



MEETING OF THE BOARD OF DIRECTORS

**Thursday, March 24, 2022, 5:00 p.m.
300 Medical Drive, Hampton, VA 23666**

Present: Mrs. Venerria Thomas, Board Chair presiding; Mr. Thomas Morehouse III, Treasurer; Mrs. June Owens, Secretary; Ms. Ann Abdullah; Mr. Steven Brown; Dr. Arva Davidson; Mrs. Susan Harris; Dr. Elva Williams Hunt; Mrs. Nosuk Kim, and Mrs. Mary Stewart.

Staff: Mrs. Natale Christian; Dr. Daphne Cunningham; Mrs. Raymona Barnes; Mrs. Carol McCarthy, Mrs. Sherry Hunt, and Mrs. Jae Hee Jackson.

**Members of the
Public and
Other Guest(s):** None

CALL TO ORDER

Members of the Board, Guests, and Staff were welcomed to the Meeting of the Board of Directors for the Hampton-Newport News Community Services Board (H-NNCSB) by Mrs. Venerria Thomas, Board Chair, who called the meeting to order at 5:00 p.m. on March 24, 2022.

REMARKS OF THE CHAIR

Mrs. Thomas welcomed the Members of the Board of Directors, and asked Mrs. Christian to introduce any guest or staff members in attendance. Mrs. Christian introduced and welcomed the staff who were present as well as two members of the public.

PUBLIC COMMENT

No Public Comments

ACTION ITEM

A-1. Board Approval of the Minutes of the Board of Directors Meeting held on February 24, 2022

Background The Minutes of the Board of Directors Meeting held on February 24, 2022 were included in the Board Package on pages 35 through 41.

Action There being no discussion or comments, the Minutes of the Board of Directors Meeting held on February 24, 2022 were approved as presented.

A-2. Nomination and Selection Committee Recommendation for H-NNCSB PCI

Background Hampton-Newport News Community Services Board Property Company, Inc. needs new Members and Board of Directors approved by H-NNCSB Board of Directors. The Nomination and Selection Committee recommends approval of Mr. Timothy Supler as a member of the H-NNCSB PCI Board of Directors.

Action The Board of Directors approved the appointment of Mr. Timothy Supler as a member of the H-NNCSB PCI Board of Directors.

STANDING BOARD COMMITTEE REPORTS

Nomination and Selection

Mrs. Mary Stewart, Committee Chair, reported that members of the Nomination and Selection Committee met on Thursday, March 10, 2022 at 3:00 p.m. via Zoom virtual meeting.

The Committee Members of the Nomination and Selection Committee discussed Board Membership and the proposed Slate of Officers for FY2023.

Mrs. Christian reminded the Committee Members that for the City of Hampton, Mr. Thomas Morehouse will complete his third term on June 30, 2022. After a review of the candidate pool and lengthy discussion, the Members voted to strongly consider one candidate but also continue searching for candidates by seeking input from Hampton Board Members and City officials on potential Hampton representation. A recommendation will be made to the Board at the April meeting.

The Committee addressed the proposed Slate of Officers for FY2023. In accordance with the Board's By-Laws, Officers are permitted to serve in their capacity for only up to 3 consecutive one-year terms. In addition, the proposed Slate of Officers will be presented to the Board of Directors at the May meeting, with Action being taken at the June meeting. Members of the full Board will also be given the opportunity to provide nominations from the floor when the proposed Slate of Officers is presented.

Mrs. Christian reviewed the current Board Officers and then discussed the opening that would be created with three of the four Officers departing the Board at the end of the fiscal year. Committee Members discussed potential Board Members to fill the slate and requested that staff contact those Members discussed to determine their willingness to serve.

The Committee will review the proposed Slate of Officers at the April meeting and make recommendations to the full Board of Directors for the May meeting.

Mrs. Stewart asked that all Evaluation forms be completed and returned to Mrs. Thompson by April 8, 2022. If Members would like the form electronically, please advise Mrs. Jae Hee Jackson. The Committee will review the results of the Evaluation forms, Mrs. Christians' Self-Appraisal, and annual contract then present a recommendation to the Board of Directors at the May meeting.

