

**Goochland Powhatan
COMMUNITY SERVICES**
Connect. Grow. Thrive.



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GOOCHLAND,
VIRGINIA 23063

EXECUTIVE DIRECTOR
Les Saltzberg, Ph.D., LCP
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Substance Use Disorder Services

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MEMORANDUM

TO: Members of the Goochland Powhatan Community Services Board

FROM: Parthy Dinora, Chair *LD for PD*

SUBJECT: Notification of Board Meeting

DATE: January 5, 2023

The Goochland Powhatan Community Services Board will meet on Monday, January 9, 2023. The meeting will begin at 4:30 p.m. at Virginia House in Goochland.

You will find attached the following documents for the January Board Packet:

1. January 9, 2023 Agenda
2. Minutes from the December 5, 2022 Meeting
3. Proposal to add new position of Business Support Generalist
4. Unit Reports

Please review these materials prior to the meeting. We look forward to seeing you on the 5th.

*****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 reschedule 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

January 9, 2023
4:30 P.M.
Virginia House (Goochland)

AGENDA

- I. Minutes of the December 5, 2022 Board Meeting
Pages: 1 - 3
***Action: Approve or amend December 2022 minutes.**
- II. Public Comment
- III. Review of Unsolicited Conceptual proposal for new Powhatan building
Pages: N/A
***Action: Approve or amend recommendation to accept Proposal**
- IV. Proposal to add new position of Business Support Generalist
Pages: 4 - 5
***Action: Approve or amend recommendation to add new Business Support Generalist position**
- V. Reports
 - a. Board Chair
 - b. Senior Community Support Director
 - c. Senior Clinical Director
 - d. Senior Administrative Director
 - e. Executive Director
 - f. Other ReportsPages NA
***Informational**
- VI. Adjourn

Next Meeting: February 6, 2023, 4:30 p.m. Location: Powhatan Board Room (Village Building)

GOOCHLAND POWHATAN COMMUNITY SERVICES

MINUTES

December 5, 2022

Goochland Powhatan Community Services Board of Directors held its December 2022 meeting on Monday, December 5, 2022, at the Powhatan Offices.

Present

Michael Asip
James Babcock
Jackie Cahill
Stephen Hancock
Joyce Layne-Jordan
Mariah Leonard
Crystal Neilson-Hall
Linda Revels
Renee Sottong

Absent

Parthenia Dinora

Staff Attending

Les Saltzberg
Lateshia Brown
Carinne Kight
Cheryl Smith
Irene Temple

Welcome

Les Saltzberg welcomed all attending Board members and thanked them for joining the meeting. He asked if there were any additions to the agenda. There were no additions, and the meeting was brought to order.

Minutes

November 2022 meeting minutes were reviewed for approval. There were no noted errors or corrections.

ACTION: Motion to approve November 2022 meeting minutes, was made by C. Neilson-Hall, seconded by J. Babcock. Motion carried by all, and November 2022 minutes were approved.

FY23 First Quarter Budget Report

Cheryl Smith provided the first quarter budget report for fiscal year 2023. In her report she noted that the agency has collected more fees that were budgeted for, and the federal mental health monies were higher than expected due to new process for reimbursement. Overall, the agency is doing well with expenses on track at 24% of budgeted expenditures and income slightly higher than budgeted at 32%.

ACTION: Motion to approve FY2023 first quarter budget report as presented, was made by M. Asip, seconded by L. Revels. Motion carried by all, and FY 2023 first quarter budget report approved.

Powhatan Village Building New Lease

Les reminded the Board that the interim Powhatan County Administrator had indicated that since the GPCS lease extension request was never signed off on by the old County Administrator there needed to be a new lease drawn up between Powhatan County and GPCS. He further explained that the Powhatan Board of Supervisors approved a new lease for GPCS at their last Board meeting on November 28, 2022. The proposed lease is for a 5-year term with three 1-year extensions. Also included is a termination clause that GPCS can terminate with 6 months' notice and a \$33,000 penalty for ending the lease early. Les noted that these terms were the same terms as the most recent lease with Powhatan. There was discussion about lease terms and if a 5-year lease was needed. Les explained that he understood GPCS may not need the full 5 years if construction of a new building is able to move forward but this provides GPCS with a place to do business through any construction delays if they occur or if the negotiations for construction of a new building gets significantly delayed. Discussion continued about the fee for early termination, if it could be removed from the lease, and how open to negotiation the interim County Administrator is. In conclusion of the discussion Mike Asip suggested the Board vote to allow the Executive Director to negotiate with the interim Powhatan County administrator regarding the lease terms.

