

DISTRICT 19 COMMUNITY SERVICES BOARD
MENTAL HEALTH, INTELLECTUAL DISABILITY and SUBSTANCE USE SERVICES

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Jennifer Tunstall, LCSW
Executive Director

Melissa DeVault, MS
Director of Operations

District 19 Community Services Board held a regular meeting of the Board of Directors on Monday, September 14, 2020, at 6:00 p.m. via on-site WebEx.

I. The Chair, Brenda Ebron-Bonner, called the meeting to order at 6:10 p.m.

II. Roll Call:

| | | |
|-----------------|-----------------------|----------------------|
| PRESENT: | Brenda Ebron-Bonner | W. Joe Green |
| | Mark Shiflett | Ray Spicer |
| | Shamika Lewis | Daphne Turner |
| | Gary Talley | Jean Grim |
| | Kenneth Robinson | Shel Bolyard-Douglas |
| | Danielle Powell, P.C. | |

| | | |
|----------------|------------------|-----------------|
| ABSENT: | Richard Yates | Sherry Saunders |
| | Frances Randolph | |

III. Opening Statement by the Executive Director: This Public Meeting of District 19 Board of Directors is being conducted remotely consistent with Governor Northam's Executive Order 53 and 55, due to the current State of Emergency in the Commonwealth given the outbreak of the novel coronavirus.

In order to mitigate the transmission of the virus and reduce risk of COVID-19 illness, we have been advised and directed by the Commonwealth to suspend public gatherings. The nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location. For this meeting, the Board is convening by [telephone conference/video conference **via WebEx**] as posted on D19's website identifying how the public may join.

IV. Approval of Agenda

MOTION: Mr. Robinson made the motion to approve agenda as presented.

Seconded by: Ms. Grim

Motion carried

- PARTICIPATING MEMBERS -

Colonial Heights
(804) 520-7210

Dinwiddie
(804) 469-3746

Emporia/Greenville
(434) 348-8900

Hopewell/Prince George
(804) 541-8660

Petersburg
(804) 862-8002

Surry
(757) 294-0037

Sussex
(804) 834-2205

V. Approval of the Minutes

MOTION: Mr. Robinson made the motion to approve the June 25, 2020 minutes as presented.

Seconded by: Ms. Turner

Motion carried

VI. Employee Recognition: Executive Director, Jennifer Tunstall, recognized staff selected as Employee of the Month for July and September. Carolyn Brown, Buyer/Receptionist from the Operations Division, was selected as Employee of the Month for July. She has worked hard over the last six months to research and order PPE supplies to keep the agency stocked when it was difficult to get supplies from our normal suppliers. Brent Schildt, PACT Clinician from the Adult Services Division, was selected as Employee of the Month for September. He has worked hard to care for his consumers and complete his daily duties efficiently. Brent has also assisted is team members greatly with their network communications and set up their daily Zoom meetings for PACT.

VII. Board Service Recognition - Executive Director, Jennifer Tunstall expressed thanks to two Board members for providing representation from their localities by serving on District 19's Board of Directors. Mrs. Rose Mastracco represented Dinwiddie County from September 30, 2015 through June 30, 2020. Mrs. Mastracco retired as the Director of Dinwiddie County Department of Social Services on June 30, 2020. Mrs. Bertha Judge represented Sussex County from July 1, 2020 through August 14, 2020. Mrs. Judge served on the Board while working as the Director of Sussex County Department of Social Services. Mrs. Judge accepted a position outside of the Sussex County catchment area so had to resign from the Board.

VIII. Public Comments – *All persons addressing the Board shall sign-in with name and address. Comments shall be limited to five minutes. No person shall be permitted to address the Board of Directors a second time until all others have been heard and no one may speak more than twice on any subject in any meeting. All remarks shall be addressed to the Board as a body. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct will be asked to leave the premises.*

Board member, Ray Spicer, stated that September is National Suicide Awareness and Prevention Month. With all of the challenges we are facing, this month holds

a certain heightened meaning these days. Mr. Spicer, expressed appreciation to the Executive Director for the resource material that was passed on to him, and that it has been displayed in his agency for the public to view.

Mrs. Tunstall added that our Prevention Services Program provides webinars that are posted on our website. Be Well VA is the regional approach we also use for information and resources during this very important initiative.

IX. Old Business

Fleet Management/Enterprise Update – At the last Board meeting in September, the Executive Director was given authorization to sign the contract with Enterprise once all documentation was satisfied. Mrs. Tunstall is continuing to work with the Board Attorney on some minor details, and the contract should be ready to sign soon. The contract should be signed by the next Board meeting in October.

