



The Portsmouth Department of Behavioral Healthcare Services (PDBHS) Advisory Board held their monthly meeting on Wednesday, January 16, 2019 at 1811 King Street, at 4:30pm in Portsmouth, Virginia.

**Members Present**

Dr. Marie Shepherd, Chair  
Denise Key, Vice Chair  
Pastor Milton Blount  
Katrina Drew

**Absent Members**

Dorescia Paige, Secretary  
Margaret Mills

**Staff Present**

Elaine Breathwaite, Director  
Latonya Williams, Assistant Director  
Cherie Lassiter, Administrative Coordinator II

**Called to Order**

The Chair called the meeting to order at 4:56pm.

**Review Minutes**

The board reviewed the November 7, 2018 minutes. Pastor Blount motioned for the minutes to be approved. Ms. Key motioned for the second and the board majority voted in agreement.

**Director Updates**

- Director's updates were presented by the Director, Ms. Elaine Breathwaite:
  - ✓ Updated members on the new Department of Behavioral Health and Developmental Services Commissioner vision on how he wants all Community Service Boards (CSBs) redesigned:
    - ❖ Will be discussed at the VACSB Conference on January 22, 2019
    - ❖ STEP-VA - The model has several layers and the DBHDS are checking with all CSBs to make sure they are implementing all the new mandates timely. Same Day Access (SDA) and DLA-20 are two components of STEP-VA.
      - SDA has been very successful
        - There was a little resistance from the consumers about have all documents before so they could all the required steps to complete the intake process
      - Primary Screening - DLA-20
        - This must be completed during the intake process and it is based on the diagnosis being completed annually (must be done quarterly)
        - The guidelines of navigating through the process of completing this 20 step assessment has been demanding

**Department Of Behavioral Healthcare Services**

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- ❖ The Director created a Performance and Productivity Agreement for all clinical staff to sign to assist them in achieve the goals and expectations of PDBHS and STEP-VA.
- ❖ The Hampton Roads Regional Jail have received two additional grants that will focus on discharge planning and case management.
- ❖ PDBHS are continuously being audited by the State, MCOs and DMAS.
  - Our goal is to make sure all required program areas of each audit are being met.
- ❖ The PDBHS FY2019 Budget presentation was successfully presented.

**Old Business**

- Attracting new board members.

**New Business**

- No new business was discussed

**Next Meeting/Adjournment**

The meeting ended at 5:45pm. Refreshments were made available before and following the meeting. Our next meeting is scheduled for February 6, 2019 at 4:30pm.

Respectfully submitted, *Ms. Paige*

On behalf of *Dr. Marie Stephen*

*Dr. Marie Stephen*  
Dorescia Paige

Secretary