ACTION: On motion by M. Asip, seconded by J. Cahill, the Board unanimously approved the GPCS Executive Director to negotiate lease terms with the interim Powhatan County Administrator.

Updated CSB Board of Directors Meeting Schedule

Carinne Kight reviewed the updated meeting schedule with the Board. She noted that no dates had changed on the schedule, however the meeting locations changed. This was due to a conflict in meeting space in September, which caused the rotation to get off cycle.

ACTION: On motion by C. Neilson-Hall, seconded by J. Babcock, the Board unanimously approved the updated CSB Board of Directors Meeting Schedule as proposed.

Powhatan Space Workgroup Update

Les updated the Board on the unsolicited proposal process and where the agency is in that process. The required notice has been posted in both the Goochland and Powhatan papers as well as on the GPCS website. At the next Board meeting the 45 days required for that notice will have been completed, and the workgroup will have reviewed all proposals submitted. They will come to the Board meeting with a recommendation to the Board on which proposal(s) the agency should move forward in negotiations with. At the January Board meeting the Board will vote on if they want to move forward to next step in this process and negotiations with the recommended proposal(s). If the Board votes to move forward the full proposal(s) will be posted on the GPCS website within 10 days and at the February Board meeting, there will be a public hearing for outside comments.

Les let the Board know that concurrent to this process the workgroup has met with the builders of the initial unsolicited proposal and walked through the layout of the proposed building. They also asked them for estimates of costs not included in the building such as property taxes, utilities, and other

general costs. The workgroup will bring that to the next Board of Directors meeting along with recommendations on moving forward.

Reports

Board Chair –

No report.

Senior Community Supports Director –

No report.

Senior Clinical Director –

Irene reported that a new outpatient therapist and new nurse started today. She also noted that the substance use disorder clinician position remains vacant.

GPCS Senior Administrative Director –

Carinne reported that a long-term staff member, Beverly Goodloe, is retiring at the end of February. She has worked with the agency over 25 years and will be greatly missed. Her position, Business Support Generalist- AP is currently being advertised.

Executive Director -

Les reported that the VACSB conference will be held in January in Richmond. Any Board members interested let him or Beverly know, and they'll complete the registration. He also reported that the Governor has discussed that he wants to fix Virginia's mental health system. To start, they've brought in a consulting company. The consultants have started meeting with DBHDS and the Secretary regarding changing the system. As of now they are looking to June or July of 2023 for announcing a plan for changes.

Meeting was adjourned at 5:05 pm.

The next meeting is January 9, 2023, at Virginia House in Goochland.

Crystal Neilson-Hall, Secretary
CNH/ck

Date



Title: Business Support Generalist - HR		FLSA Status: Non-Exempt
Job Family: Professional	Pay Grade: 7	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 Administration Signature:		Date:
Executive Director Signature:		Date:

Position Description last reviewed: 1/3/2023 Classification Last Reviewed: 1/3/2023
 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 Senior Director Administration, this position is responsible for assisting in the human resources operations of the administration unit. The primary responsibility of this position is completion of administrative work in the following areas, recruitment and onboarding, training, personnel file management, contract tracking, and benefits administration.

