



## **MEETING OF THE BOARD OF DIRECTORS**

**Thursday, February 22, 2018, 5:00 p.m.**

**CSB Campus Board Room**  
300 Medical Drive  
Hampton, VA 23666

### **Board Officers**

Wanda Rogers, **Chair**

Pixie Killebrew, **Treasurer**

Thomas F. Morehouse, III, **Vice Chair**

Beatrice V. Dahlen, **Secretary**

### **Members of the Board**

Golden Bethune-Hill	Arva Davidson
James Gray, Jr.	June R. Owens
Sheriff B.J. Roberts	Morgan Russell
Turner M. Spencer	Mary L. Stewart
Timothy L. Supler	Venerria Thomas
Elva Williams Hunt	



## *V i s i o n*

*The Hampton-Newport News Community Services Board is the premier provider of behavioral health and intellectual and developmental disability services. We are recognized throughout Virginia for our leadership, excellence and commitment to service. We earn this distinction by creating a community where people can find their own strength and become self-determining.*

## *M i s s i o n*

*To provide a comprehensive continuum of services and supports promoting prevention, recovery, and self-determination for people affected by mental illness, substance use, and intellectual and developmental disabilities, and advancing the well-being of the communities we serve.*



## **Strategic Planning Goals (2017 - 2021)**

### **Strategic Objective #1**

**Continue to develop the administrative systems and service array necessary to maintain and further Hampton-Newport News Community Services Board's reputation as THE premier provider in the context of the changing Virginia's behavioral health system.**

### **Strategic Objective #2**

**Pursue further revenue diversification and expansion of services, supports and prevention activities so that Hampton-Newport News Community Services Board can improve the quality of life for the individuals, families and communities we serve.**

### **Strategic Objective #3**

**Celebrate and communicate the Hampton-Newport News Community Services Board's performance and reputation as a center of excellence and center of influence, through on going engagement of the community we serve.**

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**DATE:** February 15, 2018  
**TO:** Members of the Board of Directors  
**FROM:** Natale Christian, Executive Director  
**SUBJECT:** **Meeting of the Board of Directors  
February 22, 2018, at 5:00 p.m.  
CSB Campus Board Room, 300 Medical Drive, Hampton, VA**

Greetings Members of the Board:

As we begin our budget planning season and prepare for several upcoming events, we look forward to updating you at the next Board of Directors Meeting.

Attached for your review and consideration is the Agenda and Package for the **Board of Directors Meeting of the Hampton-Newport News Community Services Board (H-NNCSB)** scheduled on **Thursday, February 22, 2018, at 5:00 p.m.**

For your information, please be advised that Members of the **Nomination and Selection Committee** held their first committee meeting on **Tuesday, February 6<sup>th</sup>, at 4:00 p.m.** Moreover, due to the *Presidents' Day* holiday observed on Monday, February 19<sup>th</sup>, Members of the **Budget, Finance and Audit Committee** will meet on **Tuesday, February 20<sup>th</sup>, at 4:00 p.m.**, followed immediately by a meeting of Members of the **Community Relations / Governmental Affairs Committee at 4:30 p.m.** that same date. We ask that Members mark your calendars and remember that Board Standing Committee meetings are open to all Members of the H-NNCSB Board of Directors.

We look forward to seeing you next week at the Meeting of the Board of Directors for the Hampton-Newport News Community Services Board.

NWC:gvm  
Enclosures

## MEETING OF THE BOARD OF DIRECTORS

Thursday, February 22, 2018, 5:00 p.m.

CSB Campus Board Room

### A G E N D A

1. **Call to Order**
2. **Remarks of the Chair**
  - Introduction of Guests
  - Other Remarks
3. **Public Comment Period**
4. **Action Items**
  - **A-1** Minutes of the Board of Directors Meeting of January 25, 2018
  - **A-2** Recommendation of the Nomination and Selection Committee
5. **Standing Board Committee Reports**
  - Nomination and Selection Committee
  - Budget, Finance and Audit Committee
  - Community Relations / Governmental Affairs Committee
6. **Information Items**
  - **I-1** Addiction and Recovery Treatment Services (ARTS)
  - **I-2** STEP Virginia
  - **I-3** Medicaid Expansion
  - **I-4** DD Urgent Waiver Waiting List
7. **H-NNCSB Board Presentation** – Program for Assertive Community Treatment (PACT)  
*Connie Landry-Vatsa, PACT Manager*
8. **Program Highlights**
9. **Adjournment**

## ACTION ITEMS

February 22, 2018

### **A-1. Minutes of the Board of Directors Meeting of January 25, 2018**

**Issue:** Board approval of the Minutes of the Board of Directors Meeting held on Thursday, January 25, 2018.

**Background:** Minutes of the Meeting held on January 25, 2018, are included in the Board Package for review by Members of the Board of Directors.

**ACTION:** Board approval of the Minutes of the Board of Directors Meeting held on January 25, 2018.

**Enclosure:** Minutes of the Board of Directors Meeting of January 25, 2018.

### **A-2. Nomination and Selection Committee Recommendation**

**Issue:** FY19 Board of Director Membership.

**Background:** Members of the Nomination and Selection Committee held their first meeting of the new fiscal year on Tuesday, February 6, 2018, at 4:00 p.m. to discuss, among other Committee responsibilities, Board Member Tenure scheduled to expire on June 30, 2018, in the cities of Hampton and Newport News. Following discussion and review of the Board Membership Tenure Status Report, it was announced that several Members of the Board were eligible for reappointment in their respective cities.

At the Board of Directors Meeting scheduled on Thursday, February 22, 2018, Members of the Nomination and Selection Committee will recommend that Members of the Board of Directors approve the reappointments of several Board Members whose Membership Tenure is scheduled to expire on June 30, 2018. Please be advised that specific information regarding upcoming reappointments will be provided at the Board of Directors Meeting.

**ACTION:** Board approval of the reappointment of several Members of the Board of Directors whose Membership is scheduled to expire on June 30, 2018.

## **INFORMATION ITEMS**

### **I-1. Addiction Recovery Treatment Services (ARTS)**

**Issue:** Opioid Addiction Has Become an Epidemic in Virginia and Across the Country.

**Background:** The Hampton-Newport News Community Services Board (H-NNCSB) currently provides a full continuum of substance abuse (SA) treatment services to include, Outpatient, Medication Assisted Treatment, Day Treatment, Substance Abuse Case Management, Drug Treatment Courts, Jail Based Services, Peer Recovery Services, and Residential Treatment for pregnant women.

**Update:** Staff will meet with representatives from the Department of Behavioral Health & Developmental Services in March to discuss additional funding needs for Opioid Treatment Services.

