



GOOCHLAND POWHATAN COMMUNITY SERVICES BOARD MEETING

August 5, 2024
4:30 P.M.
GPCS Powhatan Board Room

AGENDA

- I. Minutes of the June 3, 2024 Board Meeting
Pages: 2-4
***Action: Approve or amend June 2024 minutes.**
- II. Public Comment
- III. Executive Director Search Update – Jackie
Pages: N/A
***Informational**
- IV. Powhatan Building Updates -- Cheryl
Pages: N/A
***Informational**
- V. New Board Member Update -- Cheryl
Pages: 5-16
***Informational**
- VI. Reports
 - a. Board Chair
 - b. Senior Community Support Director
 - c. Senior Administrative Director
 - d. Executive Director (Interim)
 - e. Other Reports***Informational**
- VII. Closed Session: Regional Personnel Issue
Pages: N/A
- VIII. Adjourn

Next Meeting: September 9, 2024. Location: Pathways

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
June 3, 2024

Goochland Powhatan Community Services Board of Directors held its June 2024 meeting on Monday, June 3, 2024, at the Pathways building in Goochland.

Present

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

Absent

Marcus Allen
James Babcock

Staff Attending

Irene Temple
Carinne Kight
Lateshia Brown

Welcome

Jackie Cahill 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.

Court Appointed Special Advocates (CASA) Presentation

Renaë Townsend, CASA Executive Director and Carolyn Epps, CASA Board Chair provided the Board with a presentation on CASA. They discussed how CASA is set up with Judges appointing cases to CASA. Additionally they reviewed the Qualifications for CASA applicants and training process volunteers go through to become CASA advocates.

Minutes

May 2024 meeting minutes were reviewed for approval. There was one correction noted, that Les Salzberg was listed as attending and he did not attend the meeting.

ACTION: Motion to approve May 2024 meeting minutes was made by M. Asip, seconded by C. Nielson-Hall. 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 that at the last meeting

nominations were put forward. These nominations were Jackie Cahill for Board Chair, Crystal Neilsen-Hall for Vice Chair, and Mike Asip for Secretary. No additional nominations were brought forth.

Action – L. Revels motioned to approve the nominated slate of officers. Motion seconded by J. Layne-Jordan, all approved, none opposed, none abstained. Motion carried.

Powhatan Building Updates

Carinne Kight, Senior Director of Administration, gave an updated on the new Powhatan building. The builder reported that this month has been very productive for the new building. They received the conditional site plan approval from Powhatan, which is big news. The conditions noted were minor and don't limit the builder from moving forward. Also of note they have received final approval from the health department for the drain field system, which was one of the aspects of the site plan approval.. Additionally, the building plans have been submitted and the builder has worked closely with Powhatan to do high level reviews of the submission package to expedite the process. The builder hopes that the approvals will be back within the next 4 to 6 weeks.

FY 2025 Meeting Schedule

Carinne Kight, Senior Director of Administration, reviewed with the Board the upcoming Board meeting schedule for July 2024 through June 2025. Of note the September meeting will not be the first Monday of the month due to holidays.

Action – C. Neilson-Hall motioned to approve the FY25 Board Meeting Schedule. Motion seconded by L. Revels, all approved, none opposed, none abstained. Motion carried.

Reports

Board Chair –

None

Senior Finance Director –

none

Senior Community Supports Director –

We are still in the process of getting the mobile dental clinic to come out to Powhatan. Working with DBHDS to make that happen.

The Monacan Services talent show went very well. Thanks to all that were able to attend. The staff and participants did a great job and everyone enjoyed the show.

Senior Clinical Director –

There was a surprise visit from DBHDS licensing today. They were able to review the clinical personnel files and are in process of reviewing consumer files. Should hear back from them by end of the week as far as results. .

GPCS Senior Administrative Director –

The current Powhatan building is still working on their roof project. They are delayed due to weather already, however work has started. Hopefully they will be complete by the August Board meeting.

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 5:12 p.m., M. Asip moved that the Board convene in a closed meeting pursuant to Virginia Code § 2.2-3711.A (1) for discussion, c of prospective candidates for employment not related to public business. C. Neilsen-Hall 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 5:46 pm.

Crystal Neilson-Hall, Secretary
CNH/ck

Date

Application Form

Profile

sandra _____ leabough _____
 First Name Middle Initial Last Name

leabough.sandra@rrjva.org _____
 Email Address

1207 Casey Lane _____ Suite or Apt _____
 Home Address

Crozier, Va. _____ VA _____ 23039 _____
 City State Postal Code

What district do you live in?

District 3

Are you a resident of the county?

Yes No

Do you own real property within the county?

Yes No

Mobile: (804) 784-1212 _____ Home: (804) 784-1212 _____
 Primary Phone Alternate Phone

Riverside Regional Jail _____ Facility Program Administrator _____
 Employer Job Title

Which Boards would you like to apply for?

Goochland Powhatan Community Services: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I am a county resident, and I am a former employer of Goochland Powhatan Community Services Board. My interest in serving is that I want to make sure that our citizens get the best care possible and services possible as I am Qualified Mental Health Professional and a Certified Advanced Alcohol and Drug Counselor.

Education

BS, Criminal Justice/Psychology Masters Education 50 hrs. Ph.D.-Psychology Certifications: Qualified Mental Health Professional-A CAADC-Certified Advanced Alcohol and Drug Counselor

Employment and/or Volunteer Work Experience

Riverside Regional Jail-Facility Program Administrator/Therapeutic Community Manager (Drug Programs, Cognitive Behavior Program/Veteran's Program). I supervise (5) Caseworkers 6 Substance Abuse Counselor, Chaplain, Peer Recovery Specialist and (4) mental Health (QMHP). 2-years VADOC 30 years Director of Education-Centura College 5-years CASA Board -Goochland (Ann Casey-1-year) Drop-out Prevention =-Goochland County 1990s Goochland Community Services Board-5-years In-home Specialist Girl Scout Troop Leader Heroes-Volunteer Richmond Va. Public Schools (read aloud)

Community Involvement

My community involvement most recently has been within the jurisdiction of my work area (resource fairs, Reentry councils, feeding the homeless) and within my Church; missionary board.

Additional Information

I am very innovative with developing programs; I am a team-leader and a team-player. I know how to pull people together in order to promote success with clients and provide good solid evidence services. I have grant writing and have been awarded (my team) several awards for our agency. And I am very knowledgeable of most community members as I have provided services through other agencies for many.

