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**PRINCE WILLIAM COUNTY
COMMUNITY MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE SERVICES BOARD**

CONVENED REGULAR MEETING: 6:31 P.M.

BOARD MEMBERS PRESENT:

Obediah Baker, Jr., Carman Cellucci, James Van Cooper,
Thomas DeWispelaere, Waja Grimm, Charles Rigby, Evelyn Sale,
Dean Sprague

BOARD MEMBERS ABSENT:

Brenda Frederick, Bill Tracey

BOARD MEMBER VACANCY:

None

STAFF PRESENT:

Tom Geib, Cora Swett, Linda Newlon - Office of Executive Director
Ken Hopkins – Administrative Services
Division Managers: Vickie Taylor – Youth, Adult and Family Services;
Lisa Madron - Community Support Service; Rita Romano – Emergency
Services; Laurie Olivieri – Quality Improvement

AFFILIATED AGENCIES PRESENT:

None

GUESTS PRESENT:

None

PRESS PRESENT:

None

OPENING: The Regular Meeting of February 18, 2010 of the Community Services Board was convened in the Occoquan Conference Room, James J. McCoart Government Center, 1 County Complex, Prince William, Virginia.



CITIZEN'S TIME:

--No Comments.

STAFF TIME:

-- No Comments.

BY CONSENSUS, AGENDA WAS REVISED TO ADD ACTION ITEM 5.A. APPROVED BUDGET TRANSFER IN THE AMOUNT OF \$31,540 FOR FY 2010 AND \$92,518 FOR FY 2011 AND ONGOING FROM MEDICATION EXPENSE TO SALARIES AND RELATED EXPENSES AND CREATE TWO FULL TIME ADMINISTRATIVE SUPPORT ASSISTANT III POSITIONS AND A CLOSED SESSION TO DEAL WITH PERSONNEL RELATED MATTERS

APPROVAL OF MINUTES

RESOLUTION 10-02R2-01

MOTION: Rigby
SECOND: Grimm

The Prince William County Community Services Board does hereby approve the minutes of February 4, 2010.

Vote:

Ayes--Baker, Cellucci, Cooper, DeWispelaere, Grimm, Rigby, Sale, Sprague
Nays--None
Abstained--None
Absent During Vote--None
Absent from Meeting--Frederick, Tracey

ACTION ITEMS:

APPROVED BUDGET TRANSFER IN THE AMOUNT OF \$31,540 FOR FY 2010 AND \$92,518 FOR FY 2011 AND ONGOING FROM MEDICATION EXPENSE TO SALARIES AND RELATED EXPENSES AND CREATE TWO FULL TIME ADMINISTRATIVE SUPPORT ASSISTANT III POSITIONS

RESOLUTION 10-02R2-02

MOTION: Grimm
SECOND: Cooper

WHEREAS, the Prince William County Community Services Board has always provided assistance to indigent consumers in obtaining the drugs and medications necessary for their treatment through the Patient Assistance Program offered by pharmaceutical companies; and

WHEREAS, the Aftercare Pharmacy, also known as the Community Resource Pharmacy, was funded by the Department of Behavioral Health and Developmental Services to provide drugs and medicines to consumers discharged from state facilities when they or the persons liable for their care and treatment are financially unable to pay for or otherwise access them (aftercare pharmacy services); and

WHEREAS, in early FY 2009 Prince William County Community Services Board's utilization had exceeded our allotment at the Aftercare Pharmacy so a decision was made to improve the Patient Assistance Program in an effort to control our costs which has been quite successful; and

WHEREAS, as a result of then Governor Kaine's budget cuts in mid-September 2009 Community Services Boards received notice from Department of Behavioral Health and Developmental Services that the Community Resource Pharmacy would cease accepting prescriptions effective November 1, 2009 and would close November 30, 2009; and

WHEREAS, the Prince William County Community Services Board received notice it would receive the remaining two-thirds (2/3) of the FY 2010 allotment in the amount of \$411,343 the amount was budgeted and appropriated on February 2, 2010, Resolution 10-86, by the Prince William Board of County Supervisors; and

