



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

**Thursday, October 26, 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:** October 19, 2017  
**TO:** Members of the Board of Directors  
**FROM:** Natale Christian, Executive Director  
**SUBJECT:** **Meeting of the Board of Directors  
October 26, 2017, at 5:00 p.m.  
CSB Campus Board Room, 300 Medical Drive, Hampton, VA**

Greetings Members of the Board:

As October winds down, we are happy to advise you that the **Employee Appreciation Event** was very successful despite the overcast and occasional rain throughout the day. Many employees expressed that they had a great time as well as gratitude for the recognition of their work and dedication to those we serve. I would also like to extend a “**Thank You**” to Members of the Board who were able to attend the **2017 VACSB Legislative Conference** earlier this month in Colonial Williamsburg. We hope you found the event to be informative.

Attached for your review and consideration is the Agenda and Package for the first **Board of Directors Meeting for the Hampton-Newport News Community Services Board in FY2018** scheduled on **Thursday, October 26, 2017, at 5:00 p.m.** Please be advised that during the month, Members of the **Budget, Finance and Audit Committee** are scheduled to meet on **Monday, October 23<sup>rd</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.** 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 at the October Meeting of the Board and like take this opportunity to remind Members that we will have the “**Board Member Photo Shoot**” has been scheduled before and after the October Board of Directors meeting. The plan is to take both a group photo and individual head shots, so if you do not have a designated time slot for your individual head shot, please inform Ms. Mercado.

NWC:gvm  
Enclosures

## MEETING OF THE BOARD OF DIRECTORS

Thursday, October 26, 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 September 28, 2017
5. **Standing Board Committee Reports**
  - Budget, Finance and Audit Committee
  - Community Relations / Governmental Affairs Committee
6. **Consideration Items**
  - **C-1** Hampton Drug Treatment Court & Veterans Docket Graduation
  - **C-2** H-NNCSB Annual Thanksgiving Luncheon
7. **Information Items**
  - **I-1** Addiction and Recovery Treatment Services (ARTS)
  - **I-2** STEP Virginia
  - **I-3** IDD Urgent Waiver Waiting List
8. **H-NNCSB Board Presentation – PEER Recovery Services**

*Alethea Lambert, Certified Peer Recovery Specialist*
9. **Program Highlights**
10. **Adjournment**

## ACTION ITEM

October 26, 2017

### A-1. Minutes of the Board of Directors Meeting of September 28, 2017

**Issue:** Board approval of the Minutes of the Board of Directors Meeting held on Thursday, September 28, 2017.

**Background:** Minutes of the Meeting held on September 28, 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 September 28, 2017.

**Enclosure:** Minutes of the Board of Directors Meeting of September 28, 2017.

## CONSIDERATION ITEMS

### C-1. Hampton Drug Treatment Court and Veterans Docket Graduation Ceremony

**Issue:** Hampton Drug Treatment Court and Veterans Docket Graduation Ceremony.

**Background:** The Hampton-Newport News Community Services Board has administered the Hampton Drug Treatment Court intensive substance abuse treatment program for non-violent felony offenders since 2003. In the past few years, a Veterans Docket has been added to provide services to Veterans. These programs offer an alternative to incarceration, provides holistic drug treatment services, and develops productive citizens in the communities that we serve.

The graduation ceremony will be held on **October 30, 2017, at 3:00 p.m.** for seven graduates. This 13<sup>th</sup> graduation celebration will be extra special as Judge Wilfred Taylor, the founding Drug Treatment Court Judge, will be retiring in November.

**ACTION:** Please advise Ms. Mercado of your availability to attend this event.

**C-2. H-NNCSB Annual Thanksgiving Luncheon**

**Issue:** H-NNCSB Annual Thanksgiving Luncheon.

**Background:** Each year the Hampton-Newport News Community Services Board hosts its Thanksgiving Luncheon which provides the individuals we serve with an opportunity to have a Thanksgiving dinner with staff, members of the board, and citizens of our communities. This year the event is scheduled to be held at the **Hampton Roads Convention Center** on **Wednesday, November 8, 2017**, from 11:30 AM to 1:00 PM.

**ACTION:** Please advise Ms. Mercado of your availability to attend this event.

## **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 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.

**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 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 will begin consultation and training with MTM Services on providing Same Day Access Services in October.

### **I-3. DD Urgent Waiver Waiting Lists**

**Issue:** The-Commonwealth of Virginia Has Over 11,000 Individuals on the Waiver Waiting List.

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 82 individuals on the *Priority One* Waiting List, 239 on the *Priority Two* Waiting List, and 144 on the *Priority Three* Waiting List.

**Background:** 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 DBHDS. H-NNCSB joins with the VACSB to request the funding of 800 additional Family and Individual Supports (FIS) Waivers and 250 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 month of September, there were 11 new hires; 10 full-time and 1 part-time. The new hires included 1 Community Services Associate II, 3 Case Managers/Support Coordinators, 3 Behavioral Counselors, 1 Office Associate III, 1 Clinical Supervisor, 1 Environmental Services Worker, and 1 Clinical Intervention Specialist I.
- Open Enrollment for employee benefits is planned for October 30 – November 14. The Human Resource has been working with the BB&T, our Benefit Broker, on the benefit renewals for 2018 and preparing for Open Enrollment.

