay Classification Plan approved by the Board of Directors for GPCS.

3. Pay for Performance

i. When performance warrants and budget permits, a merit increase shall be awarded to the employee. The approval of the Annual Budget by the Board controls the schedule for employee salary increases in any given year. An employee qualifies for a merit increase if he/she has been employed by GPCS for one year and the annual performance evaluation meets the criteria listed below. Other incentives may be used to recognize meritorious job

adjustments will be made effective on the 1st day of a calendar month.

vii. It is the policy of GPCS to pay employees by direct deposit in a manner so that the amount, method, and timing of wage payments comply with all applicable laws and regulations. All employees are required to have their pay direct deposited into the checking or savings account of their choice.

2. Family and Pay Band Salary Structure

i. It is the policy of GPCS that classified jobs, excluding selected trainees and students, be assigned a Family and Pay Band in accordance with the Pay Classification Structure most recently adopted by the Board of Directors.

ii. There are 4 Job Families and a minimum of 3 pay bands to a maximum of 6 pay bands per respective Job Family.

iii. The Board of Directors, upon the recommendations of the Executive Director, is responsible for making adjustments to the Pay Classification Structure. The Pay Classification Plan should be reviewed every two years. Most recent review occurring in May 2021.

iv. This policy is established pursuant to the authority provided in Section 2.1-114.5B of the Code of Virginia and Virginia Personnel Act.

v. The Executive Director is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Executive Director.

vi. The following pages contain the most recently approved Pay Classification Plan approved by the Board of Directors for GPCS.

3. Pay for Performance

i. When performance warrants and budget permits, a merit increase shall be awarded to the employee. The approval of the Annual Budget by the Board controls the schedule for employee salary increases in any given year. An employee qualifies for a merit increase if he/she has been employed by GPCS for one year and the annual performance evaluation meets the criteria listed below. Other incentives may be used to recognize meritorious job performance of employees if a merit increase is not possible due to budget constraints.

performance of employees if a merit increase is not possible due to budget constraints.

ii. In order of priority, and in light of available resources, the following incentives may be awarded:

a. Merit Increase: An ongoing pay increase based on performance.

1. If the employee receives a score with in the Meets Position Requirements range, a raise of 1 – 2% will be awarded.

2. If the employee receives a score with in the Exceeds Position Requirements range, a raise of 2 - 3% will be awarded.

3. If the employee receives a score within the exceptional Performance range, a raise of 3 – 5% will be awarded.

b. Bonus Plus Allowed Time: This option would provide one-time only money to currently employed staff, plus allowed time (days off) awarded. Permanent part time employees will receive pro-rated bonus and time. The awards would be as follows:

1. If the employee receives a score within the Meets Position Requirements range a bonus plus one day of allowed time, may be awarded.

2. If the employee receives a score with in the Exceeds Position Requirements range a bonus plus two days of allowed time, may be awarded.

3. If the employee receives a score within the Exceptional Performance range a bonus plus three days of allowed time, may be awarded.

c. Bonus: One-time only money, with the amount determined to be equally distributed to all staff receiving at least a score within the Meets Position Requirements range. Permanent part time employees will receive pro-rated bonus.

1. The award of a bonus, either with or without additional time, must be recommended and approved by the GPCS Board of Directors.

d. Additional Time: No money, but recognition of commendable job performance by granting additional time (days off) as follows:

ii. In order of priority, and in light of available resources, the following incentives may be awarded:

a. Merit Increase: An ongoing pay increase based on performance.

1. If the employee receives a score with in the Meets Position Requirements range, a raise of 1 – 2% will be awarded.

2. If the employee receives a score with in the Exceeds Position Requirements range, a raise of 2 - 3% will be awarded.

3. If the employee receives a score within the Exceptional Performance range, a raise of 3 – 5% will be awarded.

b. Bonus Plus Allowed Time: This option would provide one-time only money to currently employed staff, plus allowed time (days off) awarded. Permanent part time employees will receive pro-rated bonus and time. The awards would be as follows:

1. If the employee receives a score within the Meets Position Requirements range a bonus plus one day of allowed time, may be awarded.

2. If the employee receives a score with in the Exceeds Position Requirements range a bonus plus two days of allowed time, may be awarded.

3. If the employee receives a score within the Exceptional Performance range a bonus plus three days of allowed time, may be awarded.

c. Bonus: One-time only money, with the amount determined to be equally distributed to all staff receiving at least a score within the Meets Position Requirements range. Permanent part time employees will receive pro-rated bonus.

1. The award of a bonus, either with or without additional time, must be recommended and approved by the GPCS Board of Directors.

d. Additional Time: No money, but recognition of commendable job performance by granting additional time (days off) as follows:

1. If the employee receives a score within the Meets Position Requirements range, one day of additional time is awarded.

2. If the employee receives a score within the Exceeds Position Requirements range, three days of additional time is awarded.

3. If the employee receives a score within the Exceptional Performance range five days of additional time is awarded.

4. Anniversary Bonus

i. As a reward for longevity of employment, when budget permits, staff are provided bonuses at milestone years of employment. These bonuses are awarded by the Executive Director at the August all staff meeting and paid in the August 31st paycheck. Bonus' are awarded as listed below

a. 5 years continuous employment \$100

b. 10 years continuous employment \$250

c. 15 years continuous employment \$500

d. 20 years continuous employment \$1000

e. 25 years continuous employment \$1250

f. 30 years continuous employment \$1500

1. If the employee receives a score within the Meets Position Requirements range, one day of additional time is awarded.

2. If the employee receives a score within the Exceeds Position Requirements range, three days of additional time is awarded.

3. If the employee receives a score within the Exceptional Performance range five days of additional time is awarded.

4. Anniversary Bonus

i. As a reward for longevity of employment, when budget permits, staff are provided bonuses at milestone years of employment. These bonuses are awarded by the Executive Director at the August all staff meeting and paid in the August 31st paycheck. Bonus' are awarded as listed below

a. 5 years continuous employment \$100

b. 10 years continuous employment \$250

c. 15 years continuous employment \$500

d. 20 years continuous employment \$1000

e. 25 years continuous employment \$1250

f. 30 years continuous employment \$1500

5. Salary Increase for obtaining professional licensure or other credentials

i. When a professional license or license eligible status is required for a position and the incumbent acquires the license, a 5% salary increase will be awarded as long as funding to do so is available.

ii. When credentials are earned that are not required for a position but potentially enhances the employee's performance, and is related to the position, a pay increase may be awarded. For example, an employee earns a masters' degree in a human services field or specialty credential related to the position held; up to a 3% increase may be awarded. The request for an increase in these circumstances may be initiated by the employee through the supervisor or by the supervisor. The supervisor will put in writing the credential earned, how it is related to the position held, and the amount recommended for pay increase. The request will be submitted to the senior

director who will consult with the executive director and a decision will be made. Notification of the decision will be given to the supervisor and the employee.

Employee holidays updated to match BOD approved additional holiday of Juneteenth

A. EMPLOYEE BENEFITS

GPCS provides employees with a benefit program which contributes to the compensation and security of its employees.

1. Holidays - Employees receive a total of 13 paid holidays annually. Eight (8) of these paid holidays are static days, where the entire agency is closed. Five (5) of these paid holidays are floating days, to be used at the employees' option, in consultation with their supervisor. The 8 holidays when the agency is closed are as follows:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in Sept.
Thanksgiving Day	Fourth Thursday in Nov.
Day after Thanksgiving	Fourth Friday in Nov.
Christmas Eve	December 24
Christmas Day	December 25

A. EMPLOYEE BENEFITS

GPCS provides employees with a benefit program which contributes to the compensation and security of its employees.

1. Holidays - Employees receive a total of 14 paid holidays annually. Nine (9) of these paid holidays are static days, where the entire agency is closed. Five (5) of these paid holidays are floating days, to be used at the employees' option, in consultation with their supervisor. The 8 holidays when the agency is closed are as follows:

New Year's Day	January 1
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in Sept.
Thanksgiving Day	Fourth Thursday in Nov.
Day after Thanksgiving	Fourth Friday in Nov.
Christmas Eve	December 24
Christmas Day	December 25

Updates to request for variation of duties in order to line up with ADA

12. Request for Variations of Job Duties;

i. If an employee requests an exemption from any job duties which is consistent with the position for which he or she has been hired, that employee must outline exactly what the request is encompassing and for what length of time. All requests must be approved by the employee's supervisor, program director and the Executive Director. If the request is based on medical reasons, GPCS could request from the employee's physician/therapist or another independent physician or therapist, any relevant information necessary to ascertain sufficient information to make a decision. The employee must sign a consent to release information form before any consultation is done. All correspondence will be located in the agency's medical information file and kept separately from the employee's personnel file.

12. Request for Variations of Job Duties; Requests for Disability Accommodations

i. If an employee requests an exemption from any job duties or a reasonable accommodation to permit the performance of their essential job functions is consistent with the position for which he or she has been hired, that employee must communicate with GPCS regarding their needs and duration of such needs. All requests must be approved by the employee's supervisor, program senior director and the Executive Director. If the request is based on medical reasons, GPCS has the right to request from the employee's medical provider, any relevant information or written certification necessary to ascertain sufficient information to make a decision. The employee must sign a consent to release information form before GPCS communicates directly with the employee's medical provider is done. All correspondence will be located in the agency's medical information file and kept separately from the employee's personnel file.

Standards of conduct – types of offenses and administration of corrective action of disciplinary penalties. Updated

E. STANDARDS

1. General Policy and Purpose of the Standards

i. Proper work conduct among all agency employees is necessary to the organization's successful delivery of consumer services. General standards of conduct include:

- a. Timely and regular attendance
- b. Dependable application of work time
- c. Satisfactory job performance
- d. Respect for the rights and property of consumers, co-workers, supervisors, and the agency.

ii. The standards and the offenses described below are not meant to be all-inclusive, and conduct not covered by this policy but deemed by the Executive Director to be disruptive or damaging to the agency's effectiveness, or any behavior proven to be detrimental to the agency, should be treated consistently with the procedures outlined herein.

2. Types of Offenses and Administration of Corrective Action of Disciplinary Penalties

i. First Group Offenses. These offenses include those acts of a less severe nature, but which require corrective action in the interest of the agency's effectiveness. Generally, these offenses should initially be addressed with the employee by the supervisor verbally as an oral warning. If the condition is not corrected written reprimands should be administered and placed in the employee's personnel file. Reprimands are cumulative and remain active for twelve months. Accumulation of three active reprimands results in a Corrective Action Plan, to be developed by the employee and his/her supervisor.

First group offenses include, but are not limited to:

E. STANDARDS

1. General Policy and Purpose of the Standards

i. Proper work conduct among all agency employees is necessary to the organization's successful delivery of consumer services. General standards of conduct include:

- a. Timely and regular attendance
- b. Dependable application of work time
- c. Satisfactory job performance
- d. Respect for the rights and property of consumers, co-workers, supervisors, and the agency.

ii. The standards and the offenses described below are not meant to be all-inclusive, and conduct not covered by this policy but deemed by the Executive Director to be disruptive or damaging to the agency's effectiveness, or any behavior proven to be detrimental to the agency, should be treated consistently with the procedures outlined herein.

iii. Nothing in this Chapter shall prevent GPCS from implementing a Corrective Action Plan ("CAP") at any time. Any CAP is itself is not a disciplinary action; rather it is a management action designed to correct employee behavior in furtherance of GPCS's business interests and operations and to prevent future disciplinary action.

2. Types of Offenses and Administration of Corrective Action of Disciplinary Penalties

i. First Group Offenses. These offenses include those acts of a less severe nature, but which require corrective action in the interest of the agency's effectiveness. Generally, these offenses should initially be addressed with the employee by the supervisor verbally as an oral warning. This warning is to be documented on the appropriate agency form. If the condition is not corrected after the oral warning, written reprimands should be administered and placed in the employee's personnel file. Reprimands are cumulative and remain active for twelve months. As a result of an oral warning or reprimand, a Corrective Action Plan may also be implemented. Any such Corrective Action Plan CAP is itself not a disciplinary action; rather it is a management action designed to prevent future disciplinary action.

First group offenses include, but are not limited to:

- a. Unsatisfactory attendance
- b. Excessive tardiness
- c. Unauthorized time away from work area
- d. Failure to notify supervisor in advance of inability to report to work at assigned time, excluding bona fide emergencies
- e. Obscene or abusive language (except as noted in the Consumer Abuse Policy)
- f. Unsatisfactory work performance.
- g. Accidental violation of consumer or agency confidentiality through unauthorized sharing of information.

ii. Second Group Offenses. These are more serious acts and carry corrective actions, written reprimands, and suspensions without pay. One second group offense will result in a Corrective Action Plan. An additional second group offense should normally result in the employee's dismissal. A single second group offense, coupled with three active first group offenses, should normally result in the employee's dismissal. Second group offenses include, but are not limited to:

- a. Failure to follow supervisor's instructions or carry out assigned duties.
- b. Continued unsatisfactory work performance.
- c. Violation of safety rules where there is no threat to life
- d. Reporting to work under the influence of alcohol, or the unlawful use of a controlled substance.
- e. Leaving work site without permission during working hours.
- f. Failure to report to work without proper notice to supervisor.
- g. Sleeping during working hours.
- h. Unauthorized use or misuse of agency property or records.
- i. Two or more accidental violations of consumer or agency confidentiality through unauthorized sharing of information within one year.

iii. Third Group Offense. These types of offenses include those behaviors of such serious nature that a first offense should normally warrant dismissal. Third group offenses include, but are not limited to:

- a. Unsatisfactory attendance
- b. Excessive tardiness
- c. Unauthorized time away from work area
- d. Failure to notify supervisor in advance of inability to report to work at assigned time, excluding bona fide emergencies
- e. Obscene or abusive language (except as noted in the Consumer Abuse Policy)
- f. Unsatisfactory work performance.
- g. Accidental violation of consumer or agency confidentiality through unauthorized sharing of information

ii. Second Group Offenses. These are more serious acts that can carry corrective actions, written reprimands, or suspensions without pay. Additionally, a second group offense will generally result in a Corrective Action Plan. A Corrective Action Plan is itself not a disciplinary action; rather it is a management action designed to prevent future disciplinary action. An additional second group offense should normally result in the employee's dismissal. A single second group offense, coupled with three active first group offenses, should normally result in the employee's dismissal. Second group offenses include, but are not limited to:

- a. Any First Group Offense which continues after an oral warning or reprimand.
- b. Failure to timely complete an assigned Corrective Action Plan.
- c. Failure to follow supervisor's instructions or carry out assigned duties.
- d. Continued unsatisfactory work performance.
- e. Violation of safety rules where there is no threat to life
- f. Reporting to work under the influence of alcohol, or the unlawful use of a controlled substance.
- g. Leaving work site without permission during working hours.
- h. Failure to report to work without proper notice to supervisor.
- i. Sleeping during working hours.
- j. Unauthorized use or misuse of agency property or records.
- k. Two or more accidental violations of consumer or agency confidentiality through unauthorized sharing of information within one year.

iii. Third Group Offense. These types of offenses include those behaviors of such serious nature that a first offense should normally warrant dismissal. Third group offenses include, but are not limited to:

- a. Excessive absence without satisfactory explanation.
- b. Falsification of agency records.
- c. Use of alcohol or unlawful use or possession of a controlled substance while on the job.
- d. Damaging or defacing agency records or property.
- e. Damaging or defacing the property of a consumer or co-worker.
- f. Theft of agency, consumer, or co-worker property.
- g. Gambling on agency property.
- h. Acts of physical violence (see also Consumer Abuse Policy).
- i. Violation of safety rules where there is a threat to life.
- j. Unauthorized possession of firearms, dangerous weapons, or explosives.
- k. Threatening or coercing co-workers or consumers (see also Consumer Abuse and Sexual Harassment Policies).
- l. Criminal convictions for acts of conduct occurring on or off the job which are plainly related to job performance or are of such a nature that to continue employment in the assigned position could constitute negligence on the agency's part. It is expected that employees will inform their supervisor in the event of a criminal conviction. Such information will be evaluated for relevance and importance using the same criteria as for initial criminal record checks and will be kept confidential.
- n. Purposeful violations of consumer confidentiality through unauthorized sharing of information.

3. Employee Notification

i. Prior to corrective or dismissal actions, the employee shall be informed by the immediate or designated supervisor of the reason(s) for such action. The employee shall be allowed a reasonable time to respond to these reasons. Immediate removal may be indicated when the employee's continued presence may be a threat to consumers, other employees, or the agency. Written notice confirming the nature of corrective action or dismissal action shall be provided to the employee promptly following the action. Employees may exercise their rights to the grievance procedure as outlined in that policy. Final disciplinary actions are noted in the employee's personnel file, to which the employee has access via request to the Executive Director, and in consultation with the Executive Director. Employees are not eligible to apply for any open internal positions within the agency while on a corrective action plan except in the case where employee is being laid-off by GPCS (see Lay Off

- a. Failure to remedy any chronic behavior that led to a Second Group Offense.
- b. Excessive absence without satisfactory explanation.
- c. Falsification of agency records.
- d. Use of alcohol or unlawful use or possession of a controlled substance while on the job.
- e. Damaging or defacing agency records or property.
- f. Damaging or defacing the property of a consumer or co-worker.
- g. Theft of agency, consumer, or co-worker property.
- h. Gambling on agency property.
- i. Acts of physical violence (see also Consumer Abuse Policy).
- j. Violation of safety rules where there is a threat to life.
- k. Unauthorized possession of firearms, dangerous weapons, or explosives.
- l. Threatening or coercing co-workers or consumers (see also Consumer Abuse and Sexual Harassment Policies).
- m. Criminal convictions for acts of conduct occurring on or off the job which are plainly related to job performance or are of such a nature that to continue employment in the assigned position could constitute negligence on the agency's part. It is expected that employees will inform their supervisor in the event of a criminal conviction. Such information will be evaluated for relevance and importance using the same criteria as for initial criminal record checks and will be kept confidential.
- n. Purposeful violations of consumer confidentiality through unauthorized sharing of information.
- o. Unauthorized sharing or use of non-public agency information.

3. Employee Notification

i. Prior to corrective or dismissal actions, the employee shall be informed by the immediate or designated supervisor of the reason(s) for such action. The employee shall be allowed a reasonable time to respond to these reasons. Immediate removal may be necessary when the employee's continued presence may be a threat to consumers, other employees, or the agency. Written notice confirming the nature of corrective action or dismissal action shall be provided to the employee promptly following the action. Employees may exercise their rights to the grievance procedure as outlined in that policy. Final disciplinary actions are noted in the employee's personnel file, to which the employee has access via request to the Executive Director.

policy, Chapter 13). In such cases, the employee will receive a written notice of the lay-off a minimum of thirty (30) days prior to the effective date of the layoff. Such employees shall be given consideration for positions within the agency if a vacancy is available for which the employee is qualified.

F. PROCEDURE FOR THE DEVELOPMENT AND IMPLEMENTATION OF AN EMPLOYEE'S CORRECTIVE ACTION PLAN

1. The utilization of a corrective action plan is to prevent a management action taken as a response to job performance (deficiency) by an agency employee. Performance deficiencies be identified by, but are not limited to:

- a. A performance evaluation process;
- b. A critical incident reported to the agency; or
- c. A violation of the agency's Employee Standards of Conduct.

2. The responsibility for the development, implementation and employee compliance for a corrective action plan is the first-line supervisors. Corrective Action Process is a process includes the following steps.

- i. The first-line supervisor initially meets with the employee who is having job performance deficiencies to achieve an understanding of the related issues, concerns, and the need for a Corrective Action Plan;
- ii. After the initial discussion of the employee's performance deficiencies, the first-line supervisor will provide the subordinate with an opportunity to present input of his ideas, suggestions, etc. related to a Corrective Action Plan. This step would require the employee to utilize the Corrective Action Plan format and complete a

F. PROCEDURE FOR THE DEVELOPMENT AND IMPLEMENTATION OF AN EMPLOYEE'S CORRECTIVE ACTION PLAN

1. The utilization of a corrective action plan is to prevent a management action taken as a response to job performance deficiency by an agency employee. Performance deficiencies can include all First and Second Group Offenses and/or be related to:

- a. The performance evaluation process;
- b. A critical incident reported to the agency; or
- c. A violation of the agency's Employee Standards of Conduct.

2. The corrective action plan is not a disciplinary action. It is a management action that is consistent with its right to manage the agency affairs and day-to-day operations. A Corrective Action Plan arises from a disciplinary action and represents the supervisor and employee's plan to remediate any performance deficiency identifies in F.1., above.

