



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

**Thursday, December 21, 2017, 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	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:** December 14, 2017  
**TO:** Members of the Board of Directors  
**FROM:** Natale Christian, Executive Director  
**SUBJECT:** **Meeting of the Board of Directors  
December 21, 2017, at 5:00 p.m.  
CSB Campus Board Room, 300 Medical Drive, Hampton, VA**

Greetings Members of the Board:

As 2017 comes to an end, I just want to take a moment to say *Happy Holidays* and *Thank You* for all that you do on behalf of the Hampton Newport News Community Services Board. Please be advised that the December Meeting of the Board will include a special expression of our gratitude.

Attached for your review and consideration is the Agenda and Package for the **Board of Directors Meeting for the Hampton-Newport News Community Services Board in FY2018** scheduled on **Thursday, December 21, 2017, at 5:00 p.m.**

For your information, Members of the **Board Quality Management Committee** held their quarterly meeting on **Wednesday, December 6<sup>th</sup>, at 4:00 p.m.**; and Members of the **Budget, Finance and Audit Committee** are scheduled to meet on **Monday, December 18<sup>th</sup>, at 4:00 p.m.** immediately followed by a meeting of Members of the **Community Relations / Governmental Affairs Committee at 4:30 p.m.** that same date. Please mark your calendars and remember that Board Standing Committee meetings are open to all Members of the 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, December 21, 2017, 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 Item**
  - **A-1** Minutes of the Board of Directors Meeting of November 16, 2017
5. **Standing Board Committee Reports**
  - Board Quality Management Committee
  - Budget, Finance and Audit Committee
  - Community Relations / Governmental Affairs Committee
6. **Consideration Items**
  - **C-1** Governors Proposed 2018-2020 Biennial State Budget Public Hearings – *January 3<sup>rd</sup>*
  - **C-2** VACSB 2018 Legislative Conference – *January 16<sup>th</sup> & 17<sup>th</sup>*
7. **Information Items**
  - **I-1** Addiction and Recovery Treatment Services (ARTS)
  - **I-2** STEP Virginia
  - **I-3** 2017-2018 Opioid Prevention Media Campaign
  - **I-4** IDD Urgent Waiver Waiting List
8. **Program Highlights**
9. **Adjournment**

## ACTION ITEM

December 21, 2017

### A-1. Minutes of the Board of Directors Meeting of November 16, 2017

**Issue:** Board approval of the Minutes of the Board of Directors Meeting held on Thursday, November 16, 2017.

**Background:** Minutes of the Meeting held on November 16, 2017, 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 November 16, 2017.

**Enclosure:** Minutes of the Board of Directors Meeting of November 16, 2017.

## CONSIDERATION ITEMS

### C-1. Governor's Proposed 2018-2020 Biennial State Budget Public Hearing

**Issue:** State Budget Public Hearing – *January 3, 2018*

**Background:** For several years, Public Hearing Notices have been given that the House Appropriations and Senate Finance Committees of the Virginia General Assembly will hold Regional Public Hearings to receive comments on the Governor's Proposed 2018-2020 Biennial State Budget have been scheduled. Persons wishing to speak may register at each hearing site no earlier than one hour prior to the start of the hearing.

**ACTION:** Please contact Ms. Mercado if you are available to attend this event.

**Red Folder Item:** Public Hearings Notice.

**C-2. Virginia Association of Community Services Boards, Inc. (VACSB)  
2018 Legislative Conference**

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**Issue:** VACSB 2018 Legislative Conference – *January 16-17, 2018, Richmond, VA.*

**Background:** The Virginia Association of Community Services Boards, Inc., who represents Virginia’s Community Services Boards (CSB) and Behavioral Health Authorities (BHA), has sponsored several Conferences throughout the Commonwealth of Virginia. It is thought that these very informative Conferences help enhance the quality of services provided to those communities served. Its next Conference is the **2018 Legislative Conference** scheduled for ***Tuesday and Wednesday, January 16<sup>th</sup> and 17<sup>th</sup>***, at the Hilton Richmond Downtown Hotel. This Conference will include a 2018 Legislative Forum, a CSB/BHA Board Member Session with Mrs. Becky Bowers-Lanier, VACSB Legislative Consultant, and a Networking Reception, to name a few.

Registration for the 2018 Legislative Conference is now underway and the reduced rate deadline date is **Friday, December 15<sup>th</sup>**, so please make Ms. Mercado aware of your availability to attend at your earliest convenience.

**ACTION:** Please contact Ms. Mercado if you are available to attend this very informative event.

**Red Folder Item:** VACSB 2018 Legislative Conference Schedule.

## **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:** ARTS implementation provided the opportunity to enhance our services and improve access to those services. The newly initiated services continue to run smoothly as staff work to ensure clinically appropriate, accessible Substance Abuse Treatment Services. However, we are already at capacity for some of our services and are running a waiting lists. There is also an ongoing need for many individuals who do not have Medicaid and are therefore are not covered by DMAS/ARTS.

## **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:** STEP VA is a primary component of the VACSB and DBHDS legislative agenda for the next biennium. DBHDS and the VACSB will continue to pursue additional funding during the next General Assembly Session to fully implement Same Day Access Services within all 40 Community Services Boards across the state.

The H-NNCSB continues consultation with MTM Services. They will be on site in February. To begin the discussion and assessment of changes needed in our intake and assessment processes.

