



GOOCHLAND POWHATAN COMMUNITY SERVICES
BOARD MEETING

December 2, 2024
4:30 P.M.
Powhatan Board Room

AGENDA

- I. Minutes of the November 4, 2024, Board Meeting
Pages: 2-5
***Action: Approve or amend November 2024 minutes.**
- II. Public Comment
- III. Pathways Recovery Center Presentation – Jordan Schellin and Brian McKeown
- IV. New Powhatan Building Update -- Cheryl
***Informational**
- V. Reports
 - a. Board Chair
 - b. Senior Community Support Director
 - c. Senior Clinical Director
 - d. Senior Administrative Director
 - e. Executive Director (Interim)
 - f. Other Reports
***Informational**
- VI. Closed Session: ED Search Update
- VII. Adjourn

Next Meeting: January 6, 2025 Location: Pathways

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
November 4, 2024

Goochland Powhatan Community Services Board of Directors held its November 2024 meeting on Monday, November 4, 2024, at Pathways.

Present

James Babcock
Jackie Cahill
Stephen Hancock
Joyce Layne-Jordan
Sandra Leabough
Crystal Neilson-Hall
Linda Revels

Absent

Marcus Allen
Michael Asip
Parthenia Dinora

Staff Attending

Cheryl Smith
Carinne Kight
Lateshia Brown
Lisette Edwards
LaTasha Dodson

Welcome

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

Developmental Services Support Coordination Program Presentation

LaTasha Dodson, Developmental Services Support Coordination Manager, presented to the Board. In her presentation she provided information on the services provided by the support coordinators, how consumers request services, and GPCS consumer examples on how developmental services support coordination has helped them.

Minutes

October 2024 meeting minutes were reviewed for approval.

ACTION: Motion to approve October 2024 meeting minutes as amended was made by J. Babcock, seconded by C. Neilson-Hall. Motion approved by all in attendance, none opposed. Motion carried.

Public Comment

There was no public comment.

Additional State Holiday Hours

Carinne explained to the Board that the Governor's schedule for the holidays is out and in total he

awarded 12 hours as additional holidays to state employees, 4 for the day before Thanksgiving, and 8 for December 24th. She noted that per GPCS Policies and Procedures, the Board of Directors may, at its discretion, award additional holidays. Historically, the GPCS Board of Directors has considered awarding additional time declared by the Governor to employees as floating holiday time in accordance with GPCS policy and at times closed the agency when doing so makes sense. Carinne proposed that the Board award 4 of the hours as floating holiday hours and then award the other 8 hours by closing the agency on Monday, December 23rd. The floating holiday hours would be awarded to employees as of November 4th and would have to be used before the end of FY2025.

ACTION: J. Babcock motioned to approve 4 hours of floating time be awarded to staff and closing of the agency on Monday, December 23, 2024, as proposed. Motion seconded by S. Leabough, all approved, none opposed, none abstained. Motion carried.

Employee Bonus Proposal

The Board reviewed the proposal that bonuses be awarded as follows: Eligible Full-time employees will receive a bonus of \$1,000, permanent part-time employees would be prorated from \$1,000 based on their hours, and all hourly employees will receive a \$500 bonus. Eligible employees include all active employees hired on or before October 1, 2024, who have not turned in a resignation prior to November 30, 2024. The bonus will be paid on November 30th.

ACTION: S. Hancock motioned to approve the employee bonus distribution as proposed. Motion seconded by C. Neilson-Hall. All approved, none opposed, none abstained. Motion carried

FY 2024 Doubtful Accounts and Write-offs

Carinne Kight reviewed with the Board that the doubtful account write-offs include billed fees that were non-collectible due to reasons such as bankruptcy, deceased clients, and clients moving. Of note was the decrease in doubtful accounts write offs. In FY2024 that amount was \$31,574.69, compared to \$101,816.65 in FY2023. Carinne explained this was due to full implementation of new reimbursement policies which require consumers to stay current on payments, stopping services if they are more than 2 payments behind. This policy also helped reimbursement staff be more proactive in assigning ability to pay amounts and resulted in much lower overall bills.

