



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

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**BOARD MEMBERS PRESENT:**

Obediah Baker, Jr., Voneka Bennett, Dr. William Carr, Bradley Marshall,  
Patrick Sowers

**BOARD MEMBERS ABSENT:**

Altonia Garrett, John O’Leary, Timothy Oshiki, Latasha Simmons

**BOARD MEMBER VACANCY:** Member At-Large Seat

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**STAFF PRESENT:**

Lisa Madron, Betsy Strawderman, Melinda Bringham-Office of the Executive Director  
Division Managers: Sara Wheeler, Youth Adult and Family Services; Dr. Kanchan Clark,  
Medical Services; Elise Madison, Emergency Services; Sherry Bowman, Community  
Support Services; Mike Goodrich, Administrative Services. Staff: Beth Dugan, Quality  
Improvement

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**GUESTS PRESENT:**

Alan Smith, PWC Attorney’s Office  
Elijah Johnson, Deputy County Executive for Human Services

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**PRESS PRESENT:**

None

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**OPENING:** The Regular Meeting of the Community Services Board was convened on  
October 21, 2021 in the Powell’s Creek Conference Room, James J. McCoart  
Government Center, 1 County Complex, Woodbridge, Virginia.

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**CITIZENS TIME:**

None

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**STAFF TIME:**

None

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**PRESENTATION:** COIA – Alan Smith, Prince William County Attorney’s Office

Mr. Smith shared that Virginia Code § 2.2-3100 et seq. is a single, uniform body of conflict of interests’ law that applies to State and local government elected and appointed officials, and employees and that COIA establishes the minimum legal standards that government officers and employees must abide by. Mr. Smith covered the following topics: prohibited conduct, gifts, personal interest in a transaction, personal interest in a contract, annual disclosure forms, violations, penalties, and opinions. Mr. Smith encouraged the CS Board members to reach out to him if there is ever a question and that when in doubt, do not use it and return it, donate it, or pay for it in accordance with Virginia Code § 2.2-3103.2. Return of gifts.

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**ACTION ITEMS:**

**APPROVAL OF MINUTES**

**RESOLUTION 21-10R1-01**

**MOTION:** Marshall

**SECOND:** Baker

The Prince William Community Services Board does hereby approve the minutes of June 16, 2021.

**Vote:**

Ayes--Baker, Bennett, Marshall, Sowers

Nays--0

Abstained--Carr

Absent During Vote--0

Absent from Meeting--Garrett, O’Leary, Oshiki, Simmons

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**RATIFICATION BY THE PRINCE WILLIAM COUNTY COMMUNITY SERVICES BOARD EXECUTIVE COMMITTEE'S DECISION TO RECOMMEND THAT THE PRINCE WILLIAM BOARD OF COUNTY SUPERVISORS ACCEPT, BUDGET AND APPROPRIATE \$27,493 IN ONE-TIME STATE FUNDING AND \$230,926 IN ON-GOING STATE FUNDING FOR FORENSIC DISCHARGE PLANNING SERVICES**

**RESOLUTION 21-10R1-02**

**MOTION:** Baker

**SECOND:** Carr

**WHEREAS**, the Department of Behavioral Health and Developmental Services (DBHDS) issued a Notice of Funding for applications for ongoing forensic discharge planning in jails on May 7, 2021; and

**WHEREAS**, the purpose of the award is to create Community Services' staff positions who will be responsible for providing jail discharge planning and post-release follow-up services to inmates with Serious Mental Illness (SMI) in jails; and

**WHEREAS**, the Prince William County Adult Detention Center (ADC) ranked among the top 7 with the highest SMI population, having 72 or 2.14% population with SMI. Despite the size of the SMI population in the ADC, there are limited reentry services in place once these individuals leave the ADC; and

**WHEREAS**, the application was due June 4, 2021 and Community Services (CS) submitted the application pending approval by the Prince William County Community Services Board (PWCCSB); and

**WHEREAS**, the original CS proposal was modified by DBHDS, increasing the award from \$93,343 to \$230,726, and 1.0 FTE to 2.0 FTEs; and now totals \$27,493 one-time funding, and \$203,433 in on-going funding; and 2.0 FTEs.

