Public Display

BOARD PACKET

BOARD OF SUPERVISORS

ADJOURNED MEETING

FEBRUARY 16, 2016

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
ADJOURNED MEETING
TUESDAY, FEBRUARY 16, 2016
GENERAL DISTRICT COURTROOM
EDWIN R. SHIELDS COURTHOUSE ADDITION

AGENDA

1. Call to Order – 7:00 p.m.
2. Roll Call

   Barber Hagerman Blackstock Davis Scearce Warren Barksdale

3. Moment of Silence
4. Pledge of Allegiance
5. Items to be added to the Agenda

   (a)

   Barber Hagerman Blackstock Davis Scearce Warren Barksdale

APPROVAL OF AGENDA

Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Barber Hagerman Blackstock Davis Scearce Warren Barksdale

HEARING OF CITIZENS

CONSENT AGENDA

6. (a) Proclamation – Red Cross Month – March 2016 *Pages – 12-13*
   (b) Resolution 2016-02-01 – Smith Mountain Lake 50th Anniversary *Pages – 14-15*

Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Barber Hagerman Blackstock Davis Scearce Warren Barksdale

PUBLIC HEARINGS

Rezoning Cases

Case 1: Bachelors Hall Volunteer Fire Department, Inc. – Westover Election District: R-16-005

R-1, Residential Suburban Subdivision District to M-1, Industrial District, Light Industry

Open: _____ ***Close:*** _____

Speakers: _____

_____

Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Roll Call Vote

Comments: _____

	Y	N	A
Barber			
Hagerman			
Blackstock			
Scearce			
Davis			
Warren			
Barksdale			

(Roll Call Vote Y or N)

UNFINISHED BUSINESS

7. Appropriation – Dominion 7 – *At the Board's meeting on February 1, 2016, a motion was made by Mr. Blackstock, seconded by Mr. Barber, which required a 10-Day Layover that has now been met.* ***Roll Call Vote required.*** *Pages – 18-20*

Roll Call Vote

Comments: _____

	Y	N	A
Barber			
Hagerman			
Blackstock			
Scearce			
Davis			
Warren			
Barksdale			

(Roll Call Vote Y or N)

NEW BUSINESS

8. Recommendations from Finance Committee – *The Finance Committee met at 4:30pm on Tuesday, February 16, 2016 and any recommendations from that meeting will be submitted to the full Board of Supervisors* *Pages – 22-23*

(a) Treasurer's Report and Projected Delinquent Tax Collections

Barber Hagerman Blackstock Davis Sceare Warren Barksdale

Comments: _____

_____

(b) Preliminary FY 16-17 Budget

Barber Hagerman Blackstock Davis Sceare Warren Barksdale

Comments: _____

(c) FY 17-21 Capital Improvements Plan (CIP)

Barber Hagerman Blackstock Davis Sceare Warren Barksdale

Comments: _____

(d) Comments/Questions/Open Discussion

(e) Next Steps:

(i) Work Session TBD as necessary prior to March 7, 2016

Barber Hagerman Blackstock Davis Sceare Warren Barksdale

Comments: _____

(ii) Finance Committee Meeting March 7, 2016 – Budget Approved for Advertisement

Barber Hagerman Blackstock Davis Sceare Warren Barksdale

Comments: _____

(iii) Budget Adopted and Appropriated April 4, 2016 at Regular Meeting of the Board of Supervisors

Barber Hagerman Blackstock Davis Sceare Warren Barksdale

Comments: _____

_____

9. Introduction of Animal Shelter Manager – Mark Narron *Page - 24*

_____

10. Status Report on Virginia Department of Transportation (VDOT) HB2 Applications *Pages – 25-28*

Comments: _____

_____

11. Crisis Intervention Team Program Grant Appropriation - ***Roll Call Vote required.***
Pages – 29-71

Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Roll Call Vote

Comments: _____

	Y	N	A
Barber			
Hagerman			
Blackstock			
Scearce			
Davis			
Warren			
Barksdale			

(Roll Call Vote Y or N)

_____

12. Request for Public Hearing – Proposed Revision to Sec. 35-819; Maintenance and Removal of Signs, of the Pittsylvania County Zoning Ordinance *Pages – 72-76*

Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Comments: _____

_____

APPOINTMENTS

13. Pittsylvania County Planning Commission Appointment – Westover District
Page - 78

Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Comments: _____

_____

14. Quarterly Notice of Upcoming Term Expirations/Vacancies *Pages – 79-81*

Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Comments: _____

_____

BOARD ANNOUNCEMENTS

_____

_____

_____

REPORTS FROM LEGAL COUNSEL

REPORTS FROM COUNTY ADMINISTRATOR

1) Code Compliance Reports & Fees – January 2016 – *Page 85*

CLOSED SESSION

Barber Hagerman Blackstock Davis Sceare Warren Barksdale
Barber Hagerman Blackstock Davis Sceare Warren Barksdale

Time Entered in Closed Session: _____

15. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, and consultation with legal counsel employed or retained by a public body regarding specific matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Legal Authority:	§2.2-3711(A)(7), Code of Virginia, 1950, as amended
Subject:	Heron Pointe Subdivision
Propose:	Legal consultation/provision of legal advice relating to Letter of Credit issues for subdivision road improvements and acceptance into VDOT's road system

Barber Hagerman Blackstock Davis Sceare Warren Barksdale
Barber Hagerman Blackstock Davis Sceare Warren Barksdale

Comments: _____

_____

16. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the community.

Legal Authority:	§2.2-3711(A)(5), Code of Virginia, 1950, as amended
Subject:	Project Cardinal
Propose:	Discussion of Potential Economic Development Incentive Package

Barber Hagerman Blackstock Davis Sceare Warren Barksdale
Barber Hagerman Blackstock Davis Sceare Warren Barksdale

Comments: _____

17. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the community.

Legal Authority:	§2.2-3711(A)(5), Code of Virginia, 1950, as amended
Subject:	Project Sorter
Propose:	Discussion of Potential Economic Development Incentive Package

Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Comments: _____

_____

RETURN TO OPEN SESSION AND CERTIFICATION

Motion to return to Open Session: ***Barber Hagerman Blackstock Davis Scearce Warren Barksdale***
Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Time Returned to Open Session: _____

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS CERTIFY CLOSED MEETING

BE IT RESOLVED that at the Meeting of the Pittsylvania County Board of Supervisors on February 16, 2016, the Committee hereby certifies by a recorded vote that to the best of each board member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed or considered in the closed meeting. If any member believes that there was a departure from the requirements of the Code, he shall so state prior to the vote indicating the substance of the departure. The statement shall be recorded in the minutes of the Board.

	Vote
Tim R. Barber	Yes/No
Jerry A. Hagerman	Yes/No
Elton W. Blackstock	Yes/No
Joe B. Davis	Yes/No
Ronald S. Scearce	Yes/No
Robert W. Warren	Yes/No
Jessie L. Barksdale	Yes/No

ADJOURNMENT

Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Time: _____

TO BE ADDED

HEARING OF CITIZENS

CONSENT AGENDA

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Proclamation – American Red Cross Month – March 2016	**AGENDA DATE:** 02-16-2016	**ITEM NUMBER:** 6(a)
SUBJECT/PROPOSAL/REQUEST: Proclamation	**ACTION:**	**INFORMATION:**
	CONSENT AGENDA: **ACTION:** Yes	**INFORMATION:**
	ATTACHMENTS: **Proclamation**	
STAFF CONTACT(S): Mr. Monday	**REVIEWED BY:** GM	

BACKGROUND:
March 2016 is American Red Cross Month.

DISCUSSION:
Attached hereto is a proclamation declaring March 2016 as American Red Cross Month, encouraging the citizens of Pittsylvania County to pledge their support to the American Red Cross which continues to provide the helping hand necessary during disasters, wars and medical emergencies.

RECOMMENDATION:
Staff recommends that the Board of Supervisors approve the attached Proclamation and authorize the County Administrator to distribute this proclamation to the local news media to encourage support for the American Red Cross in our region.