JOB EXPECTATIONS AND ESSENTIAL FUNCTIONS

- Maintain hiring files in accordance with all applicable laws and regulations.
- Maintain required pre-employment screening files.
- Maintain documentation for new employee orientation.
- Assist in conducting new employee orientation.
- Maintain accurate and up-to-date human resource files, records, and documentation.
- Complete regular audits of employee files to ensure compliance with regulatory requirements.
- Assign electronic mandatory training to new and existing employees.
- Track active agency contracts including status, deadlines, and items covered.
- Complete required ACA reporting
- Facilitate Annual Creditable Coverage Documentation for TLC health benefits concerning prescription drug coverage and Medicare.
- Ensure compliance with USCIS Form I-9 Employment Eligibility Verification.
- Assist in recruitment by coordinating job postings and reviewing applications.
- Assist with employee communications regarding wellness, benefits, and employment matters.
- Assist with regulatory audits as needed
- Assist with various research/special projects.
- Perform other assigned duties as necessary within established policy and procedures.

REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's degree with a major in human resources, business administration, or management with at least 2 years of Human Resources or related office experience

– OR –

Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills, and abilities.

LICENSE(S)

None

PRE-EMPLOYMENT

Must submit to pre-hire criminal background check

KNOWLEDGE AND ABILITIES

- Knowledge of basic human resource functions and procedures.
- Knowledge of pertinent federal, state, and local laws.
- Knowledge of employee benefit packages
- Knowledge of human resources filing systems and requirements
- Knowledge of Microsoft Outlook, Word, and Excel. Familiarity with HR and payroll systems desired.
- Excellent interpersonal skills with the ability to effectively communicate human resources information, rules, regulations, and procedures.
- Possess great attention to details, ensuring accuracy and completeness of all records and documentation.
- Possess strong oral communication skills
- Ability to exercise good judgment and maintain confidentiality in working with critical and sensitive information, records, and reports.
- Ability to maintain effective working relationships with employees, representatives from outside agencies, other localities, and the public.
- Ability to multitask, with strong time management skills, in a fast-paced environment.
- Ability to work under pressure; set priorities and meet deadlines.
- Ability to access internet and use appropriate technology and applications

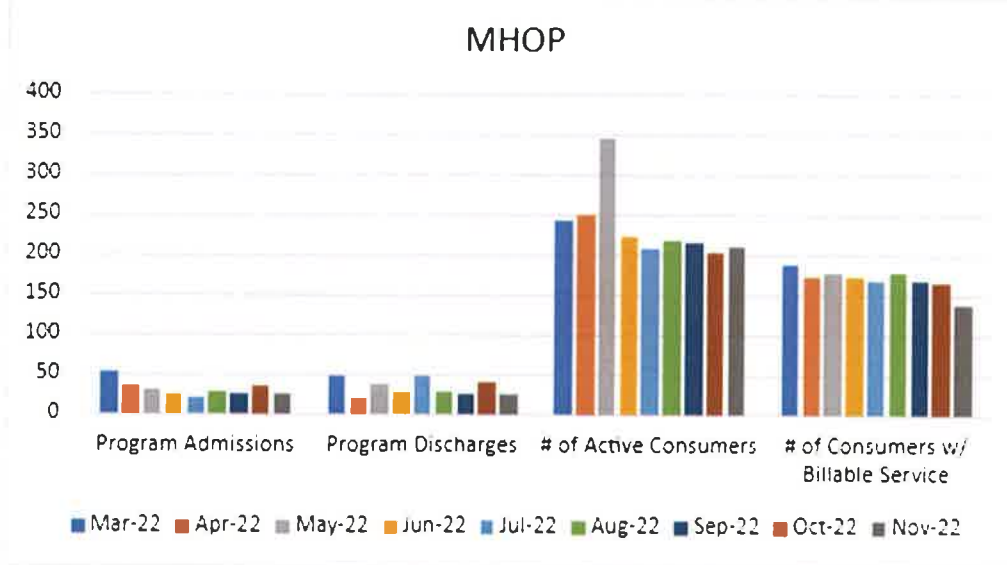
ENVIRONMENTAL CONDITIONS

Work environment is primarily an office environment working at a desk. Must be able to bend and stoop to perform filing and other clerical duties. Must possess ability to perform repetitive hand motions and to sit and work at a computer for extended periods of time. Sitting: 80%; Standing/Walking 18%; Driving: 2% Average Weight Required to lift or carry at any one time: 50 pounds for brief periods of time.