Powhatan Building Update

Cheryl reported that there is still no building plan approval. After the last Board meeting, she talked with Rick, and he indicated that the County asked for another truss design. Rick has emailed David Dunivan, the only one who can sign off on the building plan regarding getting it approved. Unfortunately, he has not heard back but is following up with a call this week. Hopefully by end of Friday we will get a detailed email on where building stands. Cheryl also noted that it has been over 2 years since this building project was started. She noted that the building costs have gone up which is affecting Rick and his company as well as the fact that they aren't getting rent from GPCS. Given the impact they are seeing Cheryl is confident they are trying as hard as they can to get the go ahead from Powhatan County on this building.

FY 2025 1st Quarter Financial Statement

Cheryl presented the first quarter financial statement to the Board. She noted that the agency is tracking to be on budget. As of the end of the 1st quarter 24% of budgeted expenditures have been used and 25% of budgeted income has been received. She noted that while GPCS isn't as much ahead as they were during first quarter of FY2024 they are still ahead.

Reports

Board Chair –
none

Senior Finance Director –
none

Senior Community Supports Director –
In previous meeting waiver slot allocation was discussed and Lateshia is happy to report that 5 out of the 9 slots GPCS will receive were recently allocated by the WSAC.

Senior Clinical Director –
None

GPCS Senior Administrative Director –
The mental health case management supervisor recently resigned. Given her resignation, Lisette coming on board, and changes to peer services, mental health and substance use case management, and pathways the position description is being revised to correctly indicate all the position encompasses. As such GPCS is currently recruiting for an MH/SUD recovery program manager, developmental services support coordinator, emergency services clinician, and an emergency services manager.

Interim Executive Director –
Cheryl provided the Board with the quality assurance board report. They reviewed and discussed the contents.

Board Members –
None

At approximately 5:16 p.m., S. Hancock 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. J. Layne-Jordan 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 C. Neilson-Hall to certify conformity of closed meeting and to reconvene regular session, seconded by S. Hancock. All members affirmed this.

The meeting was adjourned at 6:04 pm.

Mike Asip, Secretary
MA/ck

Date

COMMUNITY SUPPORT SERVICES

December 2024 Board Report

Parent-Infant Education Program (PIEP)



We had 9 referrals to PIEP so far in November, 2 children were discharged, and we served 65 families with active IFSPs (with another 16 families in the intake process).

Part of our referral count included 3 children we met at the Powhatan Child Check Event on 11/20, and that's not including the additional 7 preschool-aged children who came to be evaluated by Powhatan Schools!



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

Developmental Services Support Coordination (ID/DD)

Developmental Services Support Coordinators continue to work diligently to ensure all individuals have the services and resources needed. The Support Coordinator team has hired a new support coordinator who will begin employment with GPCS in December.

We are excited that 5 individuals from the DD waiver waitlist, received a DD Waiver, and the support coordination team will open each new case and begin finding services within the community. We will remain dedicated to linking, monitoring and ensuring optimal health and safety for the individuals that we serve.

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

Active CM (Medicaid)	100
Active CM (Non-Medicaid)	1
Waiver Breakdown	
Community Living	61
Family & Individual	39
Building Independence	1
Active Waiver Total	101
Non-waiver Active CM	1
Total Individuals Served	102
Contracted CM Services	7
Transfers	0
DD Waiver Wait List Numbers	
Priority 1	6
Priority 2	31
Priority 3	33
Wait List Total	70

In Home Support Service

The in-home support program continues to have 14 consumers. A new DSP has been hired and trained. She is a VCU student pursuing her social work degree and started working with a consumer in early November. Consumers have been enjoying getting out into the community this month and especially enjoyed many fall festivals as well have enjoyed many other activities such as their usual trips to the library, walks at many different parks, shopping for items they need and enjoy purchasing, going to Flea Markets and eating breakfast out on Saturdays. DSPs also continue to support consumers with gaining independence at home by assisting them as needed with completing their household tasks and with meal preparation.