### **I-2. STEP Virginia**

**Issue:** In order to meet the needs of the individuals served, we must offer more immediate access to services. The Same Day Access model is nationally recognized and ensures that individuals seeking services are assessed and linked to appropriate services in a timely manner.

**Background:** The *System Transformation, Excellence and Performance in Virginia* (STEP Virginia) model was designed to assure more consistency of services provided by CSBs across the Commonwealth. Through a collaboration between the Virginia Association of Community Services Boards (VACSB), and the Department of Behavioral Health & Developmental Services (DBHDS), STEP Virginia is a system-wide transformation effort, and the recommendation of the Deeds Commission / SJ47 Committee. This model promotes improved access to screening, assessment, and treatment.

**Update:** Staff Participated in a full-day *Same Day Access* training with Scott Lloyd, MTM Services Consultant, on February 6, 2018. Monthly training has been scheduled for the next 8 months.

### **I-3. Medicaid Expansion**

**Issue:** Medicaid and affordable healthcare are vitally important to individuals served by Community Services Boards.

**Background.** Approximately 60% of individuals accessing services at the Hampton-Newport News Community Services Board (H-NNCSB) depend on Medicaid for these services. The CSB also served over 4,000 uninsured individuals last year. This cannot be sustained without insurance revenue.

**Update:** The Department of Behavioral Health & Developmental Services has requested that each CSB complete a survey to help project the number of current individuals who may become eligible for insurance with Medicaid expansion.

#### **I-4. DD Urgent Waiver Waiting Lists**

**Issue:** The Commonwealth of Virginia has over 11,000 Individuals on the Waiver Waiting List.

**Background:** Although the Hampton-Newport News Community Services Board (H-NNCSB) serves over 900 adults and children who have developmental disabilities in case management, residential homes, and day support services, we have 60 individuals on the *Priority One* Waiting List, 262 on the *Priority Two* Waiting List, and 176 on the *Priority Three* Waiting List.

**Update:** Increased Waiver slot funding continues to be a primary component of the legislative agendas for both the Virginia Association of Community Services Boards (VACSB) and Department of Behavioral Health and Developmental Services DBHDS. H-NNCSB joins with the VACSB to request the funding of 344 additional Family and Individual Supports (FIS) Waivers and 80 Community Living (CL) Waivers.

## **ADMINISTRATIVE PROGRAM HIGHLIGHTS**

### **QUALITY MANAGEMENT & CORPORATE COMPLIANCE**

**Melanie Bond, Psy.D. Director**

The Division of Quality Management and Corporate Compliance (QM) is comprised of eight (8) staff who carry out the tenets of the agency's Strategic Plan in all aspects of their work. The QM Division's progress towards select aspects of the larger plan are outlined below:

**Strategic Objective #1:** To continue to develop the administrative systems and service array necessary to maintain and further the Hampton-Newport News Community Services Board's reputation as THE premier provider in the context of the changing Virginia's behavioral health system.

- **Strategic Initiative 1D:** *Initiate a formal process for change management within the agency*
  - During the month of December the QAIM, in collaboration with the QM Director and Licensing Specialist, Gail Schreiner, continued to provide guidance to the ARTS Director and SEFP leadership regarding the proposed step down program at SEFP.
  - The QAIM and other members of the QM Team met with the Forms Committee on January 16<sup>th</sup> in order to revise the agency's Discharge Summary and Crisis Plan forms. During licensing reviews in 2017, programs were cited for not including required licensing components on each of the forms. The Forms Committee, including members from the IT Division, made the necessary revisions to coincide with licensing regulations. Members of the IT Division will send the revisions to the agency's contractor to develop the forms. In order to meet licensing guidelines, the Division of Quality Management is planning to provide instructions to all staff and implement the Discharge Summary agency-wide, by February 1, followed by the Crisis Plan in mid to late February.

- The QAIM and URS will meet with the Director of Crisis Services to obtain an overview of the Jail Diversion Program on January 30, 2018. This meeting will be conducted to provide the Quality Assurance and Improvement subdivision a better understanding of the services, their role in completing pre-screenings for emergency services, and how to include those clinicians in the mandated 5% record reviews.

➤ **Strategic Initiative 1F:** *Implement an agency wide Corporate Compliance and monitoring program to promote adaptability to the changing payer and regulatory environments*

- Members of the QM Division participated in two license renewal visits during the month of December. Gail Schreiner, Senior Licensing Specialist from the DBHDS Office of Licensing, visited the campus on December 5, 2017 and December 19, 2017. Ms. Schreiner reviewed medical records from Creative Options – Community Based Services and Partners in Recovery – Intensive Outpatient Services (IOP) services. Community Based Services received an annual license and will be added to the agency’s triennial license in 2018. IOP will remain on a provisional license and the Licensing Specialist will review the services again during the 2018 Triennial Licensing Review.
- The QAIM met with ARTS Division Director and Hampton Roads Clinic Program Manager on December 19, 2017 to discuss and assign specific tasks in preparation for the 2018 CARF accreditation review.
- The QAIM and Utilization Review Specialist participated in a quarterly Program Improvement Plan (PIP) meeting with the Clinical Administrator of Child and Adolescent Comprehensive Outpatient Services (COS) on December 8, 2017. The PIP is designed to assist division and program leaders with clinical documentation and quality improvements at individual program levels. The Clinical Administrator of COS C&A provided the QM staff with updates on how the program is improving in areas outlined on the PIP such as completing timely quarterly reviews and program orientation forms. The next PIP update and meeting will take place in February, 2018.
- The Division of Quality Management continued to drive preparations for the agency’s DBHDS licensure triennial review, scheduled for Spring 2018:
  - During the December and January Management Team meetings, division leaders were reminded to continue to revise and submit the documents identified on the Triennial Preparation Checklist by updating policies and clearly documenting progress towards corrective action plans (CAPs). Management Team members were also reminded to share updates and information regarding what to expect during the Triennial Licensing Review with their staff. Members of the QM Team also announced the pending revisions to the Discharge Summary and Crisis Plan forms and plans for a swift roll-out in February 2018.
  - The QAIM participated in the Developmental Services Leaders Meeting on January 10<sup>th</sup>. During this meeting the DS Managers and Supervisors discussed preparations for the 2018 Triennial Licensing review. They specifically discussed ways that they have progressed or completed corrective action plans. Each leader provided a report of actions taken to improve program or documentation needs between 2015 and 2017.

- The Quality Improvement Committee, led by the QAIM, convened on January 11<sup>th</sup> to discuss preparations for the 2018 Triennial Licensing Review. The focus of the meeting was on updating CAPs. The QAIM and Director of Quality Management and Corporate Compliance engaged members in a discussion about what steps they were taking at the program and division levels to implement their plans of action and document progress towards any CAPs that they were issued between 2015 and 2017. Members had a productive discussion about practical ways they have been making progress and monitoring their plans. The QAIM and QM Director encouraged the committee to continue to use the Triennial Preparation Checklist to prepare for the review and to contact Quality Management if they had any questions or needed guidance.
- There was one Corporate Compliance investigation initiated during the month of December, 2017, which is still under investigation.