## **I-3. 2017-2018 Opioid Prevention Media Campaign**

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

**Background:** The Hampton-Newport News Community Services Board (H-NNCSB) received funding from the Department of Behavioral Health and Developmental Services (DBHDS) to develop and implement an effective population level change strategy to prevent opiate use and over dose deaths in our service areas of Hampton and Newport News. One of the proposed strategies by DBHDS' Behavioral Health and Wellness Department, *Prevention Services*, was to utilize a media-based environmental strategy to reach a very large number of citizens to increase the awareness of opiate abuse and provide information on available resources.

**Update:** The H-NNCSB's Prevention Services Department has worked with a contractor over the past few months to develop and implement this media campaign to develop our local Opiate Prevention Campaign. We currently have 3 Billboards, 43 movie theater screen public service announcements, and billboards on several local buses. We are working on radio and television media as well.

#### **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 H-NNCSB serves over 900 adults and children who have developmental disabilities in case management, residential homes, mobile crisis, and day support services, we have 70 individuals on the *Priority One* Waiting List, 246 on the *Priority Two* Waiting List, and 170 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**

### **HUMAN RESOURCES**

**Kimberly Thompson, Director**

#### **1. Human Resources**

- The Human Resources department is committed to filling vacancies with highly qualified candidates. During the months of October and November, there were 33 new hires; 24 full-time and 9 part-time. The new hires by division included 11 for Adult Clinical Services, 3 for Financial Services and Property Management, 5 for Developmental Services, 1 for Information Technology, 3 for Medical Services, and 9 for Youth and Family Services. In addition, the Project Director for Region 5 Reinvestment Services was filled. **(1G)**
- Open Enrollment for employee benefits was October 30 – November 14. The Human Resource has held several benefit review sessions and educational sessions for flexible spending. Employee rates for medical and dental did not increase for the plan year 2018. **(1G)**

#### **2. Training Services**

- The Hampton-Newport News Community Services Board Co-sponsored the International Survivors of Suicide Loss Day on Saturday, November 18, 2017 from 11 a.m. until 3 p.m. in the Large Training Room. This is the second year that our Agency has been a part and sponsored regional commemorations of this international event. **(1G)**

- Each year the Hampton-Newport News Community Services Board is proud to support the United Way Campaign in our community! We offered several exciting events for staff during this year's campaign with a portion of the proceeds going to United Way. This year we introduced our online giving portal which allowed staff to pledge by completing their pledge form online.
- An Applied Suicide Intervention Skills Training was conducted for staff and the community.

### 3. **Committee Updates**

#### ➤ **Wellness Committee**

The committee has completed the Quarterly Wellness drawing for the third quarter and prizes will be awarded. In December, the committee has organized a 12 Days of Wellness campaign to get everyone thinking about wellness as the holidays approach. "Wellness Wednesday" emails continue to be sent to staff with educational materials on maintaining and improving ones overall health and wellness. (1G)

#### ➤ **Clinical Supervision Committee**

Human Resources is working with VCU to have an on-site clinical supervision training in January for staff who have been licensed for 2 years. This is a requirement to be able to provide clinical supervision to other license eligible staff. (1G)

## **COMMUNICATIONS 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**

#### **1. *Develop and expand marketing, market research, and branding functions within H-NNCSB.***

- Facilitated agency's participation in a Back to School night at Lee Hall Elementary School on October 12, 2017. Therapeutic Day Treatment staff attended and provided information and resources to the parents and students who were in attendance.
- Gave a presentation on the agency and our programs and services at the Peninsula Health District nurse's staff meeting on November 8, 2017.
- Facilitated an interview between a reporter from KYODO news, a Japanese news agency, and the manager at the Southeastern Family Project on November 9, 2017. The reporter is doing a story on us as it relates to babies that are born addicted to drugs.

- Helped facilitate the involvement of the agency at and attended the 8<sup>th</sup> Annual Hampton Boys Conference presented by Hampton Public Schools on November 18, 2017.
- Attended the REVIVE! Training class on November 22, 2017 and organized an interview with a Daily Press reporter, along with our partners in the Peninsula Health District, for a story that will run in the newspaper.

**2. *Develop and expand Web site, social media and brochures/publications.***

- Developed job description for Marketing and Communications Intern position and reviewed applications received for the position.
- Along with IT staff, participated on a conference call with ESI and Marathon Consulting Group on November 20, 2017 to discuss a proposal for a website redesign project.

**3. *Develop and expand public relations and communications functions within H-NNCSB.***

- Attended Opioid and Addiction Regional Champion's Training meeting held in Charlottesville, VA on October 12, 2017 and provided insight on what our agency is doing, along with our partners, to combat the opioid crisis in our community.
- Attended ARDX Foundation 10<sup>th</sup> Annual Women's Wellness Conference on October 20, 2017 as a means obtaining information and networking with other professionals in the field.
- Attended Mental Health "Single Access Point" Working Group Meeting on October 24, 2017 to discuss the feasibility of developing a Psychiatric Emergency Center in our region.
- Attended a meeting on the Promise Program (the Hampton University Men's Violence Prevention Program) on October 24, 2017 to hear highlights of the program's successes and discuss our partnership moving forward.
- Attended SEHVS Annual Fundraiser on November 2, 2017.
- Participated on a follow-up conference call for the Mental Health "Single Access Point" Working Group on November 13, 2017.
- Facilitated meeting with Peninsula Health District Director, Dr. Berg, and staff, on November 15, 2017, to discuss Prevention media campaign being launched to combat the opioid epidemic and to recruit the Health Department as a partner in the campaign.
- Met with a Thomas Nelson college student on November 17, 2017 to answer questions about the agency for a school assignment.
- Organized and held first meeting of the Community Engagement Committee on November 30, 2017. The committee's purpose and goals are as follows:

**Committee Purpose**

- The Community Engagement Committee will offer a more coordinated approach to receiving, evaluating, planning and ultimately executing successful community engagement opportunities on behalf of the agency.