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

Day Support Services (ID/DD)

Monacan

Monacan Services continues to serve 20 consumers in the program. All 20 consumers in the program now have an ID/DD waiver (funded) since the allocation of new waiver slots last month. Monacan Services has hired a new full time DSP at Monacan Services who will start 12/2/24. We are excited for the new addition to the team, as she has previous DSP experience.



Monacan Services continues to have close relationships in the community. The consumers have continued to Volunteer at the Powhatan Volunteer Rescue Squad, doing various volunteer tasks. The Powhatan Volunteer Rescue Squad honored the consumers, by making them Honorary Members of the Powhatan Volunteer Rescue Squad, for their volunteer contributions. A meeting was held for the consumers, who were presented with honorary member t-shirts and certificates, given to them by the Former Chief, Current Chief and Assistant Rescue Chief of Powhatan Volunteer Rescue Squad. The consumers were so excited to be a part of this, it will be a time they will always remember! What a wonderful way for the consumers to feel a part of the community that they live in!

Submitted by Maitlin Ware,
Program Manager, Monacan Services

November 2024 Board Report

Prevention

We completed our Regional Suicide Prevention report and our DBHDS Site visit. DBHDS was very happy with our Prevention team and all the work they have been doing. We are meeting all our state requirements that we are able to meet and they recognized the specific challenges that rural CSBs face. Robin Pentecost recorded a podcast episode with the Better Business Bureau's platform, Ignite. We will tell local businesses about Community Services Boards and the services they provide. We launched a suicide prevention campaign with Audacy that will run from 11/25/24 to 1/12/2025. Radio campaigns feature Francesca Spencer and Robin Pentecost. The digital campaign features a message from Lock and Talk Virginia to parents about addressing mental health challenges among children. The Rural Substance Awareness and Action Coalition has a Full Board, which will help its effectiveness and reach in the SUD awareness and prevention work. Travis Fellows and Robin Pentecost completed an Adult Training for Mental Health First Aid with ASG Security where 7 participants attended. Travis Fellows, Brian McKeown, and Michael Embrose represented RSAAC at a Blue Grass festival in Goochland, where they spoke to around 30 people, which was a great turn-out and outreach opportunity. Robin Pentecost and Travis Fellows attended Omni and DBHDS's Evaluation Summit in Richmond. Virginia's prevention data and tentative plans for the next 5-year cycle were unveiled. Travis attended a Resilience Training workshop and brought back new ideas to try locally.

Substance Use/ Mental Health Recovery Team

The SUR team has been undergoing a lot of changes and working towards providing more focused services to our clients. Allison Middleton, a current Emergency Services clinician, accepted the position of SUR manager and will be transitioning into the role over the next few weeks. We threw a Pathways Friendsgiving event for staff and clients and had a wonderful turnout. We were able to celebrate client graduations and kick off the holiday season. We have been working on hiring a new Peer Recovery Specialist and have a candidate who accepted the position to start 1/2/25. This Peer position is being funded by OAA funds through Powhatan County as we have been building a stronger partnership with County Administration.



Our case managers served 66 consumers and continue to get more referrals for their services. Nursing staff had a busy month as well, with 138 med visits and our OBAT program growing. Pam Davis, Nursing Coordinator, had the opportunity to meet Governor Youngkin at the signing of the Proclamation of Nurse Practitioner's Week, as part of her appointment to the VA Board of Nursing.

In Pam's words: "I was excited to have the honor of being invited to attend Governor Youngkin's signing of the Proclamation of Nurse Practitioner's Week today. Some of my very good friends and mentors are Nurse Practitioners and I am glad I was able to be a part of honoring them! I continue to be so proud of my appointment to the VA Board of Nursing. I just started into the second year of my appointment and it is just as exciting as it was on day one. ❤️ I can't say enough about my supervisors and support from management of GPCSB to allow me to pursue this part of my career with encouragement."