There was one Corporate Compliance investigation initiated during the month of November 2017 that was finalized during the month of January 2018. Based on the investigation findings, there was no evidence of violation of the agency's Corporate Compliance policies.

- QM facilitated the agency's quarterly Independent Review Committee (IRC), which is a required committee stipulated by the Human Rights regulations on December 27, 2017. The purpose of this committee is to review and to approve the overall clinical necessity and effectiveness of an individual's Behavioral Treatment Plan (BTP). Before presenting a behavioral treatment plan before the LHRC for approval, the agency has to obtain approval from the agency's IRC first.

➤ **Strategic Initiative 1G:** *Continue to invest in staff development resources to ensure the Hampton-Newport News Community Services Board retains its position as an employer of choice and center of excellence in providing behavioral healthcare services*

- The QAIM participated in the Effective Crisis Communication Planning at Tidewater Community College on December 13, 2017.
- QM participated in an abbreviated training on Person-Centered Thinking, facilitated by Dr. Daphne Cunningham on January 29, 2018.
- Peer Recovery Services welcomes Robert Estes to the Hampton Roads Clinic and Gretchen Poole to the Mental Health Regional Supervised Housing program. Mr. Estes has completed the DBHDS 72 Hour. Peer Recovery Specialist Training and is working toward his certification requirements.
- Peer Recovery Specialist Renee Cox, providing services at PACT, has received her Virginia Certification Board credentials.
- Eight (8) Peer staff attended the SAARA of the Peninsula Workshop Day held on January 27<sup>th</sup>. Each Peer staff received 4 Continuing Education credits.

- The Peer Recovery Coordinator implemented Quarterly 1:1 Secondary Peer Focused Supervision. This supervision is designed to provide support to the Peer staff individually, enhance peer program specific performance, and ensure the fidelity of Peer Recovery Services throughout the agency.

**Strategic Objective #2:** Pursue further revenue diversification and expansion of services, supports and prevention activities so that H-NNCSB can improve the quality of life for the individuals, families and communities we serve.

➤ **Strategic Initiative 2D:** *Explore opportunities for local or regional collaboration, merger of acquisition.*

- The Peer Recovery Coordinator, Alethea Lambert, along with Peer staff Renee Cox and Sherri Wiggins participated in the 2017 HealthCare Enroll-Fest. The event was held over 3 days at the Hampton Roads Convention Center.

**Strategic Objective #3:** To celebrate and communicate the Hampton-Newport News Community Services Board's performance and reputation as a center of excellence and center of influence, through ongoing engagement of the community we serve.

➤ **Strategic Initiative 3B:** *Develop a culture at Hampton-Newport News Community Services Board, dedicated to positive outcomes for the individuals we serve, through the recognition of staff contributions to organizational success, as well as embracing our commitment to maintaining our reputation as a center of excellence, center of influence and employer of choice*

- The SEA LHRC met on January 16<sup>th</sup> under the provision of the updated Human Rights regulations. Mr. Daye attended and presided over the SEA LHRC meeting with the newest Human Rights Advocate, Ms. Donna Kastelan. Mr. Daye informed the committee that Ms. Sebrina Edwards will be the new Chairperson for the SEA LHRC. Mr. Daye also introduced the committee to the newest LHRC member, Ms. Candi Rhodes. Ms. Kastelan facilitated a training on Behavioral Treatment Plans during the meeting.

QM met with the committee in closed session to provide the LHRC with a quarterly review of the Behavioral Treatment Plan (BTP) for a consumer. The next SEA LHRC is scheduled for April 17, 2018.

- During the month of December, one capacity evaluation was completed, which warranted a recommendation for an AR assignment.
- The Compliance & Standards Manager attended and participated in the bi-monthly Human Rights Regional Consortium meeting in Williamsburg, VA on December 13, 2017. The focus of the meeting pertained to a training facilitated by UVA regarding Advanced Directives.

**Quality Management and Corporate Compliance Team**

Renee Davenport, Office Manager  
 Alicia Gaston, M.Ed., Quality Assurance and Improvement Manager  
 Alethea Lambert, Peer Recovery Coordinator  
 Ednamae Lewis, Receptionist  
 Karen Matthews, M.Ed., Ed.S. Compliance and Standards Manager  
 Halima Rhea, B.S., Utilization Review Specialist  
 Shannon Richardson, BA, Clinical Documentation Training Specialist  
 Melanie Bond, Psy.D. Director

**INFORMATION TECHNOLOGY / MEDICAL RECORDS**

**Charles McGee, Director**

**Strategic Objective #1:** To continue to develop the administrative systems and service array necessary to maintain and further the Hampton-Newport News Community Services Board's reputation as the premier provider in the context of the changing Virginia's behavioral health system.

- **IT Goal:** (Derived from Agency Strategic Objectives): *Develop and maintain a robust, comprehensive, and agile information technology infrastructure that meets the dynamic administrative, compliance, and behavioral healthcare service needs of the Agency.*

**Related Projects, Initiatives, and Activities:**

- As a major component of IT routine infrastructure maintenance, the IT Department manages the provisioning, deployment, and maintenance of all Agency desktop computers and telephones, mobile computing devices (mobile phones, tablets, laptops, etc.), and other miscellaneous technologies.
- The IT Department has successfully completed the launching of the new IT Support Portal website, which allows Agency staff to electronically submit requests for IT support and services and receive near real-time status updates. Now that the site has been launched, considerable work remains as we strive to refine the system by adding features intended to improve staff efficiency and productivity.
- The IT Department has begun its Employee Portal project, which includes updating and interconnecting a suite of diverse technologies such as MS Sharepoint, MS SQL, automated workflow technology, and data storage and management infrastructure. This project will form the foundation for improved data informatics reporting, Access to user specific dashboards, single sign-on, data exchange between disparate IT systems, as well as performance benefits over existing systems. After initial system testing and research, the IT department expects to launch a prototype of the Employee Portal by mid-March, 2018. The prototype will be available to staff for preview, testing, and feedback for at least 30 days.
- The IT Department has begun an IT Risk Assessment process, which uses IT industry best practices and recommendations from the National Institute of Standards and Technology (NIST) Special Publications (SP) 800-66 and 800-30 as guidance for assessing the Agency's compliance with the Health Insurance Portability and Accountability Act (HIPAA) Security Rule. The purpose of the IT risk assessment is to identify conditions where Electronic

Protected Health Information (EPHI) could be disclosed without proper authorization, improperly modified, or made unavailable when needed. The deliverable from the assessment is a Findings-Remediation report, which can then be used to make risk management decisions on what reasonable and appropriate safeguards are needed to reduce risk to an acceptable level. Due to the complex and detailed nature of such an assessment, the IT Department expects to complete the assessment by early April 2018.