Pittsylvania County Board of Supervisors
Proclamation

AMERICAN RED CROSS MONTH
March 1-31, 2016

Whereas, *for more than 130 years, the devoted women and men of the American Red Cross have responded to challenges at home and abroad with compassion and generosity. In times of conflict and great tragedy, they deliver humanitarian relief, save lives, and offer hope for a brighter tomorrow; and*

Whereas, *American Red Cross Month is a special time to recognize and thank our Everyday Heroes-those who reach out to help people in need; and*

Whereas, *American Red Cross heroes assist their communities in a variety of ways, such as donating blood or visiting injured service members; and*

Whereas, *across the country and around the world, the American Red Cross responds by combating pandemics, supporting our Armed Forces, providing disaster relief and mitigation, helping people donate blood, teaching first aid, and increasing local preparedness; and*

Whereas, *our communities can depend on the American Red Cross; and*

Whereas, *the Board of Supervisors would like to remember its heroes here in Pittsylvania County who help people in need, tirelessly assisting their neighbors; and*

Whereas, *the Pittsylvania County Board of Supervisors dedicates the month of March to those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies; and*

Whereas, *the citizens of Pittsylvania County are encouraged, especially during this special month, to support the humanitarian mission of the American Red Cross and help their fellow citizens by donating their time and resources; then*

Now, Therefore, *as the Board of Supervisors of Pittsylvania County, we hereby proclaim* ***March 2016 as American Red Cross Month in Pittsylvania County.***

Given under my hand this day 16th day *of February, 2016.*

Jessie L. Barksdale, Chair
Pittsylvania County Board of Supervisors

Clarence C. Monday, Clerk
Pittsylvania County Board of Supervisors

PITTSYLVANIA COUNTY

EXECUTIVE SUMMARY

AGENDA TITLE: Resolution 2016-02-01 – Smith Mountain Lake's 50th Anniversary	**AGENDA DATE:** 02-16-2016	**ITEM NUMBER:** 6(b)
	ACTION:	**INFORMATION:**
SUBJECT/PROPOSAL/REQUEST: Resolution 2016-02-01	**CONSENT AGENDA:** **ACTION:** **Yes**	
	INFORMATION:	
STAFF CONTACT(S): Mr. Monday		
	ATTACHMENTS: Resolution 2016-02-01	
	REVIEWED BY: GH	

BACKGROUND:
March 7, 2016 will celebrate the 50th anniversary of the creation of Smith Mountain Lake. To celebrate the 50th anniversary of the creation Smith Mountain Lake, a multitude of events and programs are planned for 2016, including a triathlon, fishing tournaments, a birthday party, regattas, races, festivals, and tours.

DISCUSSION:
Attached hereto is a copy of Resolution 2016-02-01, commending the 50th anniversary of Smith Mountain Lake, to be presented at a later date to Vicki Gardner, Executive Director of the Smith Mountain Lake Regional Chamber of Commerce, as an expression of the Board of Supervisors' admiration and appreciation for the organization's work to ensure that Smith Mountain Lake remains an outstanding destination for all to enjoy.

RECOMMENDATION:
Staff submits this to the Board of Supervisors for their review, consideration, and approval.

Pittsylvania County Board of Supervisors

RESOLUTION
2016-02-01

Smith Mountain Lake's 50th Anniversary
Generating Power, Creating Memories

VIRGINIA: At the adjourned meeting of the Pittsylvania County Board of Supervisors held on Tuesday, Februar 16, 2016, the following resolution was adopted celebrating the 50th Anniversary of Smith Mountain Lake.

WHEREAS, for 50 years, the beauty of Smith Mountain Lake has been a draw for those seeking rest and recreation creating memories of camping, boating, fishing, swimming, and cookouts; and

WHEREAS, the initial purpose in 1960 was to form Smith Mountain Dam by impounding the Roanoke River fo the purpose of generating electrical power, and after a six-year construction period, capacity for Smith Mountai Lake was reached March 7, 1966. Smith Mountain Lake was officially the largest lake contained entirely in Virgini and became a recreational capital for Southcentral Virginia; and

WHEREAS, Smith Mountain Lake, which is southeast of the City of Roanoke and southwest of the City o Lynchburg, is 40 miles long, covers 20,600 acres, with the Counties of Bedford, Franklin, and Pittsylvania surrounding its more than 580 miles of shoreline; and