3. The responsibility for the development, implementation and employee compliance for a corrective action plan is the first-line supervisors. A Corrective Action Plan is a management process that is not in itself a disciplinary action and is designed to further the business and operational needs of GPCS and to prevent future disciplinary action. A CAP typically includes the following steps, which steps may be modified or bypassed depending on the severity or nature of the behavior as determined in the sole discretion of the Executive Director:

- i. The first-line supervisor initially meets with the employee who is having job performance deficiencies to achieve an understanding of the related issues, concerns, and the need for a Corrective Action Plan;
- ii. After the initial discussion of the employee's performance deficiencies, the first-line supervisor will provide the subordinate with an opportunity to present input regarding the employee's ideas, suggestions, etc. related to the Corrective Action Plan. This step would require the employee to utilize the Corrective Action Plan

draft plan and present it to the supervisor within two workdays of the initial meeting;

iii. After getting the input from the impacted employee, the supervisor then develops a complete draft of a corrective action plan using Goochland Powhatan Community Services' format;

iv. When the draft is completed the supervisor will review it with the Executive Director to consult, review, and obtain input;

v. After the meeting with the Executive Director, the first-line supervisor will finalize the Corrective Action Plan.

vi. If the employee is on a Corrective Action Plan when an annual performance review is due, the annual performance review will be delayed until such time as the employee has satisfied the requirements of the Corrective Action Plan. Once this has been completed, the annual performance review can be done and merit increase submitted, if applicable.

vii. Within ten workdays from the initial meeting, the first-line supervisor will meet again with the employee to review the Corrective Action Plan. At the conclusion of this meeting the Corrective Action Plan is to be signed by all parties listed on the form. (Note: The signatures do not indicate agreement with the plan on the part of the employee, but are required to document that a plan has been completed and reviewed.) The corrective action plan is not a disciplinary action. It is a management action that is consistent with its right to manage the agency affairs and day-to-day operations;

viii. After the corrective action is developed and prior to implementation, the first-line supervisor will be responsible to provide copies to:

- a. Employee;
- b. Employee's Program Director;
- c. Executive Director;
- d. Personnel Office.

ix. If at any time during the implementation period of the Corrective Action Plan the employee continues to exhibit either performance deficiencies and does not meet the established deadlines stated in the plan and no mitigating circumstances exist, the supervisor will then recommend

format and complete a draft plan and present it to the supervisor within three workdays after the initial meeting;

iii. After getting the input from the impacted employee, the supervisor then develops a complete draft of a corrective action plan using Goochland Powhatan Community Services' format included in this manual;

iv. When the draft is completed the supervisor will review it with the Senior Director to consult, review, and obtain input;

v. After the meeting with the division Senior program Director, the first-line supervisor will finalize the Corrective Action Plan. The first-line supervisor must then obtain final approval of the Corrective Action Plan from the Executive Director, and incorporate any modifications made by the Executive Director.

vi. If the employee is on a Corrective Action Plan when an annual performance review is due, the annual performance review will be delayed until such time as the employee has satisfied the requirements of the Corrective Action Plan. Once this has been completed, the annual performance review can be done and merit increase submitted, if applicable.

vii. Within fifteen workdays from the initial meeting, the first-line supervisor will meet again with the employee to review the Corrective Action Plan, as approved by the Executive Director. At the conclusion of this meeting the Corrective Action Plan is to be signed by all parties listed on the form. (Note: The signatures do not indicate agreement with the plan on the part of the employee, but are required to document that a plan has been discussed by the employee and supervisor.)

viii. After the corrective action is developed and prior to implementation, the first-line supervisor will be responsible to provide copies to the:

- a. Employee;
- b. Employee's Senior Director;
- c. Executive Director; and,
- d. Senior Director of Administration Office.

ix. If at any time during the implementation period of the Corrective Action Plan the employee continues to exhibit the performance deficiencies identified in the plan and/or does not meet the established deadlines stated in the plan and no mitigating circumstances exist, the supervisor will

appropriate disciplinary action to the program Director and Executive Director. When this occurs, the Executive Director will take appropriate action in accordance with existing Board policies.

x. At the end of the timeframes allotted the corrective action plan, the supervisor is to meet with the affected employee and evaluate whether or not the corrective action has been completed and to determine if there continue to be any job performance deficiencies.

xi. After the meeting, the supervisor will then inform the employee as to whether or not the corrective action plan has been completed. If the performance deficiencies continue, the first-line supervisor will have the option of recommending to the program Director and Executive Director the continuation of the corrective action plan or recommend formal disciplinary action.

xii. All such decisions regarding the continuation of the corrective action plan or the application of formal disciplinary action will be done only after discussion with the management program staff and the Executive director.

xiii. Any questions regarding this procedure, its application and compliance are to be directed to Executive Director as needed Executive Director.

then recommend appropriate disciplinary action to the Senior Director and Executive Director, up to and including termination.

x. At the end of the timeframes allotted the corrective action plan, the supervisor is to meet with the affected employee and evaluate whether or not the performance deficiency(ies) has been remedied.

xi. After the evaluation meeting, the supervisor will then inform the employee as to whether or not the corrective action plan has been completed. If the performance deficiencies continue, the first-line supervisor will have the option of recommending to the Senior Director and Executive Director the continuation of the corrective action plan or recommend formal disciplinary action. Such formal disciplinary action may be up to and including termination.

xii. All such decisions regarding the continuation of the corrective action plan or the application of formal disciplinary action will be done only after discussion with the Senior Director and the Executive Director.

xiii. Any questions regarding this procedure, its application and compliance are to be directed to Goochland Powhatan Community Services' Senior Director of Administration, with final approval by the Executive Director as needed.

4. Employees are not eligible to apply for any open internal positions within the agency while on a CAP, except in the case where employee is being laid-off by GPCS (see Lay Off policy, Chapter 13). In such cases, the employee will receive a written notice of the lay-off a minimum of thirty (30) days prior to the effective date of the layoff. Such employees shall be given consideration for positions within the agency if a vacancy is available for which the employee is qualified.

Update to discipline & separation definitions in order to line up with standards of conduct

9. Discipline and Separations -Definitions

i. Corrective Action Plans are those plans specifically written to correct or amend certain behaviors or work habits that are significantly problematic. Corrective Action Plans are ideally developed with the employee and the

9. Discipline and Separations -Definitions

i. Corrective Action Plans are those plans specifically written to correct or amend certain behaviors or work habits that are significantly problematic. Corrective Action Plans are ideally developed with the employee and the

supervisor agreeing on the corrective action needed and steps necessary to improve performance. Employee refusal to participate in developing a Plan will not eliminate the need for such plan or its implementation. Such refusal will be documented with the Plan.

ii. Demotions are necessary in order that employees whose work has not been satisfactory, but whose dismissal does not appear warranted, may be retained and assigned less difficult work. (see Performance Evaluations).

iii. Dismissals will be made for inefficiency, insubordination, misconduct, or other just cause. The Executive Director, acting in consultation with the Chairman of the Goochland -Powhatan Community Services Board, may dismiss any employee at any time for just cause. The Executive Director shall give the employee written notice of his/her dismissal, including the reasons therefore and also inform the employee of her/his right to appeal the decision to dismiss through the established grievance procedure.

iv. Administrative Leave Pending Investigation may be necessary in cases involving alleged serious misconduct that involves safety, workplace security or legal issues where the employee may be immediately placed on administrative leave pending investigation into the matter. Administrative Leave Pending Investigation is not disciplinary. Administrative Leave Pending Investigation is with pay and shall not last longer than ten (10) working days, or until the initial investigation into the allegation is complete, whichever is sooner. Further Administrative Leave Without Pay shall be approved by the Executive Director in consultation with the Board of Directors

supervisor agreeing on the corrective action needed and steps necessary to improve performance. Employee refusal to participate in developing a Plan will not eliminate the need for such plan or its implementation. Such refusal will be documented with the Plan. A Corrective Action Plan is not a disciplinary action, but rather a management action intended to remediate performance deficiencies.

ii. Demotions are a reduction in rank, years of service, or position which is necessary so an employees whose work has not been satisfactory, but whose dismissal does not appear warranted, may be retained and assigned less difficult work. (see Performance Evaluations).

iii. Dismissals are terminations of employment which are typically made after progressive disciplinary action has failed or if the severity or nature of an employee's behavior warrants removal from the workplace, such as for the following reasons, without limitation: insubordination, gross misconduct, continued performance deficiencies, Third Group Offenses, violations of the GPCS Code of Ethics or Standards of Conduct, failure to complete a Corrective Action Plan; or other just cause.

The Executive Director, acting in consultation with the Chairman of the Goochland Powhatan Community Services Board, may dismiss any employee at any time for just cause. The Executive Director shall give the employee notice of their dismissal, including the reasons and also inform the employee of their right to appeal the decision to dismiss through the applicable grievance procedure, pursuant to Virginia law.

iv. Administrative Leave Pending Investigation is paid leave which may be necessary in cases involving alleged serious misconduct that involves safety, workplace security or legal issues where the employee may be immediately placed on administrative leave pending investigation into the matter. Administrative Leave Pending Investigation is not disciplinary. Administrative Leave Pending Investigation and shall not last longer than ten (10) working days, or until the initial investigation into the allegation is complete. Further Administrative Leave Without Pay may be approved by the Executive Director in consultation with the Board of Directors.

Drug use and testing and when/how testing is done. Including Marijuana

A. DRUG AND ALCOHOL-FREE WORKPLACE POLICY

A. DRUG AND ALCOHOL-FREE WORKPLACE POLICY

Goochland Powhatan Community Services is committed to maintaining a drug/alcohol free workplace as is required by law. GPCS recognizes the adverse impact of substance abuse by employees on co-workers and the consumers we serve within the agency. The purpose of this policy is to establish and maintain a safe and healthy workplace that is free from drug and alcohol abuse.

1. Policy

i. It is therefore the policy of GPCS that:

The use, sale, purchase, transfer, possession, or presence in one's system of alcohol or any controlled substance (except medically prescribed drugs) by any employee while at work or being on agency property during off-duty hours, while operating an agency vehicle or while engaged in agency business, is strictly prohibited.

ii. Compliance with this policy is a condition of continued employment at the GPCS.

iii. Any violation of the policy will result in the appropriate disciplinary action that may include one or a series of the following:

a. Employee participation and compliance in a substance abuse treatment program. (When an employee is required to participate in an inpatient or residential treatment program that requires absence from work, the employee may use accrued sick and annual leave or leave without pay.)

iv. Written notice and corrective action plan addressing work deficiencies.

v. Termination of employment.

2. Employee drug and alcohol charges and/or convictions:

i. Employees must notify his/her immediate supervisor and/or the program Director and the Executive Director of any criminal drug or alcohol charge they incur while in the employment of GPCS within five calendar days of the charge.

ii. Situations such as this will be handled on a case-by-case basis considering the type of charge made against the employee by the Executive Director in consultation with the Program Director and the Board's attorney.

3. Policy Orientation Awareness:

Goochland Powhatan Community Services is committed to maintaining a drug/alcohol free workplace as is required by law. GPCS recognizes the adverse impact of substance Use by employees on co-workers and the consumers we serve within the agency. The purpose of this policy is to establish and maintain a safe and healthy workplace that is free from drug and alcohol abuse.

1. Policy

i. It is therefore the policy of GPCS that:

The use, sale, purchase, transfer, possession, or presence in one's system of alcohol or any controlled substance (except medically prescribed drugs) by any employee while at work or being on agency property during off-duty hours, while operating an agency vehicle or while engaged in agency business, is strictly prohibited.

ii. Compliance with this policy is a condition of continued employment at the GPCS.

iii. Any violation of the policy will result in the appropriate disciplinary action that may include one or a series of the following:

a. Employee participation and compliance in a substance abuse treatment program. (When an employee is required to participate in an inpatient or residential treatment program that requires absence from work, the employee may use accrued sick and annual leave or leave without pay.)

iv. Written notice and corrective action plan addressing work deficiencies.

v. Termination of employment.

2. Employee drug and alcohol charges and/or convictions:

i. Employees must notify their immediate supervisor and the program Senior Director and Executive Director of any criminal drug or alcohol charge they incur while in the employment of GPCS within five calendar days of the charge.

ii. Situations such as this will be handled on a case-by-case basis considering the type of charge made against the employee by the Executive Director in consultation with the Program Director and the Board's attorney.

3. Policy Orientation Awareness:

- i. During the initial orientation procedures, a new employee is given a copy of the written GPCS Drug/Alcohol Free Workplace Policy.
- ii. As part of the orientation program, a drug and alcohol awareness education component is offered the new employee. This includes:
 - a. Providing the employee information regarding the dangers of drug and alcohol abuse in the workplace;
 - b. A review of the written policy and;
 - c. A review of available treatment resources available to the employee including the employee assistance program (EAP) available to employees of the agency.

4. Procedures for suspected employee substance intoxication:

i. GPCS reserves the right to request at any time immediate drug and alcohol testing of an employee who appears to be under the influence of a mood-altering substance while at work. The decision to administer such testing will be made by the employee's direct supervisor in consultation with their immediate supervisor and/or the Executive Director.

ii. Any employee who is being treated by a physician with prescribed medication, or any employee who has utilized an over the counter medication that impacts his/her ability to perform his/her job functions should inform his or her supervisor as soon as possible.

iii. Employees are expected to inform the in-charge supervisor of any reasonable concern that a colleague may be under the influence at work. This should be based solely on concrete evidence such as the odor of alcohol, lack of coordination, excessive jitters and/or dilation of the pupils.

iv. Once the Program Supervisor has been alerted or sees directly that an employee may be under the influence, the supervisor, after consultation with their supervisor will meet immediately with the employee to assess any possible impairment .

v. If the employee acknowledges use of drugs or alcohol, the Supervisor will:

a. Send the employee home after they have arranged a scheduled time for the employee to return for a meeting with the supervisor to discuss what steps need to be taken, including disciplinary action, before return to work.

i. During the initial orientation procedures, a new employee is given a copy of the written GPCS Drug/Alcohol Free Workplace Policy.

- ii. As part of the orientation program, a drug and alcohol awareness education component is offered the new employee. This includes:
 - a. Providing the employee information regarding the dangers of drug and alcohol abuse in the workplace;
 - b. A review of the written policy and;
 - c. A review of available treatment resources available to the employee including the employee assistance program (EAP) available to employees of the agency.

4. Procedures for suspected employee substance intoxication:

i. GPCS reserves the right to request at any time immediate drug and alcohol testing of an employee who appears to be under the influence of a mood-altering substance while at work. The decision to administer such testing will be made by the employee's direct supervisor in consultation with their immediate supervisor and/or the Executive Director.

ii. Any employee who is being treated by a physician with prescribed medication, or any employee who has utilized an over the counter medication that impacts their ability to perform their job functions should inform their or her supervisor as soon as possible.

iii. Employees are expected to inform the supervisor, division senior director, or executive director of any reasonable concern that a colleague may be under the influence at work. This should be based solely on concrete evidence such as the odor of alcohol, lack of coordination, excessive jitters and/or dilation of the pupils.

iv. Once the Supervisor has been alerted or sees directly that an employee may be under the influence, the supervisor, after consultation with their Senior Director and/or Executive Director, will meet immediately with the employee to assess any possible impairment .

v. If the employee acknowledges use of drugs or alcohol, the Supervisor will:

a. Send the employee home after they have arranged a scheduled time for the employee to return for a meeting with the supervisor to discuss what steps need to be taken, including disciplinary action, before return to work.

b. Make appropriate arrangements in relation to the employee's work obligations and offer an alternate mode of transportation for the employee to arrive home safely.

c. The employee will use annual leave or leave without pay until there has been resolution of the infraction.

vi. If the employee denies being under the influence, the supervisor will review the available information with their program immediate supervisor and/or the Executive Director and, with concurrence of the immediate supervisor and/or the Executive Director, the following will occur:

a. Inform the employee that an appropriate test for drugs and alcohol is required;

b. Refusal to comply with the test may result in further disciplinary action for the employee;

c. Upon agreement of the employee to be tested, the supervisor shall make the arrangements to have the employee tested at the appropriate testing site. A program supervisor shall accompany the employee to the testing site.

d. Appropriate arrangements for transportation shall be made for the employee being tested so the employee arrives home safely.

e. The employee will be suspended with pay per Administrative Leave Policy, pending the results of the drug test. Should the test results be negative, the suspension with pay action will be expunged from the personnel record.

f. During the scheduled follow-up meeting between the employee and the supervisor, they will review the test results, relevant disciplinary actions, and agency recommendations.

vii. Acknowledged use of drugs and alcohol or a positive test result showing drug or alcohol use by the employee will result in a referral to the EAP for a substance abuse evaluation. The employee's participation in the referral and any follow-up with addiction treatment recommendations will be a condition for maintaining employment with the agency.

viii. A second work-related offense within eighteen (18) months of the initial occurrence will result in a referral to appropriate treatment resources and may result in the employee's termination from employment. A third offense

b. Make appropriate arrangements in relation to the employee's work obligations and offer an alternate mode of transportation for the employee to arrive home safely.

c. The employee will use annual leave or leave without pay until there has been resolution of the infraction.

vi. If the employee denies being under the influence, the supervisor will review the available information with their **Senior Director** and/or the Executive Director and, with concurrence of the **Senior Director** and/or the Executive Director, the following will occur:

a. Inform the employee that an appropriate test for drugs and alcohol is required;

b. Refusal to comply with the test may result in further disciplinary action for the employee;

c. Upon agreement of the employee to be tested, the supervisor shall make the arrangements to have the employee tested at the appropriate testing site. A program supervisor shall accompany the employee to the testing site.

d. Appropriate arrangements for transportation shall be made for the employee being tested so the employee arrives home safely.

e. The employee will be suspended with pay per Administrative Leave Policy, pending the results of the drug test. Should the test results be negative, the suspension with pay action will be expunged from the personnel record.

f. During the scheduled follow-up meeting between the employee and the supervisor, they will review the test results, relevant disciplinary actions, and agency recommendations.

vii. Acknowledged use of drugs and alcohol or a positive test result showing drug or alcohol use by the employee will result in a referral to the EAP for a substance use evaluation. The employee's participation in the referral and any follow-up with addiction treatment recommendations will be a condition for maintaining employment with the agency.

viii. A second work-related offense within eighteen (18) months of the initial occurrence will result in a referral to appropriate treatment resources and may result in the employee's termination from employment. A third offense

at any time will result in the employee's termination from employment.

ix. Management of any incident in the use of drugs and alcohol demands the utmost consideration to an employee's privacy. At the same time, GPCS has a vested interest in assuring a drug free workplace for our consumers. An employee struggling with a substance abuse problem is entitled to be treated with dignity and respect. Program Directors and Supervisors not directly involved with the employee will be appraised only on a need-to-know basis. All are expected to maintain confidentiality regarding the employee in question.

5. Substance Abuse (Drugs and Alcohol) Testing Policy

i. As stated above, GPCS reserves the right to request at any time immediate drug and alcohol testing of an employee who under the influence of a mood altering substance while at work.

ii. The following employees are subject to testing as follows:

a. Van Drivers shall be subject to drug and alcohol screenings as a condition of employment.

b. Any driver of agency vehicles shall be subject to testing in the case of an accident resulting in:

1. Death;
2. Personal injury requiring the person to be transported to the hospital for emergency medical attention or;
3. Property damage in the amount of \$1,000 or more.

iii. Van Drivers will be tested without warning every 12 months at a time to be determined by the Director of Administration or as required by insurance or payer sources (Medicaid).

iv. Should any of the test results be positive of the employees listed in this section, the following happens:

a. A candidate for the position of Van Driver will not be employed by the agency.

b. Any driver of agency vehicles or employees tested for cause whose test results are positive for drug and alcohol will:

1. Be suspended with Leave Without Pay for up to 10 days and a meeting will be scheduled with the employee within 3 working days of receiving the results of the test. Options will be reviewed which may include

at any time will result in the employee's termination from employment.

ix. Management of any incident in the use of drugs and alcohol demands the utmost consideration to an employee's privacy. At the same time, GPCS has a vested interest in assuring a drug free workplace for our consumers. An employee struggling with a substance use problem is entitled to be treated with dignity and respect. Program Directors and Supervisors not directly involved with the employee will be appraised only on a need-to-know basis. All are expected to maintain confidentiality regarding the employee in question.

5. Substance Abuse (Drugs and Alcohol) Testing Policy

i. As stated above, GPCS reserves the right to request at any time immediate drug and alcohol testing of an employee whom GPCS has reasonable suspicion as being under the influence of a mood altering substance while at work.

ii. The following employees are subject to testing as follows:

a. Van Drivers shall be subject to drug and alcohol screenings as a condition of employment.

b. Any employee in an accident with an agency vehicle shall be subject to testing

iii. Van Drivers will be tested without warning every 12 months at a time to be determined by the Senior Director of Administration or as required by insurance or payer sources .

iv. Should any of the test results be positive of the employees listed in this section, the following happens:

a. A candidate for the position of Van Driver will not be employed by the agency.

b. Any driver of agency vehicles or employees tested for cause whose test results are positive for drug and alcohol will:

1. Be suspended with Leave Without Pay for one pay period and a meeting will be scheduled with the employee within 3 working days of receiving the results of the test. Options will be reviewed which may include

a referral to the EAP for a substance abuse assessment or result in termination of employment.

v. Refusal to be tested or to cooperate in treatment recommendations will result in the termination of employment for the employee.

vi. Severity of the accident or negligence of the driver of the vehicle may result in the termination of employment of the employee driving the agency vehicle.

vii. Return-to-Duty Testing: Employees who have violated the drug or alcohol rules must be re-tested before being allowed to operate an agency vehicle.

viii. Follow-Up Testing: Employees who have tested positive for drugs or alcohol may be subject to up to six unannounced follow-up tests over the twelve months following positive test results. The return-to-duty test does not serve as a follow-up test.

