



GOOCHLAND POWHATAN COMMUNITY SERVICES  
BOARD MEETING

December 4, 2023  
4:30 P.M.  
Village Building (Powhatan)

**AGENDA**

- I. Minutes of the November 6, 2023 Board Meeting  
Pages:  
**\*Action: Approve or Amend November 2023 minutes**
  
- II. Public Comment
  
- III. New Powhatan Building Update  
Pages: N/A  
**\*Informational**
  
- IV. Financial Presentation  
Pages: N/A  
**\*Informational**
  
- V. CSB Staff Satisfaction Survey  
Pages: N/A  
**\*Informational**
  
- VI. Reports
  - a. Board Chair
  - b. Senior Community Support Director
  - c. Senior Clinical Director
  - d. Senior Administrative Director
  - e. Executive Director
  - f. Other Reports**\*Informational**
  
- VII. Adjourn

Next Meeting: January 6, 2024. Location: Pathways (Goochland)

**GOOCHLAND POWHATAN COMMUNITY SERVICES**  
**MINUTES**  
**November 6, 2023**

Goochland Powhatan Community Services Board of Directors held its October 2023 meeting on Monday, October 2, 2023, at Pathways in Goochland.

Present

Michael Asip  
Jackie Cahill  
Stephen Hancock  
Mariah Leonard  
Joyce Layne-Jordan  
Linda Revels

Absent

Marcus Allen  
James Babcock  
Parthenia Dinora  
Crystal Neilson-Hall

Staff Attending

Les Saltzberg  
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.

**Public Comment**

There was no public comment.

**Minutes**

October 2023 meeting minutes were reviewed for approval. There were no noted errors or corrections.

**ACTION:** Motion to approve October 2023 meeting minutes, was made by S. Hancock, seconded by M. Asip. Motion approved by all in attendance, none opposed. Motion carried.

**FY2024 First Quarter Budget Update**

Cheryl reviewed the budget updated with the Board. She explained that this report is year to date, through September 2023. Of note, supplies are slightly over where we normally are due to computers purchased for Pathways, which the agency is getting reimbursement for. Also, the total on special funding is a little high and that is due to the difference in the federal fiscal year and GPCS fiscal year and federal grant spending and reimbursement falling in different fiscal years for GPCS.

**Financial Presentation**

Due to the number of Board members out this month this item was tabled to next month.

**Proposed Staff Compensation Adjustments**

Les noted that at the encouragement of the Board leadership developed a proposal for the board regarding holiday bonuses and compensation. He explained that the General Assembly has recently provided additional funding specific to compensation at the Community Services Boards. In total GPCS will receive \$83,210 and an additional 2% increase in December for a total of \$107,558. Les explained the intent of the General Assembly providing this funding is to move all CSBs up into more competitive salary brackets and assist with staffing shortages.

The proposal is to use this funding, supplemented by \$82,168 of current budget funds to provide employees with a holiday bonus on November 30<sup>th</sup>, 2023, and a 3% across the board salary increase on January 1<sup>st</sup>, 2024. Bonuses would be structured as follows, full-time staff would receive \$1,250, hourly staff would receive \$625, and permanent part time staff would receive a prorated amount based on the number of hours they work.

**Action:** M. Asip motioned the board to approve and accept the proposed staff compensation increase and holiday bonus. Motion seconded by J. Layne-Jordan all approved, none opposed, none abstained. Motion carried.

## **Reports**

Board Chair –

No report

Senior Finance Director – Cheryl provided the Board with an update on the new Powhatan building. She noted that the agency initially was working with Rick Smith and Michael Potter who were both part of Village Building Inc., They have recently split ways and now the primary builder we are working with is Rick Smith. Rick and his team had a meeting with utility people on October 25<sup>th</sup> and have come up with solutions to any issues that were previously noted. They are supposed to get back revised site plans by November 15<sup>th</sup> and submit them to the county for approval. Once those are approved, which should be before January, they are ready to start. Still on target for January 2025 to be completed.

