

**CHESTERFIELD COMMUNITY SERVICES BOARD
MINUTES
February 16, 2023**

Members Present

Vince Burgess, Vice Chair
Daveida Murphy-Hasan, Secretary
Michael Giancaspro
Patrick Knightly
Jennifer Krajewski
Mary Beth Leon
Tiffany Marks
Talisha McAuley-Davis
Harvey Powers
Mark Sacra
Pamela Steele

Kelly Fried, Executive Director

Members Absent

Gib Sloan, Chair
Ray Gabehart

Staff Present

Doug Bilski, SMT
Angela Catolico, SMT
David Meadows, SMT
Jarek Muchowski, SMT
Mandy Pilk, SMT
Danielle Sayre, SMT
Leslie Pakula, Infant Services

Brook Cook, Administrative Assistant

Others Present

Dr. James Worsley
Asiris Marks
Taylore Marks.

I. Call to Order

Vice Chair Burgess called the meeting to order at 7:00 p.m. He introduced and welcomed Ms. Pamela Steele as the newest CSB Board member having been appointed by the County Board of Supervisors as the At-Large member from the Clover Hill District. Ms. Steele is a peer specialist having worked at Central State Hospital and is facilitating groups for Chesterfield HARP. She and her family have benefited from services at Chesterfield MHSS and is excited for this opportunity.

A. Approval of Minutes

On the motion of Mr. Harvey Powers and seconded by Secretary Daveida Murphy-Hasan, the January 19, 2023 Minutes were unanimously approved as presented.

B. Request to Postpone Actions, Add or Change Order of Presentation

There were none.

II. Matters of the Public

A. Public Comment Period

There were none.

III. Information Items

A. Everyday Excellence

Ms. Fried recognized Ms. Whitney Kern, a senior clinician with the Prevention program, for her dedication and service to those in her care. She shared a letter from a parent praising Ms. Kern's work with their child noting this child was making significant progress through therapy, doing well in school, and had just received an excellent report card. This letter also stated the services not only benefited the child but the family as a whole. Ms. Fried shared that Ms. Kern was unable to attend tonight as she is conducting a group session.

B. Presentation: Infant Program Overview

Vice Chair Burgess introduced Ms. Leslie Pakula, program manager of the Infant Program. Ms. Pakula thanked the Board for the opportunity to present on services provided by Infant and Toddler Connection also known as Early Intervention. The developing brain is most capable of change during the first three years of life and providing high quality early intervention services can change a child's trajectory and improve outcomes for children, families, and communities. Ms. Pakula stated that intervention is likely to be more effective and less costly when it is provided earlier in life rather than later.

Children are deemed eligible for services if they are between the ages of birth and three years with a 25% developmental delay, atypical development and have been diagnosed with a physical or mental condition. Ms. Pakula went on to discuss the referral process noting there was a significant increase in new referrals since COVID with infants having atypical skills that are greatly affecting their growth and development. However, that increase began prior to the pandemic. Ms. Pakula shared data on numbers served from FY16 through FY22 noting an increase began in FY19. Referral sources include parents, pediatricians, hospitals and NICU departments, as well as social services. Ms. Pakula noted that anyone can refer a child for an evaluation to determine if services are needed.

After a referral is made, there is an intake process. This includes meeting with the child and family in-person or via telehealth to gather information and medical history and development. The Early Intervention philosophy is explained, developmental screenings are conducted, and information is gathered from the families including their concerns, priorities, and available resources. That is followed by an assessment in which therapists determine strength of skills including gross motor, fine motor, language, personal social skills, self-help, and cognitive skills. Ms. Pakula went on to explain how staff develops the Individual Family Service Plan (IFSP) which includes goals and outcomes, information to address these goals and outcomes, and specific services which may include physical therapy, speech, and occupational therapy as well as developmental services. These can take place in homes, daycares, and other community locations. Service providers also coach family members in how to support their child's developmental needs during everyday routines and activities.

Ms. Pakula went into more detail regarding specific services. Along with speech, physical and occupational therapy, there is also psychology, audiology, and service coordination. Service coordination is provided for all families and included on all family service plans which also involves staff checking in with families regularly, connecting them to resources and community supports and communicating with providers who are working with the family.

Pictures and videos of several children in the program were shared. One video captured a child's progress with the beginning showing difficulty walking and just a few short months later, playing soccer and skiing. Another video demonstrated how a parent was incorporating daily skills in a child's therapy including using the non-dominant hand for tasks such as turning doorknobs and flipping light switches. The final video was a testimony of a parent discussing the uncertainty of learning her child had a diagnosis and the immense relief once in the Infant program. The knowledge and experience of the coordinators, specialists, and staff saved the parents hundreds of hours of research making their only job supporting their child. Ms. Pakula discussed the challenges families deal with noting it can be particularly isolating. The Infant program sponsors various activities throughout the year including events at the Children's Museum, holiday parties and the very popular annual Family Fun Day. Parents find it easier to come to events knowing their child is not going to be out of place and that other families understand what they are experiencing.

Ms. Talisha McAuley-Davis inquired about metrics. Ms. Pakula discussed the indicators and goals that the program charts adding there are also many metrics developed and required by the State. The only metric that decreased during the pandemic was social skills. Mr. Harvey Powers asked about staffing. Currently there are eleven service coordinators and nine therapists with a new full-time position beginning in July. There are also approximately eight contracts for speech and occupational therapy. Ms. Mary Beth Leon asked about the increasing numbers and if there were any reasons beyond the pandemic. Ms. Pakula stated the growth of Chesterfield County has contributed to the increase as well as outreach to doctor's offices as well as hospital NICUs. Ms. Leon asked if there are any unrepresented populations and Ms. Pakula responded the number of Spanish speaking citizens has increased and she is trying to hire more bilingual staff.