6. Test Procedures

i. Any drug test conducted under this policy may test for any substance that could impair an employee's ability to effectively and safely perform his/her job, including but not limited to:

- a. Alcohol
- b. Opiates
- c. Cocaine
- d. Phencyclidine (PCP)
- e. Amphetamines
- f. Marijuana
- g. Other drugs as necessary

ii. Tests shall be conducted in accordance with established and reliable clinical procedures. The test shall include an initial screen, which shall be followed by a confirmatory analysis for any screen showing a positive result.

iii. Current employees who test positive may challenge the test results by notifying the Director of Administration within three (3) working days of receiving the test results. A laboratory other than that laboratory selected by GPCS' medical service provider will then re-test the original sample. If the test results are positive, the employee pays for the re-test, if they are negative, GPCS pays for the re-test.

a referral to the EAP for a substance use assessment or result in termination of employment.

v. Refusal to be tested will be treated as a positive test and may result in the termination of employment. Refusal or to cooperate in treatment recommendations may result in the termination of employment for the employee.

vi. Severity of the accident or negligence of the driver of the vehicle may result in the termination of employment of the employee driving the agency vehicle.

vii. Return-to-Duty Testing: All agency employees who have violated the drug or alcohol rules must be re-tested before being allowed to operate an agency vehicle.

viii. Follow-Up Testing: All agency employees who have tested positive for drugs or alcohol may be subject to up to six unannounced follow-up tests following positive test results. The return-to-duty test does not serve as a follow-up test.

6. Test Procedures

i. Any drug test conducted under this policy may test for any illegal substance and any substance that could impair an employee's ability to perform effectively and safely their job, including but not limited to:

- a. Alcohol
- b. Opiates
- c. Cocaine
- d. Phencyclidine (PCP)
- e. Amphetamines
- f. Marijuana
- g. Other drugs as necessary

ii. Tests shall be conducted in accordance with established and reliable clinical procedures. The test shall include an initial screen, which shall be followed by a confirmatory analysis for any screen showing a positive result.

iii. Current employees who test positive will be given an opportunity to explain the test results and may challenge the test results by notifying the Senior Director of Administration within three (3) working days of receiving the test results. If the employee requests a re-test, a laboratory other than that laboratory selected by GPCS' medical service provider will then re-test the original sample. If the test results are positive, the employee pays for the re-test, if they are negative, GPCS pays for the re-test.

iv. A person who is taking a drug legitimately, whether it is a non-prescription drug being used for bona fide health reasons, a prescription drug being taken pursuant to a valid prescription, or a drug taken under the supervision as part of a court-approved or court-supervised drug rehabilitation program, shall not be deemed to have violated this policy because of testing positive for that drug.

v. Laboratory reports or test results shall be placed in the employee's confidential medical file. Disclosure of this information is only on a strictly need-to-know basis and the confidentiality of the employee is not to be disclosed except as ordered by a court or if this becomes legal issue in a dispute between the employees and GPCS.

iv. A person who is taking a drug or substance legitimately, whether it is a non-prescription drug being used for bona fide health reasons, a prescription drug being taken pursuant to a valid prescription, or a drug taken as part of a court-approved or court-supervised drug rehabilitation program, shall not be deemed to have violated this policy because of testing positive for that drug. Employees in positions affecting public safety, including van drivers, are required to report when they are taking medication that may affect their ability to perform their essential job functions, resulting in a direct threat. safety-sensitive positions, including van drivers, however, are required to disclose to GPCS that they are taking such drugs, or any drugs or substances that may impair their ability to perform their safety-sensitive job functions,

v. Laboratory reports or test results shall be placed in the employee's confidential medical file. Disclosure of this information is only on a strictly need-to-know basis and the confidentiality of the employee is not to be disclosed except as ordered by a court or if this becomes legal issue in a dispute between the employees and GPCS.

When someone leaves agency will only pay out annual leave (not sick leave)

D. TERMINAL AND LEAVE PAY

1. Policy

i. An employee shall be paid in one lump sum for the balance of unused annual leave credits, when separated from Board service by resignation, retirement, dismissal, or layoff. Twenty-five percent of any unused sick leave balance will also be paid to the employee up to the maximum as follows:

- a. Over ten years service - \$3,000;
- b. Six to ten years service - \$2,500;
- c. Five or less years of service - \$2,000

D. TERMINAL AND LEAVE PAY

1. Policy

j. An employee shall be paid in one lump sum for the balance of unused annual leave credits, when separated from Board service by resignation, retirement, dismissal, or layoff. If the expected notice is not provided the employee may forfeit this benefit. Twenty-five percent of any unused sick leave balance will also be paid to the employee up to the maximum as follows:

- a. Over ten years' service - \$3,000;
- b. Six to ten years' service - \$2,500;
- c. Five or less years of service - \$2,000

Performance Evaluations updated to reflect prior change to FY evaluation

A. EMPLOYEE PERFORMANCE EVALUATIONS

1. Responsibilities of Supervisors and Subordinates

A. EMPLOYEE PERFORMANCE EVALUATIONS

1. An Employee Performance Evaluation is not a disciplinary action. It is a retrospective measurement of the employee's performance. A negative performance evaluation, however, can lead to disciplinary action and/or the implementation of a Corrective Action Plan.

2. Responsibilities of Supervisors and Subordinates

- i. Effective job performance is the essence of quality service delivery, and goal of excellent job performance is inextricably linked to the goal of meeting the consumer needs.
- ii. Employees and supervisors are mutually responsible for quality assurance, efficiency, ethical conduct, and safety in relation to work performed. The supervisor is responsible on an ongoing basis for:
 - a. providing regularly scheduled times for (at least weekly) supervision.
 - b. clarifying the employee's tasks, priorities, and accountabilities.
 - c. motivating the employee toward improved performance.
 - d. fostering a positive and productive work relationship with the employee.
 - e. soliciting input from the employee on his or her performance.
 - f. keeping the employee informed as to his or her positive accomplishments, areas in need of improvement, and expected standards or performance and conduct.

- iii. The employee is responsible on an ongoing basis for:
 - a. seeking clarification and instructions related to tasks, priorities, and accountabilities.
 - b. requesting supervision in areas of job difficulty.
 - c. carrying out duties and functions to the best of his or her ability.
 - d. acting on the job in accordance with agency standards of conduct and performance.

2. Thirty Day Critical Job Tasks

- i. Within the first 30 working days of employment, the employee's performance will be evaluated using the criteria on the 30-Day Critical Job Task Form developed for each job.

3. Probationary Period

i. It is the policy of the Goochland-Powhatan Community Services Board to require the satisfactory completion of a six months probationary period as a prerequisite to an appointment to a permanent position. The employee's performance will be documented in the Interim Work Performance Review and become part of the employee's personnel file. During the probationary period, the immediate supervisor is expected to closely supervise the incumbent informing them of their strong and weak points of performance and any improvements expected. If there are unusual problems in the employee meeting

- i. Effective job performance is the essence of quality service delivery, and goal of excellent job performance is inextricably linked to the goal of meeting the consumer needs.
- ii. Employees and supervisors are mutually responsible for quality assurance, efficiency, ethical conduct, and safety in relation to work performed. The supervisor is responsible on an ongoing basis for:
 - a. providing regularly scheduled times for (at least weekly) supervision.
 - b. clarifying the employee's tasks, priorities, and accountabilities.
 - c. motivating the employee toward improved performance.
 - d. fostering a positive and productive work relationship with the employee.
 - e. soliciting input from the employee on **their** performance.
 - f. keeping the employee informed as to **their** positive accomplishments, areas in need of improvement, and expected standards or performance and conduct.

- iii. The employee is responsible on an ongoing basis for:
 - a. seeking clarification and instructions related to tasks, priorities, and accountabilities.
 - b. requesting supervision in areas of job difficulty.
 - c. carrying out duties and functions to the best of **their** ability.
 - d. acting on the job in accordance with agency standards of conduct and performance.

3. Thirty Day Critical Job Tasks

- i. Within the first 30 working days of employment, the employee's performance will be evaluated using the criteria on the 30-Day Critical Job Task Form developed for each job.

4. Probationary Period

i. It is the policy of the Goochland-Powhatan Community Services Board to require the satisfactory completion of a **twelve** months probationary period as a prerequisite to an appointment to a permanent position. The employee's performance will be documented in the Interim Work Performance Review and become part of the employee's personnel file. During the probationary period, the immediate supervisor is expected to closely supervise the incumbent informing them of their strong and weak points of performance and any improvements expected. If there are unusual problems in the employee meeting

performance standards, the supervisor is expected to document those problems in accordance with procedure.

ii. All employees shall serve a probationary period of six calendar months from the actual date of employment without regard to pay periods. An employee who successfully serves his probationary period becomes a permanent employee of the Services Board, upon the approval of the Executive Director.

iii. Persons who are re-employed shall complete a new probationary period, with the exception of permanent employees who are recalled within twelve months from layoff, who shall be credited with the probationary period or that part of it completed prior to the layoff.

iv. When an employee is on leave with or without pay for more than fourteen consecutive days during the probationary period, that probationary period will be extended an equal number of days.

B. SPECIAL PERFORMANCE EVALUATIONS

1. Policy

i. It is the policy of Goochland -Powhatan Community Services that special performance evaluations may be completed at any time at the discretion of the immediate supervisor. If any employee's performance is unsatisfactory and warrants a written warning by the supervisor, a copy of the warning must be signed by the employee and placed in the employee's personnel file. If the employee refuses to sign the warning, the fact will be noted by the supervisor and witnessed by a third party.

2. Separation evaluation

i. At separation, the employee may be evaluated at the employee's request or at the discretion of the supervisor.

C. ON GOING RECORDS AND PERIODIC REVIEWS

1. Employee contact

i. During subsequent months of employment, the supervisor is to maintain regular contact with the employee to communicate informal appraisals of work being done. A supervisor should keep accounts of employee performance, identifying areas of satisfactory work. Supervisors are to regularly meet with supervisees to appraise performance and monitor work acceptability.

performance standards, the supervisor is expected to document those problems in accordance with procedure.

ii. All employees shall serve a probationary period of twelve calendar months from the actual date of employment without regard to pay periods. An employee who successfully serves their probationary period becomes a permanent employee of the Services Board, upon the approval of the Executive Director. At the discretion of the Executive Director, an employee's probationary period may be extended with written notice to the employee.

iii. Persons who are re-employed shall complete a new probationary period, with the exception of permanent employees who are recalled within twelve months from layoff, who shall be credited with the probationary period or that part of it completed prior to the layoff.

iv. When an employee is on leave with or without pay for more than fourteen consecutive days during the probationary period, that probationary period will be extended an equal number of days.

B. SPECIAL PERFORMANCE EVALUATIONS

1. Policy

i. It is the policy of Goochland -Powhatan Community Services that special performance evaluations may be completed at any time at the discretion of the immediate supervisor. Special performance evaluations may result in disciplinary action and/or a Corrective Action Plan.

2. Separation evaluation

i. At separation, the employee may be evaluated at the employee's request or at the discretion of the supervisor.

C. ON GOING RECORDS AND PERIODIC REVIEWS

1. Employee contact

i. During subsequent months of employment, following completion of probationary period, the supervisor is to maintain regular contact with the employee to communicate informal appraisals of work being done. A supervisor should keep accounts of employee performance, identifying areas of satisfactory work.

D. ANNUAL PERFORMANCE REVIEW

1. Formal evaluation

i. The formal annual performance evaluation of all non-temporary and non-relief employees is the means for appraising qualitative and quantitative aspects of the employee's work. This evaluation is based on job descriptions and specific performance criteria. The evaluation consists of an evaluation interview between supervisor and subordinate and a written evaluation, using appropriate, agency evaluation forms.

2. Evaluation Interview

i. Evaluation interview

a. The evaluation interview should be in a format that provides for employee participation. The evaluation should contain quantitative and/or qualitative indication of performance, delineation of strengths and weaknesses in performing job tasks, and changes in job description, signatures of both supervisor and employee (note that the employee's signature only attests to the evaluation having been discussed with him or her and does not necessarily indicate agreement with its content).

Supervisors are to regularly meet with supervisees to appraise performance and monitor work acceptability.

D. ANNUAL PERFORMANCE REVIEW

1. Formal evaluation

i. The formal annual performance evaluation of all non-temporary and non-relief employees is the means for appraising qualitative and quantitative aspects of the employee's work. This evaluation is based on job descriptions and specific performance criteria. The evaluation consists of an evaluation interview between supervisor and subordinate and a written evaluation, using appropriate, agency evaluation forms.

2. Evaluation Process

i. Evaluation interview

a. The evaluation interview should be in a format that provides for employee participation.

ii. Director review

a. Within 7 days from the evaluation interview the supervisor will draft the written evaluation and submit to Director (or Executive Director) for review and approval.

iii. Employee Meeting and review

a. Within 12 days from evaluation interview and 5 days from Director or Executive Director approval the supervisor will meet with employee again to review this draft. The evaluation should contain quantitative and/or qualitative indication of performance; delineation of strengths and weaknesses in performing job tasks, and changes in job description, and goals for the coming year. At the conclusion of this meeting the employee is provided with the evaluation in order to add his/her comments and any career development plans and goals that they desire to have included.

iv. Employee Comments

a. Employee will complete their comments within ___ days of the Employee meeting and review and return the signed evaluation to the supervisor.

v. Completed Evaluation

i.a. A completed evaluation consists of all above noted documentation, as well as signatures of both supervisor and employee (note that the employee's signature only attests to the evaluation having been discussed with him or her and does not necessarily indicate agreement with its content) as well as the Executive Director. This evaluation, with all signatures, will be turned in to the Director of Administration by the last day of the month in

which the employee's annual evaluation is due, for filing in the employee's personnel record.

E. EVALUATION PROCEDURE – EXECUTIVE DIRECTOR

1. Policy

i. The Executive Director is the appointee of Goochland - Powhatan Community Services and will be evaluated by the Board six months after the initial appointment and annually thereafter.

E. EVALUATION PROCEDURE – EXECUTIVE DIRECTOR

1. Policy

i. The Executive Director is the appointee of Goochland - Powhatan Community Services and will be evaluated by the Board six months after the initial appointment and annually thereafter.

Confidentiality policy updated to ensure all agency files are included

A. CONFIDENTIALITY POLICY

1. Consumer Information, Consumer Records, and Program Records

i. All employees of GPCS will, in the performance of their jobs, have access to the personal health information (PHI) of consumers and/or fellow employees. Such information and its confidentiality, conditions for release of information, and sanctions for unauthorized release of PHI, are described in this Confidentiality Policy.

ii. Each individual is expected to adhere to agency policy and Federal HIPAA law. It is the responsibility of the individual to read the policy on confidentiality and to clarify any uncertainty as to the specific meaning of this policy or the law governing this policy with his/her supervisor. It is understood that the application of the policy can be very complex. When in doubt as to proper action staff are encouraged to discuss specific situations with their supervisors and to document in the form of notes the agreed upon course of action.

iii. Staff members found to have discussed a consumer's condition or personal affairs with unauthorized persons, or to have committed any other serious or willful breach of confidentiality with regard to a consumer will be subject to sanctions as described in this Policy, and required by law.

iv. Clinical records are maintained for the purposes of effective treatment planning and proper documentation of treatment and progress, and for billing purposes. While

A. CONFIDENTIALITY POLICY

1. Consumer Information, Consumer Records, Program Records, and GPCS Records

i. All employees of GPCS will, in the performance of their jobs, have access to the personal health information (PHI) of consumers and/or fellow employees. Such information and its confidentiality, conditions for release of information; and sanctions for unauthorized release of PHI, program records, or agency records (including all personnel records) are described in this Confidentiality Policy.

ii. Each individual is expected to adhere to agency policy and Federal HIPAA law. It is the responsibility of the individual to read the policy on confidentiality and to clarify any uncertainty as to the specific meaning of this policy or the law governing this policy with their supervisor. It is understood that the application of the policy can be very complex. When in doubt as to proper action staff are encouraged to discuss specific situations with their supervisors and to document in the form of notes the agreed upon course of action.

iii. Staff members found to have discussed a consumer's or employee's condition or personal affairs with unauthorized persons, or to have committed any other serious or willful breach of confidentiality with regard to a consumer or employee will be subject to sanctions as described in this Confidentiality Policy, the Standards of Conduct, and as required by Federal and state law and regulation.

iv. Clinical records are maintained for the purposes of effective treatment planning and proper documentation of treatment and progress, and for billing purposes. While

clinical records are the property of the GPCS, they are kept primarily for the benefit of consumers. Since personal information in the records is ordinarily obtained from the consumer and problem identification and treatment planning are cooperative activities between the consumer and clinician or other GPCS professional staff persons, consumer accessibility to their own clinical records will seldom interfere with effective treatment. Consumers' right to access to their own clinical records is affirmed by the Board of Directors. The procedure for making records available to consumers and the procedure for denying access in rare cases is outlined in this policy.

v. With regard to the access of parties other than the consumer-to-consumer data, Goochland Powhatan Community Services has a primary responsibility to protect the confidentiality of all information obtained about its consumers in the course of evaluation, treatment and support provision. GPCS will take all necessary safeguards to insure the privacy and security of the PHI of its consumers. The identity of consumers will be protected in all research and teaching activities. Consumer and employee information will only be released in accordance with the procedures established in this policy and permitted under Federal HIPAA law and state law and regulation.

vi. The GPCS Privacy Notice is appended to this policy as Appendix I. The Privacy Notice provides more informational detail regarding how PHI is used and disclosed and how a consumer can gain information access. The Privacy Notice is considered part of this policy.

2. Authorization to Release Information

i. No consumer- related information, will be released to any agency or person without the written consent of the consumers or as described below.

ii. In the event the consumer, other than a minor seeking treatment for substance abuse, is under the age of eighteen years of age or legally determined to be incompetent, the signature of a legal guardian will be required in order to release information. Stepparents, unless a legal adoption has occurred, or foster parents are

clinical records are the property of the GPCS, they are kept primarily for the benefit of consumers. Since personal information in the records is ordinarily obtained from the consumer and problem identification and treatment planning are cooperative activities between the consumer and clinician or other GPCS professional staff persons, consumer accessibility to their own clinical records will seldom interfere with effective treatment. Consumers' right to access to their own clinical records is affirmed by the Board of Directors. The procedure for making records available to consumers and the procedure for denying access in rare cases is outlined in this policy.

v. With regard to the access of parties other than the consumer-to-consumer data, Goochland Powhatan Community Services has a primary responsibility to protect the confidentiality of all information obtained about its consumers in the course of evaluation, treatment and support provision and employees in the course of their employment. GPCS will take all necessary safeguards to insure the privacy and security of the PHI of its consumers and employees. The identity of consumers will be protected in all research and teaching activities. Consumer and employee information will only be released in accordance with the procedures established in this policy and permitted under Federal and state law and regulation.

vi. The GPCS Privacy Notice is appended to this policy as Appendix I. The Privacy Notice provides more informational detail regarding how PHI is used and disclosed and how a consumer can gain information access. The Privacy Notice is considered part of this policy.