Cheryl also noted that the agency just finished the annual independent financial audit, and it was much larger and more in depth than past ones because of the amount of federal funding the agency received. Overall, it was an unopinionated audit which is the best result possible. She will bring copies to the next meeting if any Board member would like to review them.

Senior Community Supports Director –

Lateshia noted that there have been waiver slots allocated to us and should also get two to three more slots in January. While we are allocated the slots, we don't assign them, there is a committee that assigns slots as they are received. Still hopefully that our consumers with ID/DD will receive some of the new slots.

Also of note, PIEP successfully passed one of their audits and they also recently had a child find event where they did screenings for children in Goochland.

Pathways staff went to Boston in consultation with Dr. Marianne Farkas to observe programs and learn how to provide support and services for individuals with SMI utilizing a recovery approach to services.

Community Supports has also been looking at staffing needs throughout the programs, particularly around In Home Support Services (IHSS) to support new referrals, the Pathways program to support extended hours, as well as Monacan to determine if would be better to do permanent part time staff versus an on call/PRN staff.

Senior Clinical Director –

Irene reported at a recent VACSB conference in Roanoke heard some disappointing news regarding the state’s decision to pull out of CCBHC. There was good discussion around pulling out highlights from CCBHC to continue to implement.

She also noted that she and MH Case Management supervisor, Jackie Donaghy, went to Boston with Pathways staff and observed their programs in both rural and more urban settings. Three in total were visited, all had very enthusiastic staff. The group took away things from each one and met today to talk about the next steps.

Staffing wise, the clinic side of the house is waiting for background checks on two candidates, one for SUD case manager and another for outpatient clinician.

GPCS Senior Administrative Director –

Carinne reported that the EHR administrator position has been filled. The staff comes from Crossroads CSB and has significant experience with Credible. She will start on December 1<sup>st</sup>.

Updating the Board on the Powhatan roof project, the County completed the project. There was some miscommunication about when staff could move back in, and it ended up a day behind schedule staff is all now settled in. Additionally, in Goochland, the Taylor building basement renovations are under way. Including new flooring and paint. All is on schedule and staff are expected to move back into the basement at the beginning of December.

Executive Director -

Les noted at the recent behavioral health commission it was discussed that the average vacancy rate for CSBs across state is 25%. GPCS is less than 5% on full time positions, D19 and Crossroads are both high vacancies and they pay closer to what GPCS did a few years ago. Henrico and Chesterfield continue to go up in their salaries, in July leadership will evaluate GPCS scales and adjust accordingly.

The meeting was adjourned at 5:08 pm.

The next meeting date is December 4, 2023, in the Powhatan building board room.

\_\_\_\_\_  
Crystal Neilson-Hall, Secretary  
CNH/ck

\_\_\_\_\_  
Date

## COMMUNITY SUPPORT SERVICES

### December 2023 Board Report

#### **Parent-Infant Education Program (PIEP)**

We had 9 referrals to PIEP in November, 9 children were discharged, and we served 64 families with active IFSPs (with another 17 families in the intake process).

November has been a whirlwind in PIEP. In addition to our usual excitement preparing for the Dec 1 count, being in the “monitoring window” for all those timelines we’re tracked on, and this year having our offices redone to update the floors and walls (meaning we had to pack up every single crayon and whistle), all the Early Intervention teams in Virginia are buzzing approaching the full launch of Trac-it on December 11th. This launch is when all of the programs are required to be fully utilizing Trac-it, either by directly entering everything or by doing a daily upload from the local EHR to Trac-it. The good news locally is that PIEP voluntarily began dipping our toes into Trac-it a year ago and have been fully using Trac-it in the way the state is requiring since the summer. While most localities are scrambling to figure out how to work new processes, our angst is just waiting to see what bugs are found and fixed once everyone goes live.