WHEREAS, its outstanding vistas and picturesque beauty made Smith Mountain Lake a cinema graphic choice for filming movies such as *What About Bob* and *Lake Effect,* as well as for the TV series *The Outer Limits*; and

WHEREAS, citation striped bass and several professional fishing tournaments has made fishing a popular recreational sport at Smith Mountain Lake enjoyed by both locals and visitors from across the country; and

WHEREAS, Smith Mountain Lake is home to campgrounds, parks, marinas, golf courses, shops, restaurants, a variety of lodging options, as the 12,000 permanent residents and an additional 50,000 summer vacationers can attest to; and

WHEREAS, given all of its beauty and recreational resources, the main purpose of Smith Mountain Lake and the reason it was built remains the same – to generate electricity; then

NOW, THEREFORE, BE IT RESOLVED, that the Pittsylvania County Board of Supervisors, on the behalf of all the citizens of Pittsylvania County, commend Smith Mountain Lake on the occasion of its 50th anniversary in 2016; and

BE IT FURTHER RESOLVED that a copy of this resolution be presented to Vicki Gardner, Executive Director of the Smith Mountain Lake Regional Chamber of Commerce, as an expression of Pittsylvania County's admiration and appreciation for the organization's work to ensure Smith Mountain Lake remains a shining jewel for all to enjoy.

Given under my hand this 16th day of February, 2016.

_____
Jessie L. Barksdale, Chair
Pittsylvania County Board of Supervisors

_____
Clarence C. Monday, Clerk
Pittsylvania County Board of Supervisors

PUBLIC HEARING

UNFINISHED BUSINESS

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Appropriation – Dominion 7	**AGENDA DATE:** 02-16-2016 **ITEM NUMBER:** 7
SUBJECT/PROPOSAL/REQUEST: Appropriation of 10-Day Layover	**ACTION:** Yes **INFORMATION:**
	CONSENT AGENDA: **ACTION:** **INFORMATION:**
STAFF CONTACT(S): Mr. Monday; Mr. Hawker	**ATTACHMENTS:** 1) Executive Summary dated 02-01-2016 2) Dominion 7 proposed project schedule
	REVIEWED BY: BLS

BACKGROUND:

DISCUSSION:

At their meeting on February 1, 2016, a motion was made by Mr. Blackstock, seconded by Mr. Barber, to appropriate $270,450 from unappropriated funds to line item 310-4-094130-316300, for a contract amendment with Dominion 7 to proceed with the full design of the new animal shelter facility that will be located on Hwy 29 in Chatham, Virginia. The amendment includes additional A&E services, meeting procurement requirements through the bid process, contract administration, and project closeout. The cost for the contact amendment is $270,450.

RECOMMENDATION:

Staff recommends that the Board of Supervisors appropriate $270,450 from unappropriated funds to line item 310-4-094130-316300, for a contract amendment with Dominion 7 to proceed with the full design of the new animal shelter facility that will be located on Hwy 29 in Chatham, Virginia. ***The 10-Day Layover had now been met and a Roll Call Vote required.***

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Appropriation – Dominion 7	**AGENDA DATE:** 02-01-2016 **ITEM NUMBER:** 11
SUBJECT/PROPOSAL/REQUEST: Appropriation – Dominion 7	**ACTION:** Yes **INFORMATION:**
	CONSENT AGENDA: **ACTION:** **INFORMATION:**
STAFF CONTACT(S): Mr. Monday; Mr. Hawker	**ATTACHMENTS:** **REVIEWED BY:** CM

BACKGROUND:

DISCUSSION:
Dominion 7 has submitted a contract amendment to the Board of Supervisos to proceed with the full design of the new animal shelter that will be located on Hwy 29. The amendment includes meeting procurement requirements through the bid process, contract administration, and project closeout. The cost for the contract amendment is $270,450.

RECOMMENDATION:
Staff recommends the Board of Supervisors appropriate $270,450 from unappropriated funds to line item 310-4-094130-316300; Requires a 10-Day Layover.

