

**HPR I START Advisory Council**  
**Minutes**  
**August 2, 2012**  
**10 a.m. to noon**  
**Region Ten Community Services Board Room 500A**

**Attendance:** Gail Paysour, Kelly Watson, Jarret Stone, Barbara Barrett, Robert Hurt, John Santoski, Robert Johnson, Lana Hurt, Francica Matthews, Annette Harny, Ruth Ewers, John Malone, Paul Regan, David Yereb, Denise Forbes, Katie Higgins, Rebekah Robles, Lonnie O’Baugh, Krista Lynch, Felicia Prescott, Martha Maltaise

Gail Paysour, Project Manager for HPR I ID Crisis Services opened the meeting with welcome and introductions. Jarret Stone of Easter Seals and newly hired START Director for HPR I, Kelly Watson, were introduced along with two new START coordinators for the region, Francica Matthews and Annette Harny.

Ms. Paysour and Ms. Watson gave the following updates on recent work towards START implementation in the region:

- The Dickerson Road Respite Facility is completed with a Certificate of Occupancy to be delivered by the end of the week. Unfortunately, a moisture problem was detected in the basement which the contractors are working to fix. As a result, Easter Seals will utilize the upstairs space only until the problem is repaired.
- Kelly Watson is actively recruiting staff and has hired two Coordinators for the Valley/Charlottesville areas. She has interviewed and made offers to 2 individuals for the other Coordinator positions and has hired the Respite Director who begins work August 8<sup>th</sup> and the Medical Director has been identified. She hopes to have all 6 Coordinators hired by the end of August. Recruitment continues for all other staff positions including Clinical Director (PhD psychologist preferred or Licensed Clinician), In-home and Respite Staff. Any ideas or assistance with recruiting qualified staff would be greatly appreciated. There was some discussion re: Bachelor’s level vs. Master’s prepared staff . It was noted that there are many individuals in the ID system with a Bachelor’s level education that are highly qualified for this work. Easter Seals plans to approach the hiring concerns by considering more Bachelors’ level staff.
- We anticipate operating the respite facility at a three-bed capacity beginning in October. Mobile and in-home respite and crisis response will begin as soon as staff is hired and trained with an anticipated start date sometime in September.
- Easter Seals is working closely with DBHDS on obtaining the necessary license to begin operations. Weekly phone conference calls with both regions, Easter Seals and Bob Villa are occurring in order to keep the process moving and problem solve any barriers. HPR I and II are collaborating with Jarret Stone of Easter Seals to write policy and procedures and assist in affiliating with the LHRCs in each region. Affiliation with only one LHRC in each region is required and we are planning to

attend the Rockbridge Area LHRC in August to request affiliation. (*Since our meeting, licensing has requested that we affiliate with Region Ten's LHRC since the facility is located in that catchment area and START clients will be counted as Region Ten clients for CSB reporting purposes.*) It was noted that Region IV received a "START" license as opposed to other existing licenses. Other regions, where the CSB is operating the START program, have been licensed differently depending upon which license(s) they currently held at the time of application to provide START services.

- We received \$1,626,595 for FY13. The additional dollars were borrowed from the FY14 budget. As a result, Heidi Dix and Bob Villa have requested that FY14 budget projections be turned in to them by mid-August in order for the DBHDS to prepare their request for additional dollars in FY14. Gail Paysour is working with Easter Seals to prepare the FY14 budget projections. It will be important to receive feedback from the Region re: plan for expansion and budget needs in the upcoming year.
- Members were provided with copies of the Referral Form for START and are asked to begin sending referrals to Ms. Watson so a list of clients who might benefit from START can begin to be compiled. An electronic copy of this form will be sent to Council members for distribution to case management staff so that they will have an idea about the type of information needed for a START referral. There was discussion re: the need for client to have a "Medical Home" before enrolling in START. This means that each client must have a case manager either through the local CSB ID or MH case management system or a DD case manager in the community. START will assist in linking clients who are identified as not having case management services to the appropriate agency. It was also noted that referrals may come from any source, not just from case managers.
- Easter Seals will have a toll-free "800" number to accept crisis calls and referrals. This will be distributed to Advisory Council Members as soon as available. In the meantime, questions may continue to be directed to Gail Paysour or Kelly Watson.

There was significant discussion regarding operational procedures for the program. Mr. Stone and Ms. Watson fielded numerous questions.

The Executive Forum approved a final draft of the START Advisory Council Guidelines which was presented to the Council. Guidelines were approved as written. It was noted by Felicia Prescott that procedures around approval of flexible funds had been removed since there are no flexible funds available in the current budget year. Ms. Paysour will plan to ask the Council to reconsider adding procedures for approval of flexible funds should they become available in future years.

Council was reminded of upcoming quarterly meeting times and dates as follows:

- **Thursday, October 25, 2012**
- **Thursday, January 31, 2013**
- **Thursday, April 25, 2013**

**All meetings will be held at Region Ten CSB from 10:00 a.m. until noon.**

Submitted by: Gail L. Paysour