Board member, Kenneth Robinson, asked if Enterprise would sell the old used vehicles. Mrs. Tunstall explained that Enterprise would take those vehicles to sell and assign as a credit toward the cost per the agreement. This will help to support the ongoing cycle. Enterprise will give fair value on those vehicles that are not usable anymore.

X. New Business

A. Operations During Pandemic

- I. **Statistics of COVID 19** – The Board was given a monthly breakdown of the number of COVID cases for consumers and staff as of September 1, 2020. We have done a good job in being cautious in staffing patterns and not having too many staff on-site at one time. We had one occasion when an entire program was impacted, but staff quarantined at home and were still able to telework and provide services from home. Staff were not allowed to return to work until requirements were met per the protocols. Teleworking is still advantageous.
- II. **Emergency Temporary Standard 16VAC25-20** – The Executive Director informed the Board that Governor Northam ordered that a workplace safety plan for all state businesses be developed and implemented. We had 30 days to get in compliance and start training. The *Emergency Temporary Standard* was designed to establish requirements for employers to control, prevent, and mitigate the spread of SARS-Cov-2, the virus that causes coronavirus disease 2019 (COVID-19) to and among employees and employers. Mrs. Tunstall reviewed the 47-page document

and informed the Board on how a plan was developed to meet the requirements. District 19 had to develop an Infectious Disease Plan that is effective for six months specific to COVID-19. We included most of the protocols we already had in place for this plan with some additions and revisions. We purchased signage to put up in all programs advising social distancing and masks. All staff and consumers must complete a screening form (for COVID symptoms) before entering the programs, attesting that they are symptom free. Plexi-glass will be put up in appropriate areas where needed, and there will be no sharing of office space at this time. An assessment of exposure list by job was completed as required. Most positions all fell in the medium to low risk level. When there is less flexibility with telehealth, the risk will potentially move to higher risk levels.

B. Infectious Disease Preparedness and Response Plan for COVID-19 –

Mrs. Tunstall presented the Board with the Infectious Disease Preparedness and Response Plan for COVID-19 for informational purposes. The plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam's COVID-19 Executive Order and subsequent Addendum, as well as guidelines from the Centers for Disease Control. District 19 has assigned Melissa DeVault, Director of Operations, and Jennifer Immekus, QI Supervisor, as Health Officers for the agency.

C. Holiday Changes: November 3rd (Election Day) – District 19 follows the state holiday schedule. Governor Northam has declared November 3rd as a state holiday this year. However, Election Day is not in our current holiday leave policy. Mrs. Tunstall asked the Board for approval to add Election Day to District 19's holiday schedule for this year.

MOTION: Mr. Talley made the motion to approve adding Election Day to District 19's holiday schedule.

Seconded by: Mrs. Grim

Motion carried

D. Emergency Services Executive Order 70/Proposed Bills (MARCUS Alert) –

Emergency Services Order 70 addresses the impact of coronavirus (COVID-19) on the psychiatric hospitals. Mrs. Tunstall gave a brief overview how this is impacting District 19's Crisis services. Due to difficulty with state hospital psychiatric beds, TDOs go to state facility, but COVID-19 added complexity to state hospitals and some have ceased admissions temporarily due to having issues with COVID. The order indicates that if bed census is too high and/or they have a

COVID outbreak, they won't take any admissions. Terrelle Stewart, Director of Community and Crisis Services stated that the Executive Order puts them in a bad position because this order is not on the side of the consumer or law enforcement, as it can take several days for individuals to physically be admitted and begin treatment. We do not have the authority to take custody of individuals if law enforcement does not maintain custody. Mrs. Tunstall stated that any assistance from city council and community leaders would be helpful. Mrs. Bonner stated that social workers at state hospitals are working to get patients out, but they are returning at a faster rate.

The proposed Marcus Alert (Mental Health Awareness Response and Community Understanding Services) System will consist of establishing community care teams that consist of mental health service providers working with registered recovery specialists and law enforcement officers as a team, with mental health services providers leading the team to help stabilize individuals in crisis situations. Ms. Stewart stated that this is not mandatory for CSB's at this time, but will start with five pilot CSBs at a time by July 2021. By 2022, all localities should have a Marcus Alert team if the bill passes as currently written. Mrs. Tunstall discussed concerns about implementation of this bill, as it is separate from Mobile Crisis as defined in STEP-VA. Funding and staffing would be two major areas of concern.