2. Authorization to Release Information

i. No consumer- related or non-public agency information, including personnel information, will be released by any method or manner to any agency or person without the written consent of the consumers or subject employees or as described below.

ii. Release by any method or manner of or non-public agency information, including personnel information, requires approval of the Executive Director prior to release.

iii. In the event the consumer, other than a minor seeking treatment for substance use, is under the age of eighteen years of age or legally determined to be incompetent, the signature of a legal guardian will be required in order to release information. Stepparents, unless a legal adoption has occurred, or foster parents are

not legal guardians. In the event of separated parents, the parent with whom the child permanently resides will be considered the guardian unless there is legal documentation to the contrary. If the child is legally in the custody of the Department of Social Services, a recognized representative of the Director of Social Services may authorize release. Legally emancipated minors will have adult status.

iii. After an individual who has received services as a minor becomes 18 years of age, he/she alone may authorize release unless the individual has been deemed unable to give consent by the courts or by the Local Human Rights Committee. In such cases, the Court will appoint a guardian, who may authorize release, or the Local Human Rights Committee will approve the appointment of a Legally Authorized Representative, who may authorize release. See the GPCS and State Human Rights Policies for more details of this process, and the individuals who may properly be appointed LAR for an individual.

iv. When services are provided to families, precaution will be taken to protect the confidentiality of individual family members.

v.vi. In the case of a deceased consumer, the executor or administrator of the deceased consumer's estate may authorize release of information. If no executor has been appointed, a spouse or next of kin may authorize release of information. Documentation of executorship or kinship will be required.

vi. Only in emergency situations seriously and imminently threatening the physical well-being of the consumer or public safety, may information be released without written consent. The Executive Director will designate staff who can authorize such release. Only such information as is deemed necessary to meet the emergency will be released and the circumstances of such release (i.e., reason for release, information released and person to whom information is released) will be documented in the consumer's record.

a. In the case of substance use disorders, in compliance with § 42 CFR Part § 2.51 General Rule, identifying information may be disclosed to medical personnel to the extent necessary to meet a bona fide medical emergency in which the consumer's prior informed consent cannot be obtained. Under a Special Rule, disclosure now extends to consumer identifying information to medical personnel of the Food and Drug

not legal guardians. In the event of separated parents, the parent with whom the child permanently resides will be considered the guardian unless there is legal documentation to the contrary. If the child is legally in the custody of the Department of Social Services, a recognized representative of the Director of Social Services may authorize release. Legally emancipated minors will have adult status.

iv. After an individual who has received services as a minor becomes 18 years of age, he/she alone may authorize release unless the individual has been deemed unable to give consent by the courts or by the Local Human Rights Committee. In such cases, the Court will appoint a guardian, who may authorize release, or the Local Human Rights Committee will approve the appointment of a Legally Authorized Representative, who may authorize release. See the GPCS and State Human Rights Policies for more details of this process, and the individuals who may properly be appointed LAR for an individual.

v. When services are provided to families, precaution will be taken to protect the confidentiality of individual family members.

vi. In the case of a deceased consumer or employee, the executor or administrator of the deceased consumer's or employee's estate may authorize release of information. If no executor has been appointed, a spouse or next of kin may authorize release of information. Documentation of executorship or kinship will be required.

vii. Only in emergency situations seriously and imminently threatening the physical well-being of the consumer or the employee or public safety, may information be released without written consent. The Executive Director will designate staff who can authorize such release. Only such information as is deemed necessary to meet the emergency will be released and the circumstances of such release (i.e., reason for release, information released and person to whom information is released) will be documented in the consumer's or employee's record.

a. In the case of substance use disorders, in compliance with § 42 CFR Part § 2.51 General Rule, identifying information may be disclosed to medical personnel to the extent necessary to meet a bona fide medical emergency in which the consumer's prior informed consent cannot be obtained. Under a Special Rule, disclosure now extends to consumer identifying information to medical personnel of the Food and Drug

Administration (FDA) who assert a reason to believe that the health of any individual may be threatened by an error in the manufacture, labeling, or sale of a product under FDA jurisdiction, and that the information will be used for the exclusive purpose of notifying patients or their physicians of potential dangers.

ii. Computer Files

a. Employees are not permitted to transfer/maintain consumer information from a GPCS computer to a non-GPCS computer, laptop, or home computer, except as required to meet reporting responsibilities to outside agencies.

b. Employees may not transmit consumer names or information by email outside the GPCS network unless administratively authorized with appropriate security measures.

c. All documents and data related to GPCS consumers are the sole property of GPCS. This includes both written (e.g. charts) and electronic (e.g. email files, data on floppy disks) files.

d. All computer passwords are confidential. Only GPCS' Director of Administration and the Network Administrator (i.e. Goochland County) are authorized to modify passwords.

e. The Computer Use Guidelines and Standards of Conduct Record appended to this policy as Appendix IV and the GPCS Email Policy appended to this policy as Appendix V provides more detail for the implementation of this section and is considered part of this policy.

iii. Tele-facsimile

a. All GPCS personnel must observe the standards and policy set forth in the Goochland Powhatan Community Services Tele-Facsimile Policy that is appended to this policy as Appendix VI.

Administration (FDA) who assert a reason to believe that the health of any individual may be threatened by an error in the manufacture, labeling, or sale of a product under FDA jurisdiction, and that the information will be used for the exclusive purpose of notifying patients or their physicians of potential dangers.

ii. Computer Files

a. Employees are not permitted to transfer/maintain consumer or other confidential or non-public agency information from a GPCS computer (or Electronic Record) to a non-GPCS computer, laptop, or home computer, except as required to meet reporting responsibilities to outside agencies.

b. Employees may not transmit consumer names or non-public agency or information by email outside the GPCS network.

b.1. Emails containing consumer names and PHI may only be sent via encrypted email after receiving approval from the program Director.

c. All documents and data related to GPCS consumers are the sole property of GPCS. This includes both written and electronic files.

d. All computer passwords are confidential. Only GPCS' Senior Director of Administration and the Network Administrator (i.e. Goochland County) are authorized to modify passwords (outside of employee self-service 90 day password resets).

e. The Computer Use Guidelines and Standards of Conduct Record appended to this policy as Appendix IV and the GPCS Email Policy appended to this policy as Appendix V provides more detail for the implementation of this section and is considered part of this policy.

iii. Tele-facsimile

a. All GPCS personnel must observe the standards and policy set forth in the Goochland Powhatan Community Services Tele-Facsimile Policy that is appended to this policy as Appendix VI.

iv. Employee records

a. Employee records may only be accessed by employees requesting access to their own record or Supervisors and/or Directors requesting employee records of their supervisees.

b. Supervisors requesting access for employee records of their supervisees must contact the Director of Administration to set a time for review of the record.

- c. Copies of information included in the employee file are not allowed, except where required by FOIA and/or GPCS policy for the employee themselves requesting copies.
- d. Employees requesting access and/or copies of items in their record must contact Director of Administration with specifics about what they want copies of.
- a.1. GPCS reserves the right to charge a nominal fee (equal to the fee for consumer record copies) for all employee record copies.

Grievance procedure updated to match current State procedure, which GPCS must follow.

APPENDIX VIII

GRIEVANCE PROCEDURE

WAYS TO RESOLVE COMPLAINTS

Complaints arising in the workplace should be resolved fairly and as soon as possible. Most issues can be resolved through discussion, but alternatives are available when discussion is not effective.

Informal Resolution

Most issues can be resolved through an informal resolution process. This involves the employee meeting with the person involved in the conflict giving rise to the complaint and arriving at a resolution that is satisfactory to the employee.

It is a voluntary process, with the meeting's purpose being to achieve a resolution concerning an employee's complaint and related issues.

The Grievance Procedure

The grievance procedure is a process through which employees may bring their concerns to upper levels of management. The process requires that rules be followed strictly. All grievances must be initiated within 30 calendar days of the action or event challenged. Attempts to resolve disputes informally may not extend the 30 calendar day daytime period unless the time period is extended by the mutual consent of GPCS and the employee or both parties agree to mediate the complaint.

APPENDIX VIII

GRIEVANCE PROCEDURE

WAYS TO RESOLVE COMPLAINTS

Complaints arising in the workplace should be resolved fairly and as soon as possible. Most issues can be resolved through discussion, but alternatives are available when discussion is not effective.

Informal Resolution

Most issues can be resolved through an informal resolution process. This involves the employee meeting with the person involved in the conflict giving rise to the complaint and arriving at a resolution that is satisfactory to the employee.

It is a voluntary process, with the meeting's purpose being to achieve a resolution concerning an employee's complaint and related issues.

The Grievance Procedure

The grievance procedure is a process through which employees may bring their concerns to upper levels of management. State law prohibits retaliation against employees for using or participating in the grievance process. The process requires that rules be followed strictly. All grievances must be initiated within 30 calendar days of the action or event challenged. Attempts to resolve disputes informally may not extend the 30 calendar daytime period unless the time period is extended by the mutual consent of GPCS and the employee or both parties agree to mediate the complaint. In the event the GPCS grievance procedure conflicts with the state grievance procedure, see Va. Code §§ 2.2-3000

et seq, as amended, the state grievance procedure shall control.

Obtaining Information

When selecting a suitable alternative to resolve the problem, it may be helpful to obtain information from GPCS' Personnel Department. This office can also provide the form for the initiation of a grievance.

Gathering Information

When a grievance is initiated, the employee can ask to review information pertaining to the grievance. Information pertaining to other employees that is directly relevant to the grievance must be provided in such a manner as to preserve the privacy of the individuals not personally involved in the grievance.

THE GRIEVANCE PROCEDURE

The grievance procedure contains three phases:

- I) The Resolution Steps:
 - a) First Resolution Step
 - b) Second Resolution Step
 - c) Third Resolution Step:
 - II) Qualification for a Hearing
 - III) The Hearing

I. ACCESS TO PROCEDURE: All full-time GPCS employees are eligible to file grievances, with the following exceptions:

- Probationary employees.
- GPCS employees electing to resolve complaints pursuant to any other state or local administrative procedure.
- A GPCS employee who has voluntarily resigned may not initiate a grievance after the effective date of the resignation.

Rulings on Access: If the issue of access is raised, the employee can seek a determination from the agency head on access and grievability and may appeal that decision to the circuit court. The decision of the circuit court is final.

Obtaining Information

When selecting a suitable alternative to resolve the problem, it may be helpful to obtain information from GPCS' Personnel Department. This office can also provide the form for the initiation of a grievance.

Gathering Information

When a grievance is initiated, the employee can ask to review information pertaining to the grievance. Information pertaining to other employees that is directly relevant to the grievance must be provided in such a manner as to preserve the privacy of the individuals not personally involved in the grievance.

THE GRIEVANCE PROCEDURE

The grievance procedure contains three phases:

- I) The Resolution Steps:
 - a) First Resolution Step
 - b) Second Resolution Step
 - c) Third Resolution Step:
 - II) Qualification for a Hearing
 - III) The Hearing

I. ACCESS TO PROCEDURE: All full-time GPCS employees are eligible to file grievances, with the following exceptions:

- The Executive Director.
- Probationary employees.
- GPCS employees electing to resolve complaints pursuant to any other available state or local administrative procedure.
- A GPCS employee who has voluntarily resigned may not initiate a grievance after the effective date of the resignation.

Rulings on Access: If the issue of access is raised, the employee can seek a determination from the agency head on access and grievability and may appeal that decision to the Director of the Department of Human Resource Management ("DHRM"). To appeal to DHRM, the employee must submit Grievance Form A to the agency's Director of Administration within five workdays of receiving notice that access to the grievance procedure

has been denied. Within five workdays of receipt of the appeal request, the agency's Director of Administration must forward a copy of the Grievance Record, complete with all attachments, to DHRM. (The original Grievance Record should be kept by the agency). The decision of the DHRM on whether the employee is entitled to a hearing upon the grievance record and other probative evidence is final.

II. QUALIFICATION OF GRIEVANCES

A. GRIEVABLE ISSUES: A grievance is a complaint or dispute of an employee relating to his employment with GPCS, including, but not necessarily limited to:

- a) Unfair application or misapplication of policies, procedures, rules, and regulations;
- b) Discrimination on the basis of race, color, religion, political affiliation, age, disability, national origin, or sex;
- c) Arbitrary or capricious performance evaluation;
- d) Retaliation for participating in the grievance process, complying with any law or reporting a violation of such law to a governmental authority, seeking to change any law before Congress or the General Assembly, reporting a violation of fraud, waste or abuse, to the state Hotline, or exercising any right otherwise protected by law;
- e) Disciplinary transfers, assignments, demotions, suspensions, or other actions which similarly affect the employment status of an employee.

B. NON-GRIEVABLE ISSUES: Management reserves the exclusive right to manage the affairs and operations of GPCS. Accordingly, complaints, which relate solely to the following issues are not grievable:

- Establishment or revision of wages, salaries, position classifications, or general benefits;
- Contents of statutes, ordinances, personnel policies, procedures, rules, and regulations;
- Means, methods, and personnel by which work activities are undertaken;

II. QUALIFICATION OF GRIEVANCES

A. GRIEVABLE ISSUES: A grievance is a complaint or dispute of an employee relating to their employment with GPCS, including, but not necessarily limited to:

- a) Formal disciplinary actions, including suspensions, demotions, transfers and assignments, and dismissals resulting from formal discipline or unsatisfactory job performance;
- b) Unfair application or misapplication of policies, procedures, rules, and regulations;
- c) Discrimination on the basis of race, color, religion, political affiliation, age, sexual orientation, gender identity, disability, national origin; sex, pregnancy, childbirth, and/or pregnancy related conditions such as lactation, or any other protected class pursuant to another state law, the Governor's Executive Order, or federal or state law on equal employment;
- d) Arbitrary or capricious performance evaluation ;
- e) Retaliation for participating in the grievance process, complying with any law or reporting a violation of such law to a governmental authority, seeking to change any law before Congress or the General Assembly, reporting a violation of fraud, waste or abuse, or gross mismanagement, or exercising any right otherwise protected by law;
- f) Informal discipline – for example, terminations, transfers, assignments, demotions, and suspensions – that are not accompanied by formal discipline (a Written Notice) but which are taken primarily for disciplinary reasons.or

B. NON-GRIEVABLE ISSUES: Management reserves the exclusive right to manage the affairs and operations of GPCS. Accordingly, complaints, which relate solely to the following issues are not grievable:

- Establishment or revision of wages, salaries, position classifications, or general benefits;
- Contents of statutes, ordinances, personnel policies, procedures, rules, and regulations;
- Means, methods, and personnel by which work activities are undertaken;

- Hiring, promotion, transfer, assignment, and retention of employees;
 - Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in workforce, or job abolition;
 - Work activity accepted by an employee as a condition of employment or which may be reasonable expected to be a part of the content of the job;
 - Relief of employees from duties in emergencies;
- or
- Informal supervisory instructions (e.g. counseling memorandum, oral reprimand, manner of providing supervisory directions).

C. COMPLIANCE: Issues relating to the nature and timing of a complaint are treated as questions of compliance. These include:

- The complaint must pertain directly and personally to the employee.
- The complaint must arise in the agency in which the employee works.
- The employee must not have pursued the same complaint through another state process.
- The employee must not have initiated multiple grievances challenging the same action or arising out of the same facts.
- The grievance must not be initiated after the date of termination and challenge the termination or a disciplinary action which occurred within 30 calendar days of the termination.
- The employee's use of the grievance procedure must not constitute harassment.
- The grievance must be initiated within 30 calendar days.
- The grievance must not challenge the agency's implementation of or failure to implement a hearing officer's decision (to raise these issues, an employee must petition the circuit court having jurisdiction in the locality in which the grievance arose for an order requiring implementation of the final decision of a hearing officer).

- Hiring, promotion, transfer, assignment, and retention of employees;
 - Termination, layoff, furlough, demotion, or suspension from duties because of lack of work, reduction in workforce, or job abolition;
 - Work activity accepted by an employee as a condition of employment or which may be reasonable expected to be a part of the content of the job;
 - Relief of employees from duties in emergencies;
- or
- Informal supervisory instructions (e.g. interim evaluations, counseling memorandum, oral reprimand).

C. COMPLIANCE: Issues relating to the nature and timing of a complaint are treated as questions of compliance. These include:

- The complaint must pertain directly and personally to the employee's own employment in a position with access to the grievance procedure.
- The complaint must arise in the agency in which the employee works.
- The employee must not have pursued the same complaint through another state process.
- The employee must not have initiated multiple grievances challenging the same management action or omission arising out of the same facts.
- The employee's use of the grievance procedure must not be used to harass or otherwise impede the efficient operations of government.
- The grievance must be initiated within 30 calendar days of the date the employee knew or should have known of the management action or omission being grieved.
- The grievance must not challenge the agency's implementation of or failure to implement a hearing officer's decision (to raise these issues, an employee must petition the circuit court having jurisdiction in the locality in which the grievance arose for an order requiring implementation of the final decision of a hearing officer).
- A party's failure to comply with the requirements of the grievance procedure.

The Executive Director is authorized to issue final rulings on compliance issues.

All claims of noncompliance should be raised immediately. By proceeding with the grievance after becoming aware of a procedural violation, one may forfeit the right to challenge the noncompliance at a later time.

Time periods may only be extended by mutual consent

The Executive Director is authorized to close a grievance due to noncompliance. Employees have the right to request a compliance ruling from DHRM to overturn the closing of the grievance. Any such ruling request must be made within five workdays of the notice of closure and be accompanied by a copy of the Grievance Record, complete with all attachments. (The original Grievance Record should be kept by the agency). The agency may raise noncompliance at any point through the agency head's qualification decision.

All claims of noncompliance should be raised immediately. By proceeding with the grievance after becoming aware of a procedural violation, one may generally forfeit the right to challenge the noncompliance at a later time.

To remedy noncompliance, a party must:

1. Notify the other party in writing of the noncompliance (if the agency is out of compliance, written notice of noncompliance must be made to the Executive Director or designee);
2. Allow the other party five workdays after receipt of the written notice to correct the noncompliance.

If the noncompliance is corrected within the five workdays, the party is considered in compliance and no relief will be available from DHRM. If the noncompliance is not corrected within the five workdays, the party may request a ruling from DHRM (providing the other party with a copy of that request); the request must identify the specific requirement of the grievance procedure that has not been followed. If DHRM finds that a party has failed to correct the noncompliance within the five workdays, DHRM may (i) order the party to correct the noncompliance, or (ii) where a substantial procedural requirement of the grievance procedure was violated without just cause, render a decision against the noncomplying party on any qualifiable issue.

Once a grievance has been qualified for hearing, any claims of party noncompliance occurring during the hearing phase should be raised in writing with the hearing officer appointed to hear the grievance. If a party disagrees with a hearing officer's decision or order on a matter of compliance, an objection should be made to the hearing officer, and a ruling from DHRM must be requested in writing and received by DHRM within 15 calendar days of the date of the hearing decision.

Time periods may only be extended by mutual consent prior to the qualification of a grievance for a hearing. All

III. MANAGEMENT REVIEW OF GRIEVANCES: The grievance process is the formal process by which an employee can present a complaint to successively higher levels of management of the GPCS. The goal of the procedure is GPCS management resolution of the complaint through open discussion of the facts and issues.

- FIRST RESOLUTION STEP (The first-step respondent is the immediate supervisor of the employee -

modification and extension agreements between the parties must be in writing. Once a grievance has been qualified for a hearing, any claims of party noncompliance occurring during the hearing phase should be raised in writing with the hearing officer. If a party disagrees with a hearing officer's decision or order on a matter of compliance, an objection should be made to the hearing officer, and a ruling from DHRM must be requested and received by DHRM within 15 calendar days of the date of the hearing decision.

III. MANAGEMENT REVIEW OF GRIEVANCES: The grievance process is the formal process by which an employee can present a complaint to successively higher levels of management of the GPCS. The goal of the procedure is GPCS management resolution of the complaint through open discussion of the facts and issues.

- DISMISSAL GRIEVANCES. Dismissal Grievances "Dismissals" are terminations due to formal discipline or unsatisfactory job performance. A grievance involving such a dismissal shall proceed directly to a formal hearing, omitting the management resolutions steps and the agency head's qualification determination.
 1. Dismissal grievances shall be initiated directly with DHRM by submitting a fully completed Grievance Form A – Dismissal Grievance.
 2. The grievant's former employing agency will be notified by DHRM of receipt of the grievance by transmitting a copy of the materials received. DHRM may request documents concerning the subject-matter of the grievance from the agency to provide a sufficient appointment packet to the hearing officer. Within five workdays of receiving notice of the filing of the grievance, the agency must submit a fully completed Grievance Form B to DHRM as well as anything in response to the grievance to be included with the appointment packet.
 3. Before appointing a hearing officer, DHRM shall review the grievance to determine whether the grievant has access to the grievance procedure and the grievance was initiated in a timely manner. Either party may also request a ruling from DHRM to address questions of access and compliance. If the grievance meets these requirements and otherwise complies with the grievance procedure, DHRM will proceed with the appointment of a hearing officer consistent with its practices in other cases. In appointing the hearing officer, DHRM will determine whether the grievance qualifies for hearing in full or in part.

- FIRST RESOLUTION STEP (The first-step respondent is the immediate supervisor of the employee -

the individual responsible for completing the performance evaluation or giving daily work instructions.)

1. A written grievance must be presented to the first-step respondent (employee's immediate supervisor) within 30 calendar days of the event or action giving rise to the grievance. A grievance alleging discrimination or retaliation by the immediate supervisor may be initiated with the next level supervisor.
2. A written grievance should state the nature of the complaint, the facts in support of the claim, and the relief requested. Once the grievance is presented in writing, additional claims may not be added to the grievance. A meeting may be held to discuss the issues in dispute, but such a meeting is not required.
3. An expedited process is available for a grievance involving a termination, demotion, or suspension without pay, or loss of wages. It may be initiated with the second-step respondent and immediately following the response from the second-step meeting, a request may be made to the agency head that the grievance be qualified for a hearing.
4. Within 5 workdays of the presentation of the written grievance, the first-step respondent must provide a written response. The response should address the issues and the relief requested:
5. The employee must indicate on Grievance Form A within 5 workdays the intention to continue to the second-step or to conclude the grievance.

the individual responsible for completing the performance evaluation or giving daily work instructions.)

