

Loudoun County  
Community Service Board  
Meeting Minutes

May 12, 2011

**Members Present**

Ben Morgan	John Mullan
Ed Senft	Denis Cotter
Shaun Kelley	Scott Zeiter
Dawn Rounsaville	Katrina Cole
Jennifer Wexton	Karen Ebersole
Claudine Gilarski	Kathy Farmer
Jacqui Sinicrope	Laura Eilers

**Members Absent**

Chuck Barrick  
Liz Miller  
Pamela Paul-Jacobs  
Diana Calderon

**Staff Present**

Tom Maynard	Margaret Graham
Heidi Gardner	Mary Margaret Meadows
Beth Shockley	Roger Biraben

**Guests Present**

Sara Westfall

**CALL TO ORDER**

Ben Morgan, Chair, called the meeting to order at 6 P.M.

**PUBLIC COMMENT**

There were no comments from the public.

**ADDITIONS/DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**EDUCATIONAL PRESENTATION**

Sara Westfall, Program Manager of the JobLink program presented information about the program to the CSB. A pamphlet was distributed to supplement the PowerPoint presentation.

**TASK GROUP/COMMITTEE REPORTS**

***Executive Committee***

Ben Morgan, CSB Chair, reported that the Executive Committee did not meet this month.

***Program Review Task Group***

Kathy Farmer reported that the Program Review Task Group (TG) met on April 20<sup>th</sup>. The Fee Review which is on the agenda as an Action Item is a product of that meeting.

***Strategic Planning Task Group***

Katrina Cole told CSB members that the TG met on May 5th at 5:00 PM. This is a new time for the meetings. The group reviewed the quarterly QI reports as well as unit cost data for MH and

SA Outpatient services. Those reports were included in the Meeting Packet for review by all CSB members.

***Public Relations Task Group***

Scott Zeiter reported that the TG had not met since the last CSB meeting.

***Board Development Committee***

Jacqui Sinicrope referred CSB members to the Meeting Summary for a listing of educational presentations scheduled through September. While the summary lists other topics under consideration, CSB members should feel free to propose additional topics.

The plans for the CSB retreat are progressing with the emerging theme of ‘what will the changing environment mean to the services we provide, in terms of services mix and service models?’

A CSB Member Self-Evaluation was emailed to members a few weeks ago. CSB members were asked to complete the evaluation by May 31<sup>st</sup>.

**ACTION ITEMS:**

***Recommendations to the Board of Supervisors for Appointment to the CSB***

Jacqui introduced the Action Item which recommends to the Board of Supervisors the appointment of Michele Steinbach and Angelo Wider to the CSB. Katrina moved to approve the recommendations from the Board Development Committee; Shaun seconded the motion. The motion passed with no dissenting votes.

***Approval of the Minutes of the CSB Meeting of April 14, 2011***

Jacqui moved to that the Minutes be approved as presented; Katrina seconded the motion which passed with a unanimous vote.

***Fee Review***

Beth Shockley provided the particulars of the Action Item which would revise the Fee Scale (to be now called the Ability to Pay Scale) and established fees for the ICT program at \$20.00 per month or 3% of adjusted income whichever is higher. Jacqui moved to accept the proposed changes; Kathy Farmer seconded the motion, which passed without any dissenting votes.

**REPORTS**

***Nominating Committee: Slate of Officers (Terms beginning July 1, 2011)***

Ben appointed Shaun Kelley and Kathy Farmer as the Nominating Committee. They developed the following slate which will be voted on at the June CSB meeting:

Chair	Jacqui Sinicrope
Vice-Chair	Scott Zeiter
Secretary	Liz Miller
Executive Committee – At-Large	Chuck Barrick

Ben thanked Committee members for their efforts.

**Status Report – Grants Ad Hoc Committee** – Jacqui reported that the group had begun to pursue SAMHSA grant funding for primary care services for MH clients. The grant hoped for collaboration between MHSADS MH/SA and the Community Health Center (CHC). However, when Jacqui spoke with staff at the SAMHSA office, she learned that they want these grants to be statewide, not localized. The Committee will continue looking for grant funds.

Tom mentioned that Deborah Dever would like to continue pursuing primary care services at MH sites whether or not grant funding is obtained. The CHC has recently hired a Psychiatric Nurse Practitioner which could be helpful in serving more clients in the community. Also, CHC's provide incentive in recruiting doctors because they can forgive school loans in exchange for years worked.

Roger noted that he had a meeting with the Free Clinic to talk about opportunities for collaboration.

***Executive Director's Report***

Tom called attention to the handout regarding regional use of the inpatient beds. Loudoun has very low utilization.

Tom then mentioned the cost data that was discussed as part of the Strategic Planning TG report. A few years ago he looked at outpatient costs and they were higher. Now with the data from Anasazi we have more complete reporting. The County Administrator has asked that we look at whether it would be advantageous to purchase services. At this point we are able to deliver an hour of service for a bit less than market. A next step will be to compute what it *actually* costs us to provide services.

Next, Tom talked about the CSB Retreat plans. When he first came to Loudoun, CSB members wanted to be more useful; to know what was going on; to effectively apply their skills. At that time, the CSB responded by creating Task Groups to support its overall focus. The retreat may be the time to assess whether or not the current structure is providing the support needed by the CSB; to permit all members to contribute on a productive level.

Tom then talked to the group about the Wounded Warriors Program which was included in his report.

***Chair's Report***

There was no report from the Chair.

**INFORMATION ITEMS**

Beth Shockley briefly reviewed the Financial Report, Debt Set-Off and Client Insurance Information.

Katrina noted the Board of Supervisors Resolution and Proclamation for Mental Health Awareness Month

Several members noted the PBS story on autism and recommended it.

**COMMENTS FROM THE STAFF**

Scott Zeiter, nominee for Vice Chair of the CSB, talked about potential conflicts of interest since he is a provider/vendor of services as an employee of Grafton. Shaun assured him that the Nominating Committee considered the situation and the conclusion was that if conflicts are disclosed, they did not see a problem.

On May 24-26<sup>th</sup>, Laura is attending a conference in Radford representing the Loudoun Peer to Peer Council.

Katrina reminded those present of the presentation at Rust Library on Sunday at 2pm as part of the program for Mental Health Awareness Month.

Jacqui announced that in order to enhance participation on Task Groups, all meetings are now at 5pm or later. We had hoped to be able to use speaker phones for those who were not able to be physically present. However, a ruling from the County Attorney made that not possible.

Jennifer Wexton reminded everyone of the Open House on May 24<sup>th</sup> to officially open the Brambleton ICF/MR which will be operated by Community Residences.

Roger Biraben remarked that the utilization of beds information that was distributed at the meeting was in response to the core value of MH, which is to provide services and treatment in the least restrictive environment. We look at outcomes around community longevity.

Roger also announced an additional group for kids with autism. A group for ages 18-23 has just begun.

**ADJOURNMENT**

Katrina Cole moved to adjourn the meeting; Denis Cotter seconded the motion. The motion passed unanimously. The meeting was adjourned at approximately 7:15 PM.

Prepared by,

Mary Margaret Meadows  
May 16, 2011