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**BOARD OF DIRECTORS MEETING – 24 JANUARY 2023**

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The Southside Behavioral Health (SBH) Board of Directors met, in Open Session, at 1:00 p.m. on January 24, 2023, in the Chipps Conference Room, at the SBH Modlinski Building in Clarksville, with Frances Clark, Board Chair, presiding.

**ATTENDANCE**

**MEMBERS PRESENT**

Frances Clark (Chair)  
Betty Adams (Vice Chair)  
Joan Bowers  
Stuart Comer  
Earl Jarrell  
Winona Proffitt

**MEMBERS ABSENT**

Ivan Hargrove (Secretary)  
Evela Hutcheson (Treasurer)  
Patricia Thomas

**Note:** Frances Clark, Board Chair held a formal introduction of Stuart Comer as the new Halifax County Board member for SBH.

The Board Members were presented their annual Financial Disclosure Statements.

**OTHER ATTENDEES**

*SBH staff members:*

Beth Engelhorn, Executive Director  
Alisha Wright, Director of Clinical Services  
Galyna Hightower, Director of Financial Services  
Kameelah Singleton, Director of Human Resources  
Debra Berryman, Divisional Director for Adult BH Outpatient  
Wanda Brock, Clinical Training Coordinator  
Wayne Townsend, Building/Grounds Maintenance Specialist  
Sylvia Pyron, Clerk of the Board

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**PROCEEDINGS**

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**I. CALL TO ORDER**

The meeting was called to order at 1:03 p.m. by Frances Clark, Board Chair. A quorum of Board members being present, with the meeting having been duly convened, the Board was ready to proceed with business.

**II. APPROVAL OF BOARD MINUTES**

The minutes from the last Board of Directors Meeting, held on November 22, 2022, were approved as presented.

**III. PUBLIC COMMENTS**

None

**IV. BOARD EDUCATIONAL TOPIC: CLINICAL INTERVENTION TEAM**

***Wanda Brock, Clinical Training Coordinator***

Crisis Intervention Team (CIT) training is specialized police curriculum that aims to reduce the risk of serious injury or death during an emergency interaction between persons with mental illness and police officers. CIT has been implemented widely both nationally and internationally. CIT provides 1) law enforcement crisis intervention training to enhance response to individuals exhibiting signs of a mental illness; 2) a forum to promote effective systems change and problem-solving regarding interaction between the criminal justice and mental health care systems; and, 3) improved community-based solutions to enhance access to services for individuals with mental illness. Successful CIT programs improve officer and consumer safety, reduce in appropriate incarceration and redirect individuals with mental illness from the criminal justice system to the health care system.

**V. EMPLOYEES OF THE MONTH – December 2022 and January 2023**

The selection of the Employees of the Month for December and January, Wayne Townsend, Building and Grounds Maintenance Specialist, serving both Brunswick and Mecklenburg Counties, and Jackelyn Dilladough, Reimbursement Technician, at both Brunswick Behavioral Health Center and The John H. Northington Center, respectively, were announced to the Board.

**VI. SOUTH HILL CONSTRUCTION PROJECT PRESENTATION AND CONTRACT**

The Board was presented with two proposals for the South Hill construction project. Piney Creek Contracting & Consulting from Appomattox, Virginia presented the Board with their proposal as well as R. F. Howerton, Inc. from Warfield, Virginia. With much consideration from the Board and due to the company history and experience with both the purposed building and grounds it was determined and decided upon to award the contract to R. F. Howerton, Inc.

**MOTION:** Upon motion made by B. Adams, duly seconded by E. Jarrell, the following resolution carried unanimously.

**RESOLUTION:** *BE IT RESOLVED*, that the Board of Directors, Southside Behavioral Health, in regular meeting assembled, votes to authorize the Executive Director to award the contract and development of the South Hill Construction Project to R. F. Howerton, Inc.

The Executive Director also discussed with the Board the severity of the timeline needed to complete the South Hill construction project as well as the unexpected changes and extra expenditures that may arise. Due to this, the Board voted to give permission for the Executive Director to make changes and sign off on extra expenses up to an allotted amount.

**MOTION:** Upon motion made by B. Adams, duly seconded by J. Bowers, the following resolution carried unanimously.

**RESOLUTION:** *BE IT RESOLVED*, that the Board of Directors, Southside Behavioral Health, in regular meeting assembled, votes to authorize the Executive Director the approval to sign for extra expenses and deemed changes up to, but not beyond \$50K for the South Hill Construction Project.

## **VII. OLD BUSINESS**

### **Item A. FY22 SBH Audit Final Report**

The final report was received and provided to the Board for review. Michael E. Lupton, Auditor, of Robinson, Farmer, Cox Associates sent out the final findings from the annual audit performed within SBH for FY22. There were no discrepancies, no difficulties, nor issues found within the audit nor the report submitted. In the opinion of Robinson, Farmer, Cox Associates, the financial statements and cash flow presented correct and acceptable within the accounting principle. In summary the audit findings were positive with no operational process corrections needed.