- The IT Department is currently evaluating viable replacements for the Agency's current analog phone system. Currently, new and advanced digital telephone systems have become more affordable providing new options for updating our existing systems. Once the evaluation process is completed, the IT Department will make a formal proposal for consideration.
- The IT Department has completed the initial phase of the deployment of a Digital Signature and Automated Workflow solution. The initial phase routes personnel action forms throughout the Agency, allowing directors to sign and approve using valid electronic signatures. The next stage of the project will introduce more complex workflows and the ability to integrate digital signatures into existing enterprise applications.
- The IT Department has launched Sharefile, a secure, HIPAA compliant, cloud based solution for transmitting, storing, and receiving ePHI to and from authorized external entities. Sharefile brings ease of use with improved encrypted transmission and storage. Sharefile's simple interface and ease of use makes it more likely that Agency staff will use it to send and receive secure messages.

### **Network and Computing Support and Services (Manager, Brian Rummel)**

- **IT Goal** (Derived from Agency Strategic Objectives): *Develop and maintain a robust, comprehensive, and agile information technology infrastructure that meets the dynamic administrative, compliance, and behavioral healthcare service needs of the Agency.*

#### **Program Activities:**

- Day to day helpdesk support for all agency staff.
- Configuration, distribution and maintenance of all agency IT and Telephony related equipment.
- Daily backups of critical agency data and when necessary associated restoration of data.
- Monitoring and managing all IT and Telephony related infrastructure for all agency locations and employees.
- Planning and implementation of IT and Telephony related updates to agency systems.

#### **Program services include:**

- IT and Telephony support for the Agency. This includes all cellular devices and computer equipment provided by the agency to all CSB employees and users.
- We are also responsible for maintaining the infrastructure that ties all IT related services together and their associated tasks.

- We provide first line helpdesk support for all agency IT and Telephony related questions / issues.

**Personnel:**

- Tim Lauzon
- Vern Smith
- Tracey Malarkey
- Dion Moore

**Medical Records (Manager, Shelia Leary)**

- **MR Goal** (Derived from Agency Strategic Objectives): *Develop and maintain a robust, comprehensive, and agile electronic health record (eHR) system that meets the compliance, and behavioral healthcare service needs of the Agency and all meaningful use (or its successor) requirements.*
  - As a part of the Entrust scanning project, Medical Records staff continue to identify and process records for scanning and destruction that are stored offsite at a secure Entrust warehouse facility. We are embarking on packaging the year 2011 medical records that remain in-house for destruction and have cleared out over three thousand boxed from Entrust leaving us with only the most recent charts left for destruction.
  - IT and Medical Records staff continue to routinely monitor and manage internal and external security threats in order to safeguard against data loss, unauthorized data access, and data availability.
  - As part of ongoing medical records management and maintenance efforts, the Medical Records Team manages the processing, and release of medical records; Meets with clients for completion of authorizations to disclose (release of information); responding to phone inquiries; Scanning and validating client medical records into record management software.
  - Process records request for program and agency audits. Process releases and medical records request. Scanning archived medical records for client's that have been re-opened to services. Identifying records that are due for destruction.

**Personnel**

- Sharon DeVose, Lead Medical Records Specialist
- Mildred Fox, Medical Records Technician
- Shirley Pittman, Medical Records Technician
- Teresa Jones, Medical Records Technician
- Telicia Tisdale, Medical Records Technician
- Brittny Moore, Medical Records Technician
- Linda Smith, Medical Records Technician

## Data Informatics (Manager, Shelia Leary)

**Strategic Objective #1C:** Implement a comprehensive technology infrastructure that 1) supports the organization's administrative, management, and compliance functions, 2) creates new revenue and market opportunities, and 3) ensures successful implementation of electronic health records and meets all federal requirements regarding "meaningful use."

- **IT Goal** (Derived from Agency Strategic Objectives): *Develop and maintain a robust, comprehensive, and agile electronic health record (eHR) system that meets the compliance, and behavioral healthcare service needs of the Agency and all meaningful use (or its successor) requirements.*

### **Related Projects, Initiatives, and Activities:**

- Provides new-hire training on the agency's EHR system, Profiler
- On-going system maintenance, upgrades and program support
- Clinical form development and modifications as needed
- Report development for agency support.
- Monthly CCS3 reports processed for submission to the state

### **Program services include:**

- Profiler & Great Plains maintenance and support. Profiler staff training. CCS 3 report processing and data collection. Clinical (demographic / service / statistic) & Financial report development. Clinical & Financial form development. Physician support – on site support for Dr. First & Banyan.
- Coordinating with the region CSBs in the development and deployment of an HPR-V service file consisting of CCS3 data elements for automated upload for submission to the state. (On-Going)
- Pairing with regional clinical and support staff in the identification of required data for implementation of the WAMS form for the state. (On-Going)

### **Personnel**

- Antoinette Culberson, Report Writer
- Gentry Parker, SQL Systems Analyst
- N. Brandy Stith, Senior Systems Analyst
- Kendra Shivers, Customer Support Program Specialist
- Chris Meier, HTML Forms Designer
- Michael Anderson, Data Analyst

## COMMUNICATION AND BUSINESS DEVELOPMENT

**Sherry Hunt, Director**

- **Strategic Initiative 2A:** *Develop and expand marketing, public relations, grant writing and advocacy functions within H-NNCSB.*

### Division Goals

- ***Develop and expand marketing, market research, and branding functions within H-NNCSB.***
  - Amplified agency brand recognition and exposure through the participation in the Health Insurance Marketplace Enrollmentfest held on December 8-10, 2017. Facilitated the agency's involvement through the coordination of staff coverage for the three day event, providing resources and information on agency programs and services, and delivering a presentation about the agency at a Health Forum held during the event.
- ***Develop and expand Web site, social media and brochures/publications.***
  - Secured professional photographer for official ELT photo taken on January 9, 2018, to be used on the Web site and in any marketing brochures, reports or publications.
- ***Develop and expand public relations and communications functions within H-NNCSB.***
  - On December 20, 2017, attended a tour of the physical layout and an operational overview of the Chesapeake CITAC located at Chesapeake General Hospital in a collaborative venture between all their stakeholders. Met with staff from the Chesapeake CSB and the hospital to discuss their partnership and processes.
  - Attended the Consumer and Family Member Advisory Council meeting held on December 22, 2017 and provided an update on legislative advocacy priorities at the CSB.
  - Prepared a 2017-2021 Strategic Plan Progress Report for the Communications and Business Development division and provided a departmental update at the Board Strategic Planning Committee meeting on January 10, 2018.
  - Networked with community partners at the Hampton Community Leaders Breakfast on January 26, 2018.
  - Attended the Peninsula Community Opioid Response (PCOR) Committee meeting on January 26, 2018 and became a member of the Community Awareness and Education working group which will focus on the goal of promoting continued community awareness of the opioid crisis.
  - Attended meeting with Anthem partners, on January 31, 2018, to discuss gold card status and the possibility or interest in H-NNCSB becoming a Behavioral Health home.
- ***Develop and expand advocacy and lobbying efforts with communities and government stakeholders.***
  - Planned Legislative Breakfast held on December 13, 2017, for Members of the Peninsula, State and Federal Legislative Delegation.