Persons with mental or physical disabilities are eligible if 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.

MHOP

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
Program Admissions	24	39	52	36	30	24	19	27	24	36	25
Program Discharges	27	23	48	20	37	27	47	27	25	40	26
# of Active Consumers	221	236	242	251	347	224	209	219	216	203	211
# of Consumers w/ Billable Service	134	151	188	174	179	174	169	179	169	165	138



Heather Morgan participated in a Focus group with the Office of Recovery Services at Virginia's Department of Behavioral Health and Developmental Services and the Arlington County Department of Human Services, who retained Achara Consulting to offer training and education to members of the Virginia Recovery Initiative, our Community Service Board staff members, our peer-run organizations, provider staff, and others. Topics focused on challenges, needs, and barriers, as well as on what is currently going well.

MH Case Management

In **November 2022**, The Mental Health Case Management Unit was staffed with 4 case managers and a supervisor. The unit served 95 consumers for targeted case management and CSA case management. There were 7 discharges for the unit, as well as two intakes for MH case management. Case Managers continued to follow up with community referrals and targeted case management services were provided

with more visits being conducted in the community with consumers. MHCM supervisor and nursing staff are working to ensure all consumers that receive medication management only consumers are remaining active with prescribers. MHCM supervisor attended critical incident team meeting to aid in collaboration on serious incident reports completed for the last quarter. The critical incident team reviewed possible reason for increase in physical health related serious incident reports, any adjustments to policy and procedures that may need to be adjusted, and if there are any antecedent strategies to that could be put in place. New MHOP outpatient director started November 1st and MHCM supervisor has collaborated with outpatient director to ensure continuity of care for consumers enrolled in both programs and further improve the referral process by clarifying requirements for both programs. MHCM supervisor aided in the process of creating updated brochure for GPCS with updated program summaries for each program to ensure all consumers are able to comprehend the information provided.

Prevention

Multiple CSB's from Region IV met with WWBT Channel 12 to explore collaborations around Gambling Prevention. Potential ideas include risk reduction messaging through the weather app and telling personal stories that reduce the stigma associated with existing resources. We are waiting for Channel 12's proposal. The news station collected data from stakeholders who intend to use casinos and sports betting so that we could better tailor prevention messaging.

Robin Pentecost and Travis Fellows attended the Block Grant Summit in Henrico. We were presented with preliminary findings from the Block Grant report that details accomplishments for Prevention throughout 2022. A copy of the report is attached.



BG-Annual-Report-20
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RSAAC elected a full Board to serve in 2023. Board Members are as follows:

Travis Fellows, Goochland Powhatan Community Services: Chair.

Carolyn McKann, Goochland Resident: Vice-Chair.

Mike Caudill, Goochland Commonwealth's Attorney: Secretary.

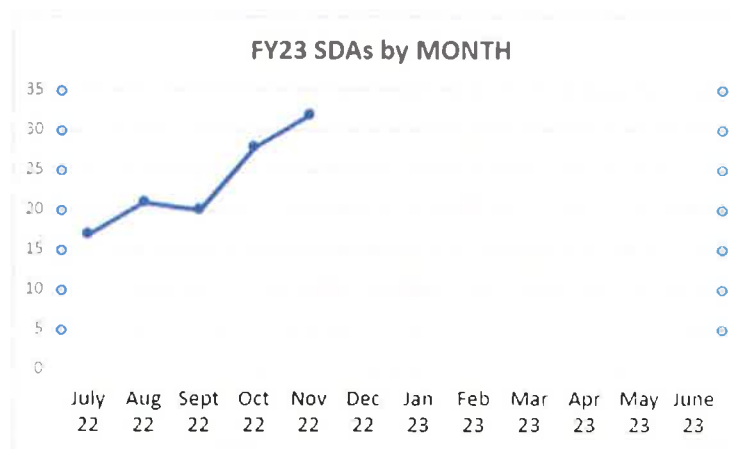
Larry Roberts, Goochland Resident, agreed to the appointment as the Goochland County Member-at-Large and was so appointed.