[.sandra_resume_6.18.2024.doc](#)

Upload a Resume

1207 Casey Lane,
Crozier VA. 23039
Home (804)784-1212
Work (804) 814-1869
sandra.leabough@yahoo.com

Sandra N. Leabough

Objective

Seeking a position that will allow me full utilization of my knowledge, skills, and leadership abilities; along with providing the highest quality of passionate care and services within a diverse population.

Experience:

September 2012-presently Riverside Regional Jail
River Road, N. Prince George Va.

**Therapeutic Community Manager- (Substance Abuse Program)
Certified Advanced Alcohol and Drug Counselor/** As of 2019 title changed to Facility Program Administrator

- **Supervises case workers, mental health staff (QMHP), Chaplain, and Peer Recovery Specialist.**
- Manage two Therapeutic substance abuse programs; male and the female through the Residential Substance Abuse Treatment (DCJS). Supervises 7 counselors, interns, and (1) case manager. Oversee programs and group facilitation for female and male's reference to addiction, relapse, co-occurring disorders (PTSD, schizoaffective, bi-polar, depression, and those with other mental health disorders/illnesses. Provide aftercare services; career development; employability skills, resume building.
- Assure that groups are Evidenced Based and that all groups are followed to specific curriculums/lesson plans.
- Develop and facilitates groups and programs that are evidenced based; such as: trauma informed care, criminal thinking, parenting (MOMS and DADS groups), anger management, relapse and prevention. Provide and oversee services relative to mental health skill building, substance abuse/prevention through use of the matrix model (SA), and provides art therapy groups.
- Administers assessments in order to determine criminogenic needs as well as to develop treatment plan.
- Administer level of services-2 assessment, (LSIR-2) developed from the Texas Christian University (TCU) assessment to determine level of substance abuse services for female offenders.
- Administers Substance Abuse Subtle Screening Inventory (SASSI)
- Administers simple
- Review case files for compliance with documentation, completion of assessments, treatment plans, and biopsyo-socials.
- Coordinate and oversee The Family Reunification Program (to provide parents, family members, children, and offenders services and training on substance abuse, release, recovery, family dynamics and resources and services).
- Development of resource manual/data base (employment and

- community resources).
- Weekly community days in order to establish partnerships/relationships with community organizations in order to collaborate for job leads, training.
- Organize staff to provide yearly resource fairs and job fairs for TC program and for general population offenders.
- Present program dynamics and services to local commonwealth attorney, community transition programs; housing, and other organizations in order to seek transition opportunities for offenders
- Provide psycho-educational groups for special housing, mental health, and medical units as needed.
- Teach, train, supervise and provide guidance, direction, and feedback for student interns in the Masters/PhD programs (social work and Psychology).
- Provide Substance Abuse Supervision (core competencies of Substance Abuse) and the Treatment Improvement Protocols (TIPS).
- Develop, implement and assure that psycho-educations groups are operated daily throughout the jails general population inmates. (anger mgmt., substance abuse relapse prevention, criminal thinking, parenting, Just Us Men, theft, Self change (mental health)
- Provide and facilitate weekly staff meetings
- Fill in as facilitator for weekly groups if needed.
- Grant writing/development of departmental budget
- Communicate orally in writing:
- Maintain hours and staff payroll
- Complete staff and student performance evaluations
- Program development and assessment.
- Presentations for judges, attorneys, and other local reporting authorities as method for needs and program referrals to maintain grant beds.

Feb. 2007-September 2012 Centura College 7001 W. Broad St.

Richmond, Va.

Director of Education /Criminal Justice Coordinator:

- Supervise and manage all aspects of the education department (Licensed Practical Nursing, Medical Billing & Coding, Medical Assisting, Criminal Justice, and Business). Overall supervision of 35-40 staff/faculty (program coordinators, teachers, student/career services, librarian, IT (info. Technology). Accountable for the educational integrity of all educational programs.
- Responsible for Human Resource (Education Dept.); hiring, counseling, and dismissal of all faculty and staff (full-time, part-time, substitutes, and permanent). Curriculum development and revision, instructor training and faculty development. Ensure that all instructors are provided the appropriate resources in order to fulfill their duties. Assures that all instruction and faculty training is conducted in accordance with accrediting commission of career schools and colleges of technology (ACCSCCT), respective state departments of education, FAA, and other official regulatory agency guidelines relative to education.
- Serves as the liaison between the campus and the corporate program directors who manage education. Audit all school curricula to ensure that instructors are using the most current syllabi, lesson

plans, and textbooks as indicated on the intranet site. Audits and report upon, at least semi-annually, instructor performance.

- Conduct classroom observations. Creates, monitors, and updates Faculty Personnel Report (FPR) on each instructor.
- Assist with the organization and facilitation of Centura College's Program Advisory Committee (PAC).
- Review all grades and attendances of students; to ensure all are consistent and appropriate according to the grading scales and Review, revise, and add to departmental and school-wide handbook to ensure that all students are aware of the school's student code of conduct. Respond immediately to student's verbal and written complaints/grievances. Review and make recommendations on student discipline; probation (academic or behavior), suspension; or permanent dismissal.
- Assure that all student and staff/faculty survey forms are provided, reviewed, and discussed with appropriate staff/supervisors at least every 90 days.
- Review of all course syllabi; to ensure accuracy, as well as development of new matrices/syllabi if needed for new classes.
- Maintain contact with all local and national book publishing company sales representatives; for purposes of review of new books and special order books if needed.
- Work directly with the college registrar in order to schedule classes and assign appropriate instructors to each class; along with preparing and planning awards ceremonies and National Honor Society inductions. Oversee and approve all yearly college graduation ceremonies. Assist with retention and Graduation and Employment statistics, to assure compliance according to standards.
- Facilitates initial instructor training per ACCSCT accreditation standards. Chairs all program coordinator meetings and ensure completeness of minutes is reviewed and that a copy of all meeting minutes is maintained at the.
- Serve as college administrator at the absence of the Director and Office Manager.

June 2008-2009 (returned 2016)

Family and Adolescent Services-Franklin St. Richmond, Va.

Qualified Mental Health Counselor-In-Home/Independent Contractor

- Provide case assessments for new clients. Development of client's Individual Service Plans. Provide individual, family, and parenting skills. Provide strategic and problem-solving methods to assist client with handling stressful situations; social, transitioning to-from as needed. Development of prosocial skills, and mental health skill building, as needed.
- Serves as liaison between client, family (parent/guardian, local and governmental agencies, schools and other agencies reference to services for client. Act as advocates for client and family reference to

school and educational resources, suspensions, or special education services.