02-01-2016 Meeting Doc

DOMINION SEVEN ARCHITECTS
1000 Jefferson Street
Suite 2A
Lynchburg, Virginia 24504
P (434) 528-4300 F (434) 528-4756

PROJECT MEMORANDUM

Date: February 9, 2016

To: Otis Hawker

From: Blair Smith

Project: Pittsylvania County Animal Shelter

Project No: 3426

Proposed Project Schedule

February 1, 2016:	Board of Supervisor approves Dominion Seven Architect's (D7) contract modification.
February 2 to May 27, 2016:	D7 develops the Construction Documents. ➢ Note that multiple trips to review the conditions of the existing building and site will occur during this time frame.
June 14, 2016:	Pre-Bid meeting for the General Contractors.
June 30, 2016:	Bid Date for the General Contractors.
July 19. 2016:	Board of Supervisors approves the low bid for the animal shelter.
July 20 to 29, 2016:	Building Official review and approval of the Construction Documents – Building Permit issued.
August 2016 to May 2017:	Construction.
June 2017:	Owner Occupancy.

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cc: file

If there are any questions or comments regarding this Project Memorandum please contact this office within ten (10) days or it will stand as correct.

NEW BUSINESS

PITTSYLVANIA COUNTY

EXECUTIVE SUMMARY

AGENDA TITLE: Recommendations from Finance Committee	**AGENDA DATE:** 02-16-2016	**ITEM NUMBER:** 8
SUBJECT/PROPOSAL/REQUEST: Recommendations from Finance Committee	**ACTION:** Yes	**INFORMATION:**
	CONSENT AGENDA: **ACTION:**	
STAFF CONTACT(S): Mr. Monday	**INFORMATION:**	
	ATTACHMENTS: 02-16-2016 Finance Committee Agenda	
	REVIEWED BY: GB	

BACKGROUND:

DISCUSSION:

The Finance Committee of the Pittsylvania County Board of Supervisors will meet at 4:30 pm on Tuesday, February 16, 2016. (See attached agenda). Any recommendations from that committee will be presented to the full Board of Supervisors.

(a) Treasurer's Report and Projected Delinquent Tax Collections
(b) Preliminary FY 16-17 Budget
(c) FY 17-21 Capital Improvements Plan (CIP)
(d) Comments/Questions/Open Discussion
(e) Next Steps:
  (i) Work Session(s) TBD as necessary prior to March 7, 2016
  (ii) Finance Committee Meeting March 7, 2016 – Budget Approved for Advertisement
  (iii) Budget Adopted and Appropriated April 4, 2016 at Regular Meeting of the Board of Supervisors

RECOMMENDATION:

Staff submits this to the Board of Supervisors for their consideration.

FINANCE COMMITTEE

Pittsylvania County Board of Supervisors

Tuesday, February 16, 2016
4:30 PM

Main Conference Room

County Administration Building

1 Center Street

Chatham, Virginia

AGENDA

1. Call to Order 4:30 pm
2. Roll Call
3. Approval of Agenda
4. New Business
    - (a) Treasurer's Report and Projected Delinquent Tax Collections
    - (b) Preliminary FY 16-17 Budget
    - (c) FY 17-21 Capital Improvements Plan (CIP)
    - (d) Comments/Questions/Open Discussion
    - (e) Next Steps:
        - *(i) Work Session(s) TBD as necessary prior to March 7, 2016*
        - *(ii) Finance Committee Meeting March 7, 2016 – Budget Approved for Advertisement*
        - *(iii) Budget Adopted and Appropriated April 4, 2016 at Regular Meeting of the Board of Supervisors*
    - (f) Recommendations to the Board of Supervisors, if any
5. Adjournment

PITTSYLVANIA COUNTY

EXECUTIVE SUMMARY

AGENDA TITLE: Introduction of new Animal Shelter Manager	**AGENDA DATE:** 02-16-2016	**ITEM NUMBER:** 9
SUBJECT/PROPOSAL/REQUEST: Introduction of Mark Narron	**ACTION:**	**INFORMATION:** Yes
	CONSENT AGENDA: **ACTION:**	
STAFF CONTACT(S): Mr. Monday	**INFORMATION:**	
	ATTACHMENTS: None	
	REVIEWED BY: GHS	

BACKGROUND:

DISCUSSION:
Mr. Monday will introduce the new Animal Shelter Manager, Mark Narron, to the Board of Supervisors.