- Provided legislative advocacy updates at the Board Community Relations / Governmental Affairs Committee meetings held on December 18, 2017 and on January 22, 2018.
- Attended the VACSB Public Policy Committee conference call on December 19, 2017 to discuss the Governor's Proposed 2018-2020 Biennial State Budget and its impact on the behavioral healthcare system.
- On January 2, 2018, met with Senator Monty Mason at his office, along with the Executive Director and staff, to discuss barrier crimes legislation and forensic services.
- Prepared talking points for the Governor's proposed 2018-2020 Biennial State Budget Hearings held on January 3, 2018 and testified on the agency's behalf at the hearing.
- Helped facilitate the planning of and participated in the Hampton City Council field day visit on January 24, 2018.
- Attended meeting with the Executive Director, with Sheriff Gabe Morgan and staff on January 29, 2018, to discuss continued partnerships and collaboration opportunities.
- Attended VACSB Clearinghouse Committee conference call meeting on January 31, 2018, to discuss the status of bills and the lobbying efforts and strategy on our barrier crimes legislation submitted by Senator Monty Mason.

### Meetings Attended

- Addiction Recovery & Treatment Services (ARTS) team meeting, December 4, 2017
- Newport News Drug Court Graduation, December 4, 2017
- Coordination of Services meeting, December 14, 2017, January 11, 2018
- Management Team meeting on December 18, 2017, January 22, 2018
- Board Budget, Finance and Audit Committee meeting, December 18, 2017, January 22, 2018
- Board Community Relations/Governmental Affairs Committee meeting, December 18, 2017, January 22, 2018
- Re-entry meeting with key staff to discuss services, December 21, 2017
- Board of Directors meeting on December 21, 2017, January 25, 2018
- Consumer and Family Member Advisory Council meeting held December 22, 2017
- Board Strategic Planning Committee meeting, January 10, 2018
- VACSB Legislative Conference, January 16, 2018
- Hampton Community Leaders Breakfast, January 26, 2018
- Peninsula Community Opioid Response (PCOR) Committee meeting, January 26, 2018

## HUMAN RESOURCES

### **Kimberly Thompson, Director**

- **Strategic Initiative 1G:** *Continue to invest in staff development resources to ensure the Hampton – Newport News Community Services Board retains its position as an employer of choice and center of excellence in providing behavioral healthcare services.*

- **Human Resources**

- The Human Resources department is committed to filling vacancies with highly qualified candidates. During the months of December and January, there were 25 new hires; 22 full-time and 3 part-time. The new hires by division included 5 for Adult Clinical Services, 1 for Financial Services and Property Management, 1 for Human Resources and Training Services, 1 for the Office of the Executive Director,

3 for Developmental Services, 2 for Medical Services, and 12 for Youth and Family Services. In addition, 2 individuals began internships with the agency.

- The 1095 forms are begin prepared and reviewed by the HR staff. This tax form showing the offer of health coverage and enrollment for the 2017 are due to the employees by March 1, 2018.
- **Training Services**
  - 8 New Employee Orientation sessions were conducted during this period.
  - 3049 online courses were completed by staff.
  - 21 unique classroom courses were offered with 428 staff attending.
  - Our Holiday Collective Goods Market was held in December 2017 to raise money for the United Way Campaign.
  - Collaborations in course content continued with various clinical and administrative programs.
- **Committee Updates**
  - **Wellness Committee**  
During the month of December, the Wellness Committee sponsored “12 days of Wellness” which encouraged all employees to participate in actives in the areas of fitness, nutrition, well-being and community. The final Quarterly Wellness Drawing are underway for the 4<sup>th</sup> quarter of 2017. In 2018, the Wellness Incentive will be an individual incentive. All employees covered by the agencies health insurance will be eligible to earn \$50 wellness incentive pay for having an annual preventative exam. “Wellness Wednesday” emails continue to be sent to staff with educational materials on maintaining and improving ones overall health and wellness.
  - **Clinical Supervision Committee**  
VCU Office of Continuing Education provided a 3-day on-site clinical supervision training on January 17-19<sup>th</sup> to 12 licensed H-NNCSB staff and 2 employees from Western Tidewater CSB. The training was well received and is a requirement for staff to be able to provided clinical supervision for licensure to other employees.



## **MEETING OF THE BOARD OF DIRECTORS**

**Thursday, January 25, 2018, 5:00 p.m.  
CSB Campus Board Room, 2<sup>nd</sup> Floor**

- Present:** Mrs. Rogers, presiding; Mrs. Dahlen, Dr. Davidson, Mr. Gray, Mr. Morehouse, Mrs. Owens, Sheriff Roberts, Dr. Spencer, Mrs. Stewart, Mr. Supler, and Dr. Williams Hunt
- Staff:** Mrs. Christian, Mrs. Barnes, Dr. Bond, Ms. Cipriano, Mr. Crisp, Mr. Deisch, Mr. Dudley, Mrs. Ferris, Mrs. George, Dr. Gill, Mrs. Hicks, Mrs. Hogge, Mrs. Holmes, Mr. Howard, Mrs. Hunt, Mrs. McCarthy, Mr. McGee, Ms. Newlon, Mrs. Pierson, Mrs. Richards, Mrs. Small, Mrs. Thomas, Ms. Thompson, Mrs. Warner, Ms. Whitaker and Ms. Mercado
- Guest:** Mrs. Jane Hobbs

### **CALL TO ORDER**

Members of the Board of Directors for the Hampton-Newport News Community Services Board held their monthly Board Meeting on Thursday, January 25, 2018. Mrs. Rogers, Board Chair, welcomed Members, guests, and staff to the first meeting of the New Year as she called the meeting to order at 5:02 p.m.

### **REMARKS OF THE CHAIR**

Mrs. Rogers announced the names of Members of the Board of Directors who had communicated their inability to attend the meeting due to illness or previously scheduled engagements which included: Mrs. Golden Bethune-Hill, Mrs. Pixie Killebrew, and Mrs. Venerria Thomas.

