



GOOCHLAND POWHATAN COMMUNITY SERVICES  
BOARD MEETING

**June 3, 2024**  
**4:30 P.M.**  
**Pathways (Goochland)**

**AGENDA**

- I. Minutes of the May 6, 2024 Board Meeting  
Pages: 2-5  
**\*Action: Approve or amend May 2024 minutes.**
- II. Public Comment
- III. CASA Presentation - 20 minutes or so
- IV. Election of CSB Board Officers for FY25  
Pages: N/A  
**\*Action: Approve or amend election of nominated candidates**
- V. Powhatan Building Updates  
Pages: N/A  
**\*Informational**
- VI. Proposed BOD Meeting Schedule for FY 2025  
Pages: 6  
**\*Action: Approve or amend FY 2025 BOD Meeting Schedule**
- VII. Reports
  - a. Board Chair
  - b. Senior Community Support Director
  - c. Senior Clinical Director
  - d. Senior Administrative Director
  - e. Other Reports**\*Informational**
- VIII. Closed Session: Executive Director Recruitment  
Pages: N/A
- IX. Adjourn

Next Meeting: August 5, 2024. Location: Powhatan (Village Building Board Room)

**GOOCHLAND POWHATAN COMMUNITY SERVICES**  
**MINUTES**  
**May 6, 2024**

Goochland Powhatan Community Services Board of Directors held its May 2024 meeting on Monday, May 6, 2024, at the Pathways building in Goochland.

Present

Marcus Allen  
Michael Asip  
James Babcock  
Jackie Cahill  
Parthenia Dinora  
Stephen Hancock  
Joyce Layne-Jordan  
Crystal Neilson-Hall  
Linda Revels

Absent

Staff Attending

Irene Temple  
Carinne Kight  
Cheryl Smith  
Lateshia Brown

**Welcome**

Cheryl Smith welcomed all attending Board members and thanked them for joining the meeting. There were no additions to the agenda.

**Public Comment**

There was no public comment.

**Minutes**

March 2024 meeting minutes were reviewed for approval. There were no noted errors or corrections.

**ACTION:** Motion to approve March 2024 meeting minutes was made by M. Asip, seconded by J. Babcock. Motion approved by all in attendance, none opposed. Motion carried.

**Nominations for CSB Board Officers for FY2025**

Carinne Kight, Senior Director of Administration, reviewed with the Board the Board Officer nomination process. As the current officers are at the end of the term for their respective offices new Board members must be nominated. There was discussion surrounding the offices and the following were nominated.

Jackie Cahill for Board Chair, Crystal Neilsen-Hall for Vice Chair, Mike Asip for Secretary. It was agreed that nominations would be voted on at the next Board meeting. A request for any other nominations was made and there were no further nominations.

**Action** – M. Asip motioned to approve the slate of nominated officers as presented. L. Revels seconded, all approved, none opposed, none abstained. Motion carried.

### **Powhatan Building Updates**

Cheryl Smith, Senior Director of Finance, gave updates on the current Powhatan building and the new Powhatan building. As far as the current building is concerned, the roof project materials were delivered this week. The roof demo and installation of the new roof will happen over the next few weeks. The hope is that construction is going to start April 1 with construction done by June 5. They've said they don't anticipate any interruptions to work on the third floor. They noted that some noise will be heard as they work but they don't anticipate it being so loud that it interrupts the staff.

As far as the new building site is concerned, the builders are working with VDOT, VEQ, and Powhatan County to get the final site approval. The roof truss plan had to get modified. Once it's approved by the truss engineer it can be submitted for final approval. Powhatan officials have been very helpful to get this all done and pushed through.

### **March 24 9-month YTD Financial Report**

Cheryl gave the Board the updated financial report. She pointed out that there was a high percentage spent on education and staff development. She explained that several staff attended VACSB conferences this year, in addition to training staff in administration of the safety care program. She reported that by the end of the year GPCS should be in the black by \$300 thousand.

### **FY26 Budget Proposal**

Cheryl explained to the Board that the Governor has not approved the state budget yet, so this budget is based on the best assumptions she and the leadership team have currently. Cheryl noted that in the proposed budget there was a 4% pay increase for employees who were on board prior to April 1, 2024. Another increased expense was employee health insurance, which increased by 11% for the upcoming year and in the proposed budget GPCS would fund the full increase. She noted that funding increased again this year and pointed out that between FY20 and FY25 funding has increased by 68%. Finally, Cheryl pointed out that this budget is likely to be unchanged following the state budget approval as the Governor is unlikely to change the items GPCS is impacted by. Any differences from this proposal following the Governor's budget approval will be summarized and provided to the Board at the August meeting.