- Provided daily and weekly one-on-ones with client, guardian, family and in collaboration with other stakeholders as needed.

July 2007-August 2008

Family Restoration Services, LLC 4009 Fitzhugh Ave.-Richmond, Va. 23230

Program Director-Intensive In-Home Services

- Supervise (3) clinical supervisors, along with 6-8 In-home counseling staff. Review case files, to ensure compliance, according to Medicaid policies (psychological, school information IEPs (Individual Educational Plan Services and that clients had updated physicals). Act as liaison between agency, client, family, school, and other agencies providing services. Review weekly schedules, approve leave, and coordinate weekly training/team meetings. Review employment applicants, do reference checks, and schedule interviews. Coordinate and schedule field supervision for counselors and clinicians so that family and parenting sessions can be done at a minimum of every 90-days. Follow-up on marketing leads for new cases as well as schedule assessments of new cases. Maintain spread sheet of new and closed cases (update weekly). Prepare and submit weekly Medicaid billing and run audits of files. Provide field supervision of staff under my direct supervision. Complete weekly supervision of clinical supervisors. Assist with the development and monitoring of youth groups (life-skills, anger management, and youth empowerment). Development and coordination of agency program and resource manuals. Attend resource and community fairs, in order to keep up with trends of family and community services for client and family referrals.

Dec.2005-July 07

Clinical Social Worker/Transition Specialist

Dept. of Corrections Va. Correctional Center for Women-P.O. Box 1, River Rd. West. Goochland, Va. 23063

- Coordinates/facilitates a 6-week life skills/pre-release class for female offenders. Instruct adult offenders (females) in life skills and social skills prior to being released. Ensure that each student/offender receives a resource packet that provides assistance in their transition. Assist with Career Readiness Testing (proctor). Provide substance abuse psychoeducational groups.
- Seek, develop and maintain a working relationship/partnership with other community, local, state, and private agencies in order that they will assist with providing classes and informational sessions to assist with offender re-entry, so they may become law-abiding citizens (banks, social services, employment commission, good will, housing, and etc.).
- Provide Pre-Test and Post-Test for each offender/student in the pre-release program. **Provide Career Readiness Testing, act as testing Proctor.** Review departmental manifest in order to screen and select inmates that meet the criteria to participate in

the pre-release classes. Coordinate with central office classification and transportation departments to ensure inmates from other facilities are transferred for the program in a timely manner.

- **Instruct and facilitate classes pertaining to life skills** and community re-entry such as; work ethics, job readiness, and mock interviews. Teach individuals how to develop resumes and job applications, along with using technology to do so (computer skills). **Career Readiness Development.**
- **Prepare lesson plans** and other appropriate training techniques; in the event a scheduled speaker cancels (be prepared to fill in on any subject matter). Coordinate with institutional counselors and community release department to assure inmate's release plans are developed; assist with housing and program in order that offender be released as scheduled. Assist counselors in the treatment department with assessment of files, case management, review of files for quality control purposes and to ensure accuracy for audit purposes. Ensure that services (case management, counseling) are in accordance with the operating policies and procedures of the division as well as the institution. Advocate and provide mediation and resolution for inmates who are experiencing prison adjustments problems (mental, or relating to DOC policies).
- Develop, facilitate, and monitor a Parenting Program (MILK) for the inmates/offenders, Mothers inside Loving Kids. Provide guidance, leadership, and coordinate visits with the offender's children. Maintains a working knowledge of sanitation and safety requirements by performing quarterly inspections within a team approach. Communicates effectively in writing and verbally by creating spread sheets of lessons taught/facilitated, create certificates for each student/offender, coordinated a graduation for each 6-week class/program.

Dec. 2004-Dec. 2005

Family Focus-Intensive In-Home Counselor-QMHP

2103 E. Parham Rd. Rich., Va. 23228

- Provide intensive in-home services to adolescents with and their families who are at risk of being removed from the home (mental health issues, behavioral, socialization, and emotional issues).
- Provide intensive in-home services to adolescents who are transitioning back into the home or to those being transitioned to out of home placements. Complete initial assessment along with development of family genogram and Individual Service Plan within the first 30 days of service. In order to provide and coordinate services deemed appropriate for each individual.
- Provide crisis treatment, individual and family counseling, and communication skills (counseling to assist the child and parent (s) with understanding and practicing of appropriate problem-solving, anger management, and interpersonal interactions and strategies). Sit on **FAPT (family assessment and planning team)**, **Student Assistance Teams** and sit on teams with (teachers, parents, and

counselors) in development of the client's school **needs; IEPs and other special educational services**, to assure the student is receiving appropriate services. Review and monitor to assure schools and other agencies that provide services for clients with special needs are receiving services according to Just for Children Program (legal Aid Justice Center). Provide case management activities and coordination/collaboration with other required agencies/services to assist with stabilizing and maintaining stabilization within the home.

Oct. 2001-2005 Community Services Goochland, Va. Mental Health/Mental Retardation

In-Home Support Specialist (part-time)

- Work with consumer on living skills. Provide assistance with mediation and advocacy pertaining to needed services and lack of services according to the laws of mental health and mental retardation. Develop and monitor compliance with quarterly service plans. Teach consumer budgeting and banking skills in order to ensure monthly bills are paid. Teach consumer how to advocate for herself as well as assist with problem solving skills strategies. Teach consumer to be independent in cooking and preparing her meals and storing her foods properly. Teach consumer how to develop and maintain a weekly menu and grocery list. Monitor and teach consumer how to properly take prescribed medication as well as maintain a record of consumer's ability to ensure that all refills are done so in a timely manner.
- Maintain a daily log of each contact made with consumer. Respond to and develop services plans according to the laws and requirement of Medicaid services relative to individuals with disabilities. Submit monthly documentation with accuracy to the community services agency. Maintain contact and support with other agencies that provide services for consumer (counselor/case mgr., job coach, and employer, and health services). Maintain documentation and ensure all reports and data regarding consumer is submitted on a monthly basis. Assist and act as member of treatment team when developing and assessing consumer's service plans.

Mar. 99- Dec. 2004 Department of Juvenile Justice Beaumont, Va.