WHEREAS, the new role for Prince William County Community Services Board is to provide medications prescribed by our physicians to our clients using the same qualifying guidelines but not through the Community Resource Pharmacy; and

WHEREAS, this new role makes it even more important to expand the Patient Assistance Program to decrease our cost of providing medications to those clients who had been receiving their medication through the Community Resource Pharmacy, and

WHEREAS, a pharmacy company from North Carolina offered to handle the Patient Assistance Program and be an alternate delivery site to receive and disperse these drugs in exchange for the opportunity to provide convenient pharmacy services to our clients expecting to build up to filling 300 prescriptions per month to cover their costs; and

WHEREAS, once it was realized the procedure of handling the medications received through the Patient Assistance Program was not in compliance with the "Regulations Governing The Practice of Pharmacy in the State of Virginia" and the slow success in getting clients to use their pharmacy services it was mutually agreed that the contract be discontinued; and

WHEREAS, there is once again a need to expand the Patient Assistance Program without additional staff and costs to the County a request was made to the Department of Behavioral Health and Developmental Services to allow a portion of the medication allotment to hire two staff to perform this task; and

WHEREAS, the Assistant Commissioner approved the shift indicating that he views this effort as a link to sustaining access to medication supports which is the purpose of the funding; and

WHEREAS, no new local general fund revenue is required for any of these funds and the two positions will continue only as long as the funding continues;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Community Services Board does hereby approve the budget shift of one-time funding;

BE IT FURTHER RESOLVED that these funds will be shifted as follows for FY 2010:

DECREASE EXPENDITURE BUDGET for FY 2010:

OCA CODE	SUB-OBJECT	DESCRIPTION	TOTAL
539012	5430	Medical, Drug, Chemical Supplies	<u>\$ 31,540</u>
		TOTAL NET REVENUE INCREASE	\$ 31,540

INCREASE EXPENDITURE BUDGET for FY 2010:

OCA CODE	SUB-OBJECT	DESCRIPTION	TOTAL
539012	2101	Salaries	\$ 21,271
539012	2501	FICA	1,627
539012	2503	Retirement-VRS	2,995
539012	2510	Life Insurance	168
539012	2512	Money Purchase Plan	107

539012	2520	Health Insurance	4,126
539012	2527	Delta Dental	196
539012	5220	Telephone	150
539012	5401	Office Supplies	150
539012	5404	Office Equipment	500
539012	5585	Mileage Travel	<u>250</u>
TOTAL NET EXPENDITURE INCREASE			\$ 31,540

BE IT FURTHER RESOLVED that these funds will be shifted as follows for FY 2011:

DECREASE EXPENDITURE BUDGET for FY 2011 and ongoing:

OCA CODE	SUB-OBJECT	DESCRIPTION	TOTAL
539012	5430	Medical, Drug, Chemical Supplies	<u>\$ 92,518</u>
TOTAL NET REVENUE INCREASE			\$ 92,518

INCREASE EXPENDITURE BUDGET for FY 2011 and ongoing:

OCA CODE	SUB-OBJECT	DESCRIPTION	TOTAL
539012	2101	Salaries	\$ 63,812
539012	2501	FICA	4,882
539012	2503	Retirement-VRS	8,984
539012	2510	Life Insurance	504
539012	2512	Money Purchase Plan	320
539012	2520	Health Insurance	12,378
539012	2527	Delta Dental	588
539012	5220	Telephone	150
539012	5401	Office Supplies	150
539012	5404	Office Equipment	500
539012	5585	Mileage Travel	<u>250</u>
TOTAL NET EXPENDITURE INCREASE			\$ 92,518

BE IT FURTHER RESOLVED that the Prince William County Community Services Board approve the following personnel additions:

Addition of:

Administrative Support Assistant III	TBD	2.00 FTE
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Vote:

Ayes--Baker, Cellucci, Cooper, DeWispelaere, Grimm, Rigby, Sale, Sprague

Nays--None

Abstained--None

Absent During Vote--None

Absent from Meeting--Frederick, Tracey

DISCUSSION ITEMS:

BRANDON HOUSE OVERVIEW:

Ms. Rita Romano presented information on Brandon House - A Wellness Recovery Program which is a Regional Crisis and Emergency Stabilization Service in Manassas. This is an intensive short-term crisis stabilization program located in the Sudley area of Manassas and has been open since June 2006. Fairfax-Falls Church and Arlington Community Services Boards also have crisis stabilization programs. The usual stay in the program is about two weeks, although there have been times when someone stays longer; Medicaid will only pay for two weeks. The program's license allows a 21 day stay. Mental health recovery is the focus of the program. Brandon House is run by a non-profit organization, Fellowship Health Resources Inc.

UPDATE ON HIPAA BREACH NOTIFICATION RULE:

Ms. Laurie Olivieri presented information on HIPAA Breach Notification Rule. Breach is the acquisition, access, use, or disclosure of protected health information in a manner not permitted by the regulation that compromises the security or privacy of the protected health information (which includes, name, address, social security number, birth date and various other personal information). If a breach occurs the person whose protected health information has been compromised has to be informed of such in writing no later than 60 calendar days after discovery of a breach. The County Attorney's office has assisted Ms. Olivieri providing guidance on Policies and Procedures in relation to the HIPAA Breach Notification Rule.

**BREAK TIME: Out 7:39 p.m.
 In 7:45 p.m.**

UPDATE ON POLICIES AND PROCEDURES MANUAL:

Mr. Cellucci provided information on updated Policies and Procedures Manual specifically on HIPAA Breach Notification Rule and emails from physicians being placed in medical records as they are considered "physician's orders".

FISCAL YEAR 2011 COUNTY AND STATE BUDGET UPDATES:

Mr. Geib informed the Board that the County Executive presented the budget to the Board of County Supervisors on Tuesday. Currently the impact on the Community Services Board is

reduction of \$160,000 for substance abuse and \$70,000 for a New Horizons position. Included in

add-ons is the \$100,000 for Intellectually Disabled Supported Living Program (that was put back in after the first State cut this year). Two Intellectually Disabled Case Managers that are Medicaid supported are to be included in the budget. The County will also see about 7% increase in medical insurance coverage, the County will pay their share and employee pay their share. There will be no employee raises and no cost of living raises; and there may be changes in the Virginia Retirement fund. The Community Services Board will make their budget presentation to the Board of County Supervisors Tuesday, March 23rd at 7:30 p.m. Mr. Geib stated that the format was a little different than previous years, but not much. Mr. Geib encouraged all Board Members to attend the presentation.

Mr. Geib stated some information has been received from VACSB on the State budget; the House and Senate proposals should be in by Sunday evening with more information being received by Monday or Tuesday. Mr. Geib will be attending the Regional Management Meeting with Northern Virginia representatives tomorrow. Mr. Geib stated there are a number of changes in Medicaid that will impact Community Services Boards such as eligibility limits, limits on vendor payment (5 to 15%), Department of Rehabilitative Services being reduced, and elimination of dental services.

LEGISLATIVE UPDATES:

Mr. Geib stated that currently bills are going through the House and Senate with significant changes for juvenile commitment laws. The Pharmacy bill has passed both Houses; the Pharmacy Board will write new regulations to enable Community Services Boards to handle drugs. An update will likely be received from the VACSB next week on current bills; Mr. Geib will pass that information on to the Board.

OPEN ITEMS:

Brandon House Overview: Ms. Romano provided an overview at this Board Meeting, February 18, 2010. **CLOSED**

Community Services Display Board: Ms. Swett will bring ideas to the Board on a display board.

EXECUTIVE DIRECTOR'S TIME:

--Mr. Geib stated when attending the Regional Management Meeting tomorrow he will hear more about the training centers and hospitals and how the State cuts/changes will impact them.

--Mr. Geib informed the Board that the County Executive has presented cuts in Libraries, such as cutting neighborhood libraries and reducing hours of operation. Several Board of County Supervisors have said they don't want to do this and if they don't that means the budget will need to be re-examined County-wide to decide where else that money can be realized, which will effect other programs.