**WHEREAS**, the CS proposal requested funding sufficient to create two Clinical Services Caseworker positions to track, monitor, and connect individuals directly to CS through the Reentry Program, ensuring their linkage to CS and other services; and

**WHEREAS**, there are no local funds required in accepting these funds; and

**WHEREAS**, the Prince William Board of County Supervisors did approve the acceptance, appropriation and budgeting of \$230,726 and 2.0 FTEs, which includes one-time funding of \$27,493 for training and program service needs, and \$203,433 in on-going funding at its July 20, 2021 meeting.

**NOW THEREFORE, BE IT RESOLVED** that the Prince William Community Services Board does hereby ratify the approval and acceptance of \$203,433 ongoing funds to hire two clinical service caseworker FTEs and accept \$27,493 in one-time funding for program training and service needs.

**Vote:**

Ayes--Baker, Bennett, Carr, Marshall, Sowers

Nays--0

Abstained--0

Absent During Vote--0

Absent from Meeting--Garrett, O'Leary, Oshiki, Simmons

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**RATIFICATION OF THE PRINCE WILLIAM COUNTY COMMUNITY SERVICES BOARD EXECUTIVE COMMITTEE'S DECISION TO RECOMMEND THAT THE BOARD OF COUNTY SUPERVISORS ACCEPT, BUDGET, AND APPROPRIATE \$1,444,527 IN ONE-TIME REVENUES AND \$422,832 IN ONGOING REVENUES TO RECONCILE THE FISCAL YEAR 2022 COMMUNITY SERVICES BOARD'S COUNTY BUDGET TO ANTICIPATED REVENUES**

**RESOLUTION 21-10R1-03**

**MOTION:** Marshall

**SECOND:** Baker

**WHEREAS**, the Department of Behavioral Health and Developmental Services (DBHDS) and other funding sources have notified Community Services (CS) of one-time funding changes; and

**WHEREAS**, CS is required to reflect accurate revenue projections; and

**WHEREAS**, CS must request an increase in budget authority so that additional funds can be expended; and

**WHEREAS**, CS requests increasing budgeted state revenues by \$94,700 on a one-time basis for the purchase of services for 52 individuals who receive IDD supports and services; and

**WHEREAS**, CS requests increasing budgeted state revenues by \$15,000 on a one-time basis for the implementation of Marcus alert public awareness campaigns; and

**WHEREAS**, CS requests increasing budgeted state revenues by \$8,640 on a one time basis to support clients in the Residential Support Crisis program; and

**WHEREAS**, CS requests increasing budgeted state revenues by \$1,845 on a one time basis for training staff in the PATH program; and

**WHEREAS**, CS requests increasing budgeted federal revenues by \$50,000 on a one time basis for the Coordinated Specialty Care program; and

**WHEREAS**, CS requests increasing budgeted federal revenues by \$285,000 on a one-time basis for prevention programs; and

**WHEREAS**, CS requests increasing budgeted commercial revenues by \$20,448 on a one-time basis to support the electronic health record system; and

**WHEREAS**, CS requests increasing budgeted federal revenues by \$326,721 on a one-time basis for substance abuse treatment activities; and

**WHEREAS**, CS requests increasing budgeted federal revenues by \$642,173 on a one-time basis to support the build-out of the regional crisis receiving center; and

**WHEREAS**, CS requests increasing ongoing state revenues by \$300,000 to increase medication assisted treatment for clients and add financial staff; and

**WHEREAS**, CS requests increasing ongoing state and federal revenues by \$82,573 to increase Early Intervention contract funds; and

**WHEREAS**, CS requests increasing ongoing state revenues by \$40,259 to increase the services to the Department of Juvenile Justice clients and families; and