Beaumont Juvenile Center- Human Rights Advocate

- Implement Youth Grievance Program/through supervision of the inspector general's office. Monitors Juvenile Facilities' Adherence to Policies, Procedures, and Standards relative to Youth Rights.
- Works closely to assure wards/inmates are provided appropriate screening for placement of housing (living units and cells); in order to assure compliance with classification. Sponsors and Chairs Monthly Youth Advisory Committee.
- Serves as Department Head and Resource Person relative to Youth Rights in Juvenile Correctional Centers and central office
- Submit monthly grievance statistical report/spread sheet to central office regarding (amount of grievances, types of grievances, repetitive complaints (staff or policy), resolution, and founded or unfounded)
- Processes and document Youth Grievances. Maintain all Paperwork including Grievance Forms, Logs, and Monthly Reports.
- Make weekly-unescorted visits to living Units and to the Isolation area. Reviews daily Serious Incident Reports and reviews Weekly living unit

logs, to ensure compliance. Provides Training including informal problem solving techniques, to both Youth and Staff. Also provides training to all newly hired staff and new wards/juveniles on the process and procedures of the grievance process-according to policy. Attends weekly Department Head Meetings and other relevant meetings as required. Assists Chief Human Rights Advocate on Youth Rights issues within the Correctional Centers as requested. Provides regular and on-going feedback to the Superintendent (s), and Human Rights Advocate Senior, and the Inspector General's Office. Implements and facilitate weekly GED life skills program. Serves when needed on Departmental Interview panel, for new hire of **Human Rights Advocates** as well as Rehabilitation Counselors. Conducts investigations as requested by the inspector general. Provides mediation and conflict resolution between staff and wards in order to resolve systemic issues. Assist with the grievance process at other facilities in the absence of their assigned Human Rights Advocate.

Education

Capella University-Minneapolis, Minnesota- 54 Hrs.

PhD-Psychology-Presently enrolled (Part-time)

Walden University- Minn. Minnesota

PhD-Psychology Part-Time-Transferred

Strayer University-Henrico Campus-Richmond, Va.

Masters of Education-Graduated 10/2005-completed 12/07

North Carolina Central University-Durham, North Carolina

B.A. Criminal Justice- Aug. 1978-Dec.1982 (rec'd Degree6/82)

Specialized Training/Certifications:

- Certified Advanced Alcohol and Drug Counselor (Virginia Certification Board)
- Mental Health First Aid
- Basic Skills for Counseling
- Transitioning and the family
- Comprehensive Services Act –Private in-Home Agency
- Career Readiness Training (testing) Crime Prevention
- Domestic Violence Lawful Interviewing Victim Witness
- Fred Pryor-Grammar Skills for Writers
- Looking Good (writing skills)
- Working with Children of Alcoholic Parents
- Basic Skills for Community Corrections-Pre/Post trial
- Self Defense
- Firearms (.35 calibers, 12 gauge shot gun)
- Working with the Violent Offender
- Effective Management Skills
- Cultural Diversity
- The Art of Program Development
- Crisis Intervention
- Working with the Sex Offender (DOC)
- DJJ-Sex Offender Treatment
- How to Get a Job and Keep It?
- Life Skills
- A framework for Breaking Barriers
- Abuscreen/Ontrak Drug testing
- VCIN (State Police-criminal records check)
- Violence in the Family
- Counselors Response to Substance Abuse
- Parenting (Mothers Inside Loving Kids/Dads Inside Loving Kids)

- Street Drugs
- Family Counseling and Relationships
- Computer Training (word I and II, excel, spread sheets, power point, and PC)
- Interviewing, Investigations, and Prosecution of Child Abusers
- Interviewing Perpetrators-Part I and II
- Multi-disciplinary Team Efforts-dealing with Child Abuse /Child Abuse in Rural America
- Basic Skills for Juvenile Justice Staff
- Out of Home Child Abuse Investigations
- Mediation (Basic, Family, and Judicial)
- Civil Liability
- Verbal De-Escalation Skills
- The Defiant Child-Cognitive Therapy
- Gang Training (level I-Advance)
- Group Facilitating Skills (Dynamics of Groups)
- Train the Train (Centura College)
- Classroom Management (Centura College)
- Working with Adult Students (Centura College)
- Motivating your Students (Centura College)
- Working with Difficult Students
- Faculty Instructional Training (revised-train the trainer)-Centura College Corp.
- Curriculum Development (McGraw-Hill Book Publishing Co.)
- Crisis Wave Training (defensive tactics for working with children)
- Clinical Report Writing (family and Adolescent Services)
- PREA-Prison Rape Elimination Act
- First Aid/CPR
- First Aide for Mental Health
- Supervisory Training Level III
- Stress Management
- Trauma Informed Care
- Conflict Management
- Cultural Awareness

- Grief and Loss
- Health Care Services
- Suicide Prevention
- HIPPA
- Motivational Interviewing (Relias-Online-Riverside Regional Jail)
- COMPAS Assessment –Semi Structured Interview
- CAADC –Certified Advanced Alcohol and Drug Counselor

COMMUNITY SUPPORT SERVICES

August 2024 Board Report

Parent-Infant Education Program (PIEP)

We had 16 referrals to PIEP in June and 4 so far in July. 11 children were discharged during this time and we served 64 families with active IFSPs (and another 26 families in the intake process).

The biggest news in PIEP is that our Physical Therapist, Nancy Hakala, announced her plan to retire in August. Nancy started with PIEP as a contract employee in 1985 and has been a GPCS employee since 1997. She's been an asset to our team, as well as to the community in general, as she's been a Powhatan resident most of that time and also worked as a PT for Powhatan Schools in addition to working with us. Nancy has even helped mold the field we all work in as she's contributed to published resources on early childhood assessment, development, & interventions, such as "HELP: When the Parent is Handicapped", which is a guide for providing parents with disabilities the tools to participate in early intervention therapy for their child, especially as the primary "teacher" for their child implementing what's learned through parent coaching. While Nancy will leave huge shoes to fill, we're thankful for what she's contributed not just to our own team and community, but to the entire field of early childhood development.

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

In Home Support Services

In Home Support Services has continued to grow since June. In Home Support Services received two new referrals in June and two new staff have been interviewed and are in the hiring process. These staff should be starting in mid to late August and will begin working with the two referrals.

IHSS consumers have been enjoying the summer and participating in community activities to various venues to listen to live music, the Strawberry Festival in Ashland, The Southern Food Festival, Flea Markets, The Pop Up Market at the Diamond, and various parks where they often met up with other peers in the in-home program for picnics, to take walks and to socialize. On the extremely hot days that we have been experiencing DSP's have been creative with locating cool places to hang out such as malls, libraries, the YMCA to swim in the pool, movie theaters, bowling, restaurants, stores and museums.