RECOMMENDATION:
Staff submits this to the Board of Supervisors for their consideration.

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Status Report on Virginia Department of Transportation (VDOT) HB2 Applications	**AGENDA DATE:** 02-16-16	**ITEM NUMBER:** 10
SUBJECT/PROPOSAL/REQUEST: Report	**ACTION:**	**INFORMATION:** Yes
STAFF CONTACT(S):	**CONSENT AGENDA:** **ACTION:**	**INFORMATION:**
Mr. Monday, Mr. Sides	**ATTACHMENTS:** Yes	
	REVIEWED BY: GMS	

BACKGROUND:
House Bill 2 (HB2) was signed into law in 2014 and it directs the Commonwealth Transportation Board (CTB) to develop and implement a prioritization process to select transportation projects to be funded. The intention is to score projects submitted by localities on an objective and fair basis that is applied statewide.

DISCUSSION:
Transporation project applications were due September 30, 2015. Pittsylvania County submitted two projects:

1) Construciton of a single lane roundabout at the intersection of Stony Mill Road and Tunstall High Road; and
2) Widen Climax Road to a minimum of 20 feet in width.

The County partnered with the Danville Pittsylvania Metropolitan Planning Organization (MPO) in submitting two additional applications:

3) Upgrade the intersections of Berry Hill Road and U.S. Route 58 West; and
4) Widen and improve Berry Hill Road.

These projects, along with all others throughout the State, have been scored and ranked. The proposed rankings will now be presented to the CTB. The total cost for all proposed projects was nearly $7 Billion, while approximately $1.7 Billion in funding is available.

RECOMMENDATION:
VDOT and County Staff will discuss the ranking of local projects and explain the remaining steps in the process. No Board action is required.

Recommended Scenario - Lynchburg

Project	Applicant	Funding	Benefit Score / HB2 Cost
Main St/Milnwood Rd	Town of Farmville	$ 1,272914	6.1
Mount Cross Rd Widen	City of Danville	$1,283,365	9.7
460/609 Turn Lanes	Appomattox County	$ 1,182,981	5.8
460/630 Turn Lanes	Appomattox County	$ 721,625	3.2
CBD Circulator Bus	GLTC	$ 479,348	8.4
Lynch Mill Rd/ Altavista	Town of Altavista	$ 150,454	100.3
Rte 58/311 Intersection	Danville MPO	$ 3,393,452	18.4
Main St/Lynch Mill Rd	Town of Altavista	$ 2,370,161	3.6
Rte 501 Turn Lanes	Campbell County	$ 2,478,998	7.9
Rte 501 Shoulder Wid	Campbell County	$ 2,171,487	6.5
Waterlick Improvement	CV MPO	$ 3,233,297	21.5
Climax Rd Imprvment	Pittsylvania County	$ 1,317,000	3.8
360/47 Intersection	Charlotte County	$ 255,691	19.9

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Recommended Scenario - Lynchburg

Project	Applicant	Funding	Benefit Score / HB2 Cost
US 460 @ Rte 307	Prince Edward Cty	$ 2,744,657	61.4
15/692 Intersection	Prince Edward Cty	$ 2,808,037	15.9
Oddfellows Rd – Seg 2	City of Lynchburg	$ 17,202,165	1.6
15/665 Intersection	Prince Edward Cty	$ 4,989,509	6.9
Rte 29 BUS Sidewalk	Amherst County	$ 910,035	2.2
60/56 Intersection	Buckingham County	$ 2,967,687	10.6
29/655 Intersection	Nelson County	$ 1,133,329	25.7
151/664 Turn Lanes	Nelson County	$ 925,177	13.3
Heartland Busns Park	Charlotte County	$ 789,197	6.5
Woody's Lake Road	Amherst County	$ 7,855,088	2.6
15/636 Intersection	Buckingham County	$ 2,652,279	14.2
869/844 Intersection	Pittsylvania Cty	$ 2,244,201	22.4
Buckshoal Rd Safety	Halifax County	$ 3,016,656	16.9
TOTAL		**$ 70,548,790**	**10.6**

