



GOOCHLAND POWHATAN COMMUNITY SERVICES
BOARD MEETING

November 4, 2024
4:30 P.M.
Pathways Board Room

AGENDA

- I. Minutes of the October 7, 2024, Board Meeting
Pages: 2-4
***Action: Approve or amend October 2024 minutes.**
- II. Public Comment
- III. Developmental Services Support Coordination Program Presentation – LaTasha Dodson
- IV. FY 2024 Doubtful accounts and write-offs - Carinne
Pages: 5
***Informational**
- V. New Powhatan Building Update -- Cheryl
***Informational**
- VI. FY 2025 1st Quarter Financial Statement - Cheryl
Pages: To be Given on Monday
***Informational**
- VII. Additional State Holiday Hours
- VIII. Bonus Discussion
- IX. 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**
- X. Closed Session: ED Search Update
- XI. Adjourn

Next Meeting: December 2, 2024 Location: Powhatan Board Room

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
October 7, 2024

Goochland Powhatan Community Services Board of Directors held its October 2024 meeting on Monday, October 7, 2024, at Powhatan Offices.

Present

Marcus Allen
Michael Asip
James Babcock
Jackie Cahill
Parthenia Dinora
Stephen Hancock
Joyce Layne-Jordan
Sandra Leabough
Linda Revels

Absent

Crystal Neilson-Hall

Staff Attending

Cheryl Smith
Carinne Kight
Lateshia Brown
Lisette Edwards

Welcome

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

Minutes

September 2024 meeting minutes were reviewed for approval. There was one correction noted, Parthy was in attendance not via zoom.

ACTION: Motion to approve September 2024 meeting minutes as amended was made by S. Hancock, seconded by M. Allen. Motion approved by all in attendance, none opposed. Motion carried.

Public Comment

There was no public comment.

Introduce Lisette

Cheryl introduced Lisette Edwards. Lisette has filled the position of Senior Director of Clinician Services.

Powhatan Building Updates

Cheryl reported that she received an update this morning from Rick. All they are waiting for is for the county attorney to sign off on the site plan. Once that is done then the site plan is officially approved, which is a big step. As far as the building plan, the first special inspections statement was rejected, but they have submitted a second one and are confident it will be approved. Overall, they are hopeful that by December 1st they will be able to break ground.

Programs Presentations Discussion

Jackie explained that this conversation is related to the idea that Jamie had recently for all programs to do presentations to the Board. Jamie elaborated that he remembered when first on the Board supervisors had come to present to them, in particular he remembered PIEP presentation. Jackie further explained that they may have a power point, may have stories, may have data, but in general would tell the Board about their program and services they offer. There was discussion about incorporating the presentations into the Board meetings and who would schedule. It was determined that GPCS leadership would talk with supervisors and have them set up a monthly schedule for presentations and Cheryl would provide that to Jackie prior to each meeting.

Write-Offs

This was postponed until next month.

Cedarwoods

Lateisha explained to the Board that Cedarwoods is the agency's non-profit entity. At one time it had houses to support the residential program, but we have since sold the houses. The bylaws were updated within the past year giving more broadness to the purpose of the entity. Those were sent out to the entire board to keep them informed. At this point the Cedarwoods Board of Directors needs to meet. Historically those meetings are held just prior to the agency Board meetings and occur once a quarter. The thought is to grow Cedarwoods to the point of doing fundraising. Currently Jackie and Jamie are the two GPCS Board members on the Cedarwoods Board. We have been asking for another GPCS Board member to join the Cedarwoods Board. Currently there is just over \$300,000 in the Cedarwoods accounts. There is not a lot of movement in the accounts because there are no houses with rent to collect as has been in years past. The Board discussed who would be willing to join the Cedarwoods Board, and Marcus volunteered to join.

PSR Program Update

Cheryl reminded the Board that GPCS no longer has a PSR license as of January 2023. It was at that time that leadership, in conjunction with program staff, determined that the program could be revamped, forego the billing associated with PSR, and regain consumer attendance. Over the past year and a half GPCS committed a lot of funding to revamp the program in lieu of billing. Unfortunately, ever since the pandemic, the program has struggled to regain numbers, even with revamping. Typically, 5 to 7 individuals attend regularly. At this point leadership has determined it's not financially responsible to keep the program in its current state.