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

- Marcus L. King, *Administrator, Staff Development and Training* and Anita Bryant, *Staff Training Specialist* attended a *Nonviolent Crisis Intervention® Instructor Excellence Renewal Course* in September 2017.
- Anita Bryant was awarded the *Meritorious Instructor* designation by the *Crisis Prevention Institute* in August 2017 for her dedication to the *Nonviolent Crisis Intervention® Training Program* and the philosophy of care, welfare, safety and security

for all. There are 30,000 Certified NCI Instructors worldwide. Of those 30,000 instructors, only 307 have achieved the designation of Meritorious.

- Marcus King was awarded this designation in 2013, so now both H-NNCSB Certified Instructors have the meritorious designation. Instructors with this designation are highly regarded by CPI and its leadership and are considered to be subject matter experts in this course.
- 288 staff attended classroom courses in September 2017.
- 1,617 online courses were completed in September 2017.

### 3. **Committee Updates**

#### ➤ **Wellness Committee**

The committee is planning a flu shot clinic in November and looking forward to developing new wellness incentive for 2018. The committee continues to send “Wellness Wednesday” emails to staff with educational materials on maintaining and improving ones overall health and wellness.

#### ➤ **Employee Appreciation Event**

To show our appreciation to staff, we are organizing an Employee Appreciation Event on October 12, 2017. The outdoor event will include lunch and fun activities for the staff.

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

The Human Resources staff continues to work with the Clinical Supervision Committee and Leadership to insure employees who are required to receive Clinical Supervision are paired with a licensed staff member for Clinical Supervision.

## **COMMUNICATIONS AND BUSINESS DEVELOPMENT**

**Sherry Hunt, Director**

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

### ***Goals***

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

- Facilitated meeting between a Daily Press reporter, David Ress, and Addiction and Recovery Treatment Services staff for a follow-up article which focused on the treatment options available to individuals with an addiction. The article ran on the front page of the September 21, 2017 edition of the Daily Press.
- On September 22, 2017, coordinated taping of the *Another View* radio show at the WHRO (89.5) studio in which the Director of Addiction and Recovery Treatment Services and an individual receiving services participated to discuss the opioid epidemic in our area.

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

- Prepared Recovery Month marketing flyer highlighting all activities for the month. Updated website with Recovery Month commemoration information. As a member of the Recovery Month committee, helped to plan and implement all Recovery month events, and sent Recovery Month email blasts to all agency employees throughout the month of September. Developed informational fact sheets on Opioid Treatment for Members of the Board.
- Coordinate Social Media task force, met on September 21, 2017
- Updated the Southeastern Family Project (SEFP) brochure and utilized revised brochures at several marketing venues.
- Coordinated photo shoot for Board Members

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

- Participated in *Hampton Roads Morning of Hope* community event on September 9, 2017, and walked as a member of the agency's team.
- Attended *Hampton University Recovery Month* program on September 20, 2017, in which our agency participated on the program.

❖ ***Develop and expand advocacy and lobbying efforts with community and government stakeholders***

- Attended the Newport News City Council FY18 Budget and Performance Contract Presentation on September 12, 2017
- Attended Hampton Veterans Administration Medical Center *Community Mental Health Summit* on September 13, 2017
- Presented proposed Political Engagement Calendar at the Board Community Relations & Governmental Affairs Committee meeting on September 25, 2017, and discussed dates for the upcoming *Legislative Breakfast* event.
- Collected and prepared information for the VACSB Annual Report and sent our agency's submission to the VACSB's main office
- Assisted with planning of the *Legislative Breakfast* to be held on October 17, 2017.

❖ ***Develop and expand business development functions within H-NNCSB***

- On September 7, 2017, attended the Sister David Ann - Foundation presentation on the Application Process for its 2017-18 Grant Funding.

### Upcoming Events

- VACSB Public Policy Conference on October 4-6, 2017
- Opioid and Addiction Regional Champions Training and Work Session scheduled on October 12, 2017
- Back to School night at Lee Hall Elementary on October 12, 2017
- H-NNCSB Employee Appreciation Event on October 12, 2017
- 10<sup>th</sup> Annual Women's Wellness Celebration on October 20, 2017
- VACSB Public Policy Committee meeting on October 26, 2017

## INFORMATION & TECHNOLOGY

Charles McGee, Director

### 1. 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
- Brittney Moore, 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.

#### **News**

- Currently recruiting for the position of Medical Records Technician

### 2. 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**

- Provisioning/Testing/Documenting in prep for deployment of secondary ISP connection from LUMOS to provide redundancy for internet and remote access.
- Provisioning/Testing of Microsoft Azure cloud resources in preparation for migration to Hybrid Cloud/On-Premise Infrastructure.
- Currently in the deployment stage of Password Reset Utility that allows Agency staff to easily reset their passwords when necessary.
- Ongoing Computer refresh across the Agency, insuring that agency staff are working on up to date and reliable equipment.
- Currently in the Development/Planning/Testing of new HelpDesk processes, procedures, and technology intended to enhance the IT services provided to the Agency.
- Currently reviewing current eMail archive systems to ensure that it meets the needs of the Agency.
- Currently in the Planning/Testing phase for upgrade to email archive system.
- Completed Microsoft Lync deployment to Agency computers and Groupwise Messenger deactivated.
- Completed new VoIP system installation at new space at Riverside Behavioral Health for Emergency Service.
- Successfully completed 2nd demo of proposed electronic workflow and digital signature solution using the Human Resources Personnel Action Form.
- Currently in the Planning/Testing/Documenting phase of new HIPAA compliant secure document management solution that will improve security of PHI transmitted out the Agency.
- Currently in the Planning/Provisioning/Testing new Intranet/Employee Portal deployment.
- Currently in the Planning/Provisioning/Testing new Security Management/Monitoring System.
- Planning stages for implementing a web based user portal for entering Helpdesk tickets and requests.
- Planning stages for implementing a web based user portal for entering Helpdesk tickets and requests.