### Committee Goals

- Receive all requests or invitations for speaking engagements, conferences, trade shows, community events and festivals, etc.
  - Make strategic decisions regarding which activities are appropriate for our agency to participate in based on our resources and whether our best interests and the community's needs are being served.
  - Assist in determining who from the agency should be designated to carry the banner and what programs and services should be highlighted.
  - Take a proactive approach in determining any other events or activities in which it would benefit our agency and the community to participate.
4. *Develop and expand advocacy and lobbying efforts with communities and government stakeholders.*
- Attended the VACSB Public Policy committee meeting on October 26, 2017.
  - Attended Congressman Bobby Scott's Affordable Care Act Open Enrollment Forum with faith and community leaders on November 13, 2017 and shared information with the board of directors and staff.

### Upcoming Events

- Healthcare Enrollfest – *December 8-10, 2017.*
- Legislative Breakfast for Members of the Peninsula Delegation – *December 13, 2017.*
- VACSB Public Policy Committee Conference Call - *December 19, 2017.*
- Tour and operational overview of the Chesapeake CITAC – *December 20, 2017.*

## INFORMATION & TECHNOLOGY

**Charles McGee, Director**

1. **Agency 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 Initiatives**

- The IT Department is undergoing a complete overhaul of its Technical Support Helpdesk system. This in depth project includes introducing new technology and

automation to improve efficiency and the implementation of improved processes and workflows that use metrics to establish baselines for monitoring and managing the effectiveness of our support operations. The project will culminate with the introduction of a new technical support portal, scheduled to be launched on January 2, 2018.

- 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.
- 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.
- 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 affordability, providing new options for updating our existing systems. Once the evaluation process is completed, the IT Department will make 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 personal action forms throughout the Agency, allow 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.

## 2. Medical Records

### **Program Activities**

- Process releases and medical records request.
- Meet with clients for completion of authorizations to disclose (release of information).
- Phone inquiries.
- Scan and validate client medical records into record management software. Clinical program support.
- Process records request for program and agency audits.

### **Program Services include:**

- 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

### **Projects**

- Staff continue to identify and process records for scanning and destruction that are housed within Entrust, the external off-site records storage 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.

### **News**

- We are glad to welcome, Linda Smith, as our new Medical Records Technician. She has previously served as a Front Desk Associate for our Adult Comprehensive Services program. She comes to us with a great deal of Profiler knowledge and excellent customer service. We are happy to have her as an addition to our team.
- It is with much sadness and fond memories that we announce the retirement of Mrs. Shirley Pittman. She has been an invaluable member of the H-NNCSB family for twelve years. Many of which she has provided medical records support to the Hampton Roads Clinic program. We are excited for her, wish her well on her new journey and she will be greatly missed.

## **3. Data Informatics**

### **Program 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.

### **Projects**

- 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**

- Shelia Leary, Data Informatics Manager
- 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

## News

It is with great pleasure that we welcome back, Mr. Michael Anderson, as our Data Analyst. Michael previously served our agency for over 18 years. He returns with a wealth of knowledge about the agency and CCS processes. He is a welcomed asset to our team.

## 4. Network and Computing Support and Services

### 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.

### Projects

- Continuing work on cloud resources, specifically Microsoft Azure and Citrix ShareFile.
- Ongoing Computer refresh across the agency, insuring that agency staff are working on up to date and reliable equipment that is at the most 3 years old.
- Began implementing some of the modifications to helpdesk processes to better serve agency staff.
- Test system of 5 VoIP phones installed in BLDG 500 on campus. This will allow us to test and begin planning for potential move to VoIP at some later date. Working with Cox to learn full functionality of system to determine best use of resources.
- Planning stages for continued roll out of VoIP phones to entire agency over the next 6 to 12 months. Negotiated a deal with Cox where they will not charge us any installation costs for this process.
- Continued planning stages for implementing a web based user portal for entering Helpdesk tickets and requests.
- Implementation of ShareFile and RightSignature products for use by select members of the agency ongoing. Trial for HR is ongoing.
- Completed transfer of REACH to WT.
- Planning phase for updates to RND environment to better represent production environment.
- Began work on deployment of new SharePoint installation.
- Working with Verizon to lower cellular costs.