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

Developmental Services Support Coordination (ID/DD)



The Department of Behavioral Health and Developmental Services (DBHDS) mobile dental clinic provided services to some of our individuals on July 1st. DBHDS is committed to ensuring people who has barriers with receiving dental services can have proper dental cleaning and care. The mobile clinic served 8 people and they were all satisfied with the service. The mobile dental clinic will continue every 6 months.

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.

The DS Manager and Lead SC are completing interviews for a Support Coordinator position as one of the SC will be stepping down to a part-time position.

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

Active CM (Medicaid)	102
Active CM (Non-Medicaid)	1
Waiver Breakdown	
Community Living	63
Family & Individual	39
Building Independence	1
Active Waiver Total	103
Non-waiver Active CM	1
Total Individuals Served	104
Contracted CM Services	7
Transfers	2
DD Waiver Wait List Numbers	
Priority 1	10
Priority 2	29
Priority 3	34
Wait List Total	71

Day Support Services (ID/DD)

Monacan

Monacan Services currently serves 19 consumers in the program. 18 consumers of which are on DD Waivers and 1 who is still on the waiver waiting list.

The consumers are enjoying more outdoor activities throughout these summer months. We had a cookout to celebrate the Independence Day holiday, as well as enjoyed swinging on the swings at Powhatan State Park and taking walks around the village. We have spent time volunteering with the Powhatan Rescue Squad and even got to enjoy a ride on a fire truck. The consumers look forward to opportunities to be in the community and build relationships with others.



Submitted by Chavonne Brown, Lead DSP, Monacan Services

MONTHLY VEHICLE UTILIZATION AND EXPENSE REPORT (FY-24)

MONTH OF May-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	192100	196376	263035	204621	232263	107921	285840	96382	153374	58012	57504	110381	162363
MILES DRIVEN	415	0	0	2611	293	1889	1730	0	0	31	219	0	297

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	14310	67961	111024	2,688	111,163	2,074	3,745	178,307	111,317	129,958	6,914	126,121	62,035
MILES DRIVEN	219	517	115	636	7	127	564	156	0	581	979	600	0

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	71,216	62,727	117,086	9,201
MILES DRIVEN	0	572	67	976	796

TOTAL MILEAGE & PROGRAM UTILIZATION

TOTAL # MILES DRIVEN	14,397	257,567
Operations (Transportation)	6,938	150,709
Monacan Services	2,034	35,902
Parent Infant Education Program, ID/MH Services, Pathways, In Home Support services	5,425	70,956

GASOLINE FOR:

NUMBER OF GALLONS PURCHASED	865.35	10,452
COST OF GASOLINE PURCHASED	\$2,255.62	\$25,785

** Gas reported Goochland and Quarles May 2024

REPAIRS & MAINTENANCE

COST OF REPAIRS & MAINTENANCE	\$1,451.38	\$19,302
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DRIVERS HOURS & SALARIES

NUMBER OF HOURS DRIVERS WORKED	403.50	4,808
DRIVERS SALARIES	\$8,005.44	\$92,235

MONTHLY VEHICLE UTILIZATION AND EXPENSE REPORT (FY-24)

MONTH OF Jun-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	193271	196376	263035	206500	232266	109187	287795	96382	153374	58012	57699	110381	162585
MILES DRIVEN	1171	0	0	1879	3	1266	1955	0	0	0	195	0	222

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	14525	68370	111280	3,320	111,170	2,461	4,715	178,655	111,809	130,479	8,015	126,778	62,671
MILES DRIVEN	215	409	256	632	7	387	970	348	492	521	1101	657	636

VEHICLE	Car	Car	Car	Car	Car	Car
Program	ID CM	ID CM	IHSS	PIEP	PIEP	PIEP
Auto ID (last four VIN)	9824	7216	6635	2890	2281	8729
Pate #	167-220L	244-545L	146-867L	167-222L	39-337L	239-195
MILEAGE	103,357	11838	71,920	63,268	117,296	10,329
MILES DRIVEN	0	721	704	541	210	1128

TOTAL MILEAGE & PROGRAM UTILIZATION

TOTAL # MILES DRIVEN	16,626	274,193
Operations (Transportation)	<u>6,274</u>	<u>156,983</u>
Monacan Services	<u>1,929</u>	<u>37,831</u>
Parent Infant Education Program, ID/MH Services, Pathways, In Home Support services	<u>8,423</u>	<u>79,379</u>

GASOLINE FOR:

NUMBER OF GALLONS PURCHASED	816.22	11,268
COST OF GASOLINE PURCHASED	<u>\$2,074.97</u>	<u>\$27,860</u>

** Gas reported Goochland and Quarles June 2024

REPAIRS & MAINTENANCE

COST OF REPAIRS & MAINTENANCE	<u>\$3,791.25</u>	<u>\$23,093</u>
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DRIVERS HOURS & SALARIES

NUMBER OF HOURS DRIVERS WORKED	468.75	5,277
DRIVERS SALARIES	<u>\$9,313.76</u>	<u>\$101,549</u>

Clinical and Prevention Services Board Report July 2024

MH Case Management

In **July 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 July 76 Mental Health Case Management consumers were served, 11 SUD Case Management Consumers were served, and 126 Medication Management visits occurred. A successful interview was conducted for the open Peer Support Specialist position, and a pending employment offer has been extended. Program manager and Peer Support Specialist attended the Wellness Event at Goochland Library. The 3rd Annual Substance Use and Mental Health Awareness Day event was hosted at Pathways on Saturday 7/27/2024. This event was coordinated in collaboration with local community churches and Goochland Law enforcement to reduce stigma and provide information and resources for substance use and mental health disorders. The Virginia Department of Health and Nar-Anon were in attendance, along with the regions Marcus Alert Coordinator. 8 people received training on how to use NARCAN, and all individuals in attendance left with agency resources, community resources, and harm reduction materials. The team will also be hosting a table in both Goochland and Powhatan County on National Night Out 8/6/2024. In addition, an event is currently planned for 8/31/2024 for National Overdose Awareness Day.





Prevention

June wins!