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Moving Forward

- February CTB meeting – Review of recommended projects
- March to April – Board to develop potential revisions to recommended scenario
- April-May – Public hearings on recommended scenario and any potential revisions
- May CTB meeting – Revised funding scenario developed
- June CTB meeting – Adoption of Six-Year Program

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PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Crisis Intervention Team Program Grant – *Requires a Roll Call Vote*	**AGENDA DATE:** 02-16-16	**ITEM NUMBER:** 11
	ACTION: Yes	**INFORMATION:**
SUBJECT/PROPOSAL/REQUEST: Appropriation of CIT Grant Funds for the Crisis Intervention Team Assessment Center (CITAC)	**CONSENT AGENDA:** **ACTION:**	**INFORMATION:**
STAFF CONTACT(S): Monday, Mills	**ATTACHMENTS:** Yes	
	REVIEWED BY: GVB	

BACKGROUND:

DISCUSSION:

The Sheriff Department recently received grant funding from a Crisis Intervention Team grant awarded to Danville-Pittsylvania Community Services for the Crisis Intervention Team Assessment Center. Beginning October 1, 2015 an off-duty officer/deputy will man the assessment center at DRMC's Emergency Room each day from noon until midnight. This is to help relieve the agencies from manpower shortages on their respective shifts while escorting clients on Emergency Custody Orders and Temporary Detention Orders at DRMC for medical and clinical evaluations.

This grant award includes $43,800 (flat rate "compensation") for FY 2016 for the Sheriff's Department. The grant period is July 1, 2015 – June 30, 2017. The terms of the grant allow up to three (3) one-year renewals and do not require a local match. A representative from the Sheriff's Department will attend the meeting to answer any questions.

RECOMMENDATION:

Staff recommends that the Board of Supervisors approve an appropriation of $43,800 to the Crisis Intervention Team Assessment Center (CITAC) Grant for FY 2016. ***Requires a Roll Call Vote.***

COMMONWEALTH of VIRGINIA

DEBRA FERGUSON, Ph D
COMMISSIONER

DEPARTMENT OF
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
Post Office Box 1797
Richmond, Virginia 23218-1797

Telephone (804) 786-39
Fax (804) 371-6638
www.dbhds.virginia.go

June 21, 2015

Mr. James Bebeau
Danville-Pittsylvania Community Services
245 Hairston St.
Danville, Va 24540

Re: Application for CIT Assessment Site Funding

Dear Mr. Bebeau,

I am pleased to report your application for FY '16 -17 CIT Assessment Site funding was selected for funding. The selection committee was very impressed by your proposal and felt it exemplified the type of program the Department of Behavioral Health & Developmental Services (DBHDS) wishes to establish and expand across the Commonwealth. Danville-Pittsylvania Community Services (DPCS) will be awarded $298,240 in ongoing funding (to be issued in equal increments via the bimonthly warrants) and $900 in one-time funding (to be issued in a lump sum in early July 2015). In FY '17, DCPS will again receive $298,240 in ongoing program funds (to be issued in equal increments via the bimonthly warrants). The attached chart provides an itemized accounting of the services/goods DBHDS will fund.

As was outlined in the funding application, by accepting this funding, DPCS and DPCIT program agree to adhere to The Essential Elements of CIT, agree to submit CIT Assessment Site data to DBHDS on a quarterly basis, and agree to participate in quarterly CIT Assessment Site meetings. Additionally, DPCS agrees to operate the CIT Assessment Site as described in the application. Should there be a need to substantially alter the operations of the CIT Assessment site, please provide DBHDS with written description of proposed changes prior to their implementation. As was outlined in the application, programs are expected to be operational within 90 days of funding. If you anticipate difficulties meeting this deadline, please let us know so we better understand your challenges and can disucss any alternatives. Shortly you will be receiving an Exhibit D addendum to your already executed Performance Contract which will serve as the contractual basis for your funding.

Congratulations on your award! Stephen Craver, DBHDS CIT Assessment Site Coordinator, will be contacting your CIT Coordinator to review data reporting requirements and to provide any needed technical assistance.