## **INTRODUCTION OF GUESTS**

### **Team of the Quarter**

Mrs. Natale Christian, Executive Director, informed Members of the Board of Directors that tonight she wanted to celebrate staff by recognizing both the *Employee of the Quarter* and *Team of the Quarter* for the Hampton-Newport News Community Services. To that end, Mrs. Carol McCarthy, Developmental Services Director, introduced staff of the Human Resource (HR) Division. The Division consisted of Mrs. Kimberly Thompson, Human Resource Director; Mrs. Maggie Hicks, HR Manager; Mrs. Christina Ferris, HR Generalist; Mrs. Renee Pierson, HR Specialist; Mrs. Brittane George, HR Specialist; and Mrs. Jenelle Richards, HR Specialist. Mrs. McCarthy stated that when the CSB decided to no longer operate the Regional REACH Program, the Human Resources Team made keeping every REACH staff member employed their number one priority, and offered 38 employees from the REACH Program other positions within the H-NNCSB. She added that Division also put forth awesome team effort that reflected how staff of the Hampton-Newport News Community Services Board are appreciated. Following applause by Members of the Board of Directors, Mrs. Thompson personally thanked her Team for their dedication to the CSB, noting that she could not do what she does without them.

Mrs. Christian shared that the Human Resources Division also performs the task of overseeing the selection process for both the Employee and Team of the Quarter awards. She stated that when they were initially nominated, they declined the award. However, this decision was overturned by the a discussion held during the Management Team meeting as all agreed that the Human Resources Team deserved the award for their teamwork.

### **Employee of the Quarter**

Ms. Joy Cipriano, Director, Office of Property and Resource Development, introduced the Employee of the Quarter, Mrs. Dottie Holmes, Property Management Specialist. She advised Members of the Board of Directors that Mrs. Holmes was hired from the Newport News Redevelopment and Housing Authority, almost 10 years ago, to operate the CSB's Dresden, LLC property, a tax credit property with very complex needs. She shared that as Mrs. Holms adds to her portfolio, she is now the Property Manager of more than 150 leased individuals, with 140 tenant based, rent subsidies, which is equivalent to a case load of approximately 300 individuals. Mrs. Cipriano added that Mrs. Holmes is always the "go to" person across the CSB whether it had to do with leases, compliance with landlord/tenant matters, or individuals from Eastern State Hospital. She concluded that Mrs. Holmes handles property requirements for many different entities and does a wonderful job. Members of the Board of Directors applauded Mrs. Holmes for her accomplishments.

### **Special Recognition**

Mrs. Christian introduced Mrs. Jane Hobbs to Members of the Board noting that she had recently retired from the Creative Options Program of the Hampton-Newport News Community Services Board (H-NNCSB). She advised that Mrs. Hobbs was known in the community by some City Council Members and the Mayor as she serves on the Mayor's Committee for People with Disabilities. She also advocated on a daily basis for the individuals served by the H-NNCSB. Additionally, Mrs. Christian stated that she wanted to celebrate Mrs. Hobbs for her 24 years of employment with the H-NNCSB, noting that while she had recently retired, Mrs. Hobbs was also elected Chair of the H-NNCSB Consumer Family Member Advocacy Committee and will continue working with the CSB in that capacity. She also mentioned that Mrs. Hobbs will continue working with her Family Advocacy group, AbleRUs, as she presented Mrs. Hobbs with a token of appreciation.

Mrs. Hobbs noted that she was grateful to be able to serve at the CSB, but more importantly to serve the people who do not have a voice to speak for themselves throughout the Commonwealth of Virginia; for whom she will continue to lobby for in Richmond. She added that she would be more than honored to help out in any fashion and thanked Members of the Board of Directors for letting her serve on behalf of the Hampton-Newport News Community Services Board.

### **PUBLIC COMMENT**

There was no Public Comment was received from the audience during the Board of Directors Meeting held on Thursday, January 25, 2018.

### **ACTION ITEMS**

**A-1.** A Motion was made to accept the Minutes of the Board of Directors Meeting held on Thursday, December 21, 2017, as presented.

**Action** There being no comments or discussion, the Minutes of the Board of Directors Meeting held on Thursday, December 21, 2017, were approved as presented.

**A-2.** In the absence of Committee Chair, Mrs. Pixie Killebrew, Mr. Thomas F. Morehouse, III, Board Vice Chair, provided the Action Item for Members of the Budget, Finance and Audit Committee. He reported that Members of the Budget, Finance and Audit Committee met earlier in that week on Monday, January 22, 2018, at 4:00 p.m. to review and consider, among other items, the FY2019 Budget

Planning Assumptions and Budget Development Calendar Presentation received from Ms. Denise Newlon, Chief Financial Officer.

During the Meeting of the Board of Directors, Ms. Newlon provided Members of the Board with a summary of the Budget Presentation that was provided to Members of the Budget, Finance and Audit Committee earlier that week for their consideration. Mr. Morehouse advised Members of the Board that a copy of the FY2019 Budget Planning Assumptions and Budget Development Calendar had been provided for their review in their red folders. Following the Presentation, and there being no further questions from Members of the Board of Directors, it was announced that the recommendation of Members of the Budget, Finance and Audit Committee that Members of the Board of Directors approve the FY2019 Proposed Budget Planning Assumptions and Budget Development Calendar, as presented.

**Action**

There being no additional questions or discussion, the FY2019 Budget Planning Assumptions and Budget Development Calendar, was approved as presented.

**BOARD STANDING  
COMMITTEE  
REPORTS**

**Strategic Planning**

Mr. Timothy Supler, Committee Chair, reported that Members of the Strategic Planning Committee held their last meeting on Wednesday, January 10, 2018, at 4:30 p.m. in the Campus Board Room, where Members reviewed staff updates and provided feedback on the newly proposed Strategic Planning Progress Report, and Progress Tracking Grid for the 2017-2021 Strategic Plan. He informed Members of the Board of Directors that a full Report of the meeting, and a copy of the Strategic Planning Progress Report had been provided for them in their red folders.

Mr. Supler advised that during an earlier meeting of Members of the Strategic Planning Committee held on September 20, 2017, CSB staff was asked to create a flow chart in efforts to best monitor the implementation of the 2017-2021 Strategic Plan and provide effective updates to Members of the Board of Directors. To that end, he stated that Members of the Committee were provided with a copy of a newly proposed Strategic Planning Progress Report and Progress Tracking Grid which captured the achievements of the Agency through the Committee meeting date of January 10, 2018. Mr. Supler continued that Members of the Strategic Planning Committee were also provided with the overall initiative progress as well as specific examples of progress made in connection with the Strategic Plan by CSB Division.