### **Personnel**

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

## **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
- 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 eCceptionist, Dr. First & eScribe.

### **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.
- Pairing with regional clinical and support staff in the identification of required data for implementation of the WAMS form for the state.
- Developing custom fields and screen set-up in the agency EHR to fulfill the new required FY18 CCS3 data elements.
- Developing standardized Agency dashboards using predefined Key Performance Indicators identified by Dashboard Development Team.

### **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

### **News**

- Successfully submitted the final year-end FY2017 CCS3 Report. Preparing the Electronic Health Record (HER) by designing additional fields, screens and forms to capture and record new data elements for submission in FY 2018.
- Currently recruiting for the position of Data Analyst

## 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 Initiative #1D: Initiate a formal process for change management within the agency***

- The Quality Assurance and Improvement Manager (QAIM), Clinical Documentation Specialist and Peer Recovery Coordinator met on September 1<sup>st</sup> and 26<sup>th</sup> to discuss Peer Recovery Services training needs. Topics related to the training and compliance included: 1) supervision of Peer Recovery Specialists; 2) Recovery, Resiliency, and Wellness Plan; 3) developing workflows; 4) ongoing documentation training needs; 5) IT needs – creating forms in the electronic health record; and 6) completing the Program Implementation Worksheet in order to schedule a PIC Meeting.
- The following Service Modification Provider Request applications were completed during the month of September: REACH notification of program closure. Tentative closing date, November 1, 2017.
- The Quality Improvement Committee (QIC) met on September 14, 2017 to provide licensure updates, continue discussions regarding the 2018 Triennial Licensing Review and provide an update from the QIC Workgroup regarding proposed changes to the quarterly review and reassessment processes. Members of the QIC provided their feedback on the proposed Triennial Preparation Checklist. Tasks, responsible parties and deadlines were included on the checklist. Dr. Bond and the QM Team finalized the document and presented and distributed the tool during the September Management Team meeting on September 25, 2017.
- Peer Specialist Eddie Wiggins will be providing a Readiness Group at the Partners in Recovery Program. This program is designed to provide ongoing engagement to individuals awaiting induction to services in the PIR program.

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

- The QM Director and QAIM met on September 14, 2017, prior to the monthly QIC meeting, in order to create the proposed Triennial Preparation Checklist. The purpose of the tool is to ensure that every division/program at the agency prepares for the review by establishing identified tasks, responsible parties and timelines to complete the tasks in time for the 2018 licensure review. The proposed tool was vetted through the Quality Improvement Committee (QIC) on September 14, 2017. Dr. Bond and the QM Team finalized the document and presented and distributed the tool during the September Management Team meeting on September 25, 2017.
- The Division of Quality Management and Bright Beginnings – PSR Manager and Director met with the agency's Senior Licensing Specialist, Gail Schreiner (DBHDS Office of

Licensing) on September 27, 2017. Ms. Schreiner provided guidance and recommendations in regards to the agency's medication management self-administration policy as it relates to the Psychosocial Rehabilitation Services corrective action plan. Throughout the month of September, the QAIM, Director of Quality Management and Utilization Review Specialist met with Psychosocial Rehabilitation Services and MH Adult Case Management staff on separate occasions 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.

- The QM Director and QAIM, along with Developmental Services (Residential) staff met with Glenn McBride and Kevin Pearce from Eastern Virginia Healthcare Coalition and Virginia Department of Health, respectively. The meeting was scheduled by agency staff in response to the CMS Emergency Preparedness Training for ICF/IID Providers. Per the CMS Rule, providers must be in compliance with emergency preparedness mandates by November 15, 2017. Mr. McBride and Mr. Pearce provided information and resources to the agency including scheduling a tabletop training exercise for staff on October 13, 2017 and by inviting the agency to participate in a full-scale regional training exercise on October 19, 2017. Both representatives confirmed that they are agency partners and points of contact for emergency preparedness planning.
- The QAIM met with Marcus King, Staff Development and Training Manager, member of the CSB Alert Team and Risk Management Committee member, in order to ensure that hurricane preparedness information was distributed to all agency staff on a consistent basis. The purpose of the meeting was to also cross-train staff so that ongoing weather alerts from the Interactive National Weather Service would continue via email and/or text in the event that an Alert Team member is absent. The QAIM was added to the INWS contacts in order to receive weather alerts. Mr. King trained the QAIM on how to use website.
- On, September 7, 2017, QM Division and IT Leadership met to review division-specific requests for new and/or updated forms. QM and IT also discussed the agency's overall policy regarding releasing specific documentation from the EHR to an individual and/or the legal guardian (i.e. treatment plans, crisis plans).
- On, September 14, 2017, Compliance and Standards Manager attended an "*Investigation Training and Writing Workshop*" in Richmond, VA.
- On September 15, 2017, QM participated in a SAMHSA Webinar Training entitled "*42 CFR Part 2 Consent Requirements*".
- On September 27, 2017, QM facilitated the agency's quarterly Independent Review Committee (IRC), which is a required committee stipulated by the Human Rights regulations. The committee reviewed and approved the overall clinical necessity and effectiveness of an individual's Behavioral Treatment Plan (BTP).