E. Developmental Disability Services: Division changes – Developmental

Disability Services (formerly MR Services) was once an independent division at District 19. The existing program was moved under Child and Adult Divisions during a reorganization years ago. The Adult DD services is currently under the direction of the Director of Adult Services, and the Children's DD services are under the direction of the Director of Child and Adolescent Services. These directors also oversee all of the Mental Health and Substance Use Services. The DOJ Settlement has caused a strain on DD services due to additional mandates and documentation for more measures and dashboards being added. Due to the increased workload and high turnover for DD case managers, we increased DD staff salaries last year. However, we continue to struggle with compliance and turnover. The Executive Director has determined that due to the DOJ Settlement, additional requirements in the Performance Contract, and ever changing mandates in this program, it is best that Developmental Services become its own Division. District 19 will plan to begin recruitment to hire a Director to strictly oversee that division and the compliance to make sure monthly measures and mandates are being met. This change does not include any layoffs. There are still some details to work out. The vacant support staff position in the current Adult DD program will be frozen and other support staff that fall under Adult and Child Services will be assigned where needed to meet the needs of the new division and two existing divisions. There are currently two

managers that will be affected by the change, but by removing some of their other programs and shifting those to other managers, they can focus on DD. Mrs. Tunstall has worked with the Finance Director on how to fund positions. We anticipate that Medicaid revenue will increase with closer oversight. We will also use DD excess funds that historically support other programs, but will be kept in this division. Mrs. Tunstall provided the Board with an organizational chart and financial breakdown of funding information so that they could see how the division would operate.

Although a motion was not needed from the Board to move forward with implementing the new division, all were in agreement with the decision.

- F. Revised Fee Schedule** – Mrs. Tunstall presented the Board with the revised Fee Schedule and Fee Subsidy Scale for approval. The Fee Schedule was revised due to two areas of change in Medicaid rates for individual therapy. The Fee Subsidy Scale was revised to add for new scales based on 150% of poverty levels (in the range).

MOTION: Mr. Green made the motion to approve the revised Fee Schedule and Fee Subsidy Scale as presented.

Seconded by: Mr. Tally

Motion carried

XI. Informational Items

A. Finance Report

I. Lost revenue due to COVID – Lisa Clark, Finance Director, provided the Board with a report on FY20 Calculation of Lost Revenue for Certain Services. She gave an overview of the report and answered questions from the Board. This report was provided for informational purposes.

II. Weekly report to DBHDS – A weekly report is being sent to the Department to report cash reserves on hand. The Finance Director provided a report that shows the measures that are tracked. District 19 has had 12-13 weeks of reserves consistently. However, this will decrease soon because we have to spend money that has been set aside from the region for specific projects. Some of the reserves is also restricted funding.

III. Financial Reports – June and July 2020 – Mrs. Tunstall gave a brief overview of the financial reports. These reports were provided for informational purposes.

- B. Consumer ADA Plan and District 19 Policies and Procedures** – Melissa DeVault, Director of Operations, spoke to the Board on why a consumer ADA Plan needed to be created for consumers. District 19 has always had an ADA Plan in line with the American's with Disabilities Act (ADA) for employees, but this plan is for individuals receiving services. This Act prohibits discrimination against individuals with disabilities by state and local government entities on the basis of disability in access to facilities or the services, programs or activities, and employment practices. The plan documents a formal process for consumers who want to request accommodations to receive services. Consumers can meet with the coordinator over the ADA process to discuss the plan. Consumers use to talk to program managers or case managers, but now we have an identified ADA Coordinator, Jennifer Immekus. Policy training will take place for all staff.

Board member, Joe Green stated that he was impressed with the level of detail on mandated information provided to the Board to keep the Board informed.

- XII. Quarterly DBHDS CAP Reports** – Melissa DeVault, Director of Operations gave a summary of the First and Second Quarter CAP Report. District 19 received three citations in the first quarter, and two citations in the second quarter. All CAP's were responded to and the corrective action plans were accepted by DBHDS. District 19 did not have any citations from DMAS/Department audits.

- XIII. Closed Session** – None

- XIV. Adjourn**

MOTION: Mr. Kenneth Robinson made the motion to adjourn.

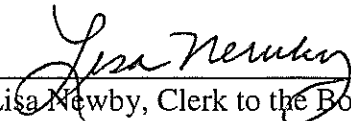
Seconded by: Ms. Turner

Motion carried

There being no further business, the meeting was adjourned at 7:45 p.m.



Brenda Ebron-Bonner, Chair



Lisa Newby, Clerk to the Board