### Personnel

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

## QUALITY MANAGEMENT

**Dr. Melanie Bond, Director**

The Division of Quality Management and Corporate Compliance (QM) is comprised of eight (8) staff who carry out the tenets of 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*
  - The QAIM, Clinical Documentation Specialist and Peer Recovery Coordinator met on October 20, 2017 to discuss Peer Recovery Services training needs. The meeting included a discussion about setting up a Program Implementation Committee (PIC) meeting now that the PIC worksheet has been completed, follow up on action items and supervision concerns.
  - The QM Director and QAIM met with members of the IT Division on October 4, 2017, to discuss the proposed implementation of DLA-20. At the conclusion of the meeting it was decided that IT staff would need to take several questions back to the RLT and DMC meetings. Members of the QM Division needed more clarification as to what, if any, tools could be eliminated (assessments and/or quarterly reviews) in place of the DLA-20 so that this new requirement would not increase workloads. Once QM receives clarification, it was decided that the tool would be vetted through the Quality Improvement Committee (QIC) or Management Team.
  - Members of the QM Division also met with IT Staff on October 4, 2017 to discuss revisions to the agency's crisis plan. The agency had been advised by the DBHDS Office of Licensure (OL) to update the form and to provide agency-wide training on its use. The QM Director and QAIM provided IT with a list of changes including prompts to assist staff with completing the form. IT plans to expire the previous version of the form and create a new crisis plan document. A prototype of the form is pending.
  - On October 11, 2017 the QAIM and QM Director met with Nicole Jackson, TDT Administrator regarding TDT regulations as it pertains to the provision of counseling services in TDT. Ms. Jackson proposed a plan in order to meet the counseling requirements as well as presented an updated template for the program's treatment plan.
- **Strategic Initiative 1F:** *Implement an agency wide Corporate Compliance and monitoring program to promote adaptability to the changing payer and regulatory environments*
  - The QAIM, Compliance and Standards Manager and QM Director participated in a conference call with Magellan Clinical Liaison, Rebecca Miller and Compliance Manager, Elizabeth Fitzgerald on October 11, 2017. The meeting was regarding In Loco Parentis and Service Provision matters.

- The Division of Quality Management met with Hampton Roads Clinic Manager and ARTS Director for the HRC Program Improvement Plan (PIP) quarterly meeting on October 19, 2017. The health of the documentation and team efforts at HRC has improved according to recent QM reviews and HRC management, however, according to the HRC Manager, there is still need for improvement. It was decided that HRC would remain on a PIP for another quarter. The QM and ARTS Directors proposed that HRC create a report summarizing their PIP that includes a sustainability plan.
- The QAIM assisted several programs with licensing questions by either providing guidance to them using the existing regulations or by contacting the agency's Licensing Specialist with specific questions for technical assistance and recommendations. Matters included embedding new interventions into existing services, questions about program-specific emergency preparedness plans, and proposals to expand existing ARTS services.
- The QAIM completed license renewal applications for the following agency programs: Regional Crisis Stabilization – Detox. Gail Schreiner, Senior Licensing Specialist from the DBHDS OL conducted a licensing visit on October 23, 2017 in response to the application. As a result of the review, the program received a corrective action plan and RCSU – Detox will maintain a conditional license until the Triennial licensing review in 2018.
- In response to the approved Triennial Preparation Checklist, members of the agency's Management Team were tasked with updating service descriptions, policies and procedures and other program-specific documents. During the October 23<sup>rd</sup> Management Team meeting, the Director of Quality Management and Corporate Compliance reminded leaders of the tasks and deadlines to submit forms to the Division of Quality Management. Service descriptions are due November 1, 2017.
- Throughout the month of October, the QAIM and Director of Quality Management met with Psychosocial Rehabilitation Services staff to provide guidance on the completion of their corrective action plans (CAP) issued by the DBHDS Office of Licensing as a result of licensing reviews. Licensing approved the PSR CAP on October 16, 2017.
- Throughout the month of October, the QAIM met with members of Developmental Services (Residential) in order to provide licensing and risk management guidance to them as they revised their Emergency Preparedness Plan. The plan is being revised in response to the CMS Emergency Preparedness Rule for ICF/IID providers. On October 13, 2017, the QAIM and Developmental Services staff hosted an Emergency Preparedness training (Table Top Exercise). Guest presenters were Mr. Glenn McBride, from Eastern Virginia Health Care Coalition (EVHC) and Mr. Kevin Pearce, from the Virginia Department of Health. On October 19, 2017 at 10:19 AM, members of Developmental Services participated in the nationwide 2017 Shake Out (Earthquake) Exercise in order to meet the requirements of the CMS rule's Full Scale Exercise. The QAIM set up a mock alert system and assisted the ICF staff and residents with conducting the successful drill.
- The QAIM and Utilization Review Specialist (URS) continued to provide guidance and support to agency programs, including recommendations for improvements regarding ongoing clinical documentation and record reviews, as well as interpretation of DMAS and licensure requirements. The QAIM and URS continued to conduct record reviews of the

Hampton Roads Clinic. This is the second of two internal Medicaid-like record reviews. The tentative deadline to complete the review is October 31, 2017.

- **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 CPRS, Ms. Williams and the PRC attended the Crisis Unit Trauma Triangle Training held at the Slover Library in Norfolk.
  - The Peer Staff traveled to Norfolk on November 29<sup>th</sup> for a Regional Peer Training which provided 3 CEs toward CPRS recertification.
  - The PRC attended the Peninsula Community Opioid Response Workgroup on November 28<sup>th</sup>.

**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 October 17, 2017 under the provision of the updated Human Rights regulations. Mr. Daye attended the SEA LHRC meeting upon completion of training. Mr. Daye will continue participate in the SEA LHRC meetings until the new advocate is ready.