- ❖ ***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.***
  - During this reporting period, the Division of Quality Management continued to collaborate with the Staff Development and Training Division to review, update, and revise the current Human Rights training to reflect the recent regulatory changes. All current staff across the agency (includes campus) will be assigned an online course (date TBD) with an identified deadline of completion. New hires will be assigned as they start new hire orientation and will be expected to have the training completed within 15 days from their date of hire.
  
- ❖ ***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 QAIM analyzed the data from the submitted 4<sup>th</sup> Quarter Program Driven Utilization reviews and provided a report of the results to the Quality Improvement Committee and Management Teams in September. Fourteen (14) programs participated in the 4<sup>th</sup> Quarter UR and results yielded an overall compliance of 89%! Notable trends included missing or late annual updates and quarterly reviews.
  - The PRC was active in coordinating a very successful National Recovery Month for the agency. The PRC, along with her committee, hosted 3 successful recovery month events on campus: Wear Recovery Month color day/Recovery month walk, The CSB's Got Talent Recovery Showcase, and Recovery Trivia Day.
  - Peer Recovery Services welcomes Johnnie Mullins to the Road2Home program and Gloria Williams to the Bright Beginnings program. Both are working in the role of Peer Recovery Specialist I. The program also recognizes and congratulates Pamela Williams as she moves from a Peer Specialist I position to a Peer Specialist II position providing services at the Regional Crisis Stabilization Unit.
  - Peer Recovery Coordinator (PRC), Alethea Lambert and Peer Recovery Specialists Eddie Wiggins and Renee Cox were featured in a September 5<sup>th</sup> Daily Press article where they shared their personal stories of recovery.
  - The PRC continues to be an active participant on the Peninsula Community Opioid Response Workgroup.

**Quality Management and Corporate Compliance Team**

Renee Davenport, Office Manager  
Alicia Gaston, M.Ed., Quality Assurance and Improvement Manager  
Alethea Lambert, Peer Recovery Coordinator  
Ednae 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



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

**Thursday, September 28, 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, Mr. Gray, Jr., Mrs. Killebrew, Mr. Morehouse, Mrs. Owens, Sheriff Roberts, Ms. Russell, Dr. Spencer, Mrs. Stewart, Mr. Supler, Mrs. Thomas, and Mrs. Williams Hunt
- Staff:** Mrs. Christian, Ms. Cipriano, Mrs. Barnes, Mr. Deisch, Mr. Dudley, Dr. Gill, Mrs. Gregory, Mrs. Hogge, 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 first official meeting of the new Fiscal Year on Thursday, September 29, 2017. Mrs. Wanda Rogers, Board Chair, called the meeting to order at 5:00 p.m., and welcomed Members of the Board, guests, and staff to the FY18 Meeting of the Board of Directors for the Hampton-Newport News Community Services Board.

### **REMARKS OF THE CHAIR**

Mrs. Rogers used the opportunity to officially welcome Members of the Board of Directors back to an already “event-filled” year at the Hampton-Newport News Community Services Board. The Board Chair commented that she hoped everyone enjoyed their summer and were ready to get back to the business of the Board. Mrs. Rogers also advised Members of the Board of an additional Action Item to be considered later in the meeting which was not provided in the September Board Package. It was noted that the additional Action Item comes as a result of the Budget, Finance and Audit Committee meeting held earlier in the week.

**Introduction of  
 Guests**

While H-NNCSB staff members were present, there were no additional guests at the September 28, 2017, Meeting of the Board of Directors for the Hampton-Newport News Community Services Board.

**PUBLIC  
 COMMENT**

There was no public comment received from the audience.

**ACTION ITEMS**

**A-1.**

A Motion was made to accept the Minutes of the Board of Directors Meeting held on Thursday, June 15, 2017, as presented.

**Action**

There being no comments or discussion, the Minutes of the Board of Directors Meeting held on Thursday, June 15, 2017, were approved as presented.

**A-2.**

Mrs. Rogers advised that the 2<sup>nd</sup> Action Item came as a result of the very unusual circumstance of not having a quorum present at the June 15, 2017, Meeting of the Board of Directors. She shared that in his efforts to complete the FY17 Business of the Board before the close of the fiscal year, the former Chair, Dr. Turner Spencer, scheduled a Special Called Meeting of the H-NNCSB Board of Directors on June 29, 2017, at 4:00 p.m., wherein the FY17 Business of the Board was completed. A Motion was made to accept the Minutes of the Special Called Board of Directors Meeting held on Thursday, June 29, 2017, as presented.

**Action**

There being no comments or discussion, the Minutes of the Special Called Board of Directors Meeting held on Thursday, June 29, 2017, were approved as presented.

**A-3.**

Mrs. Rogers shared that the next Action Item related to a revision to the FY18 Executive Director Employment Agreement. She commented that while Members of the Board unanimously approved the FY18 Executive Director Employment Agreement of Mrs. Natale Christian for a two-year term at the Special Called Board of Directors Meeting held on June 29, 2017, upon submission and review by the Dept. of Behavioral Health and Developmental Services (DBHDS), it was suggested that the term of the contract be revised to a one-year term in line with DBHDS guidelines. Moreover, she continued stating that in order to comply with the request of the Department, Mrs. Christian agreed

and staff have revised the terms of the Executive Director Employment Agreement, to the recommended one-year term. Members were also informed that Mrs. Mary Stewart, Chair of the Nomination and Selection Committee, had been informed of the revision.