## **VIII. FINANCIAL REPORT**

### ***Galyna Hightower, Director of Financial Services***

As of the end of December 2022 SBH had a cash balance of about \$8.1M. SBH remains in a stable financial position. The accounts receivable balance as of the end of December 2022 compared to the end of November 2022 has increased only by a minimal amount. The actual revenue is tracking at 44% at this point in the fiscal year of the budgeted amount and Medicaid income is at 43% of the Medicaid Budget. Total expenses as of the end of December 2022 are tracking at 43% thus far for the FY23 budget. SBH revenue and expenses are still running below budgeted amounts for FY23 due to open positions, payroll deductions, reimbursement basis for some FY23 revenue as well as Medicaid revenue. The amount of deferred revenue as of the end of December 2022 includes unspent prior years funds and FY23 localities' funds that were received in the beginning of FY23. SBH is continuing to use the new process of receiving some federal funding streams from DBHDS on a reimbursement basis. The Board will continue to be briefed and presented with any changes by the Finance Department on how this reimbursement process is affecting SBH going forward. The Finance Department, also, presented and provided the Board with the finalized report from the FY22 audit.

The Board was briefed on the submitted ICF Settlement Reports for both Brandon Home and Hope House. Based on the report for Hope House SBH will return funds of approximately \$375K to DMAS due to the fact these unused funds are restricted for ICF funding only.

However, based on the report for Brandon Home DMAS is due to provide payment to SBH in the amount of approximately \$163K.

**IX. NEW BUSINESS**

**Item A. COLA Review**

The Executive Director presented a timeline chart to the Board regarding COLA increases throughout the last three years for SBH employees. It was recommended to the Board that all SBH employees be awarded a COLA increase due to the rising cost of living expenses.

**MOTION:** Upon motion made by B. Adams, duly seconded by S. Comer, the following resolution carried unanimously.

**RESOLUTION:** *BE IT RESOLVED*, that the Board of Directors, Southside Behavioral Health, in regular meeting assembled, votes to give each SBH employees a 2% COLA pay increase.

**Item B. Policies for Board Review/Approval – Betty Adams, Chair, Program Committee**

Policies recently reviewed for recommendation to the Board by the Program Committee. The Committee Chair recommended to the Board that all of the following policies, that the Committee was asked to review, be approved/adopted by the Board.

- [1300] Human Rights
- [1490] Policy on Policies
- [1820] Title VI
- [3710] Records Retention, Human Resources
- [3840] Smoking
- [4100] Drug and Alcohol Testing
- [4645] Psychiatry-Only/Inactive Case Management
- [5010] Acceptable Use – Information Systems
- [5013] Acceptable Use – Portable Devices
- [5100] IT Security Incident Response

**MOTION:** Upon motion for approval from the Program [Policies] Committee the following resolution carried unanimously.

**RESOLUTION:** *BE IT RESOLVED*, that the Board of Directors, Southside Behavioral Health, in regular meeting assembled, votes to authorize the Executive Director to implement the polices as presented and reviewed by the Board, in toto.

**Item C. Ratify Vote for EL Program Vehicle Purchase**

SBH was provided funds in the amount of \$25K. The Executive Director requested from the Board that these funds be used to purchase a vehicle for the Part C. (Early Intervention) Program. The purposed vehicle is a 2019 Equinox LT SUV with a total price of \$24,950 with 27,000 miles. This program has grown by 200% in the last 2 years and needs a vehicle to allow all staff to be out within the community as needed.

**MOTION:** Upon motion made by S. Comer, duly seconded by J. Bowers, the following resolution carried unanimously.

**RESOLUTION:** *BE IT RESOLVED*, that the Board of Directors, Southside Behavioral Health, in regular meeting assembled, votes to approve the purchase of a vehicle for the EL Program as listed above.

**Item D. Ratify Vote for PTO Payout**

The Executive Director proposed that due to staff shortages, SBH would like to offer those staff who are going to lose PTO after this policy has been applied, up to 40 additional hours of PTO payout.

**MOTION:** Upon motion made by S. Comer, duly seconded by E. Jarrell, the following resolution carried unanimously.

**RESOLUTION:** *BE IT RESOLVED*, that the Board of Directors, of Southside Behavioral Health, in regular meeting assembled, votes to approve the extra payout of accrued PTO hours up to, but no more than 40 hours.

**X. EXECUTIVE DIRECTOR'S REPORT**

**STATE AND DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES (DBHDS)**

Governor Youngkin unveiled his 3-year plan to transform Virginia's behavioral health system, entitled, "Right Help. Right Now." <

The plan consists of six pillars: Same-day Crisis Access (1), Law Enforcement Relief (2), Capacity Building (3), Targeted Support for Substance Use Disorder and Overdose Prevention (4), Behavioral Health Workforce (5), and Service Innovation & Best Practices (6). You can read the full "Right Help. Right Now." plan online here <<https://www.hhr.virginia.gov/behavioral-health/>>.