Dr. Bond met with the committee in closed session to provide the LHRC with a quarterly review of the Behavioral Treatment Plan (BTP) for a consumer. Ms. Roberta Plessinger attended and participated during closed sessions and provided more specific updates and information to the committee. The quarterly report included the clinical efficacy, overall continued clinical necessity, and the effectiveness of the BTP for the individual. The LHRC Committee Members were unable to approve the continued use of the Velcro restraints due to the following reason(s): recommendations:

- Recommendation noted by IRC does not correspond to the most recent update provided by Ms. Plessinger

The next SEA LHRC is scheduled for January 16, 2018.

- During the month of October, five capacity evaluations were completed, all of which warranted a recommendation for an AR assignment. Out of the five capacity evaluations, three AR appointment letters were drafted and provided to the Executive Director to review and sign. The remaining two individuals will be placed on the public guardianship waitlist.

During the month of November, four capacity evaluations were completed, all of which warranted a recommendation for an AR assignment. AR appointment letters were drafted and provided to the Executive Director to review and sign.

- The Certified Peer Recovery Specialist (CPRS), Pamela Williams, participated in Healthcare Enrollfest held at the Boo Williams Sportsplex on November 4<sup>th</sup>. Information table and answered any questions from those in attendance.
- The Peer Recovery Coordinator (PRC) was asked to speak at the 28<sup>th</sup> Annual Thanksgiving Day Luncheon held on November 8, 2017 at the Hampton Roads Convention Center.
- The PRC facilitated a REVIVE Lay Rescuer Training on November 22<sup>nd</sup> for 17 participants.
- The PRC provided an Advanced Directive workshop to participants of the Mental Health Regional Supervised Housing program.

### **Quality Management and Corporate Compliance Team**

Melanie Bond, Psy.D., Director  
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



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

**Thursday, November 16, 2017, 5:00 p.m.**

**CSB Campus Board Room, 2<sup>nd</sup> Floor**

- Present:** Mrs. Rogers, presiding; Mrs. Bethune-Hill, Mrs. Dahlen, Mrs. Davidson, Mrs. Killebrew, Mr. Morehouse, Mrs. Owens, Sheriff Roberts, Ms. Russell, Dr. Spencer, Mrs. Stewart, Mr. Supler, and Mrs. Thomas
- Staff:** Mrs. Christian, Dr. Bond, Mr. Crisp, Mr. Deisch, Mr. Dudley, Dr. Gill, Mrs. Hogge, Mrs. Hunt, Mr. McGee, Ms. Newlon, Mr. Simons, Ms. Thompson, Mrs. Whitaker, and Ms. Mercado
- Guests:** None

### **CALL TO ORDER**

Members of the Board of Directors for the Hampton-Newport News Community Services Board held their monthly Board Meeting on Thursday, November 16, 2017; where Mrs. Wanda Rogers, Board Chair, presided and welcomed Members of the Board, guests, and staff to the November Meeting of the Board of Directors for the Hampton-Newport News Community Services Board (H-NNCSB) at 5:05 p.m.

### **REMARKS OF THE CHAIR**

Mrs. Rogers remarked that while the meeting was earlier in the week due to the Thanksgiving Holiday, it would be brief. She also used the opportunity to commend H-NNCSB staff for a lovely Thanksgiving luncheon held earlier in the month, noting that the event was enjoyed by all and seemed to get better each year.

While pictures of the Thanksgiving Luncheon event were circulating among Members of the Board of Directors, Mrs. Rogers extended thanks to the photographer, Mr. Henry Stovall, who had done a wonderful job of taking pictures at the event. Additionally, with regard to photograph's, Members of the Board of

Directors who had not had the opportunity to take their individual photos were reminded to please do so at the close of the meeting. Furthermore, Members were informed that while Members were also planning to take their Board Member Group Picture that evening, they would be unable to do so because all Members of the Board of Directors were not present at the November 16, 2017 Meeting of the Board of Directors.

## **INTRODUCTION OF GUESTS**

Mrs. Christian informed Members of the Board of Directors for the Hampton-Newport News Community Services Board that no guests were present at this evening's meeting.

## **PUBLIC COMMENT**

There was no public comment received from the audience during the Meeting of the Board of Directors held on Thursday, November 16, 2017.

## **ACTION ITEMS**

### **A-1.**

A Motion was made to accept the Minutes of the Board of Directors Meeting held on Thursday, October 26, 2017, as presented.

### **Action**

There being no comments or discussion, the Minutes of the Board of Directors Meeting held on Thursday, October 26, 2017, were approved as presented.

### **A-2.**

Mrs. Pixie Killebrew, Committee Chair of the Budget, Finance and Audit Committee, reported that Members of that Committee held their monthly meeting on Monday, November 13, 2017, at 4:00 p.m., in the Campus Board Room. She noted that primarily, the meeting was used to review the completed FY17 Financial Audit Report received from Mr. Paul Lee, CPA, of the auditing firm, Robinson, Farmer, Cox Associates. Members of the Board of Directors were informed that a copy of the FY17 Financial Audit Report had been provided for them in their red folders.

Mrs. Killebrew advised that Mr. Lee provided Members of the Budget, Finance and Audit Committee with an overview of the process that took place during the FY17 Financial Audit. It was shared that following the initial review completed

earlier in the year, Robinson, Farmer, Cox Associates prepared a report which was then sent through their Quality Control staff for final review. Additionally, she remarked that Mr. Lee reminded that the Agency had also covered all of its debt covenants and that due to the bond refinancing the debt footnote was more concise.