**Discussion** In response to a Board Member question regarding what had been done historically regarding the term of the previous Executive Director, Mrs. Christian replied that it seemed that DBHDS is getting more involved in the process. She noted that while the previous Executive Director had both one-year and two-year contracts, DBHDS is seeking to make the process more consistent across the state.

**Action** There being no additional comments or discussion, a Motion was made that Members of the Board of Directors approve the revised one-year term of the FY18 Executive Director Employment Agreement for Mrs. Natale Christian, as recommended by the Dept. of Behavioral Health and Developmental Services. The Motion was approved unanimously.

**A-4.** In regards to the additional Action Item referred to earlier in the meeting by the Board Chair, Mrs. Wanda Rogers, Mrs. Pixie Killebrew, Committee Chair, reported that Members of the Budget, Finance and Audit Committee met earlier in the week on Monday, September 25, 2017, at 4:00 p.m. to review and discuss the fiscal health of the Hampton-Newport News Community Services Board and its entities. She noted that staff also proposed new rates for two new programs under the Addiction and Recovery Treatment Services or “ARTS” division for Board Member approval, and that a copy of the new rates had been provided for Members of the Board in their Red Folders for their convenience.

More specifically, it was reported that Ms. Denise Newlon, Chief Financial Officer, announced that the Hampton-Newport News Community Services Board was now offering two new services to include Office Based Opioid Treatment (OBOT) and Intensive Outpatient (IOP) Services under the Addiction and Recovery Treatment Services program. Mrs. Killebrew shared that at the earlier meeting of Members of the Budget, Finance and Audit Committee, Members were reminded that in April 2017, Medicaid expanded its coverage and increased reimbursement rates, and in response to the increased demand, staff developed self-pay rates for the two new services. She advised that the new reimbursement rates for the two new services would be effective October 1, 2017, once approved by Members of the Board of Directors.

**Action** The new reimbursement rates for the two new “ARTS” services were approved unanimously by Members of the Board of Directors, effective October 1, 2017.

## **BOARD STANDING COMMITTEE REPORTS**

### **Board Quality Management**

Dr. Elva Williams Hunt, Committee Chair, reported that Members of the Board Quality Management Committee for the Hampton-Newport News Community Services Board held their first meeting of the new fiscal year on Wednesday, September 13, 2017, at 4:00 p.m., where Members received updates from staff regarding Regulatory and Compliance matters, Human Rights and Serious Incidents, the Local Human Rights Committee, and Regional and State Activities along with Peer Support Services. A Report of the meeting was provided for Members of the Board of Directors in their Red Folders.

Dr. Williams Hunt noted that in the area of Regulatory and Compliance matters, Members of the Committee were provided with the particulars of five annual reviews which had taken place since the last meeting of the Committee, and staff reported that reviewed programs did well. She also shared that staff provided positive remarks regarding the newly implemented Addiction and Recovery Treatment Services. More specifically, Dr. Williams Hunt stated that Members of the Committee were advised that both the Office Based Outpatient Treatment (OBOT) program and the Intensive Outpatient Service program (IOP) had been licensed. It was also noted that the Hampton Roads Clinic was given specific recognition for the extensive work of staff in the resolution of a documentation citation. Dr. Williams Hunt advised Members of the Board of Directors that the agency continues to conduct REVIVE Trainings in partnership with the Peninsula Dept. of Health in communities served.

Dr. Williams Hunt commented that with some programs being larger than others, staff shared Continued Quality Improvement efforts during the meeting that will be used to streamline their internal reviewing process to make the process more fair and consistent across the board. Furthermore, Dr. Williams Hunt announced that Members of the Committee were updated by staff in the areas of Human Rights, Serious Incidents and Sentinel Events through August 31, 2017. She continued noting that Members were also provided informational overviews from the last two meetings of the Local Human Rights Committee which is under new regulations and meets quarterly at its new earlier time of 3:00 p.m. Dr. Williams Hunt also shared that Members of the Board Quality Management Committee and staff held in-depth discussion on staff's involvement in Regional and State activities as they continue the development and sharing of resource information and training needs. Members were advised that the agency's Peer Recovery Service now has 13 certified staff and that policies had been developed for this newly billable Medicaid service.

In closing, Dr. Williams Hunt asked that Members of the Board mark their calendars for the next meeting of the Board Quality Management Committee which had been scheduled for Wednesday, December 6, 2017, at 4:00 p.m.

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

Mrs. Pixie Killebrew, Committee Chair, reported that at the Committee meeting held earlier in the week, Members of the Budget, Finance and Audit Committee discussed the External Audit, and the Financial Statements and Operating Results through July 31, 2017, for the Hampton-Newport News Community Services Board and its entities. She noted that a Report of the meeting would be provided to Members of the Board shortly.

In her report, Mrs. Killebrew advised that the Chief Financial Officer, Ms. Denise Newlon, reported that the agency's external auditors were completing a thorough audit of the agency's financial records, and that final drafts of the audit should be ready for review by the November 13<sup>th</sup>, meeting of the Committee. Ms. Newlon also reminded the Committee that the Hampton-Newport News Community Services Board had been in compliance with its debt covenants and had not used its Line of Credit since October 2014. She noted that during their meeting, Ms. Newlon also stated that the FY18 Performance Contract and Budget had been approved by both City Councils for the City of Hampton and the City of Newport News.