**ACTION:** On motion of J. Cahill and seconded by C. Neilson-Hall the Board unanimously approved the FY25 Budget as presented. Motion approved by all in attendance, none opposed. Motion carried.

### **Reports**

Board Chair –

Les Saltzberg resigned his position as executive director. His last day is May 15th. Parthy has purchased a gift and will try to catch him next week to present him with the gift. The executive director position is

currently advertised and is running through May. At that time application packages will be reviewed, and the hiring committee will determine the next steps.

The executive committee met with Cheryl Smith, and she graciously agreed to serve as interim executive director.

Senior Finance Director –

Financial auditors were here last week. They seem very happy with the parts of FY24 that they reviewed. They'll be back in September to complete the FY24 independent financial audit.

Senior Community Supports Director –

The Monacan Services talent show is on the 21st of May at 1pm. This is something they put on every year. The consumers really look forward to it and put a lot of work into it. Lateshia will email the flyer out to the Board members following today's meeting.

Senior Clinical Director –

Two new school-based clinicians have been hired, one started last week and one starts on the 16<sup>th</sup>. A grief group is being developed for high school and middle school students, in addition to a new group on how to navigate high school. There was a site visit by DBHDS at the beginning of April; the report from that visit should come any day now.

GPCS Senior Administrative Director –

The regional workforce reporting review showed that GPCS has the lowest vacancy and turnover rates in the region.

There are openings for mental health outpatient clinician, developmental services support coordinator, peer support specialist, and the hourly positions of van driver and in home supports specialist.

Executive Director -

none

At approximately 5:08 p.m., M. Asip moved that the Board convene in a closed meeting pursuant to Virginia Code § 2.2-3711.A (4) for the protection of the privacy of individuals in personnel matters not related to public business. M. Allen seconded this motion, and the Board unanimously approved it.

**Reconvened in Regular Session**

Whereas the Goochland-Powhatan Community Services Board of Directors convened in a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and whereas § 2.2-3712.D of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with the Virginia Freedom of Information Act. Now therefore, be it resolved that the Goochland Powhatan Community Services Board of Directors certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board.

**ACTION:** Motion made by J. Cahill to certify conformity of closed meeting and to reconvene regular session, seconded by C. Neilson-Hall. All members affirmed this.

The meeting was adjourned at 5:28 pm.

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Crystal Neilson-Hall, Secretary  
CNH/ck

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Date

## Goochland Powhatan Community Services FY 2025 Meeting Schedule

July – No Board Meeting
August – <b>August 5, Powhatan Board Room, 4:30 P.M.</b>
September – <b>September 9, Pathways, 4:30 p.m.</b>
October – <b>October 7, Powhatan Board Room, 4:30 p.m.</b>
November – <b>November 4, Pathways, 4:30 p.m.</b>
December – <b>December 2, Powhatan Board Room, 4:30 p.m.</b>
January – <b>January 6, Pathways, 4:30 p.m.</b>
February – <b>February 3, Powhatan Board Room, 4:30 p.m.</b>
March – <b>March 3, Pathways, 4:30 p.m.</b>
April – <b>April 7, Powhatan Board room, 4:30 p.m.</b>
May – <b>May 5, Pathways, 4:30 p.m.</b>
June – <b>June 2, Pathways, 4:30 p.m.</b>

Pathways – 3052 River Road West, Goochland, VA 23063

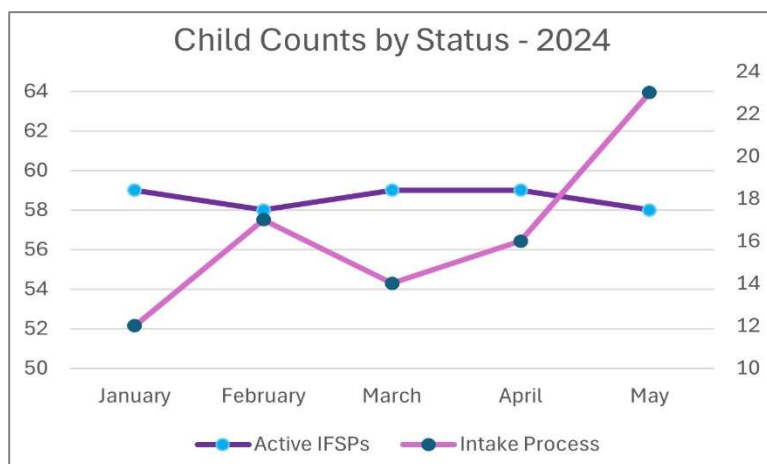
Powhatan Office – 3910 Old Buckingham Road, Powhatan, VA 23139