Submitted by Jeanine Vassar, PIEP Program Manager

#### **Developmental Services Support Coordination (ID/DD)**

Developmental Services Support Coordinators continue to work diligently to ensure all individuals have the services and resources they need. The Support Coordinators and Support Coordinator Manager participate in the several monthly and quarterly meetings along with attending a DBHDS SIS town hall meeting this month.

GPCS was given two additional DD waivers from the State therefore, two individuals were awarded these waivers. The case managers will begin working with these families to initiate new waiver services.

Submitted by LaTasha Dodson,  
Developmental Services (DS) Support  
Coordination Manager

<b>Active CM (Medicaid)</b>	100
<b>Active CM (Non-Medicaid)</b>	1
<b>Waiver Breakdown</b>	
Community Living	63
Family & Individual	37
Building Independence	1
<b>Active Waiver Total</b>	<b>101</b>
<b>Non-waiver Active CM</b>	1
<b>Total Individuals Served</b>	<b>102</b>
<b>Contracted CM Services</b>	<b>7</b>
<b>Transfers</b>	
<b>DD Waiver Wait List Numbers</b>	
Priority 1	<b>8</b>
Priority 2	<b>28</b>
Priority 3	<b>34</b>
<b>Wait List Total</b>	<b>70</b>

<b>County</b>	<b>Number of residents on Waiver Waitlist</b>
Powhatan County	44
Goochland County	23

## **Psychiatric Rehabilitation Services (MH)**

### **Pathways**

At Pathways, we are embracing the holiday season. We had an early Thanksgiving lunch with our folks, also taking time to give thanks for all we have and how far we've come. We continue to offer weekly volunteer opportunities at the animal shelter. We offer community integration opportunities multiple times a week, to include supporting folks in accessing the local grocery store, pharmacy, post office, as well as the larger community outside of the counties we serve. Some of the group highlights are Mandala making, Social Networking Safety, and Navigating Wellness through the holidays. We had several outings this month as well, two for shopping and lunch and one to explore downtown Richmond and lunch. We've had 3 referrals and two tours this month. We have continued offering monthly evening hours.

Submitted by Jess Childress, Pathways Program Manager

## **Day Support Services (ID/DD)**

### **Monacan**



Monacan Services had two tours in November and one referral. We continue to support 20 consumers (19 individuals with DD waivers and one non-waiver).

Holidays are in full swing at Monacan Services. The consumers have enjoyed taking a few trips to the local coffee shop Rise and Grind to get some treats. We held our annual Thanksgiving Lunch a few days before Thanksgiving. It was a great time with amazing food and conversations. Consumers are very excited about the Winter holidays and are making crafts to decorate the center and looking forward to the annual Christmas Party.

Submitted by Maitlin Ware, Monacan Services Program Manager

## **In Home Support Services (ID/DD)**

We are currently serving 12 consumers in our IHSS program. Direct Support Professionals (DSPs) supported consumers in their homes and communities by utilizing a person-centered approach. DSPs supported consumers in their homes by assisting with individual care tasks, activities of daily living, and building life skills.



The consumers participated in various community activities throughout the month. DSPs and consumers participated in the monthly meeting with the Friends for Life group, in addition to Thanksgiving and Christmas events throughout the community. A few of the consumers went to a Christmas tree farm to see the trees before they are cut for the holiday and visited the Christmas store. Several consumers met at Bowlero for the bowling league on Saturday mornings. DSPs and consumers participated in a monthly game night at the library. They all enjoyed winning the prizes.

We have continued the recruitment process for Direct Support Professionals (DSPs). Visit [gpsb.org](http://gpsb.org) for more information.

Submitted by Veneda Scott,  
In Home Support Services Program Manager



## **MH Case Management**

In **November 2023**, The Mental Health Case Management Unit was staffed with 2 case managers, a SUD Peer Support Specialist, Mental Health Recovery Coach and a Program Manager. 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 program manager and nursing staff have been meeting weekly to ensure all consumers that receive medication management only consumers are remaining active with prescribers and have maintained stability to maintain eligibility to receive only med services. Agency nurses have started completing the PHQ-9 depression screening at every in person contact with the consumers, coordinating with agency prescriber as needed for elevated scores. Case managers, Program Manager, and Recovery Coach attended Therapeutic Options Training and have completed annual required training. In collaboration with the Prevention Team and DBHDS, MHCM Program manager assisted in planning and designing 988 shirts, that have been provided to the agency.