As of October 1st, a restructuring has started, with the plan to have it function as a drop-in center for consumers and public. The consumers that were coming to PSR are still welcomed in, and the agency will still provide them with transportation to the center as scheduled for them, though they are not going to offer transportation to new attendees. Two peers are running the center and are working toward billing peer services. This is just a start in restructuring as leadership is still trying to determine the best use of the staff and building to meet consumer needs.

Reports

Board Chair –
none

Senior Finance Director –
none

Senior Community Supports Director –
none.

Senior Clinical Director –
NA

GPCS Senior Administrative Director –
There are openings for developmental services support coordinator, DSP, outpatient clinician, administrative assistant, and emergency services manager.

Board Members – Sandra Leabough reported that she attended the Board session at the recent VACSB conference. The session focused on FOIA and the impact it has on Board members. She discussed points that were brought up including that minutes of Board meetings fall under FOIA, that a meeting of more than 2 Board members constitutes a public meeting, and the suggestion that Board members have email addresses with the agency they are on the Board for. There was discussion around getting Board members email access. Carinne agreed to ask Goochland IT to set everyone up with an email address and will report back at the next meeting regarding the progress of that request.

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. P. Dinora 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 M. Asip to certify conformity of closed meeting and to reconvene regular session, seconded by M. Allen. All members affirmed this.

The meeting was adjourned at 5:42 pm.

Mike Asip, Secretary
MA/ck

Date



Memorandum

TO: Jackie Cahill, Chair, and Members of Goochland Powhatan Community Services Board of Directors

FROM: Carinne Kight, Senior Director of Administration

SUBJECT: FY2024 Fee Write Offs

DATE: September 4, 2024

Annually, fees & fee collections are assessed, and an amount is selected for write offs. Please find this information below.

	FY24	FY23	FY22	FY21	FY20
Fees Charged	\$2,987,494.74	\$2,770,470.44	\$2,629,792.71	\$2,333,024.73	\$2,258,484.10
Credible Fees Collected	\$2,260,754.07	\$2,293,775.17	\$1,787,120.45	\$1,626,145.49	\$1,712,346.50
Ability to Pay & Insurance Adjustments	\$594,795.11	\$574,266.26	\$528,463.80	\$585,913.52	\$579,736.67
Doubtful accounts/Write Off	\$31,574.69	\$101,816.65	\$151,323.40	\$39,064.44	\$45,244.03
Accounts Receivable @ 6/30	\$376,643.79	\$276,272.92	\$475,660.56	\$312,775.50	\$230,874.22

FY 24 Write Off Breakdown	
Deceased	\$35.47
GPCS Write off	\$14,472.97
Doubtful accounts	\$17,066.25
TOTAL	\$31,574.69

COMMUNITY SUPPORT SERVICES

November 2024 Board Report

Parent-Infant Education Program (PIEP)

We had 7 referrals to PIEP so far in October, 6 children were discharged, and we served 64 families with active IFSPs (with another 16 families in the intake process).

On October 25th, we held our annual Child Check event in collaboration with Goochland Schools here at the CSB building for the first time, and it was phenomenal! We had 8 families come by and a handful more reach out for information so they can consider requesting an evaluation in the future. For a few of the families, we were even able to meet long enough to begin writing treatment plans.

PIEP is working on a Powhatan event in November, likely 11/20 at the Powhatan Landmark Center, so please be on the lookout for that information!

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 they need. The Support Coordinator team welcomes Nicole Decker as she started her new position as of October 1st. The support coordination team remains dedicated to linking, monitoring and ensuring optimal health and safety for the individuals that we serve.

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	11
Priority 2	30
Priority 3	33
Wait List Total	72

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

In Home Support Services

In Home Support Services has 14 consumers in the program. A new DSP was hired this month and is in the process of being trained.

This past month, one staff and one of his consumer’s came into the office to help decorate a pumpkin for the GPCS pumpkin decorating competition along with Mackenzie Brooks-DD Program Support Specialist and we even had help from Naomi Robinson – Developmental Services Quality Assurance Coordinator.