Jessie Brennan with the Powhatan Community Health Advisory Group led a stakeholder interview with local churches to better understand suicide trends in Powhatan County. Robin Pentecost attended and was happy to learn perspectives from faith community leaders. Jessie held a follow up interview with RSAAC to delve deeper into community insights and learn how partnerships can increase effectiveness in suicide prevention. The Community Health Advisory Group continues to grow partnerships, data, and understandings of health-equity in Powhatan.

Travis Fellows and Robin Pentecost completed an Adult Mental Health First Aid Training at Pathways that served 5 people. Russel Kaiser organized and marketed the training, and we were grateful for the help in finding people who were willing to attend.

Our CSB participated in a regional Adverse Childhood Experience training that served 30 people across Central Virginia.

Jen Strozier agreed to represent RSAAC at multiple community events and was provided materials to support awareness campaigns through multiple organizations including NAACP and others.

July-We turned in all our reports on time!

Travis Fellows and Robin Pentecost completed 100% of data entry for the Substance Abuse Block Grant and State Opioid Response in the Prevention database. We began the process of evaluation data compilation and submitted a gambling report, a state opioid report, and

a separate narrative for block grant reporting. We will soon begin our Regional Suicide Prevention reporting and Lock and Talk outcomes reporting.

State Opioid Response Grant materials supported community outreach efforts including a genealogy resource event at the Goochland County Public Library and a networking event organized by Jackie Donaghy and Brian McKeown. Brian McKeown and Jess Childress represented our Community Services Board at the Library and reported the event as a huge success.

The Region IV Suicide Prevention collaboration is partnering with Siddal Communications to develop an e-learning module to support Prevention Staff across the region in best practices for media and marketing.

Robin Pentecost joined the Goochland Community Health Assessment project. We completed our first stakeholder interview on July 18th.

Block Grant and State Opioid Response grant processes will be evolving with new procedures. We learned at a Block Grant training meeting that this year, stake holders will be surveyed so that we can measure the effectiveness and readiness of the Rural Substance Action and Awareness Coalition. This evaluation will occur every 2 years. We will begin the data collection process when the protocol is complete.

We were given bonus slots in time for to promote suicide prevention to teens as school starts.



GPCS Teen.mp3



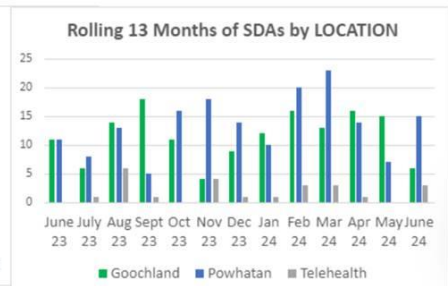
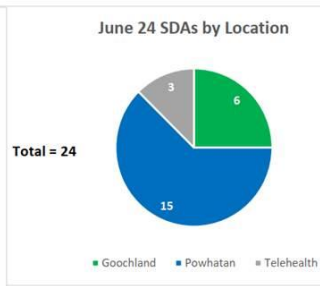
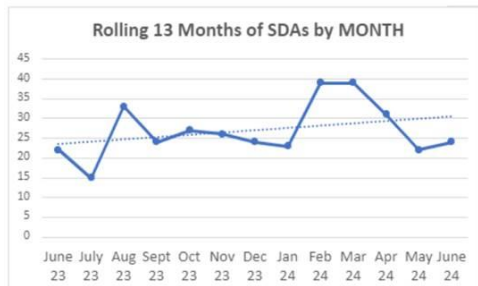
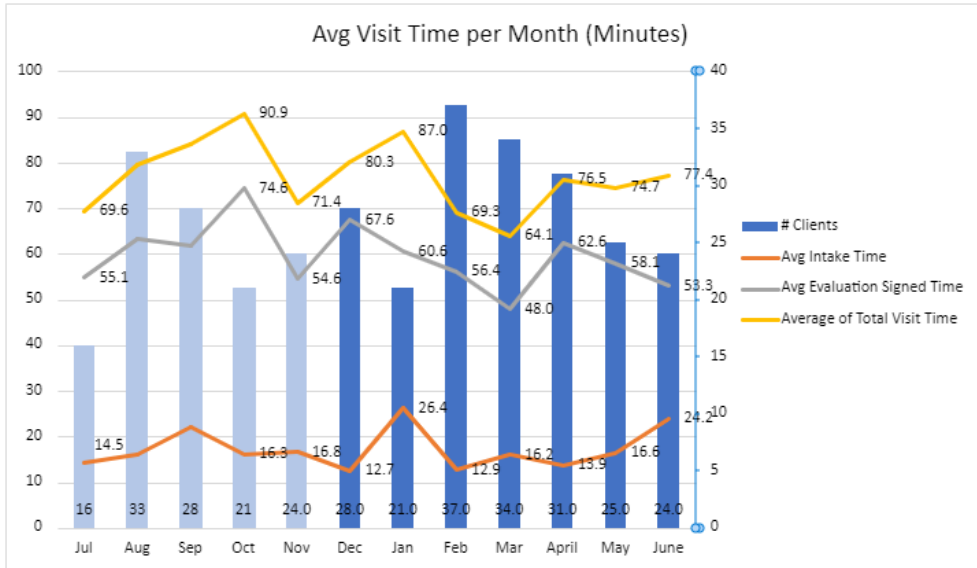
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Access Team