Mrs. Killebrew shared that Members of the Budget, Finance and Audit Committee were advised that while the Hampton-Newport News Community Services Board had done an excellent job of operating the regional REACH Crisis Program since 2012, the program had grown and changed over the years; and unfortunately, was not a program that the agency could continue to sustain. She continued that Ms. Newlon noted that while the agency had decided to discontinue operating the REACH Regional Crisis Program, the Western Tidewater Community Services Board had agreed to take over the administration of the program by November 1<sup>st</sup>, of this year. Mrs. Killebrew informed Members that all of the current REACH program staff would be given the opportunity to transfer into existing agency vacancies, and would also have the opportunity to explore options to remain with the REACH program and work for the Western Tidewater Community Services Board. Moreover, it was reported that the change would not have any financial impact on the Hampton-Newport News Community Services Board.

Mrs. Killebrew reported that Members were informed of CSB Cash and Operating Reserve Balances, Aging and Earned Revenue, and the status of the agency's Unbilled Services. They also reviewed the Divisional Net Income - Variance Analysis, and Health Insurance for staff which was under budget for the new fiscal

year. She commented that Members of the Budget, Finance and Audit Committee took an extensive look at the Financial Statements and Operating Results, through July 31, 2017, for the Hampton-Newport News Community Services Board, the H-NNCSB Property Company, Inc., the Share-A-Homes of the Virginia Peninsula, as well as the Trust for Disabled Persons.

In closing, Mrs. Killebrew announced that the next meeting of the Budget, Finance and Audit Committee had been scheduled for Monday, October 23, 2017, at 4:00 p.m., and asked that Members of the Board mark their calendars accordingly.

**Strategic Planning** Mr. Timothy Supler, Committee Chair, shared that Members of the Strategic Planning Committee for the Hampton-Newport News Community Services Board held their meeting on Wednesday, September 20, 2017, at 4:30 p.m. to receive updates from staff regarding the implementation of the new 2017-2021 Strategic Plan. A report of the meeting is to be provided to Members shortly.

Mr. Supler continued noting that as this was the first Standing Committee meeting since the approval of the 2017-2021 Strategic Plan by Members of the H-NNCSB Board of Directors, the Committee held discussion regarding the best way to monitor the implementation of the new plan, along with effective methods to review and provide updates to Members of the Board of Directors. In efforts to achieve this level of monitoring, Members and staff discussed the creation of a flow chart to capture progress with Strategic Plan objectives, and the achievement of agency goals. Mr. Supler also commented that Members of the Committee were asked to re-familiarize themselves with the 2017-2021 Strategic Plan before the next quarterly meeting of the Committee.

Mr. Supler further reported that Members of the Committee received Strategic Plan updates for the Adult Clinical Outpatient Services, Youth and Family Services, and the Addiction and Recovery Treatment Services divisions from staff. He stated that in these updates, Members were provided with information that corresponded with the 2017-2021 Strategic Plan Initiatives. More specifically, Mrs. Anne Whitaker, Director of Nurses and Adult Outpatient Services, reported on integrated primary Care services provided by the Southeastern Virginia Health Systems, and on-Campus pharmacy services provided by Genoa Pharmacy, both of which fall in line with the integrated service initiative of the new Strategic Plan. In the area of Youth and Family Services, Division Director, Mrs. Lisa Hogge, reported on improvements in trauma

informed care. She also reported on trainings offered to community stakeholders, progress with the Therapeutic Day Treatment program along with the success of prevention initiatives, such as the Summer Leadership program for youth and the Regional Suicide Prevention Task Force Conference.

Members were advised that Dr. Melanie Bond, Quality Management Director, briefly provided an update on the Addiction and Recovery Treatment Services (ARTS) Program; where she shared Strategic Plan initiatives and the correlating activities the “ARTS” division has implemented. Mr. Supler commented, that as mentioned earlier in his report, Members and staff of the Strategic Planning Committee are working to better streamline information as they continue their ongoing review of the progressive implementation of the 2017-2021 Strategic Plan.

Members of the Board of Directors were asked to “*Save the Date*” of the next Strategic Planning Committee scheduled for Wednesday, January 10, 2018, at 4:30 p.m. Mr. Supler asked that Members of the Board join the Committee as they continue discussions regarding the implementation of the new 2017-2021 Strategic Plan.

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

Mrs. Beatrice Dahlen, Committee Chair, reported that on Monday, September 25, 2017, Members of the Community Relations / Governmental Affairs Committee for the Hampton - Newport News Community Services Board held their meeting at 4:30 p.m., to commence planning FY2018 advocacy activities as they relate to the General Assembly, Dept. of Behavioral Health and Developmental Services, and the cities of Hampton and Newport News. She continued that Members of the Committee also reviewed upcoming Board of Director Events and received Advocacy Group Updates. A report of the meeting would be provided to Members of the Board of Directors shortly.