## **Mental Health/Substance Use Outpatient**

We are in the process of hiring a new MHOP/SUD clinician, William Hale, who will be starting December 18<sup>th</sup> and be based at the Powhatan office. He is an LCSW and comes with great experience serving a variety of clients and community partnerships from court services, hospitals, and homeless resources. We are excited to have him join the team!

We currently have 275 active MHOP consumers between the two offices.

School-based services are active with 48 consumers receiving services. Both schools are completing the DOE school-based grant application with hopes to expand the programs within the two localities to serve more students.

The Grandparents' Group continues to go well and is growing, location will be moved from the school to the Powhatan building starting in January.

## **Prevention**

In October, Travis attended the Rural CSA Day event on behalf of RSAAC and the Community Coalitions of Virginia (CCoVA) Summit.

RSAAC Goochland At-Large Board Member, Jenifer Strozier, also attended the CCoVA summit. DBHDS remarked Jen's presence at the conference to be notable, as she has important ties with youth and the NAACP in our area. They were excited to have her at the statewide training and found her passion for coalition work to be a promising asset.

The coalition completed a rebranding process to rename the coalition and created a new logo. The name changed from "Rural Substance Abuse and Awareness Coalition" to "Rural Substance Awareness and Action Coalition." The new logo includes the color purple to symbolize the new partnerships we created with the Recovery Community.



## Emergency Services and Same Day Access

**SDA:** For the month of October, we served 27 SDA assessments all in person, which has been an achievement for being able to provide more face to face services.

	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	July 23	Aug 23	Sept 23	Oct 23
<b>Total SDAs</b>	28	32	15	23	33	39	26	25	22	15	33	24	27
<b>Location</b>	<b>Oct 22</b>	<b>Nov 22</b>	<b>Dec 22</b>	<b>Jan 23</b>	<b>Feb 23</b>	<b>Mar 23</b>	<b>Apr 23</b>	<b>May 23</b>	<b>Jun 23</b>	<b>July 23</b>	<b>Aug 23</b>	<b>Sept 23</b>	<b>Oct 23</b>
Goochland	9	10	8	8	19	11	7	13	11	6	14	18	11
Powhatan	15	19	6	11	13	22	15	5	11	8	13	5	16
Telehealth	4	3	1	4	1	6	4	3	0	1	6	1	0

**Emergency Services:** In the month of October, our ES team worked with Prevention to provide a holiday initiative for the community around not being alone for the holidays. As far as services we engaged in 56 crisis related interventions.

	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	July 23	Aug 23	Sept 23	Oct 23
<b>Total Crisis</b>	55	46	35	64	43	53	42	52	59	34	60	60	56
<b>Location</b>	<b>Oct 22</b>	<b>Nov 22</b>	<b>Dec 22</b>	<b>Jan 23</b>	<b>Feb 23</b>	<b>Mar 23</b>	<b>Apr 23</b>	<b>May 23</b>	<b>Jun 23</b>	<b>July 23</b>	<b>Aug 23</b>	<b>Sept 23</b>	<b>Oct 23</b>
Goochland	27	14	11	26	22	16	21	34	38	29	49	45	37
Powhatan	10	11	9	19	12	24	20	15	20	4	7	12	17
Telehealth	6	6	7	6	9	13	1	3	1	1	4	3	2
Other	12	15	5	12	0	0	0	0	0	0	0	0	0