## COMMUNITY SUPPORT SERVICES

### June 2024 Board Report

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

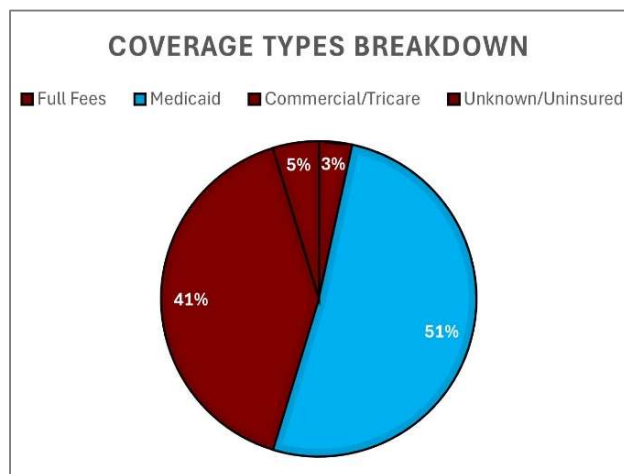
We had 15 referrals to PIEP in May, 7 children were discharged, and we served 58 families with active IFSPs (with another 23 families in the intake process).



While our count of active IFSPs has remained nearly the same each month so far in 2024, the number of children in the intake process varies greatly, which is significant to note because the entire intake process, which can take months, is only billable when the child is actively covered by Medicaid. For families with commercial insurance, no insurance, or choosing not to access their insurance, all of the intake

activities are free to them. Intake activities include screening/evaluation, assessments, visits to gather information, and if eligibility is determined, the meeting to collaboratively develop the IFSP (Individualized Family Service Plan). Some children won't need anything beyond that initial evaluation (either because they're not eligible for therapeutic services or they decline them), but others may have several hours of contact with our staff to accomplish those tasks listed above.

Our allocation for FY 25 has decreased due to the increase in the number of families that have Medicaid. In the graph, I've included a rough estimate of the breakdown of coverage types for families we've seen over the last few years, and only about half of our families have Medicaid. This is why our December 1 child count (number of children actively receiving services) is so crucial, as the funding we receive from the state is intended to cover for all non-billable activities, including the intake process highlight above as well as the ongoing case management that we provide to all of our families, regardless of coverage, but that is only billable to Medicaid.



Submitted by Jeanine Vassar, Program Manager, Parent-Infant Education Program

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

<b>Active CM (Medicaid)</b>	104
<b>Active CM (Non-Medicaid)</b>	1
<b>Waiver Breakdown</b>	
Community Living	64
Family & Individual	38
Building Independence	1
Available	2
<b>Active Waiver Total</b>	<b>104</b>
<b>Non-waiver Active CM</b>	1
<b>Total Active Case Management</b>	<b>104</b>
<b>Contracted CM Services</b>	<b>6</b>
<b>Transfers</b>	<b>1</b>
<b>DD Waiver Wait List Numbers</b>	
Priority 1	<b>8</b>
Priority 2	<b>29</b>
Priority 3	<b>34</b>
<b>Wait List Total</b>	<b>71</b>

Developmental Services Support Coordinators continue to work diligently to ensure all individuals have the services and resources they need. In preparation for upcoming slot allocations, our Lead Support Coordinator is reviewing individuals on the waiver waitlist. We will be assessing if individual’s needs have changed, in addition to ensuring that individuals on the priority 1 waitlist continue to meet criteria. The team participated in several monthly and quarterly meetings regarding services and attended a DBHDS SIS town hall meeting this month.

The Developmental Services Support Coordination Manager and Lead Support Coordinator concluded interviews and successfully hired a new Support Coordinator who's start date with GPCS is June 1, 2024.