Mrs. Dahlen stated that overall, Members of the Committee strategized how best to advocate for the needs of the agency and the individuals served, and engage our Legislators and Elected Officials effectively. Members were advised that Mrs. Sherry Hunt, Communications and Development Director, proposed the use of a Political Engagement Calendar for consideration so that Members of the Committee had the opportunity to look at the process in an interactive manner as they move towards building relationships and enhancing the methods used to promote the legislative and budget priorities of the agency. A copy of the Political Engagement Calendar had been provided to Members of the Board in their Red Folders. Mrs. Dahlen shared that the Calendar provided Committee plans to visit

the General Assembly, One-on-One meetings with local Legislators, and other Committee legislative events. Regarding the latter, she advised that Members of the Community Relations / Governmental Affairs Committee agreed to host its Legislative Breakfast this year on Tuesday, October 17, 2017, at 8:00 a.m. in the H-NNCSB Board Room. Mrs. Dahlen continued that the event would be an early morning, one-hour event which would be opened to Local Legislators, Candidates, and their staff. The Committee's goal is to help educate individuals on behavioral health issues, the Hampton-Newport News Community Services Board, and advocacy needs. Members were informed that formal invitations to the Legislative Breakfast would be sent out following the Board meeting.

Mrs. Dahlen remarked that Mrs. Christian also updated Members of the Committee on local initiatives which included the status of the FY18 Performance Contract and Budget. Members were advised that while the Hampton City Council approved the agency's FY18 Performance Contract and Budget at its August meeting, staff provided a presentation to Members of the Newport News City Council, on September 12<sup>th</sup>. Mrs. Christian commented that during the Presentation, Newport News City Council Members were very engaged and asked many great questions, which complemented their knowledge of CSB services and needs. She shared that both cities had approved the H-NNCSB FY18 Performance Contract and Budget, and that both the documents had been submitted to the Dept. of Behavioral Health and Developmental Services as required.

Mrs. Dahlen continued her report noting that Committee Members were also updated on the activities of advocacy groups where Mrs. Dahlen will be a "Virtual Walker" at the next National Alliance for Mental Illness (NAMI) Walk scheduled on October 21<sup>st</sup>. She continued that Mrs. Christian provided Members with an update on the National Recovery Month events, where staff and community members joined together for several events to support recovery.

In closing, and on behalf of Members of the Community Relations / Governmental Affairs Committee, Mrs. Dahlen invited Members of the Board of Directors to attend the upcoming Legislative Breakfast scheduled on Tuesday, October 17, 2017, at 8:00 a.m., along with an open invitation to join the Committee at its next Committee meeting scheduled on Monday, October 23, 2017, at 4:30 p.m.

## **CONSIDERATION ITEMS**

**Upcoming Events** Mrs. Rogers reminded Members of the Board of Directors of upcoming events which they were asked to consider. These events included the Virginia Association of Community Services Boards (VACSB) 2017 Public Policy Conference scheduled from October 4<sup>th</sup> to October 6<sup>th</sup>, in Williamsburg; the Employee Appreciation Event scheduled on Thursday, October 12<sup>th</sup>, from 11 AM to 3 PM. She also asked that Members “*Save the Date*” of the H-NNCSB Annual Thanksgiving Luncheon, which is scheduled to be held at the Hampton Roads Convention Center on Wednesday, November 8, 2017. Mrs. Rogers informed Members of the Board that Dr. Cynthia Romero, would be the keynote speaker at the event. Following brief discussion clarifying the numerous upcoming events, Mrs. Christian advised Members of the additional information regarding the H-NNCSB Annual Thanksgiving Luncheon which had been provided in the Red Folders of Members of the Board.

In addition to the list of events already discussed, Mrs. Rogers directed Members to the recently received flyer to attend the Hampton Drug Treatment Court and Hampton Drug Treatment Veterans Track Graduation Ceremony, scheduled for Monday, October 30<sup>th</sup>, at 3:00 PM. Members of the Board of Directors were instructed by Mrs. Rogers to provide Ms. Mercado with their availability to attend any of the events, if they had not already done so.

### **Board Member Photo Shoot**

Mrs. Rogers brought to the attention of Members of the Board that staff would like to take new and/or updated pictures of them for the new fiscal year. She continued noting that the photo opportunity is scheduled to take place at the next Board of Directors Meeting scheduled on October 26, 2017, and that Members of the Board of Directors would be taking a group picture as well as begin the process of taking individuals head shots. Mrs. Sherry Hunt, Communications and Business Development Director, shared some of the particulars about the photo opportunity as she shared a sign-up sheet with designated time slots for Members to sign to determine whether to take the picture before or after the October Meeting of the Board. Mrs. Christian advised that individual pictures would be taken 30 minutes before and 30 minutes after the October Meeting.

## **INFORMATION ITEMS**

### **Recovery Month Activities**

Mrs. Christian called Members attention to the National Recovery Month activities flyer which was included in their Red Folders noting that a lot was going on at the Hampton-Newport News Community Services Board. She reported that there had been several newspaper articles recently highlighting the wonderful work of the CSB and its outstanding Peer Recovery Specialists. Mrs. Christian continued by sharing that Mr. Anthony Crisp, Director, Addiction and Recovery Treatment Services, made an appearance on WHRO, Another View. He shared his professional perspective on the opioid epidemic along with a participant of the Drug Treatment Court who shared his recovery experience. It was stated that they both did an excellent job.

In her comments to Members of the Board of Directors, Mrs. Christian noted that last year staff began to provide Board Meeting Educational Presentation on agency services. She suggested that we continue this process allotting 15 minutes during each meeting for the staff presentations. The next presentation will be on Peer Recovery Services during the October 26, 2017 Meeting of the Board. As we continue these presentations, Members of the Board were asked to provide their topics of interest.

