



BOARD OF DIRECTORS MEETING – 28 MARCH 2023

The Southside Behavioral Health (SBH) Board of Directors met, in Open Session, at 1:00 p.m. on March 28, 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)
Evela Hutcheson (Treasurer)
Joan Bowers
Mary Jane Collie
Stuart Comer
Earl Jarrell

MEMBERS ABSENT

Ivan Hargrove (Secretary)
Winona Proffitt

NOTES: Frances Clark, Board Chair held a formal introduction of Mary Jane Collie as the new Halifax County Board member for SBH.

Winona Proffitt Board Member appointed by Mecklenburg County, has resigned from the Board as of 03/23/2023 and will no longer be reported as an absent member.

All Board Members have been presented their annual Financial Disclosure Statements as well as a request of returned information.

OTHER ATTENDEES

SBH staff members:

Beth Engelhorn, Executive Director
Paul Mandel, Director of IDDD Services
Galyna Hightower, Director of Financial Services
Kim Patillo, Human Resources Generalist
Preston Whitlow, Substance Use Disorder Clinician
Sylvia Pyron, Clerk of the Board

PROCEEDINGS

I. CALL TO ORDER

The meeting was called to order at 1:00 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 February 28, 2023, were approved as presented.

III. PUBLIC COMMENTS

None

IV. BOARD EDUCATIONAL TOPIC: Drug Court: A Unique Approach to Treatment

Preston Whitlow, Substance Use Disorder Clinician – Halifax Behavioral Health Center

The local criminal justice systems are evolving and are now more focused on mandating treatment (as opposed to incarceration) as a means to reduce recidivism, overdose deaths, and the cost of incarceration. Within the last decade, there has been increased interest in and creation of “Drug Courts”—courts that oversee formalized treatment programs for substance-using offenders. Our agency is a contracted treatment provider for the Halifax County Adult Drug Court program: We offer clinical, medical, and peer services to offenders who have voluntarily elected to complete Drug Court as opposed to a traditional sentence. This partnership gives our agency a unique opportunity to reach and treat individuals who may not have otherwise received services with our agency. While the relationships between treatment professionals and legal/criminal justice professionals are complex and not without challenges—and these issues are largely present within Drug Courts across the country—our local Drug Court program in Halifax County provides our agency a unique opportunity to work with clients across our catchment area that have Substance Use Disorders.

V. EMPLOYEE OF THE MONTH – March 2023

The selection of the Employee of the Month for March, Yolanda Fernandez, CFS Care Coordinator at Halifax Children and Family Services, was announced to the Board.

VI. OLD BUSINESS

Item A. Update Caterpillar Property

The Board was briefed regarding the sale of the Caterpillar land/property in South Hill. SBH sold the property for 125K with 5% allotted to the realtor commission fee.

Item B. Update South Hill Construction Project

The South Hill construction project is moving forward and is on schedule. The Executive Director has been in continuous contact with both R.F. Howerton and Wayne Townsend, SBH Grounds and Maintenance Specialist as well as performs weekly onsite visits. The project's

framing has been complete as well as plumbing. The electrician will be onsite next week. The Executive Director will continue to brief and update the Board with the construction progress.

VII. FINANCIAL REPORT

Galyna Hightower, Director of Financial Services

As of the end of February 2023 SBH had a cash balance of about \$9.3M. SBH remains in a stable financial position. The accounts receivable balance as of the end of February 2023 compared to the end of January 2023 has decreased by approximately 20K. The actual revenue is tracking at 55% at this point in the fiscal year of the budgeted amount and Medicaid income is at 52% of the Medicaid Budget. Total expenses as of the end of February 2023 are tracking at 58% thus far for the FY23 budget. SBH revenue is running below budgeted amounts at this time for FY23 due to the reimbursement basis for some FY23 revenue as well as Medicaid revenue. The main factors for this can be found in delayed payment from DMAS for FY22 ICF Report, open beds and low staff as well as the receiving process for reimbursement of federal funding. SBH continues to work toward improving productivity by hiring for new positions as well as providers which in turn will generate increased billing for services to help increase SBH revenue. The amount of deferred revenue as of the end of February 2023 includes unspent prior years funds and FY23 localities' funds that were received in the beginning of FY23. This includes the allotted funding of 2.5M for the Crisis Receiving Center project. 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.

VIII. NEW BUSINESS

Item A. Appointment of Nominating Committee (IAW SBH Bylaws, Article 6, Section a.)

F. Clark, Board Chair appointed the following individuals, representative of each county, to serve on the Nominating Committee for the Board of Officer Positions for FY 23-24:

J. Bowers, Halifax | I. Hargrove, Brunswick | F. Clark, (Chair) Mecklenburg

Item B. Employee Benefits: Health Insurance – *Kameelah Singleton, Director Human Resources*

The Board was met with a decrease of 3% in premiums this year, down sufficiently from last year. The Board was asked to absorb the same amount paid by the employees (82% employee/63% dependents) as the previous year. There will be no change in the provider or the structure of plans at this time. Open enrollment will begin in May.

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, authorized the Executive Director to adopt the Southside Behavioral Health Employee Benefit Health Insurance Plan for FY23-24 as presented.

Item C. Executive Director | Performance Evaluation Schedule

The Executive Director requested that her performance evaluation be presented to the Board during the April Board of Directors meeting verses May. This due to time restraints of the presentation for May's Board of Directors meeting as well as to allow more time if needed before the review in June.