(Pam Davis standing to the right of Gov

Youngkin)

Mental Health Outpatient:

Active consumers:

MHOP: 344

SBS: 83

SUDOP: 28

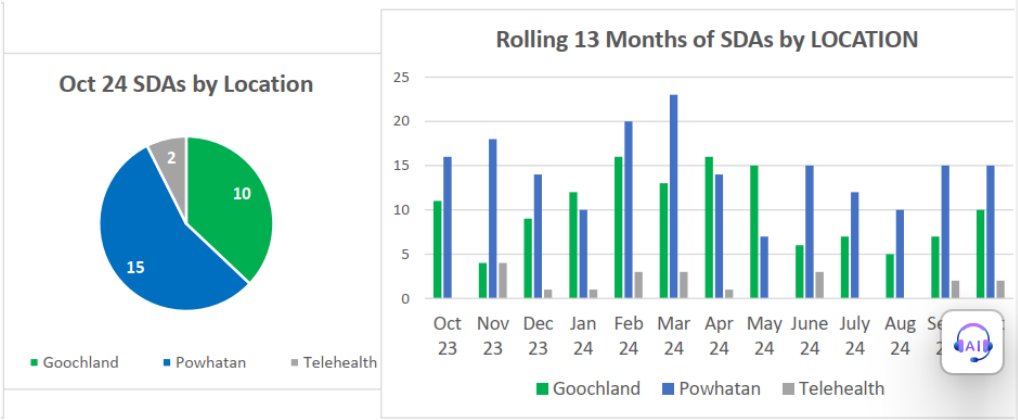
OBAT: 4

Prevention recorded a new Radio ad promoting suicide awareness featuring one of our SBS clinicians, Francesca Spencer!

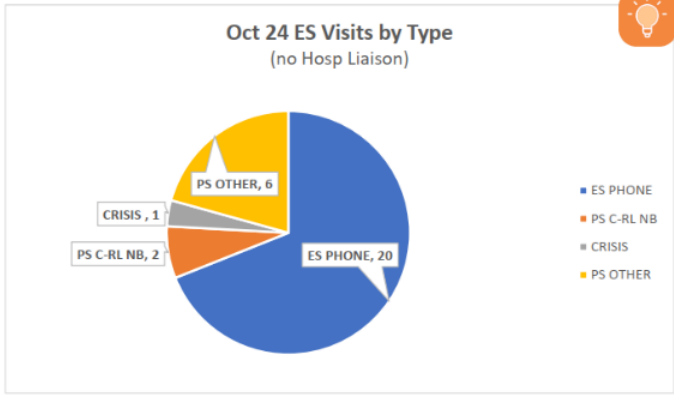
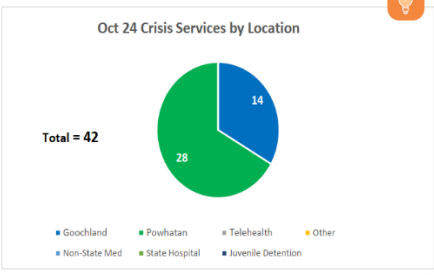
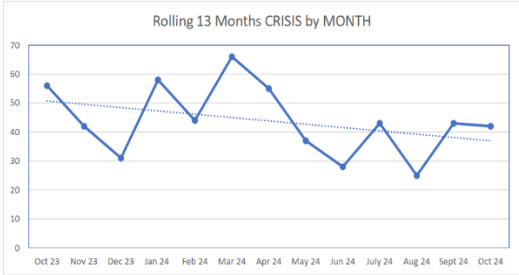
Emergency Services/Access Team

SDA: In October, the Access team completed 27 SDA assessments, an increase of 12.5% compared to September 2024. However, the number of assessments in October 2024 was the same as in FY23. For the last three months, more SDA services have been provided in Powhatan than in Goochland, which is a repeating trend. During October two members of the team participated in Revive Trainer to Trainer, which will allow the Access team to educate and distribute Naloxone HCl to consumers during the Same Day Access process and contribute to the prevention of possible deaths by opioid overdose. This month, the Access Team said “Goodbye” to its Manager, Setera Stevens who transitioned to a private practice and began work towards her PhD degree. Monika Szczotka accepted the Lead Clinician Position while the agency has searched for a new Access Manager.

