

Draft MEETING MINUTES
Alexandria Community Services Board Meeting
4850 Mark Center Dr. Alexandria, VA
Conference Room #1301
November 7, 2024 – 6:30 pm

Members Present: Mary Lyman, Chair
Mary Catherine Gibbs
Michele Walz
Marybeth Plaskus
Abdulahi Abdalla
Marjorie L. Greenberg
Brian Marvin
Marybeth Plaskus
Erica Hamilton
Krista Oberlander

Members Absent: Luisa Lancetti (Excused)

Staff: Phillip Caldwell, Center Director for Adult Services, DCHS
Chontelai Patterson-Mendie, Administrative Operations Officer
Berline Lewis, Acting Emergency Manager
Alexandra Cisek, Quality Assurance Specialist II
Celestine Chew, Admin Support Supervisor

Ms. Lyman called the Board Meeting to order at 6:36p.m.

I. PUBLIC COMMENT

II. CONSENT ACTION ITEMS

- Approval of November 7, 2024, Board Minutes: On motion by Ms. Mary Catherine Gibbs, seconded by Ms. Michele Walz, the Board unanimously approved the minutes of the November 7, 2024, Board meeting.

III. DISCUSSION ITEMS

- Ms. Cisek reported that for the last 6 months 127 serious incidents have been reported. 103 incidents were minor or potential to cause injuries. These injuries are reported to the Safety Committee. These injuries also consisted of Medication Declined by clients or absents from the program during medication time. Some clients refuse to take their medication. This may be due to a change in their mental health status. There was a potential wrongful distribution of opioid in our medication management program. This issue was resolved in HR and EDA was notified.

- There were 5 deaths 2 clients from ACT (Assertive Community Team), 2 Older Adults and 1 from the SA outpatient program.
- Ms. Lewis presented the Risk Management Plan. and Risk functions. Revisions were made to the Risk management plan. The Plan identifies 9 risk exposures categories the physical plant/building space, technology, confidentiality, financial, Injury, Licensing, Natural disaster/outbreak , reputation/staff competency and vehicle injury. The four changes for 2024 were four areas needed to be revised these were licensing, physical plant, financial and natural disaster. There were a series of audits, and several citations were received in quality improvement and risk management. Level II and III injuries reports need to be more detailed. We need to revise quality improvement as needed. We are looking into a better paging system to notify staff and clients in the building. As of right now we are using the Everbridge System. It will be DGS (Dept of General Services) monitoring the pager system.
- Electronic Health Records system is used to make sure Billing is correct. We are looking into a Department COOP (Continuity of Operation Plan). General Services). We are working with the city emergency operations team for natural disaster/pandemic.
- We are continuing to conduct inspections/drills
- Ms. Lyman sent the letter to the City Manager about the budget
- Mr. Caldwell stated the 900k hasn't been given to the Department yet. Some things must be presented to HR.
- A proposal was sent to HR to under hire staff without a license. Can hire with a master's degree and no license given 2 years supervision.
- The 2024/2025 calendar will be reviewed and given out in December
- Ms. Lyman made a motion to move the January 2025 meeting to the 2nd Thursday. On motion by Eria Hamilton, seconded by Ms. Mary Catherine Gibbs, the board unanimously approved to move the meeting
- IV. Adjournment

Having accomplished all the items on the published agenda and on a motion by Mr. Ian Ring and seconded by Mr. Abdulahi Abdalla, Ms. Lyman adjourned the meeting at 7:26 pm.

Respectfully submitted,
Celestine Chew