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

**In Home Support Services**

We have 17 active consumers within the program. In May a new consumer from Powhatan started the IHSS program. We are on still track with our goal of providing in home support services to more individuals within our community. There have been three new applicants for Direct Support Professionals (DSP) positions and one new referral. A new DD Program Support Specialist was hired and began on May 1<sup>st</sup>. The Program Support Specialist will assist the IHSS Manager with coordinating the delivery of services for consumers and their families.

DSPs supported consumers in their homes by assisting with individual care tasks, activities of daily living, and building life skills. In addition, there were various community activities throughout the month. To increase opportunities for community involvement and socialization, our consumers and staff will host events in the community each month.

Submitted by: Lisa Williams, Program Manager, In Home Support Services



## Day Support Services (ID/DD)

### Monacan

Monacan Services serves 19 consumers in the program (18 consumers with DD waivers and 1 remains on the waiver waitlist). We will be adding another consumer to the program in June. 1 tour was completed in May.

The consumers are enjoying the warmer weather and the ability to be outside more often. We have enjoyed going to various parks. We visited Bear Creek Lake and Powhatan State Park for their Ranger lead activities. One of the consumer's favorite activities continues to be Paint and Sip Art classes. Consumers are looking forward to a Memorial Day Cook out and Picnic in the upcoming months.

Submitted by Maitlin Ware, Program Manager, Monacan Services



## Developmental Services Quality Assurance

During the month of May, DSQA has been working with DDCM and IHSS closely to ensure compliance with regulations. DSQA and DDCM have worked collaboratively with GPCS's Business Analyst which has increased compliance with several state measures particularly our Enhanced Case Management (ECM). Adjustments have been made which have improved our performance. Additionally, tracking consumer dental exams has helped to increase compliance in this area as well. DSQA has supported DDCM with identifying individuals whose most recent dental exams do not meet the state's target. DSQA has supported the new IHSS Manager by reviewing information, tracking information, and reviewing regulations. DSQA also managed an HSAG review which began in May and will not conclude until June. Overall, DSQA continues to monitor the progress and compliance of the developmental services programs to ensure compliance and quality services are provided to the individuals by GPCS.

Submitted by: Naomi Robinson, Developmental Services Quality Assurance Coordinator

## Clinical and Prevention Services Board Report May 2024

A significant project for all the mid-level managers across the agency (MH, ID/DD, and Admin) have been participating in the Leadership Institute with Terrie Glass. They have been meeting off site since 4/5/24 to cover the following topics:

Friday, April 5	Leading from the Inside Out
Monday, April 22	Communication Styles
Monday, April 29	Hiring and Retention
Monday, May 20	Effective Feedback and Difficult Conversations
Wednesday, June 5	Engagement
Monday, June 10	Consultation Session
Thursday, June 20	Leading Teams

This has been an effort to grow potential leaders who showed talent and promise as direct line staff.

### Prevention



IMG\_1419.mov



IMG\_1426.mov



### Goochland Schools Wellness Night May 8, 2024

Cute therapy dog (so many dogs were at this event!!!! We learned that white dogs and colored powder work well together).

Robin Pentecost, Jen Strozier (Rural Substance Awareness and Action Coalition Chair) and her daughter, Morgan. We gave away mental health resources, gun locks, and suicide prevention materials.

RSAAC Chair Jen Strozier going down the slide with staff from the Health Department. We learned that inflatable slides get parents to bring kids to mental health events...and adults like slides too!

Kids running through colorful smoke at the color run that we funded with Goochland Schools to gather people for Children's Mental Health in May.

In May, we had the following wins:

Partnered with DBHDS on Fentanyl Awareness Month and participated in a National Social Media Campaign through RSAAC

Setera represented RSAAC At the Health Aging Expo.



Partnered with VCU and the Chickahominy Health District and RSAAC to support family members of people with addiction. See photos! Audience was in person and online, with about 50 people. Brian McKeown performed opening remarks for Tom Bannard.



Our CSB attended Goochland Day and were able to provide resources and suicide prevention materials. Photo is attached. Many staff took multiple shifts to cover a rainy day, including Kristen Jordan, Brian McKeown, Jacqueline Donaghy, Regina Early, Lisa Williams, and Irene Temple.



We also partnered with Goochland Schools for Wellness Night to celebrate Children's mental health. See photos and videos from part 1. Around 100 people came.

We plan to attend Capitol One's Health Event at the end of May.

We had to cancel safeTalk due to low enrollment. We will continue to work with community partners to identify new strategies to engage people in suicide prevention.