Vice Chair Burgess thanked Ms. Pakula for her presentation noting that his son was introduced to the program in 1983. He and his wife know first-hand the incredible benefits and praised Ms. Pakula and the staff for their dedication in providing these life-changing services.

C. FY22 Board Member Self-Assessment Results

Vice Chair Burgess reviewed the self-assessment summary and comments which were included in the Board packet noting the 2022 scores were some of the highest recorded. Ms. Fried thanked everyone who completed the survey stating this is

done annually to give Board members the opportunity to provide feedback which is extremely helpful in determining presentations and work session topics.

IV. Administrative Items

A. Board Members' Remarks

There were none.

B. Chair's Remarks

There were none.

C. Executive Director's Report

An orientation for the two newly appointed CSB Board members is set for March 10th however, all members are welcome. There will be an overview of programs and services followed by lunch and a tour of selected programs. Please let Ms. Cook know if you are interested in attending.

The CSB Annual Partnership dinner will be held Thursday, March 16th at Meadowbrook Country Club with seven different partners being recognized. Ms. Fried stated two County Board of Supervisor members will be in attendance as well as Dr. Worsley. Please RSVP to Ms. Cook by Wednesday, March 1st.

Ms. Fried discussed the consent item to accept DBHDS funding for Marcus Alert. This initial amount is for development and implementation however, there will be ongoing funding. Ms. Fried thanked Mr. Harvey Powers for linking her to his colleagues at DCJS who have provided valuable input regarding the protocols.

V. Committee Reports

A. Standing Committee Reports

Finance Committee

Mr. Mike Giancaspro reported on behalf of the Finance Committee and reviewed the summary included in the Board packet. He discussed the special revenue surplus amount noting the effects of the first phase of the salary study. He commended Ms. Danielle Sayre for her work on the one-pager that is being developed to provide a snapshot of the agency's finances which will be shared with the Board at the Work Session. Ms. Sayre went on to discuss the revenue and expenses figures. She also discussed \$75,000 in unbudgeted costs for DRPT vehicles due to increased costs. There are also \$126,000 of costs related to a leave payout noting the County will be putting that portion back into the MHSS budget.

The next Finance Committee meeting is Monday, March 13th at 9:00 a.m.

Public Policy Committee

Ms. Jennifer Krajewski reported that the group met earlier this week. Ms. Fried gave an update on problematic legislative bills however since that meeting, none survived to the next round. The General Assembly session ends next Saturday and

unfortunately, she has been told neither side is moving on the budget, and it probably will not be approved until later in the year.

The Public Policy Committee meets on the call of the Chair.

B. Advocacy Committee Updates

Housing Committee

Chair Murphy-Hasan reported the group met earlier this month and discussed the next steps going into the new year. CAI has hired a new director who is based out of Rogers Building. One priority for the new year is to determine how to better coordinate services and as a result, Ms. Fried along with Mr. Nick Feucht of Community Development have begun meetings with Chesterfield DSS.

The next Housing Committee meeting is Thursday, March 2nd at 9:00 a.m.

Public Relations Committee

Ms. Tiffany Marks reported for the PR Committee which met tonight prior to this meeting. A draft of the one-pager for marijuana use and its effects on youth has been developed and the group is now determining the target audience and how best to distribute this information.

There is no March meeting due to the Annual Partnership Recognition event.

VI. Consideration and Action Items

A. CSB Policies for Review and Renewal

- Policy 4.04 *Research*
- Policy 4.05 *Needs Assessment*
- Policy 4.08 *Program and Service Evaluation*

A typo in Policy 4.04 was corrected. There being no other recommended changes, on the motion of Mr. Powers and seconded by Mr. Giancaspro, all policies were unanimously approved.

B. Approval of Acceptance of DBHDS Marcus Alert Funding

This funding in the amount of \$600,000 is through DBHDS for the purpose of planning and implementation of the Marcus Alert system. Chesterfield County will use this for co-response crisis staff salaries for existing staff taken from MHSS, police salaries, a shared regional coordinator, protective gear, vehicles, and training. This item once approved by this Board will move forward for approval by the County Board of Supervisors.

On the motion of Mr. Giancaspro and Mr. Powers, the acceptance of DBHDS Marcus Alert Funding in the amount of \$600,000 was unanimously approved.

C. Remote Attendance Policy

The Remote Attendance policy was developed during the pandemic in response to the governor’s emergency order allowing Board members to join meetings virtually. Now that the emergency order has been lifted and CSB Boards are now meeting fully in-person, the need for this policy no longer exists. However, the policy can be put back in play in the future should the need arise.

On the motion of Mr. Patrick Knightly and seconded by Mr. Giancaspro, the removal of the Remote Attendance policy was unanimously passed.

D. Public Meeting Start Time

Ms. Fried stated that Chair Sloan inquired about the start time of CSB Board meetings. While 7 p.m. has historically been when meetings begin, there is no code requiring a specific time and in fact, Boards across the county and state have different months, dates, and times they gather. Chair Sloan’s proposed time of 6:00 would make it easier for members to come straight from work as well as reduce the time staff have to remain in the building. Mr. Knightly stated this may be an issue with him given traffic during his commute which could make him late. Ms. Marks stated the Public Relations Committee meets prior to the Board meeting but those meetings could become virtual bringing them in line with the other committees. Vice Chair Burgess stated that since Chair Sloan brought this topic but is not in attendance, the decision should be deferred until Chair Sloan can add his input.

VII. Adjournment

There being no further business before the Board, the meeting was adjourned at 7:55 p.m. until **Thursday, March 16, 2022** for the annual recognition dinner.

Kelly Fried, Executive Director
Community Services Board

Gib Sloan, Chair
Community Services Board