1. A written grievance must be presented to the first-step respondent (employee's immediate supervisor) within 30 calendar days of the event or action giving rise to the grievance. A grievance alleging discrimination or retaliation by the immediate supervisor may be initiated with the next level supervisor. A written grievance should state the nature of the complaint, the facts in support of the claim, and the relief requested. Once the grievance is presented in writing, additional claims may not be added to the grievance. A meeting may be held to discuss the issues in dispute, but such a meeting is not required.
2. Within 5 workdays of the presentation of the written grievance, the first-step respondent must provide a written response on Grievance Form A, which should contain the date the grievance was received, or an attachment. The response should address the issues and the relief requested and notify the employee of their procedural options.
3. The employee must indicate on Grievance Form A within 5 workdays the intention to continue to the second-step or to conclude the grievance.
4. Expedited Process for Certain Grievances: An expedited process is available for a grievance involving a separation not considered a "dismissal" (i.e., termination due to formal discipline or unsatisfactory job performance), demotion, or suspension without pay, or loss of wages. It may be initiated using Grievance Form A – Expedited Process with the second-step respondent and immediately following the response from the second-step meeting, a request may be made to the agency head that the grievance be qualified for a hearing.
 - a. In the event that an employee alleges retaliation or discrimination by an individual who would otherwise serve as the agency's single management step respondent, the employee may:
 - (i) Request that the agency designate another single management step respondent; or
 - (ii) Waive the face-to-face meeting with the original single management step respondent and be allowed to meet with the person designated as the agency's third-step respondent or alternate single management step

• SECOND RESOLUTION STEP MEETING (The second-step respondent is an individual designated by the agency who is in a senior management position and has the requisite authority to provide the employee with the appropriate relief. In cases where the Executive Director serves as the first step respondent, the Chairman of the GPCS Board of Directors or other designated board member will serve as the second step respondent.)

1. The employee and the second-step respondent must meet within 5 workdays. Each may be accompanied by an individual of choice.

2. The meeting is not to be conducted as a hearing with arguments and cross-examination; the purpose is for fact finding.

3. The meeting shall not be recorded

4. Individuals with pertinent information directly relating to the grievance may appear. Questions may be asked to clarify points or to explore other avenues of

respondent. The substitute/alternate will then serve in the role of the single management step respondent.

• SECOND RESOLUTION STEP MEETING (The second-step respondent is an individual designated by the agency who is in a senior management position and has the requisite authority to provide the employee with the appropriate relief. In cases where the Executive Director serves as the first step respondent, the Chairman of the GPCS Board of Directors or other designated board member will serve as the second step respondent.)

1. The employee and the second-step respondent must meet within 5 workdays. Each may be accompanied by an individual of choice, whose role is essentially one of supporter and counselor and who is not entitled to be an active participant. Unless permitted by the agency, the accompanying individual may not directly ask questions of witnesses, make opening or closing arguments, answer questions on behalf of a grievant, or in any other way directly participate in the meeting. If the second-step respondent allows one party's accompanying individual to participate, the other party's accompanying individuals may also participate to the same extent. For a party's right to be accompanied by a person of their choice to be meaningful, the accompanying individual cannot be required to act merely as a silent observer. Rather, the accompanying individual must be allowed the opportunity to interact with the party during the second-step meeting, provided the interaction is not unduly disruptive or disrespectful of others present. Examples of appropriate interaction include conferring quietly or exchanging notes.

2. The meeting is not to be conducted as a hearing with arguments and cross-examination; the purpose is for fact finding. and should include open discussion of the grievance issues to promote understanding of the other party's position and possible resolution of the workplace issues. Accordingly, the parties are encouraged to present information relevant to the grievance at this meeting. While the parties may question one another regarding disputed facts and issues, the meeting should not be adversarial or treated as a hearing. The second-step respondent is charged with presiding over the meeting and must do so in an even-handed manner.

3. The meeting shall not be recorded unless one of the parties has a disability that would be accommodated by recording the meeting, or if both parties mutually agree in writing to recording the meeting, for which copies may be requested and paid by the requesting party.

4. Witnesses with pertinent information directly relating to the grievance may appear. Questions may be asked to clarify points or to explore other avenues of

inquiry. After providing the information, these other individuals should not remain in the meeting.

5. The second-step respondent must provide a written response to the issues and the relief requested within 5 workdays of the meeting. The written comments should address the matters discussed in the meeting.

6. Within 5 workdays, the employee must indicate in writing the intention to continue to the next step or to conclude the grievance.

• **THIRD RESOLUTION STEP** (The third-step respondent is the Executive Director, or an individual designated by the agency who is a director or manager most senior in the employees line-of-supervision and who has the last opportunity to resolve the grievance in the resolution steps. In cases involving the Executive Director as the first step respondent, the third step respondent will be the Chairman of the GPCS or other designated Board Member who did not serve as a second level respondent.)

1. The third-step respondent must review the grievance record and within 5 workdays provide a written response to the issues and the relief requested. A meeting may be held to discuss the issues still in dispute, but such a meeting is not required.

2. The employee must indicate in writing within 5 workdays the intention to request that the grievance be qualified for a hearing or to conclude the grievance.

In cases involving the GPCS Executive Director as the grievant, the following step respondent procedure will be

inquiry. After providing the information, witnesses should not remain in the meeting.

5. The second-step respondent must provide a written response to the issues and the relief requested within 5 workdays of the meeting on Grievance Form A, which should contain the date of receipt of the second-step grievance, or an attachment. The response must address the issues and the relief requested and should notify the employee of their procedural options.

6. Within 5 workdays, the employee must indicate in writing the intention to continue to the next step or to conclude the grievance.

In the event that an employee alleges retaliation or discrimination by an individual who would otherwise serve as the agency's second-step respondent, the employee may:

1. Request that the agency designate another second-step respondent; or

2. Waive the face-to-face meeting with the original second-step respondent and receive only a written second-step response to the grievance. If the employee elects to waive the face-to-face meeting with the original second-step respondent, the employee must be allowed to meet with the third-step respondent.

• **THIRD RESOLUTION STEP** (The third-step respondent is the Executive Director, or an individual designated by the agency who is a director or supervisor most senior in the employees line-of-supervision and who has the last opportunity to resolve the grievance in the resolution steps. In cases involving the Executive Director as the first step respondent, the third step respondent will be the Chairman of the GPCS or other designated Board Member who did not serve as a second level respondent.)

1. The third-step respondent must review the grievance record and within 5 workdays provide a written response on Grievance Form A, which should contain the date of the receipt of the third-step grievance, and which response should address the issues and the relief requested and should notify the employee of their procedural options. A meeting may be held to discuss the issues still in dispute, but such a meeting is not required.

2. The employee must indicate in writing within 5 workdays the intention to request that the grievance be qualified for a hearing or to conclude the grievance.

In cases involving the GPCS Executive Director as the grievant, the following step respondent procedure will be

applicable utilizing the appropriate time frames of the respondent steps:

- The first step respondent will be the GPCS Chairman.
- The second step respondent will be the GPCS Chairman of the Board or another Board member not involved as the first step respondent.
- The third step respondent will be a GPCS Board member not involved either as the first step respondent or as a second step respondent.

IV. HEARING: To proceed to a hearing, a grievance must be qualified. Not all grievances may proceed to a hearing.

Only those that challenge the following actions may be qualified for a hearing:

- Formal discipline (written notices and termination, suspensions, demotions, transfers, or assignments issued in conjunction with such written notices) and dismissals for unsatisfactory performance must be qualified.

• If there are facts that may support one or more of the following actions, the grievance should be qualified for a hearing:

- o Unfair application or misapplication of policies, procedures, rules, and regulations;
- o Discrimination on the basis of race, color, religion, political affiliation, age, disability, national origin, or sex

- o Arbitrary or capricious performance evaluation;
- o Retaliation for participating in the grievance process, complying with any law or reporting a violation of such law to a governmental authority, seeking to change any law before Congress or the General Assembly, reporting a violation of fraud, abuse, or gross mismanagement, or exercising any right otherwise protected by law;
- o Disciplinary transfers, assignments, demotions, suspensions, or other actions that similarly affect the employment status of an employee.

- Complaints which relate solely to the following issues are not grievable and may not be qualified for a hearing:

applicable utilizing the appropriate time frames of the respondent steps:

- The first step respondent will be the GPCS Chairperson.
- The second step respondent will be the GPCS Chairperson of the Board or another Board member not involved as the first step respondent.
- The third step respondent will be a GPCS Board member not involved either as the first step respondent or as a second step respondent.

IV. QUALIFICATION FOR HEARING: To proceed to a hearing, a grievance must be qualified. Not all grievances may proceed to a hearing.

Only those that challenge the following actions may be qualified for a hearing:

- Formal discipline (written notices and termination, suspensions, demotions, transfers, or assignments issued in conjunction with such written notices) and dismissals for unsatisfactory performance must be qualified.

• If there are facts that may support one or more of the following actions, the grievance should be qualified for a hearing:

- o Unfair application or misapplication of policies, procedures, rules, and regulations;
- o Discrimination on the basis of race, color, religion, political affiliation, age, sexual orientation, gender identity, disability, national origin, sex, pregnancy, childbirth, and/or pregnancy related conditions such as lactation, or any other protected class pursuant to another state law, the Governor's Executive Order, or federal or state law on equal employment:

- o Arbitrary or capricious performance evaluation;
- o Retaliation for participating in the grievance process, complying with any law or reporting a violation of such law to a governmental authority, seeking to change any law before Congress or the General Assembly, reporting a violation of fraud, abuse, or gross mismanagement, or exercising any right otherwise protected by law;
- o Informal discipline – for example, terminations, transfers, assignments, demotions, and suspensions – that are not accompanied by formal discipline (a Written Notice) but which are taken primarily for disciplinary reasons.

- Complaints which relate solely to the following issues are not grievable and may not be qualified for a hearing:

- o Establishment or revision of wages, salaries, position classifications, or general benefits:
- o Contents of statutes, ordinances, personnel policies, procedures, rules, and regulations:
- o Means, methods, and personnel by which work activities are undertaken;
- o Hiring, promotion, transfer, assignment, and retention of employees;
- o Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in workforce, or job abolition;
- o Work activity accepted by an employee as a condition of employment or which may be reasonable expected to be a part of the content of the job;
- o Relief of employees from duties in emergencies;
- o Informal supervisory instructions (e.g. counseling memorandum, oral reprimand, manner of providing supervisory directions).

The fact that the claim challenges an action reserved to management under this section does not preclude it from being qualified if there is some support for a claim of discrimination, retaliation, misapplication of policy, or discipline.

- The Executive Director must determine within 5 workdays whether the grievance qualifies for a hearing. This determination is to be based on the criteria listed above. In responding, the Executive Director may wish to address, in addition, the merits of the grievance and the relief requested.

- If the grievance is not qualified for a hearing by the Executive Director, the employee may request that the circuit court qualify the grievance. The request must be made in writing to the Executive Director within 5 workdays. The Executive Director will forward the grievance record within 5 workdays to the circuit court in the jurisdiction in which the grievance arose. If the Executive Director does not forward the record, the

- o Establishment or revision of wages, salaries, position classifications, or general benefits:
- o Contents of statutes, ordinances, personnel policies, procedures, rules, and regulations:
- o Means, methods, and personnel by which work activities are undertaken;
- o Hiring, promotion, transfer, assignment, and retention of employees;
- o Termination, layoff, furlough, demotion, or suspension from duties because of lack of work, reduction in workforce, or job abolition;
- o Work activity accepted by an employee as a condition of employment or which may be reasonable expected to be a part of the content of the job;
- o Relief of employees from duties in emergencies;
- o Informal supervisory instructions (e.g. interim evaluations, counseling memorandum, oral reprimand).

The fact that the claim challenges an action reserved to management under this section does not preclude it from being qualified if there is some support for a claim of discrimination, retaliation, misapplication of policy, or discipline.

- The Executive Director must determine within 5 workdays whether the grievance qualifies for a hearing. This determination is to be based on the criteria listed above. In responding, using Grievance Form A or an attachment, the Executive Director should notify the employee of their procedural options. The Executive Director may also wish to address, in addition, the merits of the grievance and the relief requested.

- If the Executive Director qualifies the grievance for hearing in full, the Director of Administration must request the appointment of a hearing officer using the "Form B," within five workdays of the qualification decision. The Grievance Form A need not be returned to the grievant for further response. For hearing scheduling purposes, the agency must provide on the "Form B" the contact information of its party representative and/or party advocate

- If the Executive Director does not qualify the grievance for a hearing or partially qualifies the grievance for hearing, the written response and Grievance Form A must be returned to the grievant. In partial qualification cases, the agency need not request the appointment of a hearing officer using the "Form B" until a response from the grievant is received to determine whether the grievant will appeal the partial qualification or choose to proceed to hearing on those management actions or inactions

employee may request the Circuit court to issue an order requiring the transmittal of the record.

qualified. The grievant must provide such a response within five workdays of receiving the agency head's qualification decision.

- If the Executive Director does not qualify the grievance for a hearing, the employee may appeal to DHRM. DHRM's qualification ruling is final.

- o If the employee appeals to DHRM, the employee must submit the Grievance Form A to the Director of Administration within five workdays of receiving the Executive Director's qualification decision. Within five workdays of receipt of the appeal request, the Director of Administration must forward a copy of the Grievance Record, complete with all attachments, to DHRM. (The original Grievance Record should be kept by the agency.)

- o If the employee does not submit the Grievance Form A to the agency within five workdays of receiving the Executive Director's qualification decision denying a hearing, the agency should provide the employee with a notice of noncompliance. If the employee does not submit the Grievance Form A to appeal the Executive Director's denial of qualification or conclude the grievance within five workdays of receiving the notice of noncompliance, the agency may consider the grievance as concluded. If the employee later seeks to appeal the agency head's denial of qualification, DHRM will consider whether just cause exists to consider the employee's request for a qualification ruling.

- o If the agency head qualifies some but not all the grieved issues, the employee may ask EDR to qualify any remaining unqualified issues. A request to DHRM for qualification of any such issues temporarily stops the grievance process until DHRM issues its ruling.

- o A hearing officer is not bound by factual determinations in DHRM qualification rulings. The hearing officer must determine the facts based on the evidence admitted and testimony of witnesses presented under oath at the hearing.

V. THE HEARING

1. All qualified grievances proceed to a hearing before a hearing officer selected by the Director of Department of Employee Relations Commission (DERC) on a rotating basis from a list supplied by the Executive Secretary of the Supreme Court of Virginia. The hearing must be held and a written decision issued no later than 30 calendar days after the appointment of the hearing officer. This time can be extended only upon a showing of good cause.

V. THE HEARING

1. General.

- a. Most qualified grievances proceed to a hearing before a hearing officer appointed by DHRM. Within five workdays of the qualification of the grievance, the agency must request the appointment of a hearing officer from DHRM, using a "Form B." The hearing officer shall be selected from the list of administrative hearing officers maintained by the Supreme Court of Virginia or from attorneys hired as classified employees of DHRM through

2. The hearing must be held in the location where the employee is or has been employed. The agency must arrange a place for the hearing unless the hearing officer chooses to make the arrangements. It is the responsibility of the hearing officer to notify the parties, either in writing or at the pre-hearing conference, of the date, time, and place of the hearing.

3. When a hearing is scheduled, it is the responsibility of the parties to appear or to ask for a postponement. A hearing may proceed in the absence of one of the parties; a hearing so conducted will be decided on the grievance record and the evidence presented at the hearing. The parties may be represented by legal counsel or other representative, or may represent themselves.

4. A hearing is to last no more than one day, unless the hearing officer should determine that the time is not sufficient for a full and fair presentation of the evidence by both sides. A hearing may be continued into the evening or on weekends. The hearing officer may grant a postponement or extend the 30-day period for good cause.

• Authority of the Hearing Officer: Hearing officers have the authority to:

- Issue orders for witnesses or documents;
- Administer oaths;
- Receive documentary evidence and hear testimony, and exclude that which is irrelevant, immaterial, repetitive, or confidential by law;
- Decide on procedural requests;
- Hold a conference (in person or by telephone) to simplify the issues, decide procedural matters, discuss settlement possibilities, and establish the date, time, and place of the hearing.
- Order parties to exchange a list of witnesses and documents; and
- Determine the grievance based on the evidence (not on procedural matters that have occurred in the processing of the grievance) and provide appropriate relief.

5. Rules for the Hearing. Hearings are to proceed as follows:

- Opening and closing statements may be made by each party;
- Each party may be represented by an individual of choice;
- In disciplinary actions, the agency must present its evidence first and must show by a preponderance of evidence that the disciplinary action was warranted and appropriate under the circumstances;
- With all other actions, the employee must present their his or her evidence first and must show by a preponderance of the evidence that a proper claim is present;

a competitive selection process. For hearing scheduling purposes, the agency must provide on the "Form B" the contact information of its party representative and advocate. With the "Form B," the agency must also provide a copy of the Grievance Record and, in cases involving formal discipline, a copy of the written notice(s) at issue. See also "Rules for Conducting Grievance Hearings," and "Grievance Procedure Manual," available on DHRM's website, which addresses in more detail the hearing officer's duties and authority under the grievance procedure.

b. Primary communication during the hearing stage is encouraged to be by email and phone. If a party does not have access to email, appropriate alternative methods of communication shall be utilized by the hearing officer and DHRM to communicate with the party.

2. Scheduling the Hearing

a. It is the responsibility of the hearing officer to notify the parties, either in writing or at a prehearing conference, of the date, time, and place of the hearing.

b. The hearing must be held in the locality where the employee is or has been employed unless the parties and hearing officer mutually agree to another site. The agency must arrange a place for the hearing unless the hearing officer chooses to make the arrangements. A hearing may also be held by audio conference, video conference, or other equivalent electronic/remote means. In selecting the format of the hearing, the hearing officer must weigh all relevant considerations, including the opinions of the parties and the hearing officer. The hearing officer shall not select a hearing format that unfairly prejudices either party.

3. Prehearing Conference. A prehearing conference may be held. This conference must be conducted by telephone or other equivalent means. This conference provides an opportunity to improve the management of the hearing by addressing procedural and evidentiary issues. If a party desires to have a particular individual testify at hearing, or to have a particular document produced prior to hearing, the party may request the hearing officer to order the appearance of the individual, or the production of the document. The agency shall make available for hearing any employee ordered by the hearing officer to appear as a witness.

4. Length of Hearing. A hearing is to last no more than one day, unless the hearing officer determines that the time is insufficient for a full and fair presentation of the evidence by both sides.

5. Absence from the Hearing.

- Formal rules of evidence do not apply;
- Non-party witnesses are not to be present in the hearing except to give testimony and be cross-examined.
- Exhibits offered may be received into evidence and made part of the record;
- The hearing must be recorded verbatim. (GPCS has the responsibility of arranging for proper recording equipment.) The hearing officer is responsible for the recording and is to preserve the recorded tapes as part of the grievance record. Either party may receive a copy of the recording, if requested, for the cost of reproduction. A court reporter is not required. If a party requests a court reporter, that party is responsible for the costs. If a transcript is made, the other party may obtain a copy for cost;
- The hearing officer has the authority to determine the propriety of the attendance of all persons not having a direct involvement in the hearing including witnesses and spectators; and
- The hearing should be closed to the public.

5. The Decision. The hearing officer's decision must be in writing and contain the findings of fact and the basis for those findings. In granting relief the hearing officer should be guided, but not bound, by the relief requested in the written grievance. Appropriate relief can include reinstatement to the employee's former position or, if occupied, to an objectively similar position in terms of duties and salary, normally in the same work or organizational lunette; an award of no, partial, or full back pay; and the restoration of full benefits, seniority, and other legal entitlements. Against an award of full or partial back pay, interim earnings are to be deducted. Damages and attorney's fees cannot be awarded. Appropriate relief may also include an order to create an environment free from discrimination or retaliation or to take corrective actions necessary to cure the violation and/or minimize its recurrence. Other prospective relief cannot be ordered. The agency cannot be ordered to promote, hire, or transfer any employee. However, the hearing officer can recommend such action and if the recommendation is acted upon by the agency, the action shall be given weight in any subsequent proceeding. If a policy was unfairly applied or misapplied, the hearing officer can direct the agency to redo the action from the point at which it became tainted

1. Implementation of the Decision. The decision is final and binding if consistent with policy and law. The decision is effective from the date issued and must be implemented immediately unless circumstances beyond the control of the agency delay such implementation. Implementation may be stayed if a challenge is made to

a. The parties must appear at the hearing or request a postponement. The hearing officer has the discretion to grant or deny a request for a postponement.

b. At the hearing officer's discretion, a hearing may proceed in the absence of one of the parties; a hearing so conducted will be decided on the record and the evidence presented at the hearing.