We are working with Audacy Radio to create new suicide prevention campaigns for Goochland and Powhatan.

### **MH Case Management**

In **May 2024**, The Mental Health Case Management Unit was staffed with 2 care coordinators, a Peer Support Specialist, SUD Care Coordinator, 4 Mental Health Recovery Coaches and Program Manager. For the month of May 70 Mental Health Case Management consumers were served, 7 SUD Case Management Consumers were served, and 123 Medication Management visits occurred. Currently accepting applications and scheduling interviews for an open Peer Support Specialist position. All members of the team engaged in a team building outing to Draftcade. The team enjoyed having lunch offsite and playing arcade games. Our SUD Care Coordinator coordinated for the agency to receive 61 tickets to the Flying Squirrels game on their annual Disability Inclusion Day. These tickets were offered to consumers, their family members, and agency staff to attend the game. During the annual Goochland Day event, the agency set up a table, and our peer support provided REVIVE training on the spot for 3 members of the community.



## **MHOP/SUDOP**

New school-based clinicians have all started: Kendra Hughes, Rachel Wells, and Francesca Spencer. They have met with the respective schools they will be based in and are completing the onboarding process and are excited to get started!

We are still interviewing for a MH/SUD clinician for the Goochland office as we continue to revamp and grow our SUD services.

We completed a peer audit with Hanover CSB on their SUD program and have established some wonderful working relationships with their staff for ongoing collaboration as we continue to grow and develop out SUD services!

School based staff and clinicians seeing children will be completing Safety Care training.

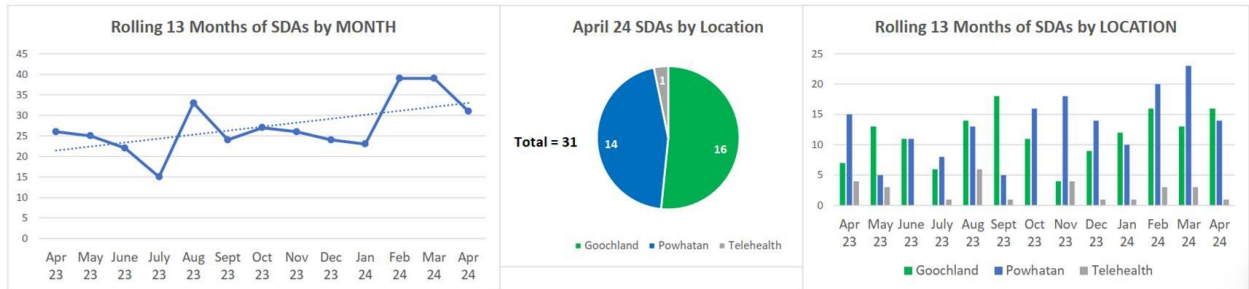
Active consumers:

MHOP-344

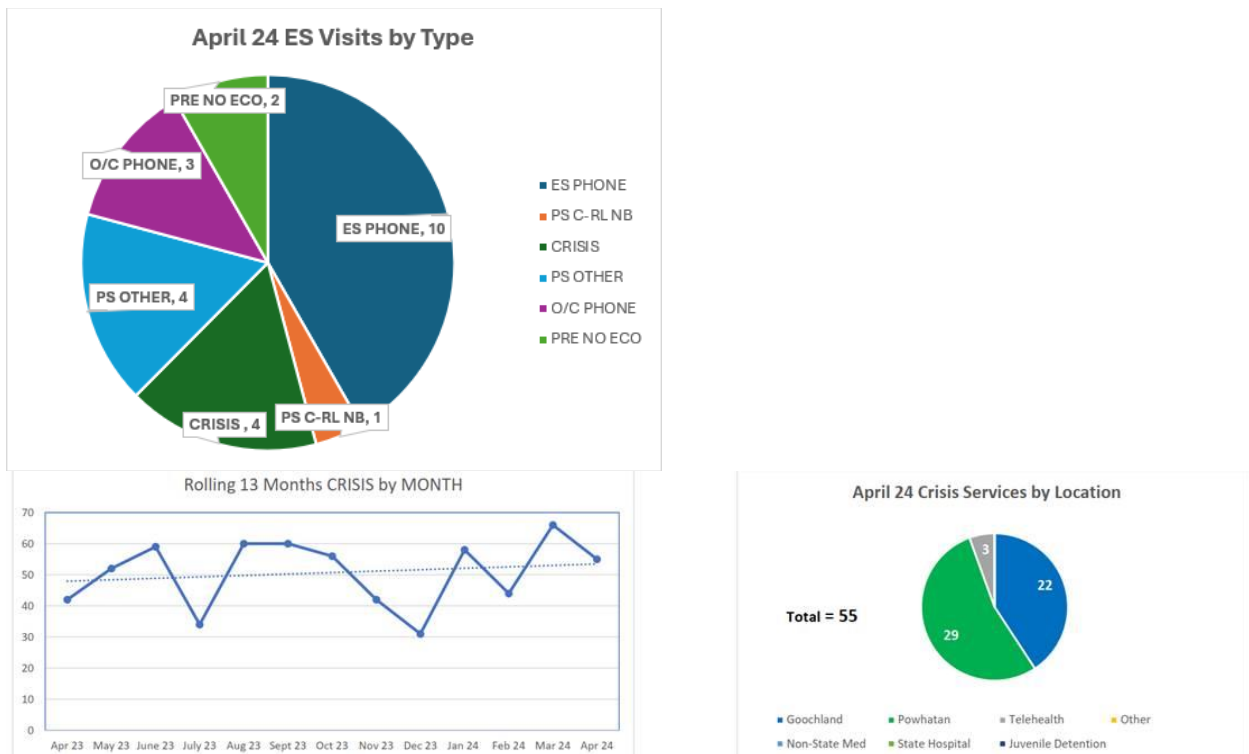
SUDOP-29

SBS-59

**Same Day Access:** In April 2024, SDA served 31 consumers. 16 out of our Goochland location, which is a rare occurrence as Powhatan normally dominates our Same Day Assessments.



**Emergency Services:** In April, we completed 55 ES type services to individuals in crisis or committed to a psychiatric hospital. In the future the ES data will remove hospital liaison data; although important, it is skewing the day to day crisis intervention and de-escalation done by our team.



MONTHLY VEHICLE UTILIZATION AND EXPENSE REPORT (FY-24)

MONTH OF Apr-24

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	191685	196376	263035	202010	231970	106032	284110	96382	153374	57981	57285	110381	162066
MILES DRIVEN	1217	0	0	1842	584	1791	1716	0	1	435	301	0	272

VEHICLE	Van	Car	Car	Car	Van	Van	Car	Car	Car	Car	Car	Car	Car
Program	Monacan	Monacan	Monacan	Monacan	Pathways	Pathways	Pathways	Pathways	MH CM	MH CM	MH CM	ID CM	ID CM
Auto ID (last four VIN)	6691	4489	1369	7019	0967	8280	0831	0654	9585	1990	0502	0090	9825
Pate #	205-951	197-518L	106-442L	244-539L	118-003L	244-512L	244-506L	156-857L	106-406L	140-018L	244-507L	47-572L	167-221L
MILEAGE	14091	67444	110909	2,052	111,156	1,947	3,181	178,151	111,317	129,377	5,935	125,521	62,035
MILES DRIVEN	241	831	456	946	5	253	281	24	511	458	1006	606	228

VEHICLE	Car	Car	Car	Car	Car
Program	ID CM	IHSS	PIEP	PIEP	PIEP
Auto ID (last four VIN)	9824	6635	2890	2281	8729
Pate #	167-220L	146-867L	167-222L	39-337L	239-195
MILEAGE	103,357	70,644	62,660	116,110	8,405
MILES DRIVEN	0	691	205	512	1,112

TOTAL MILEAGE & PROGRAM UTILIZATION

TOTAL # MILES DRIVEN	16,525	243,170
Operations (Transportation)	7,151	143,771
Monacan Services	3,482	33,868
Parent Infant Education Program, ID/MH Services, Pathways, In Home Support services	5,892	65,531

GASOLINE FOR:

NUMBER OF GALLONS PURCHASED	899.67	9,587
COST OF GASOLINE PURCHASED	\$2,282.85	\$23,529

\*\* Gas reported Goochland and Quarles April 2024

REPAIRS & MAINTENANCE

COST OF REPAIRS & MAINTENANCE	\$746.32	\$17,851
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DRIVERS HOURS & SALARIES

NUMBER OF HOURS DRIVERS WORKED	421.32	4,404
DRIVERS SALARIES	\$8,362.52	\$84,230