Mr. Supler also shared that Members of the Strategic Planning Committee reviewed Strategic Objectives provided along with relative initiatives, and progress made by Division Directors who provided brief descriptions of how the progress was being made along with future processes and outcomes. He added that some of the efforts included the Information Technology (IT) Dept. working on several areas at the State and Regional levels regarding system integration under the new Waiver Management System (WaMS) for the Developmental Division, and both the IT and Quality Management Divisions working together to provide an update and agency-wide training of the new Crisis Plan.

Moreover, in relation to improved CSB services, Mr. Supler announced that while the Agency was already licensed as a “*Clinically Managed, High-Intensity Residential Services*”, the Addiction and Recovery Treatment Services (ARTS) Division was also seeking to become licensed as a “*Clinically Managed, Low-Intensity Residential Services*” program. He stated that the Dept. of Medical Assistance Services (DMAS) was supportive of the additional level of care sought by the agency under the new added license. Mr. Supler continued his report noting that Members of the Strategic Planning Committee also received updates from Division Directors for the Adult Clinical Services, Crisis Services, Children & Family Services, and Communications and Development of the Agency during the Committee’s extensive review. Additionally, staff provided a review of the Strategic Plan Progress Tracking Grid which tracks H-NNCSB progress with objectives identified in the 2017-2021 Strategic Plan. He advised that Members of the Committee also discussed collaborative efforts with stakeholders and other community organizations.

In closing on his report, Mr. Supler shared that the next meeting of the [Strategic Planning Committee](#) had been scheduled for [Wednesday, June 6, 2018, at 4:30 p.m.](#), where Members will receive further updates on the progress and outcomes of the Hampton-Newport News Community Services Board. Members of the Board of Directors were asked that mark their calendars accordingly with the new meeting date announced.

### **Budget, Finance And Audit**

Mr. Morehouse provided Members of the Board of Directors with the Informational portion of his report where he noted that Members of the Budget, Finance and Audit Committee completed their monthly review of the Financial Statements and Operating Results for the Hampton-Newport News Community Services Board and its entities, namely the H-NNCSB Property Company, Inc., Share-A-Homes of the Virginia Peninsula, and the Trust for Disabled Person through November 30, 2017. He advised that a full Report of the meeting had been provided for Members of the Board in their red folders.

Among other things, Mr. Morehouse reported that staff stated that the H-NNCSB maintains a cash operating reserve, and that Members of the Committee were provided with the Cash Balance Trends and Projections, and staff Health Insurance update, to name a few. It was noted that Ms. Newlon shared that the Agency was approximately \$49,000 under budget on its insurance costs, even after incurring additional costs in claims the prior month. Members of the Budget, Finance and Audit Committee also reviewed the H-NNCSB “Over Achievers” and “Watch List” during their meeting. Mr. Morehouse continued that as the Committee meeting came to a close, Members were provided a thorough review of the H-NNCSB Balance Sheet and Divisional Net Income, along with the Balance Sheets and Profit and Loss Statements of the H-NNCSB Property Company, Inc., Share-A-Homes of the Virginia Peninsula, and the Trust for Disabled Persons which had no new participants through November 30, 2017.

Members of the Board of Directors for the Hampton-Newport News Community Services Board were advised that the next meeting of the Members of the Budget, Finance and Audit Committee had been scheduled a day later due to the Holiday, on Tuesday, February 20, 2018, at 4:00 p.m. in the CSB Campus Board Room.

**Community Relations/  
Governmental  
Affairs**

Mrs. Beatrice Dahlen, Committee Chair, reported that Members of the Community Relations / Governmental Affairs Committee held their last meeting on Monday, January 22, 2018, at 4:30 p.m., in the Campus Board Room. She continued noting that at their meeting, Members received updates from staff regarding matters of the General Assembly and Legislative Activities, Local Initiatives, and reports from external Advocacy Groups. She mentioned that Members of the Board would find a complete Report of the meeting in their red folders.

Mrs. Dahlen shared that during their meeting, Mrs. Sherry Hunt, Director of Communications and Business Development, provided Members of the Committee with an update on the Governor’s proposed 2018-2020 Budget which was released on December 18, 2017, where she advised that on behalf of the Board, Mrs. Christian and herself, attended the Public Budget Hearing held on January 3, 2018, and provided comments in support of the Governor’s Budget pertaining to behavioral health concerns. Mrs. Dahlen stated that her Committee also discussed potential dates in February to take a trip to Richmond and visit Local Legislators, individually, as was done very successfully the prior year. She noted that additional information on the Legislative trip would be provided to Members of the Board once a date had been confirmed.

Mrs. Dahlen announced that Members of the Community Relations/Governmental Affairs Committee continued their meeting with a review of the VACSB's Public Policy and Clearinghouse Committee Bill monitoring processes with staff. She added that Members were updated on Senate Bill 555 on Barrier Crimes, which had been introduced on behalf of the H-NNCSB by Senator Monty Mason. Members of the Board were informed that the Bill was seeking to add burglary as a screenable offense, following a designated period of time, in order for individuals to be eligible for employment at CSBs.

Locally, Mrs. Dahlen mentioned that Members discussed the Hampton City Council Tour held the previous day, namely, January 24, 2018, and were informed of other activities regarding the City of Newport News. More specifically on the latter, Members were advised that a request had been received for the CSB to provide staff for the City's Newport News Behavioral Health Docket which is currently in the planning stages. It was shared that while the CSB fully supports this endeavor, the agency does not have the resources to fill the requested positions without additional resources from the City of Newport News at this time. However, it was reported that Mrs. Christian had plans to meet with the lead Judge to clarify the needs and discuss ways that the CSB can support the Behavioral Health Docket.

In the area of Advocacy, Mrs. Dahlen stated that Members of the Community Relations / Governmental Affairs Committee had been provided with an update on the National Alliance on Mental Illness (NAMI), the Substance Abuse Addiction Recovery Alliance (SAARA) of the Peninsula, and the newly formed Clay Hunt Save Act which mandates that Virginia have Community Operation Teams (COTs) available to assist with suicide prevention for Veterans.

In closing on her Committee report, Members of the H-NNCSB Board of Directors were asked to please mark their calendars for the next meeting of Members of the [Community Relations / Governmental Affairs Committee](#) scheduled for [Tuesday, February 20, 2018](#), at 4:30 p.m. in the Campus Board Room.

Immediately following Mrs. Dahlen's report, Mrs. Hunt announced that a date for the Legislative Trip to Richmond had been confirmed for Wednesday, February 7, 2018, with cross over scheduled the following Wednesday, February 14, 2018. She was hopeful that the confirmed date worked for Members of the Board of Directors as well. Mrs. Hunt also advised the Board of Directors that this General Assembly Session is scheduled to be longer than usual and goes through March 2018.

**CONSIDERATION  
ITEM**

In consideration of the Legislative Trip to Richmond scheduled for Wednesday, February 7, 2018, Mrs. Rogers asked that Members of the Board of Directors provide Ms. Mercado with their availability to attend the event at their earliest convenience.

