

CHESAPEAKE COMMUNITY SERVICES BOARD  
MEETING MINUTES  
MAY 11, 2009

**PRESENT**

Mr. Richard Losea, Chair  
Mr. Ely, Vice Chair  
Mr. John Sulfaro, Secretary  
Ms. Janice Hudgins, Member-at-Large  
Mr. Jeffrey Coleman  
Mrs. Peggy Crutchfield  
Dr. Diane Martin  
Dr. Toney L. McNair, Jr.  
Mrs. Joyce Nyhaug  
Mrs. Lillie M. Scott  
Mr. Frank Williams

**ABSENT**

Mr. William Pierce

**GUESTS**

Councilman Rick West

**STAFF PRESENT**

Mr. George Ennels, Mental Health/Substance Abuse Program Director  
Ms. Rosemary Mills, Assistant Director  
Mr. Joe Scislowicz, Executive Director  
Dr. Jeff Shelton, Mental Health/Substance Abuse Program Administrator  
Ms. Lisa Vanlandingham, Fiscal Administrator  
Ms. Debra Waters, Quality Assurance Administrator

**CALL TO ORDER**

Mr. Losea called the meeting to order at 5:00 p.m.

**INVOCATION**

The invocation was led by Dr. McNair.

**APPROVAL OF AGENDA**

Dr. McNair moved to approve the agenda as presented. Mrs. Crutchfield seconded and all present voted in favor

**APPROVAL OF MINUTES**

Mrs. Crutchfield moved to approve the minutes of the April 13, 2009 meeting as presented.  
Ms. Hudgins seconded and all present voted in favor.

## **PUBLIC COMMENT**

There was none.

## **CONSENT AGENDA**

### **A. FY 2010 PERFORMANCE CONTRACT PUBLIC COMMENT PERIOD**

#### **ACTION ITEMS: BOARD APPROVAL TO SET THE PUBLIC COMMENT PERIOD FOR THE FY 2010 PERFORMANCE CONTRACT AS MAY 4, 2009 THROUGH JUNE 3, 2009**

Dr. Martin moved to approve the Consent Agenda as presented. Mr. Coleman seconded and all present voted in favor.

## **COMMITTEE REPORT**

### **A. COMMUNITY AND GOVERNMENTAL RELATIONS COMMITTEE – APRIL 23<sup>RD</sup>**

The Committee met to discuss a plan of action to advocate on behalf of client services in anticipation of additional cuts that would result in further reductions to the MR voucher program. Councilman Dwight Parker attended the committee meeting and seemed responsive to the CCSB's position.

Councilman Rick West arrived, and Mr. Losea invited him to comment. He expressed his appreciation to everyone who attended the budget hearing and spoke before Council on the need to preserve CSB services.

### **B. ADMINISTRATION & FINANCE COMMITTEE – APRIL 2009**

The Committee reviewed the revisions to several policies. The Committee recommends full Board approval of the following policies:

- 3.7 Staff Licensing, Certification and Qualifications
- 3.13 Grievance Policy
- 3.14 Equal Opportunity Assurances
- 4.2 The Location and Storage of Individual Service Records
- 5.7 Interim Building Modification Plan
- 5.9 Psychiatric Emergencies and Crisis Intervention
- 5.10 Risk Management
- 6.4 Smoking Regulations
- 6.5 Use of Alcoholic Beverages/Other Substances
- 6.6 Medical Equipment
- 6.7 Provision of Client Meals and Nutrition

All present voted in favor.

The Committee reviewed proposed budget reductions to allow the CSB to meet the City's reduction in force target of \$175,357. The Committee recommends full board approval of the proposed reduction in force target. All present voted in favor.

## **FINANCIAL REPORT**

The financial report contains data through March 31, 2009.

## **REGULAR AGENDA / AGENCY REPORT**

### **A. PSYCHIATRIC SERVICES WAITING LIST**

The Agency recently lost two contract physicians and two full time nurses and recently began a waiting list for psychiatric services.

### **B. SOUTHEASTERN VIRGINIA TRAINING CENTER**

The State has indicated their interested in having the Chesapeake CSB build two 6-bed ICF-MRs that would provide housing alternatives to residents of Southeastern Virginia Training Center. At this time there is no information regarding long term financing, how funds will be allocated, or how the closure will affect the Vocational Center. Mr. Scislowicz is working with state representatives to gather additional information.

### **C. DMAS PRE-AUTHORIZATION REQUIREMENT FOR COMMUNITY MENTAL HEALTH SERVICES**

Beginning August 1, 2009 DMAS will require pre-authorization for community mental health services such as case management and psycho social day programs. Quality Assurance Administrator, Debra Waters, is heading a committee to develop procedures to ensure the Agency meets DMAS requirements.

## **OTHER**

### **A. CLOSED SESSION**

Mr. Sulfaro moved that the Chesapeake Community Services Board hold a closed meeting to: discuss medical and mental records excluded from the Virginia Freedom of Information Act pursuant to subdivision 1 of section 2.2-3712 as permitted by section 2.2-3711 (A) (15) of the Code of Virginia. Mr. Ely seconded and all present voted in favor.

The board has come out of its closed meeting and is now in open meeting. Under the provisions of section 2.2-3712 of the Virginia Code, we shall now take a roll call vote. Each member must respond either "aye" or "no" to the following statement:

To the best of each member's knowledge: (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, **and** (2) only

such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting just completed by this board.

The statute requires that, if any member of this board believes that there was a departure from the standards of this statement during the closed meeting, that member must so state before we take the roll call vote, and must indicate the substance of the departure which that member believes has occurred. Does any board member wish to make such a statement at this time?

Having heard no such statements (or, having heard all statements regarding departure from the standards for closed meeting), the clerk will now call the roll. An "aye" vote means that you believe the board complied with the standards I have read to you. A "nay" vote means that you believe the board did not comply. Remember, if you plan to vote "nay" you must so state, and explain the basis of your "nay" vote, before our roll call.

Mister Secretary, please call the roll.

Mr. Coleman	aye	Dr. McNair	aye
Mrs. Crutchfield	aye	Mrs. Nyhaug	aye
Mr. Ely	aye	Mrs. Scott	aye
Ms. Hudgins	aye	Mr. Sulfaro	aye
Mr. Losea	aye	Mr. Williams	aye
Dr. Martin	aye		

The vote of the board shall be recorded in the minutes of the meeting. In addition, any statement by a board member that there was a departure from the closed meeting requirements shall also be recorded in the minutes.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:02 p.m.

Amy Blondell  
Office Coordinator

John Sulfaro  
Board Secretary

*These minutes are subject to full Board approval.*