Item D. PEG Tube Project

The Executive Director as well as Paul Mandel, Director of IDDD Services presented the Board with the plans to move forward with the PEG Tube Project. Currently we have been experiencing an aging population within our residential homes along with an increase in medical needs. It is proposed that we consider meeting the needs of individuals who are requiring a PEG tube for feeding and medication administration in our Intermediate Care Facility (ICF)-Hope House. Our current ICF license will allow us to serve individuals with a PEG tube. The Department of Behavioral and Developmental Services has a 23-page guideline for medication administration and hours of training required to care for PEG tubes.

After consulting with other Community Services Boards who already are serving individuals in their ICF with feeding tubes, these facilities have 24-hour nursing care and on-call RNs. It is proposed that we begin with only 2 residents with a PEG tube. In order to properly care for these residents, it is recommended that the following additional personnel will be required: six additional CNAs, three LPNs (two to be contract employees as to handle after hours calls) and one contracted on-call RN as a back-up to the ICF RN Supervisor.

With the added responsibilities we will need to consider a higher rate of pay for the staff who will be handling the residents with PEG tubes and this will also increase the supervision responsibilities of our ICF RN Supervisor to include 10 additional staff.

The Board was found to be all in agreement to move forward with the PEG Tube Project.

Item E. Policies and Procedures for Board Review/Approval – Betty Adams, Chair, Program Committee

Policies and Procedures 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.

[3090] Drug Testing

[3515] Personal Telephone Calls and Mail

[5072] Electronic Monitoring and Recording

[6774] Records Retention/Destruction

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

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

Item F. RFP | Array

The Executive Director requested approval from the Board to contract with Array in providing SBH with on call/virtual services to serve the new Crisis Receiving Center with needed psychiatric services on a 365/24/7 basis. The Board was briefed with the information about Array and made aware that Array is the provider of services for both other CSBs and hospitals locally.

MOTION: Upon motion made by E. Jarrell, 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 contract with Array for provider services.

IX. EXECUTIVE DIRECTOR'S REPORT

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

DBHDS: There are no new updates from the state or DBHDS. We continue to work with DBHDS on projects such as simplifying the psychiatric assessment for Same Day Access and improving our Permanent Supportive Housing Program. We also continue to work with them in regards to our programs for the building in South Hill.

STATE HOSPITALS: No new updates on the state hospital facilities.

CONSORTIUM – REGIONAL UPDATES

No new business in the region to report.

COUNTIES

SBH continues to work with the Southside Planning Commission to provide input in regards to how the opioid abatement funds will be used to assist our three counties. They are currently focusing on housing opportunities and have also been talking to other counties about drug court.

The 10% match funding has been reported from Brunswick and Halifax. Brunswick is fully funding us, Halifax is funding us up to 210,000, our request from them was 222,730. Mecklenburg has not yet reported on their 2024 budget.

SBH also continues to work with the school systems to assist with the development of school based mental health services in Mecklenburg.

AGENCY

WORKFORCE DEVELOPMENT: Building Naming Contest - SBH has sponsored a naming contest for the building renovation in South Hill. We have offered a \$100 prize if the person's name was chosen. We have narrowed it down to 3 options and will be asking staff to vote on the name.

Diversity, Equity, Inclusion, Accessibility and Belonging (DEIAB) project - We have met with administration, Halifax, and will be meeting with South Hill on 3/27/23 to provide staff with a full overview and presentation of how we will be asking them to be a part of this process. The first two meetings were well received and staff seemed to enjoy the training. Bryan Price will be meeting with the board in May.

We continue to develop our hiring practices and have made some steady progress in hiring for key positions. We have begun making offers faster, have put positions out on Facebook, other platforms hiring pages and with the Chambers of Commerce in Halifax. We are also looking at how we can provide better support to supervisors and staff to increase their job satisfaction.

PEG (percutaneous endoscopic gastrostomy) tube Project for ICF - Hope House - Paul Mandel and Natasha Sherman have researched the needs and staff training to be able to accommodate individuals with a PEG tube. Based on the research we will need to hire an additional 7 CNAs trained in the protocol for PEG tube feeding, medication delivery and care. In addition to these direct care staff, the program would need 3 additional LPN's and RN who are available 24 hours a day to provide oversight to the CNA's. Once we have the staff properly trained and in place, we would like to offer 2 beds for this service and once we have gained some experience with this, we may increase this availability.

Lastly, we have begun to translate our website and forms into Spanish to accommodate our increasing Spanish population. Our website can now be translated by choosing Spanish at the top of the page.

GRANTS: Year of the Peer MicroGrant - \$2000 will assist us with peer events and our recovery run this year.

Permanent Supportive Housing Expansion Grant for 20 additional slots, \$491,126.00

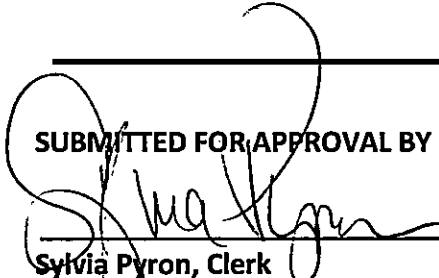
NEW CLINICAL BUILDING IN SOUTH HILL: We continue to make progress in the project. The framing has been completed and they have begun to do the ceilings. I have approved the front of the building, and they have ordered the glass for the windows.

We are working on ensuring the safety of the crisis center by looking at ligature free toilets, sinks, showers and door knobs. We will be meeting with our sign designer to create the sign for the new building once the name has been determined.

X. ADJOURNMENT

The next Board of Directors meeting is scheduled for Tuesday, April 25, 2023. There being no further business to come before the Board, the meeting was adjourned at 2:43 p.m.

SUBMITTED FOR APPROVAL BY



Sylvia Pyron, Clerk
SBH Board of Directors

4/25/23

Date of Approval