**INFORMATION  
ITEM**

**Hampton  
City Council  
Field Trip & Tour**

Mrs. Natale Christian used this opportunity to provide Members of the Board of Directors with an update on the Hampton City Council Tour held the previous day, namely, January 24, 2018. She announced that the half-day event was very well attended by all Members of the Hampton City Council, the City Manager, two Assistant City Managers and their Marketing Director. Mrs. Christian advised that everyone was picked up by the Hampton Sheriff's bus and visited two CSB group homes, prior to touring the CSB Campus. She continued that the event went pretty well and was one of the highlights of her tenure as Executive Director. Mrs. Christian noted that staff did an excellent job describing the services provided by the CSB, and that Members of the Hampton City Council were very impressed. It was shared with Members of the Board that several City Council Members noted that they had no idea of the extent of the services provided by the Hampton-Newport News Community Services Board. Overall, Members of the Board were informed that the Hampton City Council Members were very impressed with cleanliness of the group homes, and mentioned that the group homes were just as nice, if not nicer, than those around it. Mrs. Christian stated that Mr. Anthony Crisp, Director, ARTS, did a wonderful job explaining the Substance Abuse Services, their costs and availability; adding that while Members of Council were aware that the CSB provided these services, they had no idea of the magnitude of services provided by the Hampton-Newport News Community Services Board.

Mrs. Christian shared that riding on the bus with Council members as suggested by Sheriff Roberts, was a great idea as it provided an opportunity for her to speak informally with members of the Hampton City Council while also providing them with valuable CSB information. She continued that due to the conversations on the bus, during her Presentation later in the day, she had the opportunity to discuss some challenges faced by the agency.

In response to a request from the Board of Directors seeking to provide a similar event for Members of the Newport News City Council, Mrs. Christian responded that she would be happy to extend an invitation for such a tour to Members of the Newport News City Council. She informed Members of how the Hampton City Council Tour came about noting that as a result of requesting to provide a Budget Presentation to the Hampton City Council, City Manager, Mrs. Mary Bunting, suggested a tour instead. However, she noted that the CSB would be glad to provide a similar tour to Newport News City Council Members.

Sheriff B.J. Roberts took the opportunity to personally thank Mrs. Christian and her Team for organizing the event which he was glad to be a part of. He also expressed the value of having the opportunity to have Members of the entire City Council visit the agency and witness the fine work that is being done. Mr. James Gray, Jr. advised that these events allow Council to go out into the community to see the processes of different businesses and city operations. He added that the Field Trip and Tour was very helpful even to him, as a Member of the Board. Additionally discussion was held by Members of the Board regarding duplicating this event for the City of Newport News, as well other potential events.

In closing, Mrs. Rogers thanked Members of the Board of Directors and staff, as well as Sheriff Roberts for his assistance. She shared that she had an opportunity to speak with Hampton Councilman Will Moffett, who was very complimentary of the CSB. Mrs. Rogers added that during the Council Meeting that evening, Members of the Council shared positive comments about their Tour of the Hampton-Newport News Community Services Board as she noted that the event was very informative and thanked Mrs. Christian for the Presentation provided to Members of the Hampton City Council which was delivered with excellence.

## **PROGRAM HIGHLIGHTS**

Mrs. Rogers advised that for the month of January, Members of the Board received Program Highlights from Clinical Division Directors detailing up-to-date information regarding CSB departmental activities and brief discussion was held on telepsychiatry services.

## **CLOSING REMARKS**

As the January 25, 2018, Meeting of the Board of Directors for the Hampton-Newport News Community Services Board came to a close, Mrs. Rogers asked Members of the Board to take a few moments to review the FY18 Monthly Planners provided in the back of the Board Package for upcoming Standing Board Committee Meeting dates and other CSB Events.

Board of Directors  
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**REMARKS**

There being no further comments or questions regarding the January Meeting of the Board of Directors for the Hampton-Newport News Community Services Board, the meeting was adjourned at 5:59 p.m.

\_\_\_\_\_  
Mrs. Wanda Rogers  
Chair

\_\_\_\_\_  
Mrs. Beatrice Dahlen  
Secretary

*Submitted by GMercado*

# FY18 Monthly Planner

## February 2018

01	12:00 pm	H-NNCSB Physicians Meeting
01	2:00 pm	ESH Discharge Planning Monthly Meeting
01	3:30 pm	Judge Hoffman, Newport News Behavioral Health Docket
02	11:30 am	Meeting with Nominations & Selection Committee Chair
05	9:00 am	HPR-V Executive Directors Regional Meeting
06	9:00 am	MTM Services, Same Access Training
<b>06</b>	<b>4:00 pm</b>	<b>Nomination and Selection Committee</b>
08	4:30 pm	FY19 Budget Meeting, City of Newport News
13	11:30 am	Executive Leadership Team
<b>19</b>		<b>CSB Closed - Holiday Observed</b>
20	11:30 am	Executive Leadership Team
<b>20</b>	<b>4:00 pm</b>	<b>Budget, Finance and Audit Committee</b>
<b>20</b>	<b>4:30 pm</b>	<b>Community Relations / Governmental Affairs</b>
22	9:00 am	BB&T / H-NNCSB Claims Meeting
22	2:00 pm	Hampton CMPT
<b>22</b>	<b>5:00 pm</b>	<b>CSB Board of Directors</b>
23	8:00 am	Hampton Community Leaders Breakfast
26	9:00 am	H-NNCSB Management Team
27	11:30 am	Executive Leadership Team
27	1:00 pm	Steering Committee

# FY18 Monthly Planner

## March 2018

02	12:30 pm	TNCC Human Services Advisory Board
05	9:00 am	HPR-V Executive Directors Regional Meeting
06	11:30 am	Executive Leadership Team
07	1:00 pm	Clinical Supervision Peer Group Consultation
<b>07</b>	<b>4:00 pm</b>	<b>Board Quality Management Committee</b>
12	1:30 pm	Newport News CMPT
13	11:30 am	Executive Leadership Team
13	1:00 pm	Steering Committee
16	1:30 pm	Profiler / CCP Full User Group
<b>19</b>	<b>4:00 pm</b>	<b>Budget, Finance and Audit Committee</b>
<b>19</b>	<b>4:30 pm</b>	<b>Committee Community Relations / Governmental Affairs</b>
20	10:00 am	VACSB, Executive Director Forum
22	2:00 pm	Hampton CMPT
<b>22</b>	<b>5:00 pm</b>	<b>CSB Board of Directors</b>
26	8:00 am	Hampton Community Leaders Breakfast
26	9:00 am	H-NNCSB Management Team
27	2:00 pm	Steering Committee
27	11:30 am	Executive Leadership Team