Rob Cerullo, Powhatan County Commonwealth's Attorney, agreed to the appointment as the Powhatan County Member-at-Large and was so appointed.

RSAAC continues to receive input from Goochland and Powhatan Schools on Youth Media planning. Stakeholders from MADD, Virginia ABC, and Chippenham Hospital on coalition development and direction for strategy.

SDA: In November 2022, we saw a continued increase overall in SDA screenings. Nevertheless, our Powhatan catchment resulted in 59% of our overall SDAs for the month. Please see the chart below program assignments for consumer who continued onto CSB services. In addition to our three primary staff, Cassidy intern and MHCM, has been able to complete around 25% of our total SDA's, making her an asset to the team. Monika has been approved to take her LCSW licensing test and Setera is awaiting Virginia Board of Counseling approval for her LPC.

FY 23 SDAs					
	July 22	Aug 22	Sept 22	Oct 22	Nov 22
Total SDAs	17	21	20	28	32
Location					
Goochland	7	9	6	9	10
Powhatan	5	11	9	15	19
Telehealth	2	1	5	4	3
Clinician					
Fred	1	1	0	0	1
Monika	10	4	9	8	10
Setera	4	13	8	11	13
Lise	0	1	1	2	0
Cassidy				7	8

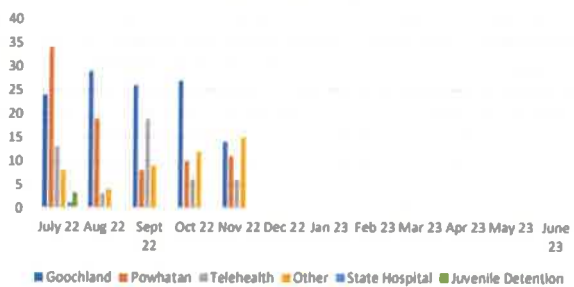


Emergency Services: In November, 43 people contacted ES, despite there being a dip in request over the past several months, we've continued to see a trend in crisis services from Goochland County. Over the past month, ES leadership has worked with community partners to stay abreast of State crisis continuum initiatives, including but not limited to attending the regional partnership meeting with other CSBs, LE, State and community hospitals. Fred has been managing a majority of our crisis contacts this month, as we have continued to see an increase in SDA's. His knowledge and compassion to servicing our consumers in shone through his tireless work. Please see the charts below for prescreening numbers and outcomes.