Members of the Board of Directors were updated that in Mr. Lee's advice to the Committee, he directed that while there are always things that can spring up, such as limited Medicaid funding and/or Medicaid cuts, as long as the Hampton-Newport News Community Services Board has a Finance Committee and staff who stay on top of things and can be questioned, these actions should keep the Agency on task in that arena. Mrs. Killebrew continued that, overall, the Firm felt really good about the schedule and how the audit worked out. Moreover, she advised that the Hampton-Newport News Community Services Board did not even receive a Management Letter from the auditing Firm for its FY17 Financial Audit, and that this was a reflection on the staff and the work done by staff who continue to practice using the Internal Control System already established at the H-NNCSB.

Mrs. Killebrew concluded that in its audit of the FY17 Financials of the Hampton-Newport News Community Services Board, the H-NNCSB Property Company, Inc., Share-A-Homes of the Virginia Peninsula, and Peninsula Community Homes, the auditing firm of Robinson, Farmer, Cox Associates reported that the Audit went very well and the Agency received a "Clean" audit.

In closing on this Action Item, Mrs. Killebrew announced that it was the recommendation of the Budget, Finance and Audit Committee that Members of the Board of Directors accept the FY17 Financial Audit Report for the Hampton-Newport News Community Services Board and its entities as reported by Robinson, Farmer, Cox Associates.

**Action**

Following discussion, the FY17 Financial Audit Report for the Hampton-Newport News Community Services Board and its entities as reported by Robinson, Farmer, Cox Associates was accepted as presented.

## **BOARD STANDING COMMITTEE REPORTS**

### **Community Relations/ Governmental Affairs**

Mrs. Beatrice Dahlen, Committee Chair, reported that Members of the Community Relations / Governmental Affairs Committee held their monthly meeting on Monday, November 13, 2017, at 4:30 p.m., in the Campus Board Room of the Hampton-Newport News Community Services Board. She shared that at the meeting, Members of the Committee received General Assembly Updates from staff particularly with regard to the Legislative Breakfast rescheduling and Individual Meetings with Legislative Officials. It was added by Mrs. Dahlen that Members also discussed Local Initiatives, Advocacy Group activities, and upcoming Board Member events.

With regard to General Assembly Updates, Mrs. Dahlen announced that Members of the Community Relations / Governmental Affairs Committee were advised that while staff continue to work on rescheduling the Legislative Breakfast, they are also simultaneously setting up dates for Individual Meetings with Local Legislators. More specifically, she stated that staff were working to reschedule the Legislative Breakfast event during the early part of December, and that staff had reached out to both Local and Federal Legislators. Mrs. Dahlen continued that staff advised the Committee that an email would be sent to Members confirming the actual date of the Legislative Breakfast shortly. Moreover, it was provided that scheduling had also begun with individuals Meetings, and that once potential dates had been scheduled, Members of the board would also be advised and were encouraged to attend these meetings. Mrs. Dahlen directed that the goal of the Community Relations / Governmental Affairs Committee is to have the meetings completed before the agency's February Legislative visit to Richmond. She also provided that one area of discussion to be held with Legislators would include the concern with barrier crimes for Peer Recovery Specialists where legislative support is needed.

In the area of Local Initiatives, Mrs. Dahlen noted that the Committee received an update from Mrs. Christian, who informed Members that she had communicated with Hampton City Manager Mary Bunting, seeking to bring Members of the Hampton City Council up-to-date on Hampton-Newport News Community Services Board endeavors as requested by the Board of Directors. It was remarked that City Manager Bunting suggested having a day where Members of the Hampton City Council would come to visit the H-NNCSB and tour a few programs. Mrs. Dahlen shared that Mrs. Christian was currently working out the particulars of the

project with both Mrs. Wanda Rogers and Assistant City Manager Steven Bond as directed by City Manager Bunting and that the afternoon of January 24, 2018, was suggested for the event to take place.

Mrs. Dahlen continued her report noting that in the area of Board of Director Events, Members of the Committee briefly discussed the Hampton Adult Drug Treatment Court and Veterans Tract Graduation Ceremony previously held on October 30, 2017. She remarked that she was impressed with the number of Board Members who were available to attend the event. Additionally, Members of the Committee also discussed their experiences attending the H-NNCSB 28<sup>th</sup> Annual Thanksgiving Luncheon held on November 8<sup>th</sup>, where they noted their enjoyment, the extraordinary planning efforts, and the numerous compliments received noting that the event was nice, comfortable and warm. Mrs. Dahlen also mentioned discussion regarding the wonderful choice of speaker for the event along with the heartwarming personal testimonies shared by both Ms. Alethea Lambert and Mr. Joe Hudson. Moreover, she advised that additional individuals had requested to become sponsors of the event next year. Furthermore, Mrs. Dahlen informed Members of the Board of the upcoming Newport News Adult Drug Treatment Court Graduation Ceremony scheduled for Monday, December 4, 2017, at 3:00 p.m.. She announced that formal invitations to the event were provided for Members of the Board in their red folders.