As part of the proposal, the Governor announced that his introduced budget would include \$230 million in funding for mental health, substance abuse, and other behavioral health disorders. As

noted above, the proposed budget includes an increase of over \$155 million to the DBHDS system. The Governor's plan also includes new funding for our partner agencies, including DMAS and VDH. Improving access and quality of care for Virginians will require significant coordination across nearly every corner of the Virginia government. This funding will supplement and amplify our agency's work.

I am thrilled that the Governor has prioritized support for our mental health system through the announcement of the "Right Help. Right Now." plan and corresponding budget actions. This budget provides the foundation for swift and sustained improvements to the behavioral health system and targets our most urgent priorities. Under this budget, we will add 500 additional DD waiver slots, increase integration of mental health care in K-12 and higher education, make critical investments in the behavioral health workforce, and strengthen our response to and prevention of the opioid epidemic. Importantly, the Governor's budget includes nearly \$100 million for crisis services, providing our agency with the support we need to transform our crisis system, and relieving pressure on state hospitals, local law enforcement agencies, emergency departments, and community services boards.

**JOINT LEGISLATIVE AUDIT AND REVIEW COMMISSION (JLARK)** provided a report to the legislature. Basically, the report indicated that the CSB's are struggling to meet the requirements in STEP VA due to a hiring crisis. There are not enough staff to cover the needs of the programs. The report suggested more oversight by DBHDS on CSB performance, seeking a different approach to data collection and metrics to measure performance success. We have provided you with a copy of this report for your review at the end of the Board Packet.

**State Hospitals:** No new updates on the state hospital facilities.

#### **CONSORTIUM – REGIONAL UPDATES**

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No new updates on the regional projects.

#### **COUNTIES**

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The executive director reached out to all the county administrators and was put onto the agenda for February to either meet with the county administrators or present to the county board of directors. The annual 10% match letters were sent out at the end of December. Please see our match requests below.

Total State					
		4,828,646	5,011,420	164,774	
Local fund request (10%)		536,516	556,824		
Based on unduplicated consumer count		FY23 requested	FY24		
Brunswick	17%	\$ 80,477,43	\$ 94,660		
Halifax	40%	\$ 230,701,96	\$ 222,730		
Mecklenburg	43%	\$ 225,336,79	\$ 239,434		
		\$ 536,516,18	\$ 556,824		

**AGENCY**

Commissioner Smith visited our agency December 6th. He met with the ED and the leadership team. He reported that he was impressed with our team and with our agency's performance.

Executive Director attended multiple meetings in the community with community partners where feedback was given. Emphasis was placed on customer service and accessing services in the community. This was taken back to leadership as a point of focus for the next year. Areas that are being addressed include:

- Help is provided regardless of the individual being in our services
- Revamping waiting areas to make them more comfortable for clients
- Screenings will be done immediately to determine next steps for all individuals walking in for services.

The Building Trauma Responsive Community book club was held during these two months. We had 5 staff members participate, all of which stated that they enjoyed the process, the connection and the book.

We have posted our 100% remote positions for Same Day Access. These positions will be providing all assessments for the agency freeing up current clinicians for treatment. We are hiring only in the state of Virginia. We have seen an increase in applications for these positions.

Case Management, Care Coordination, Psychosocial Rehabilitation received funding from STEP VA,

\$254,599.00. We are meeting with the case managers and leadership to determine how to allocate these resources.

**Opioid Abatement Funding** - The executive director is working with the Southside Planning District Commission to work using the abatement funding. I will be making a presentation to the commission on January 27, 2023 to see how we can partner to improve services for this population.

**CRISIS TEAM** - Our Crisis Team is beginning to take shape. We have hired 3 new clinicians since December and are looking to start hiring our law enforcement team, once we fully understand the process of a "special conservator of the peace" position. We are looking at this option instead of having officers from local departments fill our schedules.

**GRANTS** - Our housing administrator Grace Dunn is in the process of writing an expansion grant for 20 additional slots for permanent supportive housing as well as pregnant and parenting women with substance use disorders. These are two separate housing programs and are badly needed in our community.

**OPEN POSITIONS** - We have slowly begun to fill positions for everything except clinicians for OP adult and children's school-based services. We are reaching out to other CSB's to see how they structure their school-based services and are working on our model to attract new talent.

**South Hill Crisis Center and OP Building** - We are narrowing our focus on this project and with the board's vote, we will be selecting a contractor to begin the project.

**XI. ADJOURNMENT**

The next Board of Directors meeting is scheduled for Tuesday, February 28, 2023. There being no further business to come before the Board, the meeting was adjourned at 3:46 p.m.

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**SUBMITTED FOR APPROVAL BY**

  
Sylvia Pyron, Clerk  
SBH Board of Directors

2/28/23  
Date of Approval