BOARD MEMBERS' TIME:

OBEDIAH BAKER, JR: Mr. Baker expressed his gratitude to Ms. Romano on her explicit report; stating he knows staff have tough jobs. Mr. Baker expressed his appreciation to Ms. Olivieri for her report on HIPAA which was a real eye-opener for him.

EVELYN SALE: Ms. Sale thanked both Ms. Romano and Ms. Olivieri for their presentations. Ms. Sale stated she attended the regional work group at Northern Virginia Training Center with two area delegates, representatives from Community Services Boards and vendor agencies. A plan is currently being worked on to obtain funding.

WAJA GRIMM: Ms. Grimm thanked both Ms. Romano and Ms. Olivieri for their presentations.

CARMAN CELLUCCI: Mr. Cellucci thanked staff for presentations.

DEAN SPRAGUE: Mr. Sprague thanked staff for presentations. Mr. Sprague stated it is apparent that the Brandon House model works well. Mr. Sprague stated that Pepsi has 12 \$50,000 grants available (SERVE is 13th on the list). You can access www.refresheverything.com and vote for SERVE.

CHARLES RIGBY: Mr. Rigby thanked staff for the presentations and all the work they do. Mr. Rigby stated he would be attending a meeting the next evening and will network by talking about the needs of the consumers.

THOMAS DEWISPELAERE: Chairman DeWispelaere shared accolades to staff for their presentations and work. Chairman DeWispelaere hopes that other States have programs like Brandon House. Chairman DeWispelaere asked Ms. Olivieri if our agency is insurance protected on HIPAA violations – the answer is yes. Chairman DeWispelaere shared his awareness for the need for funding for Human Services, although there are a lot of other programs out there that also need funding, for every dollar there is fierce competition.

AUTHORIZED CLOSED SESSION

RESOLUTION 10-02R2-03

MOTION: Baker

SECOND: Sprague

WHEREAS, the Prince William County Community Services Board desires to discuss in Closed Session personnel related matters; and

WHEREAS, pursuant to Section 2.2-3711.A.1 VA Code Ann. such discussions may occur in Closed Session;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Community Services Board does hereby authorize discussion of the aforestated matters in Closed Session.

Vote:

Ayes--Baker, Cellucci, Cooper, DeWispelaere, Grimm, Rigby, Sale, Sprague

Nays--None

Abstained--None

Absent During Vote--None

Absent from Meeting--Frederick, Tracey

CERTIFICATION OF CLOSED SESSION

RESOLUTION 10-02R2-04

MOTION: Baker

SECOND: Sprague

WHEREAS, the Prince William County Community Services Board has this day adjourned into Closed Session in accordance with a formal vote of the Board, and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Freedom of Information Act requires certification that such Closed Session was conducted in conformity with the law;

NOW, THEREFORE BE IT RESOLVED that the Prince William County Community Services Board does hereby certify that to the best of each member's knowledge, i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Session to which this certification applies, and ii) only such public business matters as were identified in the Motion by which the said Closed

Session was convened were heard, discussed or considered by the Board. No Member dissents from the aforesaid certification.

Adjourned into Closed Session at **8:35 p.m.**
Concluded Closed Session at **8:42 p.m.**

Vote:

Ayes--Baker, Cellucci, Cooper, DeWispelaere, Grimm, Rigby, Sale, Sprague
Nays--None
Abstained--None
Absent During Vote--None
Absent from Meeting--Frederick, Tracey

ADJOURNMENT

RESOLUTION 10-02R2-05

MOTION: Baker
SECOND: Sale

The Prince William County Community Services Board does hereby agree to adjourn the February 18, 2010, Regular Meeting of the Board at **8:43 p.m.**

Vote:

Ayes--Baker, Cellucci, Cooper, DeWispelaere, Grimm, Rigby, Sale, Sprague
Nays--None
Abstained--None
Absent During Vote--None
Absent from Meeting--Frederick, Tracey

A recording of the minutes of February 18, 2010 will be kept in the Office of the Executive Director, Sudley North Government Complex, 8033 Ashton Avenue, Manassas, Virginia for 3 years.