Budget, Finance and Audit

Mr. Thomas Morehouse, Committee Chair, reported that members of the Budget, Finance and Audit Committee met on Monday, March 21, 2022 at 4:00 p.m. via Zoom virtual meeting. During the meeting, Mrs. Raymona Barnes, Chief Financial Officer, presented the Financial Statements – Operating Results through February 28, 2022 for H-NNCSB, Hampton-Newport News Community Services Board Property Company, Inc. (PCI), Share-A-Homes of the Virginia Peninsula (SAH), and the Balance Sheet for Trust for Disabled Persons (TDP).

Mr. Morehouse reported that Mrs. Barnes began her presentation by introducing Mrs. Teresa Schremmer, the new Controller. Mrs. Schremmer comes to the Agency from California and previously served as Controller for Bakersfield Homeless Center & Alliance Against Family Violence & Sexual Assault. Mrs. Barnes added that Mrs. Schremmer's extensive and diverse background was a welcome addition to the Financial Services team.

Then Mrs. Barnes informed the Committee the FY2023 budget process is continuing and several programs budgets have been reviewed including Administrative program. The programs are working towards achievable

revenue targets, by streamlining expenses and diversifying funding streams as well as incorporating regulation changes that may impact the service provision and rates for services provided.

The Department of Behavioral Health and Developmental Services (DBHDS) is moving forward with the reimbursement based funding for a segment of the Agency's State funds. The Financial Services team will be required to submit documentation of expenses and participate in routine department audits of utilization of the funds. Community Services Boards are seeking clarification on the new process and requirements to ensure compliance for the next fiscal year.

There are several audits underway: Intermediate Care Facility (ICF) Cost Report and Patient Fund Account audit. The Agency is working with Myers & Stauffer for these audits.

Mrs. Barnes announced the difficult decision to close Briarfield Place, one of the Agency's Intellectual and Developmental Disability Services (IDDS) group homes, which you will hear more about from staff later during the meeting.

Mrs. Barnes next reviewed the financial statements. The Agency remains in a strong cash position and the line of credit has not been utilized. Regarding the Aging report, the finance team is continuing collection efforts and monitoring Accounts Receivable balances, and the Aging have continued to decrease, as the billing issues with ICF and IDDS have been resolved. The team continues to monitor the payments submitted to the Department of Medical Assistance Services (DMAS) from July – October 2021 to ensure the 12.5% rate is being retroactively applied. There will be a delay in payment processing while DMAS transitions to a new platform but the team is working to register for the new system and will transition Agency staff to the new portal as quickly as possible.

It was reported that Health Insurance expenses are back in-line with budgeted expenses, with February having the lowest expenses, thus far, this fiscal year.

Mrs. Barnes provided details on the balance sheets and income statements for H-NNCSB, PCI, SAH, and TDP which are all in good standing.

Lastly, Mr. Morehouse updated the Committee Members on the meeting with Towne Bank earlier in the day to discuss the Operating Reserve Funds and stated the Agency is exploring investment options with a higher interest rate. Mrs. Susan Harris commended the team's efforts regarding the great work in collections. Mrs. Christian thanked Mr. Morehouse and Mrs. Harris for their support at the meeting with Towne Bank.

There being a question from Mr. Steven Brown about investments and which type, Mr. Morehouse explained the additional investment options for the operating reserve funds.

EXECUTIVE DIRECTOR UPDATE

Mrs. Christian commended Mrs. Barnes for the smooth budgeting process and noted the hard work of the team in preparing for the Leadership Team meetings so everything is seamless during the reviews. She also noted there is a Cost of Living (COLA) increase budgeted for staff and hopes there is funding for it. The Agency is working on sign-on bonus for critical positions and a retention bonus for all staff. There being a question from Mr. Morehouse about compression of salaries, Mrs. Christian stated the Agency did adjust salaries last year and will look at the pay scale again during the budgeting process. Mrs. Christian informed the Board Members that VACSB has commissioned a study of salaries of all CSBs across the Commonwealth and hopes to use information from that study to review the Agency's pay scale.