6. Recording the Hearing.

a. The hearing must be recorded verbatim to create a record should there be an administrative or judicial review of the hearing decision. Hearing officers will provide their own recording equipment. It is the hearing officer's responsibility to record the hearing.

b. Either party may receive a copy of the recording, if requested, for the cost of reproduction. A court reporter is not required. If a party seeks to have a court reporter, that party is responsible for the arrangements and costs. If a transcript is made, the other party may obtain a copy for cost.

7. Authority of the Hearing Officer.

a. A hearing officer's authority derives from Va. Code §§ 2.2-3000 et seq., the Grievance Procedure Manual, and the Rules for Conducting Grievance Hearings.

b. Hearing officers have the authority to:

- Hold conferences for the settlement or simplification of issues;
- Dispose of procedural requests;
- Issue orders requiring testimony or the production of evidence;
- Require the parties to exchange a list of witnesses and documents;
- Decide whether non-parties may attend the hearing;
- Administer oaths and affirmations;
- Receive probative evidence; exclude irrelevant, immaterial, insubstantial, privileged, or repetitive proofs, rebuttals, or cross-examinations; rule upon offers of proof; and oversee a verbatim recording of the evidence;
- Receive and consider evidence in mitigation or aggravation of any offense charged by an agency in accordance with rules established by DHRM;
- Render written decisions on qualified grievances and provide appropriate relief; and
- Take other actions as necessary or specified in the grievance procedure.

8. Rules for the Hearing.

a. Hearings are to proceed as follows:

- Parties may represent themselves or may be represented by an individual of choice; this advocate does not have to be an attorney;

the decision. The circuit court has the authority to issue an order requiring implementation of the decision and to award attorney fees for seeking the order

2. Challenges to the Decision. There are two types of challenges that can be made to the decision of the hearing officer. Challenges must be made in writing within 5 workdays of receipt of the decision, with a copy to the other party

a. Reconsideration or reopening requests are made to the hearing officer stating the basis for such request; generally, newly discovered evidence or evidence of incorrect legal conclusions are the basis for such requests

b. Consistency with policy challenges are made to the Director of the Department of Personnel and Training; to make such a request, the party must cite to a particular mandate in policy. The Director's authority is limited to directing the hearing officer to revise the decision to conform it to a provision in written policy

Once the challenge has been decided, it may not be appealed. A decision once affirmed or conformed is final.

ii. In disciplinary actions and dismissals for unsatisfactory performance, the agency must present its evidence first and must show by a preponderance of the evidence that the action was warranted and appropriate under the circumstances. The employee has the burden of raising and establishing any affirmative defenses to discipline and any evidence of mitigating circumstances related to discipline;

iii. In all other actions, the employee must present their evidence first and must prove their claim by a preponderance of the evidence;

iv. Each party may make opening and closing statements;

v. Formal rules of evidence do not apply;

vi. Testimony and exhibits may be admitted into evidence and made part of the record;

vii. Non-party witnesses are not to be present at the hearing except to give testimony and be cross-examined; and

viii. The hearing is closed to the public.

9. Hearing Officer's Decision.

a. A hearing officer's decision must be in writing. The decision must contain findings of fact on the material issues and the grounds in the record for those findings. A copy of the decision must be provided to the grievant, the parties' advocates, and the individuals identified on the Form B. The hearing officer should send the decision by e-mail. If a party or advocate does not have access to e-mail, the hearing decision must be sent by mail.

b. Hearing officers may order appropriate remedies but may not grant relief that is inconsistent with law, policy, or the grievance procedure. In granting relief, the hearing officer should consider the relief requested in the written grievance. In hearings contesting formal discipline, if the hearing officer finds that (i) the employee engaged in the behavior described in the written discipline, (ii) the behavior constituted misconduct, and (iii) the agency's discipline was consistent with law and policy, the agency's discipline must be upheld and may not be mitigated, unless under the record evidence, the agency's discipline exceeds the limits of reasonableness.

10. Relief.

a. Examples of relief which may be available to the grievant may include, but is not limited to:

i. Reinstatement to the employee's former position or, if occupied, to an equivalent position;

ii. Reduction or rescission of disciplinary actions;

iii. An award of full, partial, or no back pay, from which interim earnings must be deducted;

iv. The restoration of full benefits and seniority; and

- v. An order that the agency comply with applicable law and policy.
- b. Examples of relief which are not available to the grievant:
 - i. Damages;
 - ii. Attorneys' fees;
 - iii. Establishing or revising policies, procedures, rules, or regulations;
 - iv. Taking any adverse action against an employee (other than upholding or reducing the disciplinary action challenged by the grievance);
 - v. Directing the methods, means, or personnel by which work activities are to be carried out;
 - vi. Ordering GPCS to promote, hire, or transfer any employee; or,
 - vii. Any other relief that is inconsistent with the state grievance statutes, the Grievance Procedure Manual, the Rules for Conducting Grievance Hearings, or state policy.

11. **Withdrawal of Grievance.** When an employee withdraws the grievance prior to the issuance of a hearing decision, or when the parties agree to a settlement of the grievance, the employee must submit to the hearing officer a statement clearly stating that they are withdrawing the grievance. Such a withdrawal statement terminates the grievance process. It is not necessary for the parties to send a copy of the settlement agreement to the hearing officer. The hearing officer shall issue an Order of Dismissal solely to document that the employee has withdrawn the grievance and that the grievance has been dismissed

VI. REVIEW OF HEARING DECISIONS

A hearing decision must be consistent with law, policy, and the state grievance procedure.

1. **Hearing Officer Noncompliance; Newly Discovered Evidence.** When there are questions of compliance with the state grievance procedure based on the conduct of the hearing or the exercise of authority by the hearing officer or where there is a request to present newly discovered evidence;

- An objection should be made at the time the noncompliance occurs.
- A ruling from DHRM must be requested within 15 calendar days from the date of the hearing decision. A copy of the request for a ruling must be sent to the other party. The request must refer to a specific requirement of the grievance procedure with which the hearing decision is

not in compliance. Requests to present newly discovered evidence must be accompanied by information that shows the additional evidence is material and not merely cumulative, corroborative, or collateral; could not have been presented at the hearing through the exercise of due diligence; and is likely to produce a different result at a new hearing.

- A decision in favor of a party shall not be awarded if there should be a finding by DHRM of noncompliance by a hearing officer; the sole remedy, as determined by DHRM, is that the noncompliance be corrected by the hearing officer.

2. Administrative Review. A hearing decision is subject to administrative review to determine whether the hearing decision is consistent with policy.

a. Upon the request of a party to a grievance hearing for an administrative review of the hearing decision, DHRM shall determine, within 30 days of the conclusion of any other administrative reviews, whether the hearing decision is consistent with policy.

b. The request for administrative review must be in writing and received by DHRM within 15 calendar days from the date of the original hearing decision. The request must refer to a particular mandate in state or agency policy with which the hearing decision is not in compliance. A copy of the request must be provided to the other party and the hearing officer.

c. In response to any request for administrative review, the opposing party may submit a written challenge (rebuttal) to DHRM, which rebuttal must be received by DHRM within 10 calendar days of the conclusion of the original 15-day period for requesting administrative review. A copy of the rebuttal must also be provided to the party requesting administrative review and the hearing officer.

d. A party may elect to produce a transcript to support its position regarding administrative review. The party producing a transcript is responsible for the costs of such production.

e. Administrative review decisions are final and non-appealable.

f. If the hearing officer is ordered to reconsider the hearing decision, the hearing officer must do so.

g. A hearing officer's original decision becomes a final hearing decision, with no further possibility of administrative review, when:

i. The 15-day calendar day period for filing requests for administrative review has expired and neither party has filed such a request; or

ii. All timely requests for administrative review have been decided and, if ordered to do so, the hearing officer has issued a revised decision.

3. Judicial Review. Once the administrative review phase has concluded, the hearing decision becomes final and is subject to judicial review.

a. Within 30 days of a final decision, a party may appeal on the grounds that the determination is contradictory to law by filing a notice of appeal with the clerk of the circuit court in the jurisdiction in which the grievance arose.

b. The agency shall request and receive prior approval of DHRM before filing a notice of appeal by submitting a written request to DHRM specifying the legal basis for the appeal, which request must be received by DHRM within 10 calendar days after the final hearing decision.

c. After a notice of appeal has been filed by either party, the agency shall then transmit a copy of the grievance record and hearing record (which hearing record may be obtained by DHRM upon written request by the agency) to the clerk of the court. A copy of the notice of appeal must be provided to the other party and to DHRM. The court, on motion of a party, shall issue a writ of certiorari requiring transmission of the record on or before a certain date.

d. Within 30 days of receipt of the grievance record, the court, sitting without a jury, shall hear the appeal on the record.

e. The court may affirm the decision or may reverse or modify the decision.

f. The decision of the court shall be rendered no later than the fifteenth day from the date of the conclusion of the hearing.

g. The circuit court hearing shall be at no cost to the Commonwealth or the grievant.

h. The court shall award reasonable attorney's fees and costs to the employee if the employee substantially prevails on the merits of judicial review or a petition to implement the final hearing decision.

4. Appeal to the Court of Appeals. Either party may appeal the final decision of the circuit court to the Court of Appeals pursuant to Va. Code § 17.1-405.

5. Implementation. Either party may petition the circuit court having jurisdiction in the locality in which the grievance arose for an order requiring implementation of the final hearing decision pursuant to Va. Code § 2.2-3006(D).

Compliance: There are two types of compliance challenges that may arise during the course of processing a grievance. The Executive Director is authorized to issue final rulings on such matters.

1. Party Noncompliance. Sometimes a party may not take a required action. To compel a party to act the following must be done:

- Write the other party stating explicitly the omission or error;
- Allow the party 5 workdays after receipt of the notice to take or correct the required action;
- Request a ruling from the Executive Director within 5 workdays if the violation has not been corrected; and
- If the Executive Director should find that there was a violation of a substantial procedural requirement and that there was no just cause for failing to correct the violation, the Director may award a decision against the non-complying party on any grievance presenting a qualifiable issue.

For errors which the Director determined to be harmless or for errors relating to the proper disclosure of information, the party must comply with the order of the Director. The failure of a party to comply with such order can result in a decision in favor of the other party.

Compliance decisions are final and not appealable:

2. Hearing Officer Noncompliance. When there are questions of compliance with the conduct of the hearing or the exercise of authority by the hearing officer;

- An objection should be made at the time the error is noted.
- A ruling from DERC must be requested within 5 workdays from the date that the noncompliance was noted. A copy of the request for a ruling must be sent to the other party.
- A decision in favor of a party is not awarded if there should be noncompliance by a hearing officer; the sole remedy is that the action be correctly taken.

3. Compensation and Reimbursement. GPCS employees who serve as witnesses or representatives in grievances arising in the GPCS are to be compensated for the actual time at the hearing at their normal salary in accordance with applicable personnel policies. Such time is not to be charged against any leave balances. Reasonable costs for transportation, meals, and lodging

1. Compensation and Reimbursement. GPCS employees who serve as witnesses or representatives in grievances arising in the GPCS are to be compensated for the actual time at the hearing at their normal salary in accordance with applicable personnel policies. Such time is not to be charged against any leave balances. Reasonable costs for transportation, meals, and lodging

are to be reimbursed in accordance with agency travel regulations.

4. Leave. GPCS employees are to be granted administrative leave to consult with the DERC, to serve as a representative for an employee, and to appear as a witness in a grievance matter. Employees are also granted administrative leave to participate in the steps of the grievance process. Agencies may grant the employee reasonable time to prepare for the presentation of the grievance.

5. Disability Accommodations: A hearing impaired employee who requests a sign language interpreter is to be provided such an interpreter throughout the entire grievance process at the agency's expense. A visually or otherwise physically or mentally impaired employee who cannot with ease take written notes may use a tape recorder during all steps of the grievance procedure.

6. Use of Copying, FAX, and Telephone: The initiation of a grievance is official business. Therefore, the employee may make reasonable use of a copying machine, the FAX, and agency telephone lines to communicate during the grievance process.

7. Grievance Procedure Available on Tape: This grievance procedure is available in its entirety on tape for any employee who requests such accommodation. There is also a video available at the Human Resources office of the Department of Mental Health, Mental Retardation and Substance Abuse Services that explains the grievance procedure. It may be borrowed for viewing.

AUTHORITY: The above procedure complies with State of Virginia statute. The state grievance procedure was revised effective July 1, 1996, and supersedes all state grievance procedures previously issued. This procedure may be revised, changed or eliminated as allowed by statute. Code of Virginia, Section 2.1-116.01 et seq., © 1995, Commonwealth of Virginia.

are to be reimbursed in accordance with agency travel regulations.

2. Leave. GPCS employees are to be granted administrative leave to consult with the DERC, to serve as a representative for an employee, and to appear as a witness in a grievance matter. Employees are also granted administrative leave to participate in the steps of the grievance process. Agencies may grant the employee reasonable time to prepare for the presentation of the grievance.

3. Disability Accommodations: A hearing impaired employee who requests a sign language interpreter is to be provided such an interpreter throughout the entire grievance process at the agency's expense. A visually or otherwise physically or mentally impaired employee who cannot with ease take written notes may use a tape recorder during all steps of the grievance procedure.

4. Use of Copying, FAX, and Telephone: The initiation of a grievance is official business. Therefore, the employee may make reasonable use of a copying machine, the FAX, and agency telephone lines to communicate during the grievance process.

Clinical supervision for licensure/supervision updated to remove payback requirements.

APPENDIX XV

CLINICAL SUPERVISION FOR LICENSURE/CERTIFICATION

Policy Statement:

GPCS has several positions for which a license or license-eligible status is required or strongly preferred. When an individual in such a position is considered

APPENDIX XV

CLINICAL SUPERVISION FOR LICENSURE/CERTIFICATION

Policy Statement:

GPCS has several positions for which a license or license-eligible status is required or strongly preferred. When an individual in such a position is considered

license-eligible, the individual must be under the Supervision of a Qualified Clinical Supervisor as defined above. An Eligible Employee may choose to work with an outside Qualified Clinical Supervisor at the Eligible Employee's own expense and outside of regular hours of operation before or after work. Should an employee choose this option, the MOA between the Supervisee and QCS must be provided including proof of the Supervisee's eligibility for licensure and the Supervisor's credentials as a Qualified Clinical Supervisor. In addition, a quarterly statement of supervision sessions must be submitted to the individual's administrative supervisor.

GPCS may provide Supervision for licensure/certification for Eligible Employees. Supervision for individuals in positions that do not require license-eligible status will be determined in the sole discretion of executive director, considering the agency's funding availability. Supervision with a QCS who is employed by GPCS must take place during GPCS's normal hours of operation, subject to the advance approval of the Eligible Employee's administrative supervisor, division director, and executive director to ensure no interference with the Eligible Employee's regular work duties. Outside Supervision will not be paid for by GPCS unless the position held by the Eligible Employee requires a licensed-eligible person.

1. A Qualified Clinical Supervisor may provide the Supervision:
2. A current GPCS employee who meets the definition of Qualified Clinical Supervisor may not provide Supervision towards licensure to a current GPCS employee inconsistent with this agency policy (i.e., a current GPCS employee may not pay another GPCS employee out-of-pocket for Supervision).
3. In the event Supervision is provided by an outside individual and is being paid for by GPCS, an MOA must be developed.
4. The MOA must be signed by the Supervisee, the Eligible Employee's administrative supervisor, the QCS, and the executive director.
5. The QCS must attach the following to the MOA to provide the requested Supervision:
 - ☐ Evidence of the QCS's qualifications;
 - ☐ A copy of the QCS's license; and
 - ☐ Evidence that the Board has approved the QCS for supervision.

license-eligible, the individual must be under the Supervision of a Qualified Clinical Supervisor as defined above. An Eligible Employee may choose to work with an outside Qualified Clinical Supervisor at the Eligible Employee's own expense and outside of regular hours of operation before or after work. Should an employee choose this option, the MOA between the Supervisee and QCS must be provided including proof of the Supervisee's eligibility for licensure and the Supervisor's credentials as a Qualified Clinical Supervisor. In addition, a quarterly statement of supervision sessions must be submitted to the individual's administrative supervisor.

GPCS may provide Supervision for licensure/certification for Eligible Employees. Supervision for individuals in positions that do not require license-eligible status will be determined by the executive director **in consultation with the senior director**. Supervision with a QCS who is employed by GPCS must take place during GPCS's normal hours of operation, subject to the advance approval of the Eligible Employee's administrative supervisor, senior director, and executive director to ensure no interference with the Eligible Employee's regular work duties. Outside Supervision will not be paid for by GPCS unless the position held by the Eligible Employee requires a licensed-eligible person.

1. A Qualified Clinical Supervisor may provide the Supervision:
2. A current GPCS employee who meets the definition of Qualified Clinical Supervisor may not provide Supervision towards licensure to a current GPCS employee inconsistent with this agency policy (i.e., a current GPCS employee may not pay another GPCS employee out-of-pocket for Supervision).
3. In the event Supervision is provided by an outside individual and is being paid for by GPCS, an MOA must be developed.
4. The MOA must be signed by the Supervisee, the Eligible Employee's administrative supervisor, the QCS, and the executive director.
5. The QCS must attach the following to the MOA to provide the requested Supervision:
 - ☐ Evidence of the QCS's qualifications;
 - ☐ A copy of the QCS's license; and
 - ☐ Evidence that the Board has approved the QCS for supervision.

6. The Eligible Employee must attach to the MOA evidence that the Board has approved the Eligible Employee for Supervision.

7. GPCS may pay for the training needed to become a Qualified Clinical Supervisor for a licensed permanent staff who is in good standing in the current position held if funds are available. This training must be requested in writing to the Eligible Employee's administrative supervisor or division director and approved by the executive director in advance.

8. If Supervision is provided through an MOA with a supervisor outside of GPCS, the clinical Supervision must occur outside of the agency's operating hours for the GPCS employee.

9. GPCS will reimburse up to 52 sessions per year including both group and individual supervision. Provision of supervision will be reimbursed at the current rate set by GPCS, which rate may be modified by GPCS from time to time, as set forth in a schedule of clinical supervision rates that will be maintained and published by the executive director and made available on the GPCS intranet under the Policy and Procedure section (the "Supervision Rate Schedule"). The MOA shall establish the rates applicable to each supervision arrangement. Exceptions to this will need to be submitted in writing to the executive director for advance review and approval.

10. GPCS will pay for only one QCS at a time and for one type of license/certification per each Eligible Employee. This includes for both individual and group sessions. Exceptions to this will need to be submitted in writing to the executive director for advance review and approval.

11. GPCS will not pay for the initial application, test preparation, or cost of the exam that is required by the Board to obtain licensure/certification.

12. GPCS will pay for the cost of the actual license/certification, including renewal fees, for supervisors and positions that require a license or license-eligible status.

13. Cost Reimbursement for Outside Supervision Paid by GPCS. Any Eligible Employee who receives Supervision outside of the agency that is paid for by GPCS pursuant to an MOA will be asked to remain employed with the agency after receipt of the license/certification for the same duration in which the Supervision was received up to one year or 52 weeks. During this post-licensure employment

6. The Eligible Employee must attach to the MOA evidence that the Board has approved the Eligible Employee for Supervision.

7. GPCS may pay for the training needed to become a Qualified Clinical Supervisor for a licensed permanent staff who is in good standing in the current position held if funds are available. This training must be requested in writing to the Eligible Employee's administrative supervisor or division director and approved by the executive director in advance.

8. If Supervision is provided through an MOA with a supervisor outside of GPCS, the clinical Supervision must occur outside of the agency's operating hours for the GPCS employee.

9. GPCS will reimburse up to 52 sessions per year including both group and individual supervision. Provision of supervision will be reimbursed at the current rate set by GPCS, which rate may be modified by GPCS from time to time, as set forth in a schedule of clinical supervision rates that will be maintained and published by the executive director and made available on the GPCS intranet under the Policy and Procedure section (the "Supervision Rate Schedule"). The MOA shall establish the rates applicable to each supervision arrangement. Exceptions to this will need to be submitted in writing to the executive director for advance review and approval.

10. GPCS will pay for only one QCS at a time and for one type of license/certification per each Eligible Employee. This includes for both individual and group sessions. Exceptions to this will need to be submitted in writing to the executive director for advance review and approval.

11. GPCS will not pay for the initial application, test preparation, or cost of the exam that is required by the Board to obtain licensure/certification.