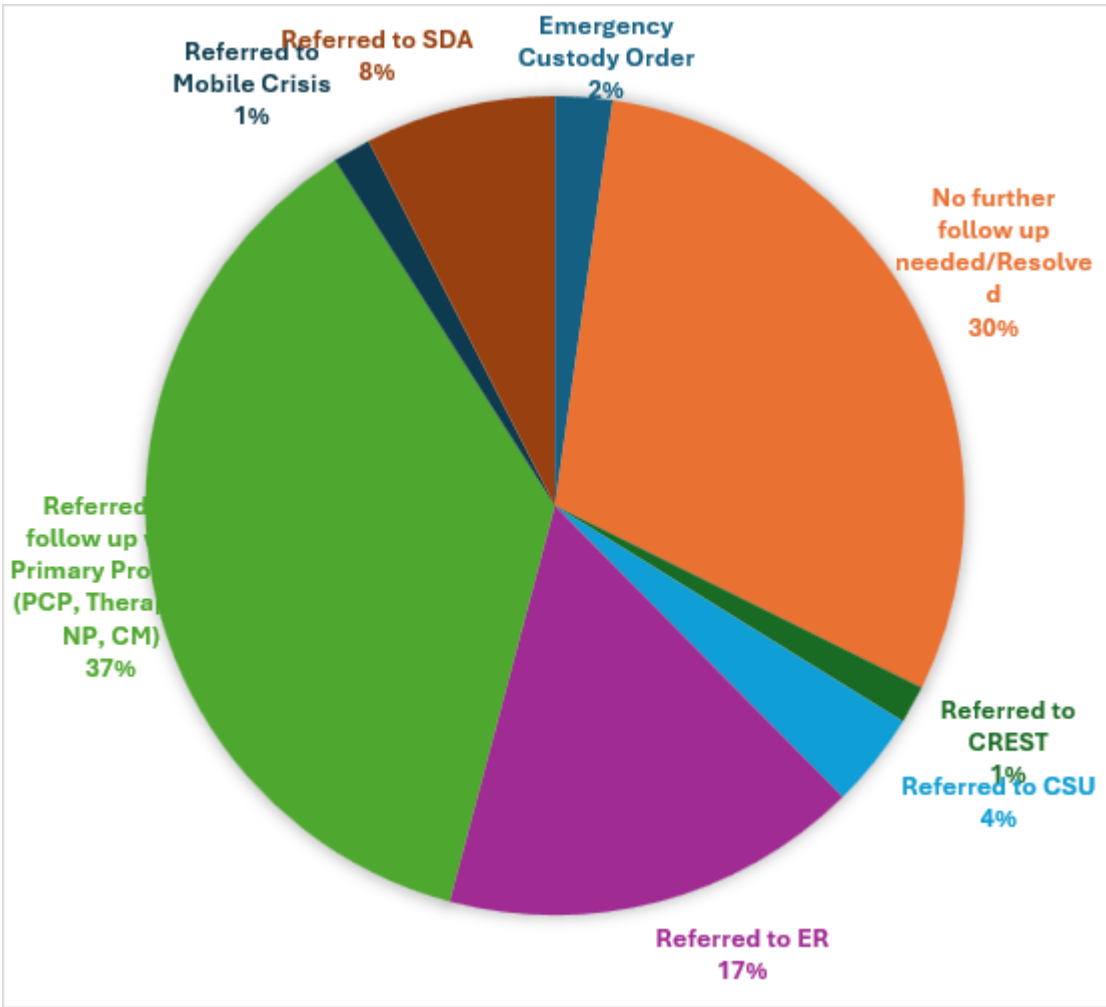
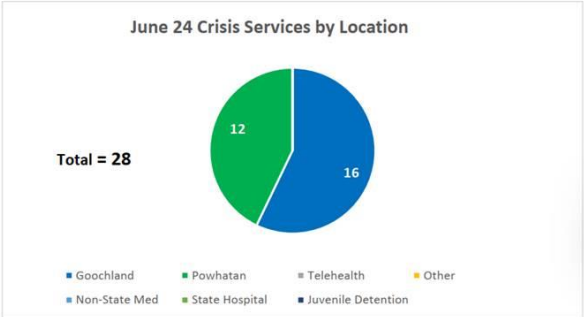
Since the last board report, Access team went on a team building outing at Unplugged Café. In 2020, our Access Team included two clinicians who were both unlicensed and one manager. The clinicians have remained, been promoted and are still a part of the team. In addition to this, our team has grown to six members including four licensed clinicians and two residents. During our event, we learned the importance of paying attention, laughing, and reminding each other that we don't do this work in silos. We also attended the VACSB Emergency Services Conference, a two-day training focusing on issues and best practices for serving individuals in crisis.



SDA: During the past fiscal year, we completed 327 SDA assessments to the residents of Goochland and Powhatan counties. Throughout the year, we saw increases and decrease in assessments depending on the month, however Powhatan continues to be our highest volume of services. We are on track with Access team mission of uncomplicating the process of accessing mental health, developmental and substance use services to residents of Goochland and Powhatan by providing highest quality of customer service delivered with a sense of warmth, empathy and compassion in the least restrictive way possible. We continue to work with other stakeholders within and outside of the agency to have consumers since within 10 days.



Emergency Services: During the last fiscal year, we contributed to the over 7000 regional prescreenings reported. Although our numbers are smaller than some of our larger surrounding peers, our total prescreens for the year was 20. Nevertheless, we had over 189 encounters with individuals in our community who were in crisis last year. Around 67% of the total calls and crisis interventions we received, Access team was able to assess and resolve the crisis or refer the individual to primary provider. However, with regards to our child population (anyone under 17), we saw a higher acuity resulting in around 37% of those calls and interventions resulted in a referral to a higher level of care in comparison to adults resulting in only 22% of those crisis interventions needing a higher level of care.



MHOP/SUDOP

Clients served:

MHOP: 330

SUD: 30

Our outpatient team is now fully staffed, we just hired Catherine Burgess, Resident in Counseling to be full time MH/SUD clinician officed at the Goochland location.

SBS updates- our school-based service team is fully staffed with 3 clinicians for Powhatan schools and 2 for Goochland. They are preparing their offices at the schools and are gearing up to start the school year! Over the summer our SBS clinicians ran two groups for youth - "Pathways to healing" a Grief group for teens, and a Highschool 101-preparing for the transition from middle to high school.

Over the summer our team has volunteered with DJJs employee self-care training to provide self-care and mental health guidance to their team and continue to build partnerships. Another staff volunteered with Goochland Elementary school during their active shooter drill to provide support and counseling following the drill to their staff. We will be partnering with Goochland schools for their upcoming reunification training.

The SBS Team attended the Stewards of Children Training at the Meadowdale Library on 8/1/24.