### **Information Item**

Members of the Board of Directors were advised by Mrs. Christian of fact sheets on Medication Assisted Treatment, as several questions have arisen regarding suboxone and methadone. She noted that she wanted to provide Members of the Board with written materials as a follow up to their questions.

### **Hurricane Season Partnerships**

In closing on the Informational segment of the Meeting, Mrs. Christian expressed her thanks to Mrs. Wanda Rogers, and the City of Hampton, and to Ms. Ven Thomas and Mr. Alan Archer, Asst. City Manager, City of Newport News, and their staff members, who continue to include the HNNCSB in their emergency evacuation and hurricane preparedness procedures. She thanked them for reaching out to assure that the group homes and programs were safe during the recent weather events.

**Newport News City  
Schools Invitation**

Dr. Arva Davidson, Board Member, extended an invitation to Members of the Board of Directors to attend events at the Booker T. Washington Middle School the Newport News where October is being recognized as “Healthy Relationships Month”. “What Parents and Students Need To Know About Human Trafficking” event scheduled on Thursday, October 19, 2017 at 6:00 p.m. in the gym of Booker T. Washington Middle School. She shared that the Presenter, Officer Richard Mojica, was a human trafficking specialist for the Newport News Police Dept.

**City of Newport News**

**1,000 Youth Walk**

Mrs. Venerria Thomas, Board Member, shared that Mayor Price would be sponsoring a 1,000 Youth Walk at Christopher Newport University on Sunday, from 2:00 – 5:00 p.m. and the hope is to have many attendees. She noted there will be a lot of games, speakers, etc. at this event. The event will be held at the Pomoco Stadium on Sunday, October 1, 2017, from 2:00 to 5:00 p.m.

**Employee  
Appreciation  
Event**

Mrs. Christian reiterated the Employee Appreciation Event where Ms. Kimberly Thompson, Human Resource Director, shared that the event will include several vendors and a lot of games along with a photo booth. She advised Members that the event will be the third event of its kind as she extended an invitation to Members of the Board to attend. Ms. Thompson noted that the event would be out doors on the Campus grounds from 11:00 a.m. to 3:00 p.m. as she names a few of the games that would be available. Mrs. Christian added that it really does mean a lot to the staff when Board Members attend and to know that they are appreciated.

**CLOSING  
REMARKS**

In closing, Mrs. Rogers asked Members of the Board to take time to review the FY18 Monthly Calendars provided in the back of the Board Package for upcoming Standing Board Committee Meetings and CSB Events.

**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 5:49 p.m.

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Mrs. Wanda Rogers  
Chair

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Mrs. Beatrice Dahlen  
Secretary

*Submitted by GMercado*

# FY18 Monthly Planner

## October 2017

02	9:00 am	HPR-V Executive Directors Regional Meeting
03	12:00 pm	2017 Newport News State of the City Address
<b>04 - 06</b>		<b>VACSB 2017 Public Policy Conference</b>
09	1:30 pm	Newport News CPMT
10	11:30 am	Executive Leadership Team
10	1:00 pm	VACSB Executive Director Forum, Richmond
<b>12</b>	<b>11:00 am</b>	<b>H-NNCSB Employee Appreciation Event</b>
17	11:30 am	Executive Leadership Team
17	12:00 pm	Mayor's Disability Luncheon, Hampton
<b>17</b>	<b>3:00 pm</b>	<b>Southeastern Alliance, Local Human Rights Committee</b>
19	10:00 am	Supreme Court DC Advisory Committee
23	9:00 am	H-NNCSB Management Team
<b>23</b>	<b>4:00 pm</b>	<b>Budget, Finance and Audit Committee</b>
<b>23</b>	<b>4:30 pm</b>	<b>Community Relations / Governmental Affairs</b>
24	11:30 am	Executive Leadership Team
26	12:00 pm	NN Youth and Gang Violence Reduction Steering Committee
26	2:00 pm	Hampton CMPT
<b>26</b>	<b>5:00 pm</b>	<b>CSB Board of Directors</b>
30	10:00 am	Riverside Regional Medical Center – CIT Partnership
<b>30</b>	<b>3:00 pm</b>	<b>Hampton Drug Treatment Court &amp; Veterans Track Graduation</b>
31	11:30 am	2017 Hampton State of the City Address

# FY18 Monthly Planner

## November 2017

06	9:00 am	HPR-V Executive Directors Regional Meeting
07	11:30 am	Executive Leadership Team
<b>08</b>	<b>11:30 am</b>	<b>H-NNCSB Thanksgiving Luncheon</b>
13	9:00 am	Riverside Behavioral Health Meeting
13	1:30 pm	Newport News CPMT
<b>13</b>	<b>4:00 pm</b>	<b>Budget, Finance and Audit Committee</b>
<b>13</b>	<b>4:30 pm</b>	<b>Committee Community Relations / Governmental Affairs</b>
14	11:30 am	Executive Leadership Team
14	1:00 pm	Steering Committee Meeting
16	2:00 pm	Hampton CMPT
<b>16</b>	<b>5:00 pm</b>	<b>CSB Board of Directors</b>
16	5:00 pm	H-NN Community Criminal Justice Board
27	9:00 am	H-NNCSB Management Team
28	11:30 am	Executive Leadership Team