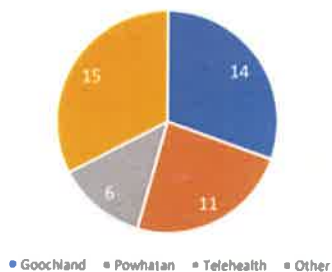
FY23 CRISIS by MONTH



FY23 CRISIS SERVICES by LOCATION



November 22 Crisis Services by Location



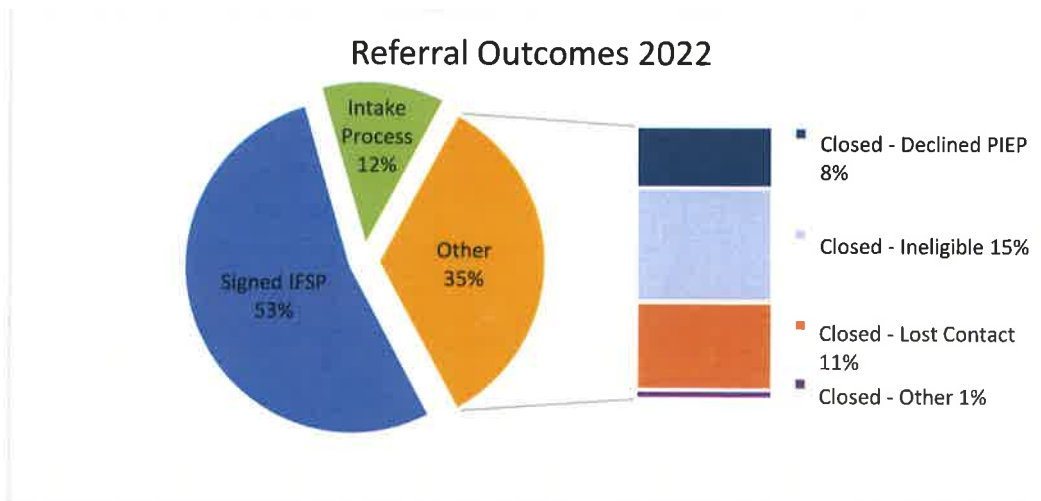
COMMUNITY SUPPORT SERVICES

January 2023 Board Report

Parent-Infant Education Program (PIEP)

According to Trac-it, the new state data system from DBHDS, we had 80 “first referrals” in 2022. There should be additional re-referrals as well as transfers from other localities, but the new state data system doesn’t currently include those in reports. For reference, Trac-it shows only 50 referrals in 2021 but we know we had at least 71, so since it is highly unlikely that there were 21 or more re-referrals within a calendar year, the reporting function in the new data system needs more work.

Working with the data we put in Credible and going chart by chart, it looks like we had 90 referrals in 2022, including re-referrals. Of those 90, 48 signed treatment plans (IFSPs), 11 are still in the intake process, 7 declined participating in Early Intervention, 10 we couldn’t maintain contact with, and 13 children did not meet the eligibility requirements. A few of the ineligible children re-referred later and joined the number of signed IFSPs. For the 10 families we couldn’t initiate or maintain contact with, it’s likely most, if not all of them, were not interested in Early Intervention, but did not formally decline.



Submitted by Jeanine Vassar, PIEP Supervisor

Psychosocial Rehabilitation Services

Virginia House

This month we embraced the holiday season through consumer requested opportunities to go shopping for natural supports & their peers. We continue to offer groups that focus on recovery and wellness. This month we also had a DARS representative come out to talk about this service. We continue to volunteer weekly with the Goochland Animal Shelter. One of our favorite activities is the end of the year gift exchange, where consumers draw names to gift something inexpensive but meaningful to one of their peers. Two of our agency nurses came by to wish everyone Happy Holidays, which our consumers genuinely appreciated.

Community Support Services

Though we had one tour scheduled, they didn't follow through. No new referrals this month. Census is at 16.

Submitted by Jess Childress, Psychosocial Rehabilitation Supervisor

Day Support Services

Monacan Services

Monacan Services continues to currently serve 17 consumers. Monacan has received another referral and we will be adding another the consumer to the program in January. Three tours are also scheduled for January. We are excited for the growth in the program.

November brought the beginning of the busy fun Holiday season at the center for the consumers. We held a Thanksgiving lunch for the consumers, with all the Thanksgiving fixings. The consumers said they had an amazing time. Some stated that they never get to eat food like this on Thanksgiving. It was a wonderful afternoon. The consumers returned back to Goochland Cares helping in person in the last few months. They have had a wonderful time helping out with various tasks, that the Volunteer Coordinator sets up for them. The consumers enjoy helping and interacting with many of those who work and volunteer at Goochland Cares. The consumers are so excited for the upcoming Christmas season at the center!



Submitted by Maitlin Ware, Monacan Services Day Support Supervisor

Developmental Services Case Management (ID/DD)

The Developmental Services Case Management program is currently serving 92 consumers with waivers and 3 consumers without a DD waiver. Case Managers facilitate meetings to develop Individual Support Plans (ISP) and assist individuals with gaining access to needed supports identified in their ISP. Case Managers completed assessments, conducted face to face visits to monitor supports, and made additional referrals for services as needed.

Individuals actively enrolled in case management services are contacted each month. We complete face to face visits every 30 to 90 days based on the need of the individual. Individuals receiving enhanced case management services are seen face to face to every 30 days.