Next, Mrs. Christian gave an overview of the upcoming presentations for the remainder of the Board Meetings in FY2022: tonight will be from Developmental Services, next month from OPRD by Ms. Joy Cipriano, School Based Services provided by the Youth & Family Services program by Mrs. Lisa Hogge in May, and Crisis Services update from Mr. Ryan Dudley in June.

After questions and discussion, Mr. Brown commended the Agency for looking at ways to retain the highly qualified staff who choose to work at the CSB and reminded everyone that most Agency staff have worked an average of 10 years or more. Mrs. Christian stated the Agency wants to reward the staff who are not leaving and desire to continue their great work with the Agency.

There being a question from Dr. Arva Davidson regarding the exit interviews provided in red folders, she asked if there were opportunities for staff to provide feedback during the year and not just, as they leave the Agency. Mrs. Christian explained the Human Resources department conducts "stay interviews" with staff at different intervals after they are hired. Directors at the departments also do some direct contact with employees, asking for feedback on what they like or do not like or things they'd like changed. Dr. Cunningham added that team meetings sometimes produce some good comments and with an open communication setting, employees do voice their concerns. Mrs. Barnes noted another avenue of communication are employee self-evaluations that provide opportunities for employees to discuss things they did well and what areas they need help.

As the meeting progressed Mrs. Sherry Hunt provided a Legislative Update to the Board of Directors. The General Assembly session ended on March 12, 2022. A special session will be called on April 4, 2022 to discuss and pass the Budget. The GA will reconvene on April 27, 2022 to finalize the Legislation that came from the regular session. Some of the important legislation was around workforce and Mrs. Hunt reminded the Board about the advocacy around workforce development and funding that we participated in on February 15, 2022. Both the House and Senate had funding in both versions of the bills presented at the last session. The House Appropriations Committee had \$25.8 million in the first year and \$25.4 million in the second year for salary increases for CSB direct care staff, and this would be ongoing funding in the second year. The Senate Finance Committee had \$37.8 million in the first year but nothing in the second year for CSBs recruitment and retention bonuses. Both the House and Senate also had funding for DD waiver rates. The House had \$81 million in the first year and \$85.5 million in the second year. The DD waiver rate increase would cover group home, group day, and group supported employment services, which were not included in the original budget. The Senate had a much lower amount of \$13.4 million in the first year, \$15.4 million in the second year. Other notable items in the House report: \$9 million permanent supportive housing funding, 1200 DD waiver slots, and funding to support alternative custody arrangements. On the Senate side, there is an increase in reimbursement rates for peer and family support services and \$2.6 million in the first year for alternative custody arrangements. Mrs. Hunt stated she will keep everyone posted on the results from the special session.

Updates on significant legislation such as the Marcus Alert. Final Bill adopted by both House and Senate contain some key provisions: changed date from July 1, 2021 to July 1, 2023 for every locality to establish a volunteer database to be made available to the 911 alert system. Now every locality, regardless of population, shall establish local protocols to divert calls from the 911 dispatch system to a crisis call center for risk assessment. However, what's optional is for localities with a population less than 40,000 to establish local protocols for the Marcus Alert system. For localities with populations greater than 40,000 the language says shall establish local protocols for the Marcus Alert system, so our CSB will be required to comply. Develop local protocols for the Marcus Alert as well as establish protocols for law enforcement. In terms of timing, no later than July 1, 2023, the department will establish five additional Marcus Alert systems and community care or mobile crisis teams. Finally, no later than July 1, 2028 all Community Service Boards and Behavioral Health Authorities must have the protocols for the Marcus Alert system in place. No barrier crimes legislation passed in this session. For TDO/ECO transfer of custody bills, the language transferring custody to CSBs has been removed.