It was a fun time for all. Also, this month we had a staff /consumer pizza get together at a local library where consumers enjoyed pizza and made a Halloween craft.



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

Day Support Services (ID/DD)

Monacan



Monacan Services continues to have 20 consumers in the program. We are currently completing the interview process for a new full-time DSP and are hopeful to have a new staff hired soon.

In the beginning of October, the consumers took trips to the pumpkin patch to get ready for upcoming Halloween. This is always a favorite outing for the consumers, they enjoy picking out their favorite pumpkin. The consumers are very excited for the upcoming Halloween Costume Party, with Halloween Bingo. Holidays at Monacan are always a favorite!

Submitted by Maitlin Ware,
Program Manager, Monacan Services

Quality Assurance (ID/DD)

During September Developmental Services Quality Assurance continued to support the developmental services programs. Efforts were made to review records to ensure compliance with regulatory requirements. The DD Quality Assurance Coordinator continued monitoring data provided internally by the agency's data analyst and DBHDS to track trends and address concerns indicated by the data. The DD QA Coordinator and DD Case Management Manager participated in a WaMS & ECM/TCM Data Review for FY 24 Quarters 3 and 4. Overall the report was positive as we have maintained 100 % compliance consistently for multiple measures over several quarters. There were areas identified that need some improvement and a plan has been developed to address those concerns. There were no reviews or audits in October.

Submitted by Naomi Robinson,
Developmental Services Quality Assurance Coordinator

Clinical and Behavioral Health and Wellness Services October 2024 Board Report

MH Case Management--> Substance Use/ Mental Health Recovery Team

During the month of October 2024, the MH CM team underwent a transformation and is now under the name, Substance Use/ Mental Health Recovery Team (SUR Team) to promote a greater focus on SUD services and the Recovery lens the entire team uses. During this month, the manager of the MH CM team resigned to pursue another role more suited to her licensure. In this transition time, we decided to examine the structure of the team and to rename it to match the work being done. There will be more exciting changes happening within this team as we continue to evaluate the work

The team was active in the community, including attending the Annual Goochland County Fire Rescue Show where we hosted a table to promote awareness of RSAAC and GPCSB services. Our team hosted a “Train the Trainer” course with Benjamin Carr, Director of Recovery Services with Caritas to allow employees to be certified Revive trainers in the community as well as teach consumers how to respond in case of overdose. Members of SUR team met with Allen Campbell, State Program Manager at VDOT and received approval to have Overdose Response Kits installed at both East and West bound rest stops on Highway 64. SUR team will be training all staff at these 2 locations in the coming weeks. There were 65 MH CM clients and 14 SUD CM clients that were served in September, and we continue to focus efforts on providing more exposure in the community and engage new clients in SUD services.

Med Services had a great month as well. At our all-staff meeting, the nurses offered flu shots to all GPCS staff, which was the first time we offered this to our employees and had a good turnout. There were 135 med visits in September. We are defining our process for ADHD stimulant medication prescriptions to ensure proper care for clients with ADHD.



Behavioral Health and Wellness

Travis Fellows (Community Development Specialist and RSAAC member) and Vanja Vasquez (GoochlandCares Employee Serving as Goochland Representative for RSAAC's Board) attended the Community Coalitions of Virginia Summit. They will present lessons learned on successes and challenges to RSAAC on November 6.

We are working with Audacy Media on two separate media campaigns.

We received an update on a 6 week Over The Counter Campaign that asks parents to lock up their medication and store it safely to reduce medication misuse and accidental poisoning among youth. The campaign performed above industry standards. A report will be available soon.

We are initiating a suicide prevention campaign during the holidays. Our long-term goal is for no youth to die by suicide during the holidays. The short-term goal is that all parents and caregivers know to lock up guns, lock up medication, talk about mental health, and reach out to the Community Services Board when they want our support.

RSAAC attended the Fire Rescue Show on October 12:

Brian McKeown represented the coalition. Fire Chief Eddie Ferguson remarked upon the value our coalition brings to the event, stakeholders, and other community members.