Individuals in both communities are assessed for the Developmental Disabilities Waiver Waitlist using priority criteria based on the needs of the individual. Currently, GPCS has 66 individuals on the Waiver Waitlist:

County	Number of residents on Waiver Waitlist
Powhatan County	45
Goochland County	22

Below shows numbers based on Priority Criteria:

Priority Status	Number of individuals
Priority 1	7
Priority 2	29
Priority 3	31

Below shows the last quarter data for the DD unit:

	October	November	December
Active CM (Medicaid)	93	93	94
Active CM (Non-Medicaid)	1	1	1
Waiver Breakdown			
Community Living	60	60	62
Family & Individual	30	31	31
Building Independence	1	1	1
Active Waiver Total	91	91	94
Non-waiver Active CM	3	3	3
Total Individuals Served	94	94	97
Transfers	0	4	2

Submitted by LaTasha Brown, Developmental Services Case Management Supervisor

In Home Support Services

Direct Support Professionals (DSPs) supported individuals in their homes and community by utilizing a person-centered approach. The individuals participated in various community activities throughout the month. The IHSS Supervisor completed monthly visits and observations.

Currently, we are seeking Direct Support Professionals to support one individual residing in Goochland and one individual residing in Hanover. We're continuing the recruitment process 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.

Hanover County		Goochland and Powhatan Counties	
Consumers	07	Consumers	0
DSPs	11	DSPs	0

Submitted by Veneda Scott, In Home Support Services Supervisor

MONTHLY VEHICLE UTILIZATION AND EXPENSE REPORT (FY-23)

Nov-22

MONTH OF

VEHICLE	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van														
Program	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops														
Auto ID (last four VIN)	2236	2508	2450	0089	7202	6021	3364	3044	0908	8578	5388	3695	116-907L	145-507L	176-819L	173,287	193,693	263,035	174,805	211,205	73,230	264,364	87,527	153,084	51,449	51,771	110,381	153,348		
MILEAGE																														
MILES DRIVEN	2,082	41	0	62	1,796	2,314	1,580	342	3	283	454	600																		

VEHICLE	Van	Van	Car	Car	Car	Car	Car	Car	Car	Car	Car	Car	Car	Car	Car	Car																								
Program	Va House	MH CM	ID CM	ID CM	ID CM	ID CM	Monacan	MH CM	Va House	MH CM	MH CM	IHSS	Car	Car	Car	Car																								
Auto ID (last four VIN)	6691	0967	9585	0090	9825	9824	4489	1990	0654	1369	6635	2890	2281	205-951	118-003L	106-406L	47-572L	167-221L	167-220L	197-518L	140-018L	156-857L	106-442L	146-867L	167-222L	39-337L	6,842	111,035	107,383	115,206	55896	93,321	119,940	175,601	106,468	61,308	57,061	103,750		
MILEAGE																																								
MILES DRIVEN	471	0	469	381	669	0	720	313	84	264	436	42	378																											

VEHICLE	Car	Car	Car	Car	Car	Car	Car	Car	Car	Car	Car	Car	Car	Car	Car	Car
Program	PIEP	PIEP	PIEP	PIEP	PIEP	PIEP	PIEP	PIEP	PIEP	PIEP	PIEP	PIEP	PIEP	PIEP	PIEP	PIEP
Auto ID (last four VIN)	5887	39-324L	90,148	0												
MILEAGE																
MILES DRIVEN	0															

TOTAL MILEAGE & PROGRAM UTILIZATION	TOTAL MONTH	TOTAL YTD
TOTAL # MILES DRIVEN	13,784	66,942
Operations (Transportation)	8,220	33,945
Monacan Services & Va. House	2,612	14,871
Parent Infant Education Program, ID/MH Services, Residential Services, In Home Support services	2,952	18,126

GASOLINE FOR:
 NUMBER OF GALLONS PURCHASED 116.22
 COST OF GASOLINE PURCHASED \$347.81
 ** Gas reported (Goochland did not invoice Nov) and Quarles Nov 2022

REPAIRS & MAINTENANCE
 COST OF REPAIRS & MAINTENANCE \$2,283.05

DRIVERS HOURS & SALARIES
 NUMBER OF HOURS DRIVERS WORKED 342.50
 DRIVERS SALARIES \$6,165.00

1,648
 \$29,664

\$9,649

3,157
 \$9,817