	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	July 24	Aug 24	Sept 24	Oct 24
Total SDAs	27	26	24	23	39	39	31	22	24	19	15	24	27
Location	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	July 24	Aug 24	Sept 24	Oct 24
Goochland	11	4	9	12	16	13	16	15	6	7	5	7	10
Powhatan	16	18	14	10	20	23	14	7	15	12	10	15	15
Telehealth	0	4	1	1	3	3	1	0	3	0	0	2	2
Clinician	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	July 24	Aug 24	Sept 24	Oct 24
Allison	9	8	11	8	18	12	6	2	11	6	6	6	5
Cassidy	6	6	0	0	2	8	5	1	2	3	4	4	5
Fred	3	3	3	2	3	2	2	3	3	1	0	0	4
Monika	5	5	3	8	9	10	8	8	2	0	3	5	4
Setera	4	4	6	3	7	3	1	1	2	4	1	2	1
Jacqueline	0	0	1										
Richard				1	0	1	0	0	1	0	0	0	0
Caitlyn				1	0	0	0	0	1	0	0	0	0
LaToya						3	9	7	1	5	1	2	8
Billie												2	0



Emergency Services: The access team provided 42 emergency services in October 2024, which is not a significant decrease (2%) compared to September 2024, but continues to be a significant decrease (25%) compared to FY23 showing a declining trend over the last 13 months. The most used emergency service was ES phone calls, which accounted for around 69% of all emergency services, excluding hospital liaison visits. During this month, a meeting was arranged with Scott Ward, Emergency Services Director of RBHA, and the annual renewal of the agreement about after-hours coverage for emergency services was discussed. The agreement will be signed by the Executive Directors of both agencies after going through the procurement process at RBHA.



MONTHLY VEHICLE UTILIZATION AND EXPENSE REPORT (FY-25)

MONTH OF Oct-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	193,602	197,075	263,035	214,089	233,118	117,865	295,745	96,384	153,376	59,201	58,400	110,381	163,507
MILES DRIVEN	0	57	0	1,715	463	2,173	1,985	0	0	269	95	0	190

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	15,375	70,787	112,287	5,955	111,255	4,379	7,655	179,587	112,901	131,793	11,014	127,976	63,241
MILES DRIVEN	168	577	335	678	4	351	566	241	0	689	1,108	535	326

VEHICLE	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	105,318	14,408	74,488	65,281	117,609	16,188
MILES DRIVEN	182	953	797	341	0	1,724

TOTAL MILEAGE & PROGRAM UTILIZATION

TOTAL # MILES DRIVEN	16,522	64,336
Operations (Transportation)	<u>6,393</u>	<u>26,103</u>
Monacan Services & Pathways	<u>3,474</u>	<u>15,596</u>
Parent Infant Education Program, ID/MH Services, Residential Services, In Home Support services	<u>6,655</u>	<u>22,637</u>

GASOLINE FOR:

NUMBER OF GALLONS PURCHASED	774.20	3,114
COST OF GASOLINE PURCHASED	<u>\$1,652.34</u>	<u>\$7,299</u>

** Gas reported Goochland and Quarles October 2024

REPAIRS & MAINTENANCE

COST OF REPAIRS & MAINTENANCE	<u>\$136.94</u>	<u>\$6,944</u>
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DRIVERS HOURS & SALARIES

NUMBER OF HOURS DRIVERS WORKED	<u>381.50</u>	<u>1,474</u>
DRIVERS SALARIES	<u>\$7,793.50</u>	<u>\$30,080</u>