In closing on her report to Members of the Board of Directors, Mrs. Dahlen stated that during the meeting of her Committee, she provided Members with an update from the National Alliance on Mental Illness (NAMI); where it was shared that the local group made their promise at the "NAMI Walk" which was a success. She also took the opportunity to thank Members of the Board and staff who supported the event which provides funding for the NAMI local chapter. Members of the Board were advised that the next meeting of Members of the Community Relations / Governmental Affairs Committee was scheduled for Monday, December 18, 2017, at 4:30 p.m. in the Campus Board Room.

## **CONSIDERATION ITEM**

Mrs. Rogers reiterated that as reported by Mrs. Dahlen, Members were asked to consider attending the upcoming Newport News Adult Drug Treatment Court Graduation, scheduled for Monday, December 4<sup>th</sup>, at 3:00 p.m. She directed that Members who are able to attend, please confirm their attendance with Ms. Mercado who would provide their RSVP's for the event.

## **INFORMATION ITEMS**

### **Hampton City Council Tour**

Mrs. Christian provided Members with a brief overview of the upcoming Hampton City Council Tour of the Hampton-Newport News Community Services Board scheduled for Wednesday, January 24, 2018, in the afternoon, as suggested by City Manager Mary Bunting. She noted that during the Community Relations / Governmental Affairs Committee meeting, Members discussed which programs may be toured along with an opportunity to provide transportation for Members of the Hampton City Council. Mrs. Christian advised that providing transportation would help to maintain timeframes and allow for stops at two H-NNCSB group homes before proceeding to the H-NNCSB Campus where a few other Campus programs would be toured. Following the Tours, she stated that Members of Council would be invited back to the Campus Board Room for a presentation updating them on the current status of the agency.

Members of the Board of Directors provided their thoughts on the event, noting that it would be wonderful and important for Members of the Hampton City Council and others in the City to come and really see what is done at the Hampton-Newport News Community Services Board. It was announced that the effort from staff was really appreciated in making the Field Trip happen.

Mrs. Christian advised that staff were open to any suggestions Members of the Board may have on how the afternoon might go. Mrs. Dahlen suggested having the Peer Recovery Specialists who spoke at the Thanksgiving Luncheon available for the planned discussion with Members of the Hampton City Council.

### **International Survivors of Suicide Loss**

Mrs. Christian provided Members of the Board of Directors with an overview of the upcoming International Survivors of Suicide Loss Day event scheduled for Saturday, November 18, 2017, and co-sponsored with Mrs. Mary Begor of the Dept. of Behavioral Health and Developmental Services. She asked that Members invite individual they know who had survived or lost someone to suicide, or individuals interested in the topic. She noted that last year's International Survivors of Suicide Loss Day program was very well done.

### **ENROLLFEST – Health Insurance Marketplace**

Mrs. Christian directed the attention of Members of the Board to another flyer provided for them in their red folders regarding the Enrollfest, where she reported that both Mr. Anthony Crisp, ARTS Director, and a Peer Recovery staff member

participated in the sessions held on Saturday, November 4, 2017, at the Boo Williams Sportsplex. She continued that the H-NNCSB would also have a display table at the next scheduled event supporting the Enrollfest scheduled on December 9<sup>th</sup> and 10<sup>th</sup>, at the Hampton Roads Convention Center. It was noted that this is a really good opportunity for the Agency to promote services provided by the H-NNCSB. Members were informed by Mrs. Christian that the H-NNCSB also participated in the event last year, as she remarked that that it is anticipated that there will be a greater turnout this year since the enrollment period has been shortened to December 15, 2017.

Mrs. Christian continued as she mentioned that Congressman Scott held a recent Affordable Health Care Act Open Enrollment Forum which was attended by a few H-NNCSB staff. Mrs. Hunt, Communications and Business Development Director, announced that Congressman Scott decided to hold the Health Care Forum to emphasize the earlier closing date for healthcare enrollment and the proposed changes to the healthcare regulations. Moreover, she advised Members of the Board that this year, the open enrollment time was cut in half and is only from November 1<sup>st</sup> to December 15<sup>th</sup>. Mrs. Hunt added that the HealthCare.gov website would be offline from midnight to noon and funding for advertising the healthcare enrollment had been cut by 90%, with Virginia's navigator programs cut by nearly 50%. She continued that the push is to get young people to sign up to help bring down healthcare costs. Mrs. Hunt directed that what has been proposed by the Trump healthcare plan is less than the current law, and that the number of people eligible for coverage by that plan would be down by the millions, not to mention the quality of the coverage which would also decrease. She noted that many individuals would be severely limited in healthcare benefits with the Trump plan where the cost for coverage would be up, pre-existing conditions eligibility would be down, and tax breaks for the wealthy and corporations would increase.

Members of the Board were asked to share the Enrollfest flyer with those who do not have health insurance, as well as in their communities and groups. Mrs. Hunt will try to obtain the PowerPoint used at the Affordable Health Care Act Open Enrollment Forum by Congressman Scott and forward it to interested Members of the Board.

Members of the H-NNCSB Board of Directors made several suggestions on how to publicize the Enrollfest event and suggested supporting the event with a Daily Press Newspaper Ad.

**VACSB 2017  
 Legislative  
 Conference**

Members of the Board of Directors were asked to mark their calendars for the VACSB 2017 Legislative Conference scheduled for Tuesday and Wednesday, January 16 - 17, 2018, by Mrs. Christian. She noted that information regarding the event would be sent out once finalized. Members were informed that the Conference would be in Richmond, and that their availability should be provided to Ms. Mercado.