12. GPCS will pay for the cost of the actual license/certification, including renewal fees, for supervisors and positions that require a license or license-eligible status.

period, the employee is required to remain employed with GPCS in a satisfactory manner as determined by the administrative supervisor, division director, and executive director. If the Supervision is provided by a current GPCS employee no such obligation will be required. In the event such Eligible Employee leaves the agency before the end of the post-licensure employment period, the Eligible Employee will be responsible for reimbursing GPCS for the cost of Supervision received during employment up to the maximum cap identified in the Supervision Rate Schedule and established in the MOA. The administrative supervisor of the Eligible Employee is responsible for tracking the number of months or weeks worked post-licensure for any direct report receiving outside Supervision paid for by GPCS until the appropriate number of months or weeks are completed. If an Eligible Employee leaves prior to completing the post-licensure employment period; the administrative supervisor is responsible for notifying payroll of the amount due and owed by the Eligible Employee for purposes of generating an invoice to the Eligible Employee for prompt payment upon separation.

Example 1: Employee receives 36 months of Outside Supervision towards licensure paid for by GPCS. According to the current Supervision Rate Schedule, this equals approximately 108 individual sessions at a cost of \$75.00 each for a total value of \$8,100.00.

If employee works at GPCS 12 months or more after becoming licensed and remains in good standing, s/he owes nothing to the agency upon separation.

If employee works 8 months after becoming licensed, employee would be obligated to pay for 36 months of Supervision minus 8 months worked equaling 28 months of Supervision up to the current maximum cap of \$2,500. This equals approximately 84 individual Supervision sessions at \$75.00 each valuing \$6,300.00 under the current Supervision Rate Schedule. The employee would owe \$2,500 upon separation from GPCS.

Example 2: Employee receives 25 individual sessions of Supervision under the current Supervision Rate Schedule at \$75.00 per session and 10 group sessions of Supervision at \$50.00; that is a value of \$2,375.00.

If employee leaves the agency immediately upon receiving licensure; \$2,375.00 would be owed to GPCS.

If the employee leaves 12 months after receiving licensure, nothing is owed to GPCS.

14. The Supervisee is responsible for notifying the QCS if the Supervisee is unable to keep a Supervision appointment. GPCS will not pay for missed or cancelled Supervision session fees incurred by a Supervisee's absence, without approval of the executive director.

15. The commitment by GPCS to provide this benefit to employees is based on available resources and continued satisfactory performance by the Eligible Employee. It may be discontinued at any time.

16. GPCS does not make any representation or guarantees that the employee will be able to obtain a license because of the benefit offered through this policy or for any other reason.

17. Nothing contained in this policy will modify or supersede any conditions of employment articulated in the Eligible Employee's offer of employment letter, including the Eligible Employee's at-will employment status.

18. Any GPCS employee receiving Supervision towards licensure under this policy must take the licensing exam required by the Board within 12 months of completing all Supervision hours required for licensure. During the time between completing the Supervision process and taking the exam, GPCS will continue to provide Qualified Clinical Supervision if ongoing Supervision is required to maintain licensed-eligible status and if such license-eligible status is required for the employee to maintain their or his position with GPCS.

19. If the Eligible Employee does not take and pass the exam in the time specified by Board, the executive director may (but is not required to) permit the Eligible Employee to work with their administrative supervisor to develop a remediation plan. This plan will be presented to the Eligible Employee's administrative supervisor, division director, and executive director for approval. If the employee's position requires the incumbent to be license-eligible, and if the Eligible Employee loses that status as a result of not passing the exam or successfully completing any remediation plan, the Eligible Employee's employment may be in jeopardy of termination., and the Eligible Employee may be required to pay for any outside Supervision received up to the maximum cap identified in the Supervision Rate Schedule and established in the MOA.

20. If the Eligible Employee loses license-eligible status from the Board for any reason, the executive

13. The Supervisee is responsible for notifying the QCS if the Supervisee is unable to keep a Supervision appointment. GPCS will not pay for missed or cancelled Supervision session fees incurred by a Supervisee's absence, without approval of the executive director.

14. The commitment by GPCS to provide this benefit to employees is based on available resources and continued satisfactory performance by the Eligible Employee. It may be discontinued at any time.

15. GPCS does not make any representation or guarantees that the employee will be able to obtain a license because of the benefit offered through this policy or for any other reason.

16. Nothing contained in this policy will modify or supersede any conditions of employment articulated in the Eligible Employee's offer of employment letter, including the Eligible Employee's at-will employment status.

17. Any GPCS employee receiving Supervision towards licensure under this policy must take the licensing exam required by the Board within 12 months of completing all Supervision hours required for licensure. During the time between completing the Supervision process and taking the exam, GPCS will continue to provide Qualified Clinical Supervision if ongoing Supervision is required to maintain licensed-eligible status and if such license-eligible status is required for the employee to maintain their or his position with GPCS.

18. If the Eligible Employee does not take and pass the exam in the time specified by Board, the executive director may (but is not required to) permit the Eligible Employee to work with their administrative supervisor to develop a remediation plan. This plan will be presented to the Eligible Employee's administrative supervisor, senior director, and executive director for approval. If the employee's position requires the incumbent to be license-eligible, and if the Eligible Employee loses that status as a result of not passing the exam or successfully completing any remediation plan, the Eligible Employee's employment may be in jeopardy of termination.,

19. If the Eligible Employee loses license-eligible status from the Board for any reason, the executive director may

director may (but is not required to) permit the Eligible Employee to work with their administrative supervisor to develop a remediation plan. This plan will be presented to the Eligible Employee's administrative supervisor, senior division director, and executive director for approval. If the employee's position requires license-eligible status as a condition of employment and the employee loses that status for any reason, the employee may be in jeopardy of disciplinary action, up to and including termination., and upon termination shall be responsible for reimbursing GPCS for any outside Supervision paid up to the maximum cap identified in the Supervision Rate Schedule and established in the MOA.

Policy Specific to GPCS Employees Providing Licensure Supervision

1. GPCS employees who meet the requirements of a QCS as defined by the respective board may provide such Supervision to license-eligible GPCS employees.
2. Employees who wish to provide clinical Supervision towards licensure must provide documentation that the employee meets the requirements of a QCS as defined by the respective board.
3. In order to provide Supervision as a QCS, the individual must meet the competencies of the Eligible Employee's current position as determined by the administrative supervisor, and/or the division director.
4. The GPCS Qualified Clinical Supervisor may not provide licensure Supervision to more than three (3) Eligible Employees at a time. Exceptions to this should be put in writing and submitted to the executive director for review and approval in advance.
5. Any GPCS QCS who provides licensure Supervision to a non-GPCS employee must complete a Secondary Employment Form.
6. The GPCS QCS who provides licensure Supervision must be registered with the Board and will be paid a stipend per month per Supervisee, as set forth in the Supervision Rate Schedule, provided that at least 3 hours of Clinical Supervision have been provided per Supervisee.
7. GPCS will reimburse one QCS per Eligible Employee per month. If for some reason an Eligible Employee has more than one QCS and receives Supervision from multiple QCS's in a month, only one QCS will be reimbursed for that staff member in that month, except as otherwise approved by the executive director.

(but is not required to) permit the Eligible Employee to work with their administrative supervisor to develop a remediation plan. This plan will be presented to the Eligible Employee's administrative supervisor, senior division director, and executive director for approval. If the employee's position requires license-eligible status as a condition of employment and the employee loses that status for any reason, the employee may be in jeopardy of disciplinary action, up to and including termination.

Policy Specific to GPCS Employees Providing Licensure Supervision

1. GPCS employees who meet the requirements of a QCS as defined by the respective board may provide such Supervision to license-eligible GPCS employees.
2. Employees who wish to provide clinical Supervision towards licensure must provide documentation that the employee meets the requirements of a QCS as defined by the respective board.
3. In order to provide Supervision as a QCS, the individual must meet the competencies of the Eligible Employee's current position as determined by the administrative supervisor, and/or the division director.
4. The GPCS Qualified Clinical Supervisor may not provide licensure Supervision to more than three (3) Eligible Employees at a time outside of existing team members. Exceptions to this should be put in writing and submitted to the executive director for review and approval in advance.
5. Any GPCS QCS who provides licensure Supervision to a non-GPCS employee must complete a Secondary Employment Form.
6. The GPCS QCS who provides licensure Supervision must be registered with the Board and will be paid a stipend per month per Supervisee, as set forth in the Supervision Rate Schedule, provided that at least 3 hours of Clinical Supervision have been provided per Supervisee.
7. GPCS will reimburse one QCS per Eligible Employee per month. If for some reason an Eligible Employee has more than one QCS and receives Supervision from multiple QCS's in a month, only one QCS

Attachment:

1. Memorandum of Agreement for Clinical Supervision.

ATTACHMENT A

GOOCHLAND POWHATAN COMMUNITY SERVICES

This Memorandum of Agreement ("MOA") for the provision of Clinical Supervision Services is made and entered into this ____ day of _____, _____, between and among the Goochland Powhatan Community Services Board ("GPCS"), _____ (the "Eligible Employee"), and _____ (the "Qualified Clinical Supervisor" or "QCS").

Whereas, GPCS has established a policy for Clinical Supervision for Licensure/Certification (the "Policy");

Whereas, the Eligible Employee has applied to pursue licensure/certification to advance theirhis/her professional development and/or to fulfill a job requirement to maintain employment with GPCS;

Whereas, the Qualified Clinical Supervisor has agreed to assist with the licensure/certification process by providing clinical supervision ("Clinical Supervision") to the Eligible Employee;

Whereas, GPCS is willing to offset a certain amount of the clinical supervision expenses (the "Clinical Supervision Expenses") associated with the licensure/certification process without demanding direct reimbursement., provided that the Eligible Employee remains employed by GPCS for a certain amount of time after obtaining the license/certification and/or maintains license-eligible status as needed; and

Whereas, the Eligible Employee acknowledges the value of the costs GPCS will incur in providing financial assistance towards clinical supervision.

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this MOA, the sufficiency of which is hereby acknowledged; the parties agree as follows.

Terms and Conditions

will be reimbursed for that staff member in that month, except as otherwise approved by the executive director.

Attachment:

1. Memorandum of Agreement for Clinical Supervision.

ATTACHMENT A

GOOCHLAND POWHATAN COMMUNITY SERVICES

This Memorandum of Agreement ("MOA") for the provision of Clinical Supervision Services is made and entered into this ____ day of _____, _____, between and among the Goochland Powhatan Community Services Board ("GPCS"), _____ (the "Eligible Employee"), and _____ (the "Qualified Clinical Supervisor" or "QCS").

Whereas, GPCS has established a policy for Clinical Supervision for Licensure/Certification (the "Policy");

Whereas, the Eligible Employee has applied to pursue licensure/certification to advance theirhis/her professional development and/or to fulfill a job requirement to maintain employment with GPCS;

Whereas, the Qualified Clinical Supervisor has agreed to assist with the licensure/certification process by providing clinical supervision ("Clinical Supervision") to the Eligible Employee;

Whereas, GPCS is willing to offset a certain amount of the clinical supervision expenses (the "Clinical Supervision Expenses") associated with the licensure/certification process without demanding direct reimbursement.,

Whereas, the Eligible Employee acknowledges the value of the costs GPCS will incur in providing financial assistance towards clinical supervision.

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this MOA, the sufficiency of which is hereby acknowledged; the parties agree as follows.

1. Eligible Employee. The Eligible Employee shall be employed on a permanent basis by GPCS and shall meet the competencies of theirhis/her current position as determined by the Eligible Employee's administrative supervisor and division director. The Eligible Employee has been approved, in writing, by the respective board that governs the licensure/certification being sought (the "Board") to receive Clinical Supervision, and a copy of the approval is hereby attached to this MOA.

2. Approval of Clinical Supervision. The Eligible Employee's administrative supervisor has reviewed this request with the division director, and the executive director has approved the proposed arrangement and verified that there are funds available to support this request.

3. GPCS Compensation of Outside QCS. A Qualified Clinical Supervisor who is not employed by GPCS (the "Outside QCS") shall be compensated for providing Clinical Supervision to a GPCS Eligible Employee as follows:

a. The Outside QCS may submit an invoice for payment directly to GPCS. When this payment method is chosen, the Qualified Clinical Supervisor will submit the invoice by the 15th of the month following the month the Supervision was provided.

b. GPCS shall pay the Outside QCS up to \$_____ per session for individual supervision sessions and \$_____ per session for group sessions, not to exceed a total of 52 sessions per year.

c. The Eligible Employee shall be individually responsible for paying any remaining amounts due and outstanding to the Outside QCS for Clinical Supervision after GPCS has paid the amounts stated above.

4. GPCS Compensation of GPCS-Employed QCS. A Qualified Clinical Supervisor who is employed by GPCS shall be compensated with a monthly stipend for providing Clinical Supervision to the Eligible Employee at the rate of \$_____ per month for every month that at least three (3) hours of Clinical Supervision are provided to the Eligible Employee.

5. Supervision Hours. The Eligible Employee understands that:

a. Clinical Supervision that takes place with a Qualified Clinical Supervisor who is not a GPCS employee (an "Outside QCS") must occur outside of regular hours of operation, which is defined as before or after scheduled work hours.

b. Clinical Supervision with a QCS who is a GPCS employee shall not interfere with the Eligible Employee's regular work duties but shall occur during GPCS regular

Terms and Conditions

1. Eligible Employee. The Eligible Employee shall be employed on a permanent basis by GPCS and shall meet the competencies of theirhis/her current position as determined by the Eligible Employee's administrative supervisor and division director. The Eligible Employee has been approved, in writing, by the respective board that governs the licensure/certification being sought (the "Board") to receive Clinical Supervision, and a copy of the approval is hereby attached to this MOA.

2. Approval of Clinical Supervision. The Eligible Employee's administrative supervisor has reviewed this request with the senior director, and the executive director has approved the proposed arrangement and verified that there are funds available to support this request.

3. GPCS Compensation of Outside QCS. A Qualified Clinical Supervisor who is not employed by GPCS (the "Outside QCS") shall be compensated for providing Clinical Supervision to a GPCS Eligible Employee as follows:

a. The Outside QCS may submit an invoice for payment directly to GPCS. When this payment method is chosen, the Qualified Clinical Supervisor will submit the invoice by the 15th of the month following the month the Supervision was provided.

b. GPCS shall pay the Outside QCS up to \$_____ per session for individual supervision sessions and \$_____ per session for group sessions, not to exceed a total of 52 sessions per year.

c. The Eligible Employee shall be individually responsible for paying any remaining amounts due and outstanding to the Outside QCS for Clinical Supervision after GPCS has paid the amounts stated above.

4. GPCS Compensation of GPCS-Employed QCS. A Qualified Clinical Supervisor who is employed by GPCS shall be compensated with a monthly stipend for providing Clinical Supervision to the Eligible Employee at the rate of \$_____ per month for every month that at least three (3) hours of Clinical Supervision are provided to the Eligible Employee.

5. Supervision Hours. The Eligible Employee understands that:

a. Clinical Supervision that takes place with a Qualified Clinical Supervisor who is not a GPCS employee (an "Outside QCS") must occur outside of regular hours of operation, which is defined as before or after scheduled work hours.

b. Clinical Supervision with a QCS who is a GPCS employee shall not interfere with the Eligible Employee's

hours of operation, subject to the advance approval of the Eligible Employee's administrative supervisor, division director, and executive director.

6. No Payment for Application, Exam Fees, Missed/Cancelled Supervision. The Eligible Employee understands that GPCS will not pay for the initial licensing application, change in Clinical Supervisor, change in Clinical Supervision site, exam fees, or any other costs associated with Clinical Supervision not expressly agreed to pursuant to this MOA. Further, GPCS will not pay for Clinical Supervision sessions missed or cancelled as a result of the Eligible Employee's absence, without approval of the executive director.

7. Limitation on Clinical Supervisors and Sessions. The Eligible Employee understands that the GPCS will not reimburse for more than 52 Clinical Supervision sessions a year, whether in an individual or group setting. The Eligible Employee further understands that GPCS will only pay for one Qualified Clinical Supervisor and for one type of license/certification at a time per employee.

8. Timing of Licensure/Certification Exam. The Eligible Employee understands s/he must take the exam with the Board within 12 months of completing all Clinical Supervision required for licensure/certification.

9. Failure to Pass Exam. The Eligible Employee understands and agrees that if s/he fails to take and pass the exam required by the Board within 12 months of completing all Clinical Supervision requirements and/or loses license-eligible status for any reason (provided that license-eligible status is a job requirement), the Eligible Employee shall immediately reimburse GPCS for the amounts paid by GPCS towards the Clinical Supervision, up to \$_____. In addition, the Eligible Employee may be subject to disciplinary action up to and including termination.

10. Post-Licensure Employment Period. The Eligible Employee understands and agrees that after receipt of theirhis/her license/certification from the Board, s/he is required to continue working at GPCS in a satisfactory manner as determined by the Eligible Employee's administrative supervisor, division director, and executive director, for at least the same amount of time during which Clinical Supervision was received, up to 12 months (the "Post-Licensure Employment Period").

11. Reimbursement. If the Eligible Employee fails to complete the Post-Licensure Employment Period to the satisfaction of GPCS or if the Eligible Employee terminates this MOA for any reason, the Eligible Employee shall

regular work duties but shall occur during GPCS regular hours of operation, subject to the advance approval of the Eligible Employee's administrative supervisor, division director, and executive director.

6. No Payment for Application, Exam Fees, Missed/Cancelled Supervision. The Eligible Employee understands that GPCS will not pay for the initial licensing application, change in Clinical Supervisor, change in Clinical Supervision site, exam fees, or any other costs associated with Clinical Supervision not expressly agreed to pursuant to this MOA. Further, GPCS will not pay for Clinical Supervision sessions missed or cancelled as a result of the Eligible Employee's absence, without approval of the executive director.

7. Limitation on Clinical Supervisors and Sessions. The Eligible Employee understands that the GPCS will not reimburse for more than 52 Clinical Supervision sessions a year, whether in an individual or group setting. The Eligible Employee further understands that GPCS will only pay for one Qualified Clinical Supervisor and for one type of license/certification at a time per employee.

8. Timing of Licensure/Certification Exam. The Eligible Employee understands s/he must take the exam with the Board within 12 months of completing all Clinical Supervision required for licensure/certification.

9. Failure to Pass Exam. The Eligible Employee understands and agrees that if s/he fails to take and pass the exam required by the Board within 12 months of completing all Clinical Supervision requirements and/or loses license-eligible status for any reason (provided that license-eligible status is a job requirement), the Eligible Employee may be subject to disciplinary action up to and including termination.

immediately pay GPCS on demand in a lump sum the amount paid by GPCS towards the Clinical Supervision, up to \$_____. In the event of default, GPCS shall also be entitled to interest at the then statutory judgment rate from the date of default on any unpaid balance. GPCS shall also be entitled to recover any applicable court costs, attorney's fees, or collection agency fees.

12. No Change to Employment Terms; At-Will Status. The Eligible Employee understands that the Policy and MOA cannot be used to nullify or supersede any conditions contained in the employee's "offer of employment letter," including the employee's at-will employment status. Nothing in this MOA shall constitute an obligation by GPCS to employ the Eligible Employee for a specific period of time; nor to alter the Eligible Employee's at-will status; nor to confer any additional remedy upon the Eligible Employee not otherwise granted by law.

13. Eligible Employee's Representations and Warranties. The Eligible Employee understands and hereby agrees that:

a. GPCS accepts no responsibility nor makes any claims or guarantees regarding the employee's ability to become licensed as a result of providing support for the Clinical Supervision for licensure/certification described herein, or any other factor(s).

b. The Eligible Employee understands and agrees that GPCS is not responsible for the nature or quality of the Clinical Supervision, nor is GPCS responsible for maintaining any documentation of the Supervision, or for providing such documentation to the Virginia Health Regulatory Board.

14. Qualified Clinical Supervisor's Representations and Warranties; Agreement to Approve Supervision Hours. The Qualified Clinical Supervisor providing Clinical Supervision for licensure/certification under this MOA represents and warrants that he/she has completed the requisite supervisor training/certification required by the Board and currently holds and will maintain the requisite license required to provide Clinical Supervision. The QCS agrees to attach to this MOA written confirmation of the QCS's supervisor training/certification and a copy of his/her current license. The Qualified Clinical Supervisor agrees to cooperate with the execution of any and all documents required to verify the Eligible Employee's completion of Clinical Supervision hours and shall provide such documentation upon request of GPCS or Eligible Employee.

10. No Change to Employment Terms; At-Will Status. The Eligible Employee understands that the Policy and MOA cannot be used to nullify or supersede any conditions contained in the employee's "offer of employment letter," including the employee's at-will employment status. Nothing in this MOA shall constitute an obligation by GPCS to employ the Eligible Employee for a specific period of time; nor to alter the Eligible Employee's at-will status; nor to confer any additional remedy upon the Eligible Employee not otherwise granted by law.