Presentation of Developmental Disability Residential Services Overview by Dr. Daphne Cunningham and Mrs. Carol McCarthy. Dr. Cunningham reminded the Board Members that at the Budget, Finance and Audit Committee meeting on Monday, March 21, 2022 staff announced the closure of Briarfield, the largest of the homes the CSB operates. This is an opportune moment to discuss the developmental disability residential services program and what drove the decision to close the home.

There were several factors that drove the decision. Currently, the CSB operates seven (7) waiver homes with four (4) in Hampton and three (3) in Newport News. There are varying sizes with some homes housing four and others eight. At one point Briarfield had 12 but the Agency has been working diligently to downsize that home as much as possible. The agency also operates three (3) intermediate care facilities that care for individuals with greater medical needs. These fall under different regulations under the Department of Licensing and the Department of Health. All of the Agency's homes are staffed 24/7 with night shifts and daytime shifts. All the homes are located in nice communities and look like every other house in the neighborhood.

The Department of Justice Settlement Agreement in 2012 was reached to address the needs of individuals with intellectual disabilities in the most integrated setting appropriate for their needs. The Settlement Agreement requires individuals be served in their least restrictive and most integrated environment instead of institutions. Southeastern Virginia Training Center is currently the only institution remaining for those with Developmental Disabilities as all other state training centers have closed.

Ms. McCarthy updated on the Home and Community Based Settings (HCBS) Final Rule. HCBS waivers provide individuals enrolled in Medicaid long-term services the option to receive community-based care as an alternative to an institutional setting. Specific rights related to the settings include: an integrated setting in the community with full access to the same degree as individuals not receiving Medicaid HCBS; ensure individual's rights of privacy, dignity and respect, and freedom from coercion and restraint; setting must facilitate individual's independence in making choices about daily activities, physical environment, and with whom to interact.

Individuals should be offered support to build and foster relationships with people other than paid staff. Settings should not be in gated communities for people with disabilities nor on the grounds of an ICF.

Some of the impact of the DOJ Settlement Agreement and HCBS. Both

rules hold Virginia accountable for providing services in the least restrictive setting. Admissions to larger homes require approval from DBHDS and must be compliant with HCBS final rule in order to be reimbursed. Providers who are not in compliance by March 17, 2023 will not be reimbursed and may face mandatory closure. The H-NNCSB programs will be undergoing our first audit in April. In May, the full report will be received. If the Agency is not in compliance, it will need to submit a remediation plan in order to be compliant.

The Agency has made purposeful changes to the occupancy to meet compliance expectations of the DOJ Settlement Agreement and HCBS. Briarfield's closure plan is due to the large size of the program (8000 sq. ft.). It does not look like a typical home and the large space requires a large complement of staff to provide adequate supervision due to the layout of the home. The staffing challenges were increasingly problematic due to COVID-19. The reimbursement rate is lower and the Agency supplemented the program last fiscal year by \$300,000. It takes a great amount of funding to run Briarfield.

All staff will be offered positions in other programs. Some of our current residents will be offered placement in our other homes. Staff will speak with families as well as individuals about all the options. The timeline is to complete discharges and cease operations by June 30, 2022.

There being several questions from the Board Members about the presentation, staff spent time discussing the details and also clarified some of the federal and state regulations that govern the residential program.

Mrs. Thomas thanked Mrs. McCarthy and Dr. Cunningham for the informative presentation.

WOMEN'S HISTORY MONTH

As the meeting came to an end; Councilman Brown provided comments in recognition of Women's History month. He recognized not only outstanding women in history, but also celebrated the outstanding women of the H-NNCSB Board of Directors. On behalf of the staff, Mrs. Christian provided a dozen roses to all of the women on the Board of Directors as a small token of appreciation for their service to the Agency and the community.

ADJOURNMENT There being no additional business to be discussed, the Meeting of the Board of Directors for the Hampton-Newport News Community Services Board adjourned at 6:16 p.m.

Mrs. Venerria Thomas
Board -Chair

Mrs. June Owens
Secretary

*Submitted by
Jae Hee Jackson*