**PROGRAM  
 HIGHLIGHTS**

Members of the Board of Directors were reminded of their Program Highlights from Clinical Division Directors detailing elements of CSB Programs by Mrs. Rogers. She mentioned that Highlights are provided for up-to-date information regarding CSB departmental and program activities as she thanked Program Directors for their input.

**Media Campaign  
 Update**

At the request of Mrs. Christian, Mr. Freddie Simons, Prevention Services Director, provided Members of the Board with an update on the Media Campaign introduced at the October Meeting of the Board. He reported that the Billboards had been finalized and will appear in the City of Hampton on Interstate 64 in both directions and on Highway 664 in the City of Newport News. It was explained that the Billboards would indicate the Hampton-Newport News Community Services Board (H-NNCSB) logo along with "VASTOP.ORG" as the website. Mr. Simons clarified that when individuals accessed the website, they would be directed to the substance abuse website of the H-NNCSB. In addition to the Billboards, Mr. Simons announced that staff have secured 43 Movie Theatre screens. Furthermore, Mr. Simons noted that we have finalized the Agreement with Hampton Roads Transit (HRT) so that several buses would also be carrying the logo. He also stated that while H-NNCSB staff were in the process of exploring the possibility of TV, this avenue turned out to be very expensive and may not be an option. In closing on his update, Mr. Simons thanked all staff who were involved with the Media Campaign for their efforts and informed Members of the Board that these items would be in the areas noted in approximately a month.

**Discussion**

Following a few brief responses from several Members of the Board of Directors regarding the numerous moving parts of the agency and appreciation for not passing the health insurance increase onto staff in the upcoming year, Mrs. Christian thanked Mrs. Newlon for her leadership and efforts of the financial Services staff on achieving a "clean" audit. She also thanked Mrs. Thompson,

Director of Human Resources for a successful 2018 Open enrollment process. Ms. Thompson commented that Employee Open Enrollment went really well with no complaints. She reiterated that there was no increase in insurance costs to employees.

**CLOSING  
 REMARKS**

In closing, Mrs. Rogers asked Members of the Board to take time to review the FY18 Monthly Planners provided in the back of the Board Package for upcoming Standing Board Committee Meetings and CSB Events. She also asked that Members remember to provide Ms. Mercado with their availability to attend the Newport News Adult Drug Treatment Court event as it would be here very soon.

**ADJOURNMENT**

There being no further comments, questions, or business to discuss, the Board of Directors for the Hampton-Newport News Community Services Board was adjourned at 5:46 p.m.

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Mrs. Wanda Rogers  
 Chair

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Mrs. Beatrice Dahlen  
 Secretary

*Submitted by GMercado*

# FY18 Monthly Planner

## December 2017

04	9:00 am	HPR-V Executive Directors Regional Meeting
<b>04</b>	<b>3:00 pm</b>	<b>Newport News Drug Treatment Court Graduation</b>
05	11:30 am	Executive Leadership Team
06	1:00 pm	Mrs. Evelyn Steward, NAMI
<b>06</b>	<b>4:00 pm</b>	<b>Board Quality Management Committee</b>
07	9:30 am	Eastern State Hospital
11	1:30 pm	Newport News CPMT
12	10:00 am	VACSB Executive Director Forum, Richmond
<b>13</b>	<b>8:00 am</b>	<b>H-NNCSB Annual Legislative Breakfast</b>
13	1:00 pm	Clinical Supervision Consultation Group
<b>15</b>	<b>11:00 am</b>	<b>Consumer Family Member Advisory Committee</b>
18	9:00 am	H-NNCSB Management Team
<b>18</b>	<b>4:00 pm</b>	<b>Budget, Finance and Audit Committee</b>
<b>18</b>	<b>4:30 pm</b>	<b>Community Relations / Governmental Affairs</b>
19	11:30 am	Executive Leadership Team
20	10:00 am	Crisis Intervention Team Tour – Chesapeake General Hospital
<b>21</b>	<b>5:00 pm</b>	<b>CSB Board of Directors</b>
<b>25</b>		<b>CSB Closed - Holiday Observed</b>

# FY18 Monthly Planner

## January 2018

<b>01</b>		<b>CSB Closed - Holiday Observed</b>
08	9:00 am	HPR-V Executive Directors Regional Meeting
08	1:30 pm	Newport News CPMT
09	11:30 am	Executive Leadership Team
<b>10</b>	<b>4:30 pm</b>	<b>Strategic Planning Committee</b>
<b>15</b>		<b>CSB Closed - Holiday Observed</b>
<b>16</b>	<b>9:00 am</b>	<b>VACSB 2018 Legislative Conference</b>
<b>16</b>	<b>3:00 pm</b>	<b>Local Human Rights Committee</b>
22	9:00 am	H-NNCSB Management Team
<b>22</b>	<b>4:00 pm</b>	<b>Budget, Finance and Audit Committee</b>
<b>22</b>	<b>4:30 pm</b>	<b>Committee Community Relations / Governmental Affairs</b>
23	11:30 am	Executive Leadership Team
<b>24</b>	<b>12:00 pm</b>	<b>Hampton City Council Field Day</b>
25	2:00 pm	Hampton CMPT
<b>25</b>	<b>5:00 pm</b>	<b>CSB Board of Directors</b>
26	8:00 am	Hampton Community Leaders Breakfast
30	11:30 am	Executive Leadership Team