Triad Wellness Presentation October 16th at Colonial Downs:

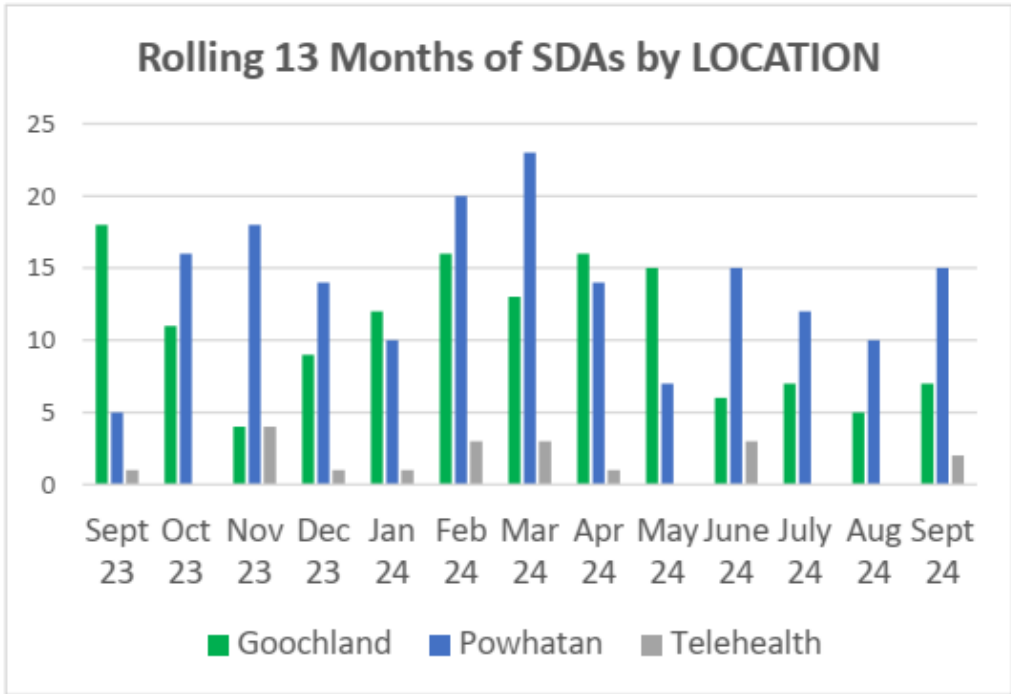
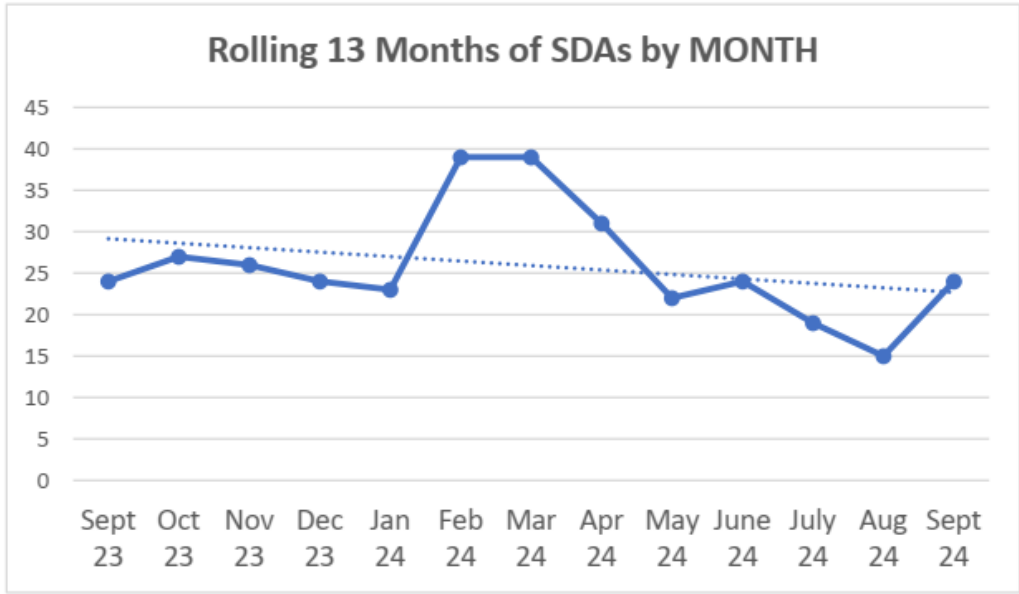
Francesca Spencer and Robin Pentecost presented to a group of 100 people over 65 on Wellness Practices and Lock and Talk Virginia to prevent suicide. We also provided resources, cable locks, locking devices for medication, and drug deactivation packets. Our presentation was well received by the audience and stakeholders. We made new connections for the coalition too!