**WHEREAS**, each funding source is restricted for the above mentioned areas; and

**WHEREAS**, there are no local funds required in accepting these funds;

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William County Community Services Board does hereby ratify the Executive Committee’s decision to recommend that the Prince William Board of County Supervisors accept, budget, and appropriate \$1,444,527 in one-time revenues and \$422,832 in ongoing revenues to reconcile the Fiscal Year 2022 Community Services Board’s County budget to anticipated revenues; and

**BE IT FURTHER RESOLVED** that the Prince William County Community Services Board does hereby ratify the Executive Committee’s decision to recommend the Prince William Board of County Supervisors add the following positions to be fully supported by increased ongoing revenues:

**Add Permanent Positions – 3.2 FTEs:**

Clinical Services Caseworker (Case Management)	Grade C43	TBD	1.0 FTE
Clinical Services Caseworker (DJJ)	Grade C43	TBD	0.2 FTE
Fiscal Analyst	Grade C41	TBD	1.0 FTE
Fiscal Specialist	Grade B24	TBD	1.0 FTE

**Add Grant Positions – 5.0 FTEs:**

Human Services Program Mgr. (Trauma)	Grade D61	TBD	1.0 FTE
Clinical Services Caseworker (MAT Case Manager)	Grade C43	TBD	1.0 FTE
Clinical Services Caseworker (Prev. Specialist)	Grade C43	TBD	2.0 FTE
Administrative Technician (Reception)	Grade B21	TBD	1.0 FTE

**Vote:**

Ayes--Baker, Bennett, Carr, Marshall, Sowers

Nays--0

Abstained--0

Absent During Vote--0

Absent from Meeting--Garrett, O'Leary, Oshiki, Simmons

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**RATIFICATION OF THE PRINCE WILLIAM COUNTY COMMUNITY SERVICES BOARD EXECUTIVE COMMITTEE'S DECISION TO APPROVE AND RECOMMEND APPROVAL BY THE BOARD OF COUNTY SUPERVISORS AND THE COUNCILS OF MANASSAS CITY AND MANASSAS PARK CITY OF THE FISCAL YEAR 2022 – 2023 COMMUNITY SERVICES PERFORMANCE CONTRACT WITH THE VIRGINIA DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES**

**RESOLUTION 21-10R1-04**

**MOTION:** Baker

**SECOND:** Marshall

**WHEREAS**, the Virginia Department of Behavioral Health and Developmental Services and the Virginia Associations of Community Services Boards have satisfactorily negotiated Fiscal Year 2022 - 2023 Community Services Performance Contract to be effective July 1, 2021; and

**WHEREAS**, the Prince William County Community Services Board must have an approved State Performance Contract with the Virginia Department of Behavioral Health and Developmental Services, or they will be subject to fines and penalties; and

**WHEREAS**, the Prince William County Community Services Board must have an approved State Performance Contract with the Virginia Department of Behavioral Health and Developmental Services in order to continue receiving State and Federal funding; and

**WHEREAS**, approval by the Prince William Board of County Supervisors and the City Councils of Manassas and Manassas Park are required for the Prince William County Community Services Board to have an approved State Performance Contract; and

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William Community Services Board does hereby approve and recommend approval by the Prince William Board of County Supervisors and the Councils of Manassas City and Manassas Park City of the Fiscal Year 2022 - 2023 Community Services Performance Contract with the Virginia Department of Behavioral Health and Developmental Services.

**Vote:**

Ayes--Baker, Bennett, Carr, Marshall, Sowers

Nays--0

Abstained--0  
Absent During Vote--0  
Absent from Meeting--Garrett, O'Leary, Oshiki, Simmons

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## **APPROVE 2022 BOARD MEETING SCHEDULE**

### **RESOLUTION 21-10R1-05**

**MOTION:** Marshall  
**SECOND:** Baker

**WHEREAS**, the Prince William County Community Services Board generally meets once per month, the third Thursday of each month, with the exception of July, August and the Holiday Season; and

**WHEREAS**, a new schedule of meetings must be approved by the Community Services Board for Calendar Year 2022 and made available to the public;

**NOW, THEREFORE IT BE RESOLVED**, that the Community Services Board does hereby approve the schedule of meetings for Calendar Year 2022, as appended.