15 Seconds (1).mp3



15 Seconds (1).mp3

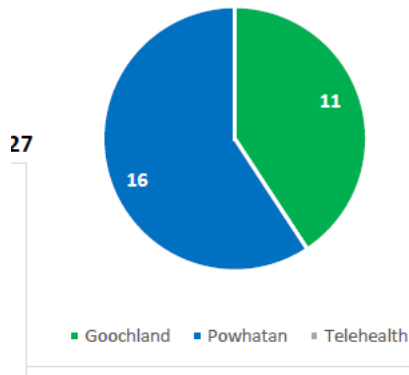


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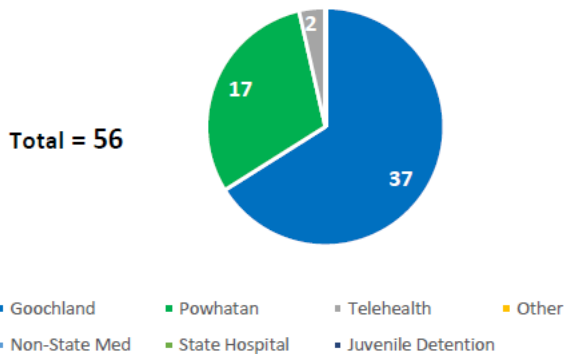


30 Seconds (1).mp3

Oct 23 SDAs by Location



Oct 23 Crisis Services by Location



MONTHLY VEHICLE UTILIZATION AND EXPENSE REPORT (FY-24)

MONTH OF Oct-23

VEHICLE	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van
Program	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Monacan	Monacan	Monacan	Monacan
Auto ID (last four VIN)	2236	2508	2450	0089	7202	6021	3364	3044	0908	8586	8578	5388	3695
Pate #	145-507L	176-819L	37-534L	117-954L	167-233L	197-521	167-212L	161-538L	106-432L	144-819L	144-820L	118-010L	116-907L
MILEAGE	184,739	195,872	263,035	191,879	226,465	98,100	276,215	94,614	153,334	55,970	55,924	110,381	159,498
MILES DRIVEN	643	1	0	2,658	1,317	2,100	1,084	332	3	286	394	0	499

VEHICLE	Van	Car	Car	Van	Van	Car	Car	Car	Car	Car	Car	Car	Car
Program	Monacan	Monacan	Monacan	Pathways	Pathways	Pathways	Pathways	MH CM	MH CM	MH CM	ID CM	ID CM	ID CM
Auto ID (last four VIN)	6691	4489	1369	0967	8280	0831	0654	9585	1990	0502	0090	9825	9824
Pate #	205-951	197-518L	106-442L	118-003L	244-512L	244-506L	156-857L	106-406L	140-018L	244-507L	47-572L	167-221L	167-220L
MILEAGE	12,410	63,658	109,401	111,077	1,040	972	177,968	109,068	125,748	1,530	122,391	59,790	99,563
MILES DRIVEN	1,620	3,242	907	0	747	268	177	209	0	374	712	0	0

VEHICLE	Car	Car	Car	Car
Program	IHSS	PIEP	PIEP	PIEP
Auto ID (last four VIN)	6635	2890	2281	8729
Pate #	146-867L	167-222L	39-337L	239-195
MILEAGE	67,890	60,970	110,759	4,135
MILES DRIVEN	2895	1142	1,244	4,133

TOTAL MILEAGE & PROGRAM UTILIZATION

TOTAL # MILES DRIVEN	26,987	151,486
Operations (Transportation)	8,138	103,050
Monacan Services & Va. House	8,140	18,184
Parent Infant Education Program, ID/MH Services, Residential Services, In Home Support services	10,709	30,252

GASOLINE FOR:

NUMBER OF GALLONS PURCHASED	927.13	4,642
COST OF GASOLINE PURCHASED	\$2,542.60	\$11,976

\*\* Gas reported Goochland and Quarles Oct 2023

REPAIRS & MAINTENANCE

COST OF REPAIRS & MAINTENANCE	\$678.04	\$8,536
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DRIVERS HOURS & SALARIES

NUMBER OF HOURS DRIVERS WORKED	486.50	1,957
DRIVERS SALARIES	\$9,370.00	\$36,406