Travis Fellows attended a Resilience Training to further our wellness strategies that was hosted by Rockbridge CSB. He's using some of the ideas to fortify coalition development and trainings.

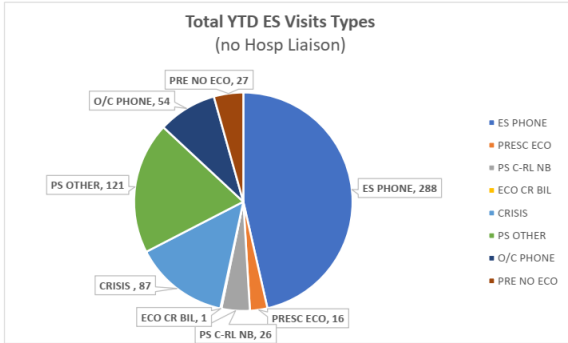
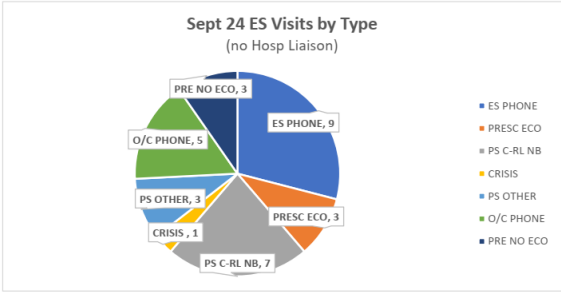
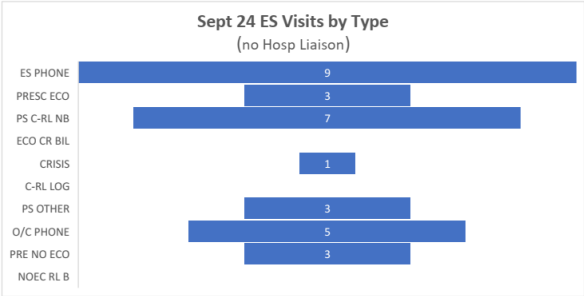
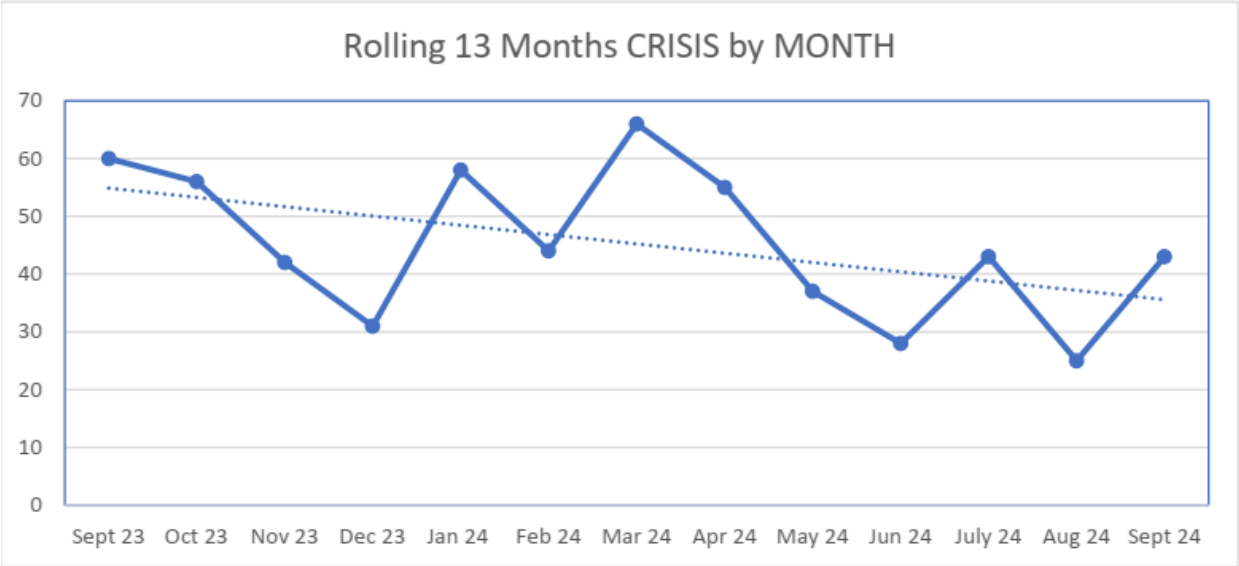
We completed our Regional Suicide Prevention quarterly reporting requirements, our State Opioid Response yearly final report, and we continue to work with Omni on finalizing our data entry plans, logic models, and guidance materials for the 2025 State Opioid response grant.