**Vote:**

Ayes--Baker, Bennett, Carr, Marshall, Sowers  
Nays--0  
Abstained--0  
Absent During Vote--0  
Absent from Meeting--Garrett, O'Leary, Oshiki, Simmons

**Attachment:**

### **COMMUNITY SERVICES BOARD MEETING SCHEDULE FOR 2022**

Date	Time	Location
Thursday, January 20 <sup>th</sup>	6:30-9:00 PM	Powell's Creek Conference Room
Thursday, February 17 <sup>th</sup>	6:30-9:00 PM	Powell's Creek Conference Room
Thursday, March 17 <sup>th</sup>	6:30-9:00 PM	Powell's Creek Conference Room
Thursday, April 21 <sup>st</sup>	6:30-9:00 PM	Powell's Creek Conference Room
Thursday, May 19 <sup>th</sup>	6:30-9:00 PM	Powell's Creek Conference Room
Thursday, June 16 <sup>th</sup>	6:30-9:00 PM	Powell's Creek Conference Room
Thursday, July 21 <sup>st</sup> (Optional)	6:30-9:00 PM	Powell's Creek Conference Room
August Recess		
Thursday, September 15 <sup>th</sup>	6:30-9:00 PM	Powell's Creek Conference Room
Thursday, October 20 <sup>th</sup>	6:30-9:00 PM	Powell's Creek Conference Room
Thursday, November 17 <sup>th</sup>	6:30-9:00 PM	Powell's Creek Conference Room
Thursday, December 15 <sup>th</sup>	6:30-9:00 PM	Powell's Creek Conference Room

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**DISCUSSION ITEMS:**

**A. Update on Policy and Procedure Changes**

Ms. Beth Dugan presented an update on the Policy and Procedure Changes. The updates were previously presented to and approved by the P&P Committee and the CS Leadership Team along with a review by the PWC Attorney’s Office. Ms. Dugan anticipates more updates in the new year as requirements are continuing to change.

**B. Appoint Nominating Committee for Officers 2022**

Mr. Obediah Baker, Jr., Ms. Voneka Bennett, and Mr. John O’Leary were appointed to the Nominating Committee for 2022 Officers.

**C. Appoint Board Member to write the 2021 Staff Holiday Letter**

Ms. Voneka Bennett volunteered and was appointed to write the Staff Holiday Letter this year.

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**OPEN ITEMS**

None

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**EXECUTIVE DIRECTOR’S TIME**

Ms. Madron shared the 2021 Legislative Agenda folder with the CS Board to aid them in their discussions with local and state officials. The folder contained the CS and VACSB legislative agenda handouts along with a detailed listing of some of the amazing accomplishments and positive changes from the CS staff over the past year. The legislative agenda includes requests for up to \$7 million for on-going operational funding for a Prince William Crisis Receiving Center for Adults and Youth, the elimination of Priority 1 cases on the Developmental Disabilities Waiver waitlist, fully fund STEP-VA and Marcus Alert, improve the CSB workforce crisis in Region 2, the development of community resources and capacity of Mental Health Support Services, Group Homes, and other specialized 24/7 supervised residential programs.

Ms. Madron also shared the following increases in treatment services and outcomes from 2020:

New Horizons-Behavioral Health and Wellness/Prevention	Increased by 165%
Emergency Services-cases diverted from inpatient treatment	Increased by 87%
CBHP-SMI clients completing treatment who improved functioning	Increased by 56%
Intensive Community Treatment (Formerly PACT)	Increased by 24%
NH-Teen clients who stop using drugs/alcohol	Increased by 24%
EI-Infants/toddlers served by assessment and coordination	Increased by 12%
EI-Infants/Toddlers served by therapeutic & education	Increased by 8%



Developmental Disabilities Case Management Services	Increased by 7%
Medical Services- Total Clients Served	Increased by 5%
Billable Services	Increased by 1%
Collected Revenues	Increased by 12%

Ms. Madron expressed her sincere appreciation for all the CS staff including the Deputy Director, Betsy Strawderman, Division Managers: Elise Madison, Sherry Bowman, Mike Goodrich, Sara Wheeler, and Dr. Kanchan Clark.