11. Eligible Employee's Representations and Warranties. The Eligible Employee understands and hereby agrees that:

a. GPCS accepts no responsibility nor makes any claims or guarantees regarding the employee's ability to become licensed as a result of providing support for the Clinical Supervision for licensure/certification described herein, or any other factor(s).

b. The Eligible Employee understands and agrees that GPCS is not responsible for the nature or quality of the Clinical Supervision, nor is GPCS responsible for maintaining any documentation of the Supervision, or for providing such documentation to the Virginia Health Regulatory Board.

12. Qualified Clinical Supervisor's Representations and Warranties; Agreement to Approve Supervision Hours. The Qualified Clinical Supervisor providing Clinical Supervision for licensure/certification under this MOA represents and warrants that he/she has completed the requisite supervisor training/certification required by the Board and currently holds and will maintain the requisite license required to provide Clinical Supervision. The QCS agrees to attach to this MOA written confirmation of the QCS's supervisor training/certification and a copy of their current license. The Qualified Clinical Supervisor agrees to cooperate with the execution of any and all documents required to verify the Eligible Employee's completion of Clinical Supervision hours and shall provide such documentation upon request of GPCS or Eligible Employee.

15. Termination; Modification. All parties understand that this MOA may be modified or terminated at any time, with or without notice, by GPCS in its sole discretion.

16. Miscellaneous. The recitals are hereby incorporated as if set forth and restated herein. This MOA sets forth an agreement between the Eligible Employee and GCPS that is separate and distinct from any other agreement that the parties may have in reference to the employment of the Eligible Employee and, except as specifically set forth herein, is severable from any other agreements that the parties may have. If any provision of the MOA is adjudged to be unenforceable, the unenforceable provision shall be severed from the remainder of the MOA and the remainder shall then be enforced. This MOA sets forth the entire understanding of the parties in reference to the reimbursement obligation of the Eligible Employee. This MOA shall be construed pursuant to Virginia law and venue will be in the Goochland County General District or Circuit Court.

13. Termination; Modification. All parties understand that this MOA may be modified or terminated at any time, with or without notice, by GPCS in its sole discretion.

14. Miscellaneous. The recitals are hereby incorporated as if set forth and restated herein. This MOA sets forth an agreement between the Eligible Employee and GCPS that is separate and distinct from any other agreement that the parties may have in reference to the employment of the Eligible Employee and, except as specifically set forth herein, is severable from any other agreements that the parties may have. If any provision of the MOA is adjudged to be unenforceable, the unenforceable provision shall be severed from the remainder of the MOA and the remainder shall then be enforced. This MOA sets forth the entire understanding of the parties in reference to the reimbursement obligation of the Eligible Employee. This MOA shall be construed pursuant to Virginia law and venue will be in the Goochland County General District or Circuit Court.

NEW Policy added to meet current state regulations regarding discrimination

Policy Prohibiting Discrimination for: Pregnancy, Childbirth, and Related Medical Conditions

1. The Virginia Human Rights Act, Va.-Code § 2.2-3901, defines discriminatory practice and gender discrimination to include: "race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions [including lactation], age, marital status, sexual orientation, gender identity, or disability." Virginia law further requires reasonable accommodations that must be provided for those who experience pregnancy, childbirth, or a related medical condition.
2. GPCS does not discriminate based on pregnancy, childbirth, or related medical conditions such as lactation. Employees of GPCSP have a right to reasonable accommodation for pregnancy, childbirth, and pregnancy related medical conditions. GPCSP will not require such an employee to take leave if a reasonable accommodation may be made. These reasonable accommodations may include more frequent or longer bathroom breaks, breaks to express breast milk, access to a private location other than a bathroom for the expression of breast milk, acquisition or modification of equipment or access to or modification of employee seating, a temporary transfer to a less strenuous or hazardous position, assistance with manual labor, job restructuring, a modified work schedule, light duty assignments, and leave to recover from childbirth.
3. Please notify the Senior Director of Administration if you become pregnant and you will be provided with all pregnancy related policies within 10 days after GPCS's receipt of your notice of your pregnancy.
4. Each and every employee of GPCSB has a right to report any suspected violation of state and/or federal employment laws without risk of retaliation from GPCSB.

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

Goochland Powhatan
COMMUNITY SERVICES
Connect. Grow. Thrive.



P. O. BOX 189
GOOCHLAND,
VIRGINIA 23063


Mental Health Services
Developmental Disability Services
Substance Use Disorder Services

3058 River Road West
Goochland, VA 23063
(804) 556-5400
Fax (804) 556-5403

3910 Old Buckingham Road
Powhatan, VA 23139
(804) 598-2200
Fax (804) 598-3114

Memorandum

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

FROM: Les Saltzberg, Executive Director 

SUBJECT: Clinical Director Recruitment

DATE: September 28, 2021

Les Saltzberg will provide an update on the Clinical Director Recruitment process.

***Informational.**

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

Goochland Powhatan
COMMUNITY SERVICES
Connect. Grow. Thrive.



P. O. BOX 189
GOOCHLAND,
VIRGINIA 23063

Mental Health Services
Developmental Disability Services
Substance Use Disorder Services

3058 River Road West
Goochland, VA 23063
(804) 556-5400
Fax (804) 556-5403

3910 Old Buckingham Road
Powhatan, VA 23139
(804) 598-2200
Fax (804) 598-3114

Memorandum

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

FROM: Les Saltzberg, Executive Director *LS*

SUBJECT: COVID/Vaccine Update

DATE: September 28, 2021

Les Saltzberg will provide an update of the possible CMS Federal Vaccine mandate for Health Care providers..

***Informational.**

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

3058 River Road West
Goochland, VA 23063
(804) 556-5400
Fax (804) 556-5403

3910 Old Buckingham Road
Powhatan, VA 23139
(804) 598-2200
Fax (804) 598-3114

Memorandum

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

FROM: Les Saltzberg, Executive Director 

SUBJECT: Personnel Matters

DATE: September 28, 2021

Les Saltzberg will be giving updates on two Personnel matters.

***Informational.**

COMMUNITY SUPPORT SERVICES October 2021 Board Report

Parent-Infant Education Program (PIEP)

We had 8 referrals in July and 4 referrals in August. 17 children were discharged over these two months, and we served 44 families with active IFSPs.

As the summer wraps up, we are preparing many of our families for their children starting school in the fall, either preschool or school-based IEP services. One of our strategies is to make "social story" books for the children to read with their parents over the summer that include pictures of their teacher, classroom, bus, etc., to help them prepare. This year, one of the common anxieties of parents was how to prepare children for mask-wearing. Our developmental social worker, Joanne Simpson, made new pages for our books that normalize mask-wearing. Now, since school started 8/23, we're hearing from the teachers that nearly all of the children are taking to mask-wearing with hardly a fuss.

In addition to these books, we've been normalizing masks and social distancing by modelling it during sessions and having some families practice with their child during fun outings.

Submitted by Jeanine Vassar, PIEP Supervisor

Day Support Services

Monacan Services

With COVID numbers on the rise the rise again, we continue to take extra precaution to make sure consumers are social distancing and wearing masks throughout the day. Using the extra space in the group room of Powhatan makes it possible to meet the needs of the consumers and keep them safe. Staff at Monacan continue to step up and drive as transportation, to pick many of the consumers up in the morning and take them home in the afternoon. Staff do a wonderful job of balancing their time making sure they have their documentation is done and transport the consumers. We are currently looking for a PRN DSP to hire, due to one of the Monacan staff going on maternity leave soon.

Summer was a fun one for the consumers. They were able to venture out to Fruit Hill Orchard to pick apples, play games and visit their small store to buy other goodies. They continue to visit many different parks and enjoy working out at the YMCA. The consumers are ready for some cooler fall weather and these 100-degree days to be in the past.

Submitted by Maitlin Ware, Monacan Services Day Support Supervisor

Psychosocial Rehabilitation Services

Virginia House

We continue to plug along at Virginia House while respecting physical distancing recommendations and wearing masks.

We are currently down one full time specialist and one part time peer specialist. Interviews were conducted and a new FT specialist has been hired. This new hire currently works at GPCS as a Mental Health Case Manager and will transition to PSR.

We didn't receive any referrals in August.

Submitted by Holly Bunn, Lead Psychosocial Rehabilitation Specialist

Developmental Services Case Management (ID/DD)

The Developmental Services Case Management program currently serves 84 consumers with waivers and 5 consumers without a DD waiver. Case Managers facilitate meetings to develop Individual Support Plans (ISP) and assisted individuals with gaining access to needed supports identified in the ISP. Case Managers completed assessments, conducted face to face visits to monitor supports, and made additional referrals for services as needed.

Since May, many of our consumers have been seen face to face in their day support programs, private residences, group homes or sponsored residential placements. There are two families who have refused face to face visits due to COVID-19 related concerns therefore, the consumers are being seen virtually. Also, during the month of August, we had 1 consumer pass away, unrelated to COVID-19.

We received 2 service requests for the waiver waitlist during the month of August.

Submitted by LaTasha Brown, DS Case Management Supervisor

In Home Support Services

In Home Support Services (IHSS) continues to provide services to individuals in Goochland, Powhatan, and Hanover counties. Direct Support Professionals (DSPs) supported individuals in their homes and community utilizing a person-centered approach. Consumers participated in various community activities throughout August. Many of them visited local events in the parks, dining in restaurants, exercising in the malls and recreational centers. Consumers were also assisted with spending leisure time at home. DSPs supported consumers with completing household chores, hygiene, and following safety precautions. DSPs continue to support the individuals with social distancing and encouraging mask wearing due to COVID 19 cases increasing in the area.

IHSS Supervisor completed monthly visits and observations. IHSS Support Coordinator facilitated regular contact with consumers and their families via visits in the home and community, phone calls, and video conferences. Service coordination and planning meetings are also taking place using various platforms. IHSS did not receive any referrals during August.

The recruitment process continues for part-time Direct Support Professionals (DSPs) for Hanover, Goochland, and Powhatan counties. The GPCS employment application and DSP job description is posted on our website www.gpcsb.org. Currently, we have five individuals in Hanover and one in Goochland in need of direct support staff.

Hanover		Goochland and Powhatan	
Consumers	11	Consumers	2
DSPs	12	DSPs	1

Submitted by Veneda Scott, In Home Support Services Supervisor

COMPLIANCE UNIT – Allison Meyer

This month I'd like to introduce you to the GPCS Quality Improvement Program and our Continuous Quality Improvement Plan.

It stems from the following regulations:

12VAC35-105-620.A The provider shall develop and implement written policies and procedures for a quality improvement program sufficient to **identify, monitor, and evaluate clinical and service quality and effectiveness** on a systematic and ongoing basis.

12VAC35-105-620.C The quality improvement plan shall: 1.) Be **reviewed and updated at least annually**; 2.) Define measurable goals and objectives; 3.) Include and report on statewide performance measures, if applicable, as required by DBHDS; 4.) Monitor implementation and effectiveness of approved corrective action plans pursuant to 12VAC35-105-170; and 5.) Include ongoing monitoring and evaluation of progress toward meeting established goals and objectives.

12VAC35-105-170.H The provider shall monitor implementation and effectiveness of approved corrective actions as part of its quality improvement program required by 12VAC35-105-620. If the provider determines that an approved corrective action was fully implemented, but did not prevent the recurrence of a regulatory violation or correct any systemic deficiencies, the provider shall: 1. Continue implementing the corrective action plan and put into place additional measures to prevent the recurrence of the cited violation and address identified systemic deficiencies; or 2. Submit a revised corrective action plan to the department for approval.

12VAC35-105-780.5 The provider shall review medication errors at least quarterly as part of the quality assurance in 12VAC35-105-620. If there are medication errors, the QI Plan should demonstrate how this is being addressed.

We review a variety of data throughout the year as below:

REPORT	Monthly	Quarterly	Annual
Annual CQI Review			X
• Quality Improvement Reports (CQI Master & Working Spreadsheets)		X	
• Consumer Satisfaction Scores from DDCM, IHSS, Monacan, and VA House)		X	
• Safety Checks	X		
• Emergency Drills	X		
• Review of Maintenance Requests	X		
• CAP Monitoring Spreadsheet on Shared Drive, QA Secure		X	
• Medication Error Report		X	
• REACH Log			
• Seclusion and Restraint Report - entered into DBHDS website portal	X		X
• Office of Civil Rights Breach Notification Report – entered in OCR portal	PRN		

We have the following Goals and Objectives:

Goal #1: Individuals are healthy and safe. Our objectives are a decrease in the number of falls, Level III suicide attempts with hospital admissions, late GPCS Serious Incident Reports, and late CHRIS (Comprehensive Human Rights Information System) entries.

Goal #2: Individuals are satisfied with services. Our objective is to decrease founded Human Rights complaints.

Goal #3: Individuals are aware of their Human Rights. Our objective is to increase annual human rights and HCBS () notifications.

Goal #4: Individual's PHI is protected for privacy and security. Our objective is to reduce PHI breaches in the remaining quarters of 2021.

Goals #5: Individual's EHR is in compliance with Regulatory Requirements. Our objectives are to increase the number of chart reviews conducted annually, increase completion of the 30 day Comprehensive ISP and ISP signature for MH and SUD, Outpatient and Case Management, decrease late entries of DS Case Management Discharge documentation, increase percentage of DS CM PCP Part V documentation with compliant signatures.



In **July 2021**, Mental Health Case Management unit was staffed by 5 case managers and a MHCM Supervisor. During the month of July, the MHCM unit prepared for changes to services provided for the program particularly Medication Only Case Management and CSA/Child Case Management. The CSA/Child Case Manager was able to resume working full time. The agency worked out details to be able to start enhanced CSA Case Management services to start August 1, 2021. The CSA/Child Case Manager prepared for increased workload for CSA consumers while working with TEAM members to transition non-CSA consumer to other appropriate services providers. Additionally, the CSA/Child Case Manager position was put under the child team for GPCS. The Medication Only Case Manager along with MHCM team members worked to identify consumers who would appropriate for Medication Only treatment. The case managers outreached to consumers to provide information on program changes to consumers appropriate for program. Cassidy Griles who was interviewed June 30, 2021, accepted the offer for case management position for the Powhatan and planned to start 09/01/2021.

In **August 2021**, several service changes were implemented. The Mental Health Case Management Unit was staffed with four case managers directly under the unit and a supervisor. The CSA Case Manager continued to work collaboratively with the MHCM unit during the transition of services. The CSA Case Manager position remained part of the child services team and was under outpatient services. Case Support services for FAPT consumer began in August which required increased contact with both consumers and collateral providers. The Medication Only Case Manager as well as the other MH Case Managers began transitioning consumers to medication only services with the nurse practitioner/doctor for medication only services. Additionally, Chantel Lewis- the Medication Only Case Manager was offered a position as Veterans Case Manager with a start day of September 1, 2021. She continued to work with her targeted case management cases with the expectation of transferring them to the new hire in September. Chantel is a veteran and has some knowledge of veteran services and benefits.

During the months July and August, the MHCM Unit served 215 consumers including both adults and children in the community. Efforts were made to continue to improve the relationship with the community and GPCS particularly with providing services to children. Additionally, with changes with how consumers can access services helped with getting returning consumers back into services quickly. License eligible case managers continued to assist with new SDA assessment for consumers in addition to managing their case load. Face to face contact with consumers increased in July and August as more in person visits occurred both in the office and community. Precautions to prevent COVID-19 transition were followed for any direct contact.

Naomi P. Robinson

Mental Health Case Manager Supervisor
Goochland- Powhatan Community Services
3910 Old Buckingham Road
Powhatan, VA 23139

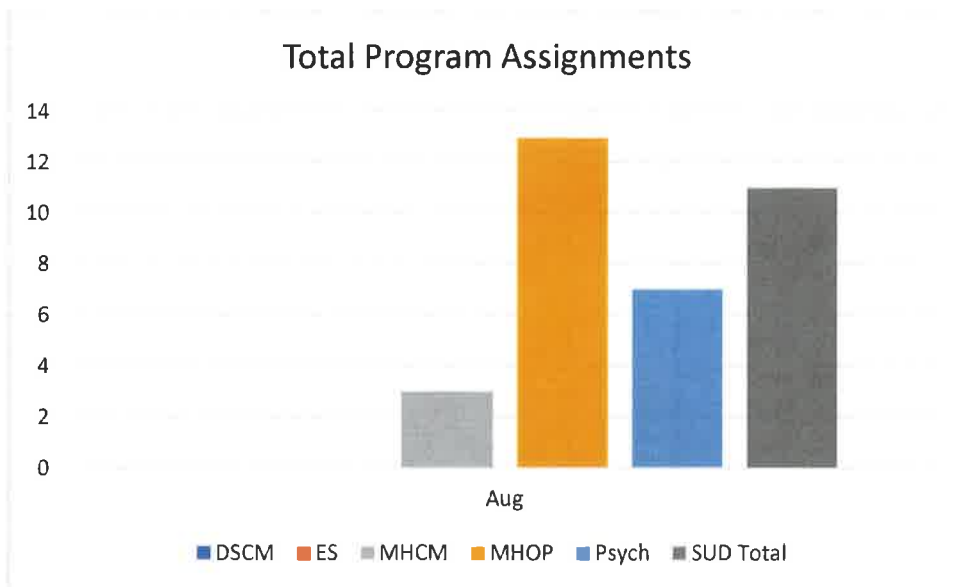
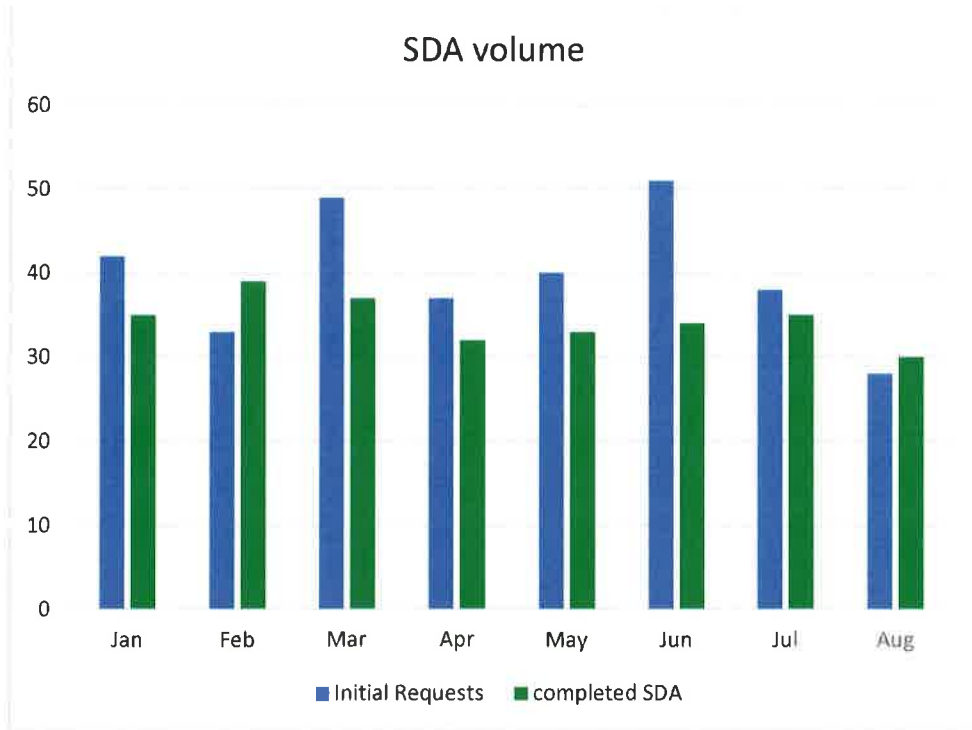
(p) 804 403- 5928

(f) 804 598-3114

email: nrobinson@goochlandva.us

ACCESS – Lise Fitzgerald

SDA: During August, our ES Clinicians continue to cover 2 assessment slots daily as staffing allows. OP staff cover 3 additional spaces weekly. MHCM staff provide another 2 appointments weekly. We continued to adjust our intake processes to better serve our consumers. This included an option for returning consumers to be directly assigned to previous programs/ services. During August, there were significantly lower total services requests with only 28 service requests. We were able to complete 30 SDA assessments and another 4 returning consumers were directly assigned to their primary programs. Please see the charts below for SDA volume this year and the assessment outcomes for August.



Eligibility Services: Eligibility services continue as needed for consumers. In August, there were six referrals for assistance.

Emergency Services: During August, we were able to interview and hire a new ES clinician, who will start October 18th.

Central State hospital remained closed to new civil admissions during August. Individuals TDOed to state facilities are still placed on a central waitlist while in Emergency Rooms, which results in delayed admissions. During August, GPCS Emergency Services assisted at total of 15 consumers. GPCS was responsible for 5 prescreenings, all of which were completed by RBHA under MOA. Five additional prescreenings were completed by other CSBs on individuals in Goochland or Powhatan Counties. The total outcomes can be seen below.