Emergency Services/Access Team

SDA: In September, the Access team completed 24 SDA assessments, a significant increase of 60% compared to August 2024. However, the number of assessments in September 2024 was the same as in FY23. The increase in SDA was anticipated for the end of August and September as the new school year started. The access team utilized the assistance of intern students to provide the services in a timely manner. For the last three months, more SDA services have been provided in Powhatan than in Goochland, which is a repeating trend.



Emergency Services: The access team provided 43 emergency services in September 2024, which is a 28 percent decrease compared to FY23. There were 3 Emergency Custody Orders preadmission assessments completed this month which is unusual. The average is around 1 per month. The most used emergency service was ES phone calls this month, the same as in previous months. The Access Team answered 288 calls in the last 13 months. The team continuously works on delivering high-quality services to residents of Goochland and Powhatan utilizing information provided during Emergency Services Council and Regin 4 Stakeholders meetings including such services as Region 4 Mobile Crisis, Crisis Receiving Center, and Crisis Stabilization Unit.



MHOP/SUDOP

Current clients:

MHOP : 342

SBS: 79

SUDOP: 26

OBAT: 3

Our teams have been working hard as the seasons change and we are seeing an increase in consumers. We continue to build upon our partnerships with the schools and are working to continue to support students' mental health. The teams are all working together and utilizing their individual strengths as we had one of the SBS clinicians present at a resource fair for the aging population with our prevention team. Two clinicians went to Supervisors training with DBHDS partnering with VCU to be able to supervise new clinicians towards their licensure.

MONTHLY VEHICLE UTILIZATION AND EXPENSE REPORT (FY-25)

MONTH OF Sep-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	197,018	263,035	212,374	232,655	115,692	293,760	96,384	153,376	58,932	58,305	110,381	163,317
MILES DRIVEN	277	149	0	1,823	0	1,687	2,170	0	0	252	251	0	248

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	15,207	70,210	111,952	5,277	111,251	4,028	7,089	179,346	112,901	131,104	9,906	127,441	62,915
MILES DRIVEN	199	641	147	547	5	280	89	4	335	0	745	344	26

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	105,136	13,455	73,691	64,940	117,609	14,464
MILES DRIVEN	267	562	751	330	140	1,549

TOTAL MILEAGE & PROGRAM UTILIZATION

TOTAL # MILES DRIVEN	13,818	47,814
Operations (Transportation)	<u>6,106</u>	<u>19,710</u>
Monacan Services & Pathways	<u>2,663</u>	<u>12,122</u>
Parent Infant Education Program, ID/MH Services, Residential Services, In Home Support services	<u>5,049</u>	<u>15,982</u>

GASOLINE FOR:

NUMBER OF GALLONS PURCHASED	756.37	2,339
COST OF GASOLINE PURCHASED	<u>\$1,780.50</u>	<u>\$5,647</u>

** Gas reported Goochland and Quarles september 2024

REPAIRS & MAINTENANCE

COST OF REPAIRS & MAINTENANCE	<u>\$3,977.47</u>	<u>\$6,807</u>
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DRIVERS HOURS & SALARIES

NUMBER OF HOURS DRIVERS WORKED	339.50	1,092
DRIVERS SALARIES	<u>\$6,932.70</u>	<u>\$22,287</u>