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### **DEPUTY DIRECTOR’S TIME**

Ms. Strawderman offered no additional comments to the CS Board but did add that she was struck by how long the list of successes became when she was provided the information from staff and echoed the comments from Ms. Madron.

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### **BOARD MEMBERS’ TIME**

**BRADLEY MARSHALL:** Mr. Marshall apologized to the Board for not being able to attend last month’s meeting.

**OBEDIAH BAKER, JR.:** Mr. Baker thanked Ms. Madron for arranging the presentation this evening by Mr. Smith. He remarked that it was time well spent.

**VONEKA BENNETT:** Ms. Bennett shared that she appreciated the opportunity to attend the VACSB conference and that she found the workshop on barrier crimes to be very interesting. Ms. Bennett also shared that the workshop for board members on advocacy made her reflect on her role on this board and the tremendous responsibility that comes with it. Ms. Bennett remarked that that the CS staff are very professional, hardworking, and dedicated. She also shared that the work that the CS staff do is really making a difference in the community and people that she personally knows.

**DR. WILLIAM CARR:** Dr. Carr thanked Alan Smith for his presentation on COIA and shared that it was a good review. Dr. Carr remarked that he was highly impressed with the staff accomplishments that were shared by Ms. Madron. Dr. Carr then asked that the CS Board investigate the process of recommending that the staff be awarded a commendation for their accomplishments.

**PATRICK SOWERS:** Chairman Sowers shared that he attended the VACSB conference as well but was not able to attend as many of the workshops as he would have liked. Chairman Sowers stated that he has been approached and asked for his thoughts regarding the possibly of the addition of a CSB stakeholder to advocate for the CSBs at the state level. He added that this would be a great opportunity if it ever comes to be. Chairman Sowers shared that with COVID-19 easing, he has been

able to get out more and has been able to speak with recipients of CS services. Only one family expressed a concern that was quickly addressed to their satisfaction by CS staff. Chairman Sowers remarked that CS consumers are being positively affected by the leadership of Ms. Lisa Madron. Chairman Sowers shared that it has been a pleasure to serve as Chairman over the past year and is willing to continue to serve if the Nominating Committee puts his name forth for consideration.

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## **AUTHORIZED CLOSED SESSION**

### **RESOLUTION 21-10R1-06**

**MOTION:** Baker

**SECOND:** Carr

**WHEREAS**, the Prince William County Community Services Board desires to discuss in Closed Session personnel matters as allowed under Virginia Code 2.2-3711, section A1.

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

**Vote:**

Ayes--Baker, Bennett, Carr, Marshall, Sowers

Nays--0

Abstained--0

Absent During Vote--0

Absent from Meeting--Garrett, O'Leary, Oshiki, Simmons

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## **CERTIFICATION OF CLOSED SESSION**

### **RESOLUTION 21-10R1-07**

**MOTION:** Marshall

**SECOND:** Baker

**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 **7:27 p.m.**  
Concluded Closed Session at **7:45 p.m.**

**Vote:**

Ayes--Baker, Bennett, Carr, Marshall, Sowers

Nays--0

Abstained--0

Absent During Vote--0

Absent from Meeting--Garrett, O'Leary, Oshiki, Simmons

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**ADJOURNMENT**

**RESOLUTION 21-10R1-08**

**MOTION:** Carr

**SECOND:** Bennett

The Prince William County Community Services Board Executive Committee does hereby agree to adjourn the October 21, 2021, Community Services Board Meeting at 7:50 p.m.

**Vote:**

Ayes--Baker, Bennett, Carr, Marshall, Sowers

Nays--0

Abstained--0

Absent During Vote--0

Absent from Meeting--Garrett, O'Leary, Oshiki, Simmons

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