CONTINUOUS QUALITY IMPROVEMENT PLAN

GPCS 2024 CQI Goals		Objectives								Q2 Outcomes			
Individuals are healthy and safe.		Maintain 0 late CHRIS SIR entries in 2024. (2023 = 0 Late)								0 late CHRIS SIR Entries			
Individuals are satisfied with services.		Consumer Satisfaction Survey responses will be at least 90% positive (4 or 5) for the "Overall Satisfaction" question on average per program by the end of 2024.								The agency met the target, while 2 programs didn't. There were only 3 surveys in each of these programs. Both programs have experienced changes in programming and/or staffing that may have impacted results.			
Program	MHCM Adult	OP Child	OP Adult	Psych Child	Psych Adult	Pathways	DDCM	Monacan	SUDCM Adult	IHSS	Agency Total		
Overall Satisfied	100%	100%	100%	100%	97%	67%	92%	100%	67%	100%	92%		
n=	10	10	29	4	29	3	39	14	3	7	148		
Individual's EHR is in compliance w/ Regulatory Requirements.	Program	Review Target		# Reviewed	Passing Target		Passing %						
	MHOP	30/quarter		13	85%		93.7%						
	MHCM	3 x 4 CMs/quarter = 48/yr		13	85%		100%						
	IHSS	100% of consumers/year		9	85%		100%						
	DDCM	40% of consumers/year		19	85%		90%						
	SUDOP	2/quarter = 8/yr		1	85%								
	SUDCM	2/quarter = 8/yr		5	85%		100%						
	PIEP	30/year		0	90%								
	ES	3/quarter = 12/yr		6	85%								
	Monacan	100% by 4 th quarter		0	85%								
Each individual attending Monacan Services will engage in community activities weekly with staff supporting and maintaining a 1:3 ratio.	Encourage 50% of Monacan Services consumers to volunteer in the community monthly.							% that volunteered: April = 60% May = 90% June = 70%					
	Monacan will have 1 to 2 volunteer options per week.							MET					

DASHBOARD PERFORMANCE MEASURES

Program	Outcome Measure	Target	Most recent 12 month rolling average
SDA	Next Appointment Offered	86% offered an appt w/in 10 business days of SDA	95.2% as of Jan 24 ↑
SDA	Appointment Kept	70% kept an appt w/in 30 calendar days of SDA	86.6% as of Feb 24 ↓
SUD	Engagement	50% w/ a service w/in 14 days & at least 2 more services w/in 30 days	69.5% as of Apr 24 ↑
MH/SUD	Child Columbia Screenings	86% had a Columbia w/in 30 days before or 5 days after case opening	89% as of Mar 24 ↑

MH/SUD	Adult Columbia Screenings	86% had a Columbia w/in 30 days before or 5 days after case opening	90.7% as of Mar 24 
MH	Child DLA-20	35% of MHOP consumers scoring below 4.0 will have a 0.5 growth in their DLA scores in 6 months	66.7% as of FY24Q1Q3 
MH	Adult DLA-20	35% of MHOP consumers scoring below 4.0 will have a 0.5 growth in their DLA scores in 6 months	62.5% as of FY24Q1Q3 
All	SMVF status	90% have military status marked	100% as of Jan 24
			Most recent month or quarter average
All	SMVF Columbia Screenings	86% of SMVF had a Columbia w/in 30 days before or 5 days after case opening	Dec 23 = 0% 
All	SMVF referral	70% of SMVF are provided information about military services	Jan 24 = 0% 
DDCM	Enhanced Case Management	90%	Mar 24 = 90% Apr 24 = 93.33%  May 24 = 77.4%
DDCM	TCM	90%	Jan-Mar 24 = 100% 
DDCM	Receive annual physical exam	86%	Jan-Mar 24 = 83.3%  Apr-Jen 24 = 72.7%
DDCM	Receive annual dental exam	86%	Jan-Mar 24 = 66.7%  Apr-Jun 24 = 54.5%

CORRECTIVE ACTION PLAN UPDATES

From 1/9/24 Licensing Visit w/ tracking and monitoring continuing through 12/31/24:

IHSS – 1 employee DSP Orientation and 1 employee DSP Competencies missing from personnel files	Both documents were placed in file by 4/1/24. Going forward these documents will be uploaded to Relias. No new DSPs were hired this quarter. The IHSS Manager can run a report in Relias for Competencies and Orientations and keeps a tracking spreadsheet as well.
IHSS – No signatures on 1 employee evaluation in personnel file	Human Resources is reviewing every evaluation for signature. The new IHSS Manager was advised of evaluation due dates in her program as part of her onboarding in March. All IHSS evals were completed, reviewed, and signed by all parties.
Non-Center Based Monacan – Expired Therapeutic Options training for 1 employee	Human Resources will note all training dates in Relias. These are up to date for Monacan. The Monacan Manager can run a report in Relias for Therapeutic Options training.

From 6/3/24 Licensing Visit w/ tracking and monitoring continuing through 12/31/24:

MHCM – 1 employee’s job description stated a bachelor’s degree in human services and QMHP designation was required, when they had neither.	A waiver from the Executive Director for hiring this individual was missing. The Business Support Generalist-HR is reviewing all agency job descriptions and conferring with managers and directors to ensure minimum requirements are accurately documented. This job description will be reviewed by 7/31/24, and all reviewed by 12/31/24. Also, a sample of 10 personnel files per quarter will be reviewed for completeness.
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<p>MHCM – 1 record did not contain a 4th quarter review.</p>	<p>There was internal guidance that 4th quarter reviews could be included in annual reassessment, however there was no clear delineation of separate reviews within the EHR. MHCMs and CSA CMs will be retrained by 8/1/24. Reports will be disseminated at the beginning of each month with quarterlies coming due that month. MHCM Manager and Outpatient Director will review 3 records per CM/Coordinator per quarter with an 85% success rate of timely quarterly completion. The Assessment Form will be revised to include a quarterly review as needed. Compliance Director will review EHR Clinical Forms for compliance with regulations.</p>
<p>SUDOP Child – The objectives on an individual’s service plan were not measurable.</p>	<p>Outpatient Director will review 1 ISP per supervision with the employee to determine compliance. Outpatient Director will conduct chart reviews quarterly with an 85% compliance target and initiate peer review audits. OP staff will be retrained regarding ISPs.</p>
<p>SUDOP Child – An individual’s ISP did not specify the frequency of interventions.</p>	<p>As above and OP Director updated the chart review sheet to ensure all elements of the Objective section of the treatment plan are completed.</p>
<p>SUDOP Child – There was no transfer summary in the record when the individual turned 18 and transitioned from child to adult services.</p>	<p>A transfer summary will be completed when an individual turns 18 and moves from a child to an adult licensed service. OP Director will train OP staff on this procedure.</p>

DOJ ADA SETTLEMENT UPDATE

Quarterly accomplishments include:

- ✓ ADA Coordinator and Deputy Coordinator participated in the DMAS Language and Disability Access Forum in May. All PowerPoints and resource materials from the training are available to Leadership Team and QA for reference or dissemination to staff as needed.
- ✓ ADA Coordinator and Deputy Coordinator continue to participate in the VA ADA Coordinators Peer Group and Healthcare Peer Group where resources are shared.
- ✓ Staff have highlighted facility improvements that would increase accessibility for consumers and the community which Leadership review.