Sincerely,

Michael Schaefer, Ph.D., ABPP
Assistant Commissioner – Forensic Services

Itemized Budget

ONGOING FUNDING

Item	Amount Funded in FY '16	Amount Funded in FY '17
Emergency Services Clinicians (2)	$124,440	$124,440
Peer Support Specialist	$42,400	$42,400
CITAC Security officer wages	$131,400	$131,400

ONE-TIME FUNDING

Item	Amount Funded in FY '16
Purchase of water cooler, fax machine, and file cabinet	$900
	$

Should you need to utilize the funds in a manner different than itemized above, please submit a written request explaining the request and providing a justification to Stephen Craver at DBHDS

Virginia Department of Behavioral Health & Developmental Services

Issue Date: March 24, 2014	**Request for Application #:** 720C-04440-15M
Issuing Agency: Department of Behavioral Health and Developmental Services (DBHDS) P. O. Box 1797 Richmond, VA 23218	**Location of Work:** Statewide
Title: Crisis Intervention Team (CIT) Assessment Site	**Period of Performance:** July 1, 2015 - June 30, 2017 **Renewals:** Three (3) one- Year Renewals; subject to availability of funding
Application Due Date & Time: May 5, 2015 @ 2pm	**Contracting Officer/Contact:** Michelle Bailey (804)371-8723 Michelle.bailey@dbhds.virginia.gov
Pre-Application Conference: No pre-application conference will be held	

If Applications Are **Mailed**, Send Directly To Issuing Agency Shown Above.
If Applications Are **Hand Delivered**, Deliver To:
Jefferson Building, Office of Administrative Services, 8th Floor,
1220 Bank Street, Richmond, VA 23219
Please note Due Date/Time Above – Late Proposals WILL NOT be accepted under any circumstances

In compliance with this Request For Applications (RFA) and all conditions imposed in this RFA, the undersigned applicant herby offers and agrees to furnish all goods and services in accordance with the attached signed application or as mutually agreed upon by subsequent negotiation, and the undersigned applicant hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

NAME AND ADDRESS OF FIRM: Danville-Pittsylvania Community Services
245 Hairston Street
Danville, Virginia 24540

Telephone: 434-799-0456 FAX No.: 434-793-4201 E-Mail Address: jbebeau@dpcs.org

Virginia Offeror License No: Not applicable eVA Vendor ID or DUNS No: E10768

OFFEROR'S SIGNATURE: [signature]

Name & Title: James F. Bebeau, Executive Director Date: April 30, 2015
(Please Print)

BUSINESS SIZE AND CLASSIFICATION (Check all that apply):

☐ Small Business ☐ Woman-Owned Business – Small ☐ Minority-Owned Business – Small

☐ Large Business ☐ Woman-Owned Business – Large ☐ Minority-Owned Business – Large

☐ Offeror is Certified by Dep. of Minority Business Enterprise (DMBE); Certification #_____

☒ Offeror is an eVA Registered Vendor; Vendor # E10768

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

CIT Assessment Site – Statement of Intent to Comply

1.Name, address, telephone and e-mail contact information of CSB Executive Director

Danville-Pittsylvania Community Services
Mr. James F. Bebeau, M.S., L.P.C.
Executive Director
245 Hairston Street
Danville, Virginia 24540

434-799-0456 Ext. 3018
jbebeau@dpcs.org

2.Name, address, telephone and e-mail contact information of CSB fiscal representative

Danville-Pittsylvania Community Services
Mrs. Mary Beth Clement
Director of Finance
245 Hairston Street
Danville, Virginia 24540

434-799-0456 Ext. 3078
mclement@dpcs.org

3.Names, address, telephone number and contact information of all 'Drop-off Center' (Assessment Site) project partners

Danville-Pittsylvania Community Services
Mr. James F. Bebeau, M.S., L.P.C.
Executive Director
245 Hairston Street
Danville, Virginia 24540

434-799-0456 Ext. 3018
jbebeau@dpcs.org

Danville Regional Medical Center
Mr. Spencer Thomas
Chief Operating Officer
142 South Main Street
Danville, Virginia 24541

434-799-2156
spencer.thomas@lpnt.net

Danville Police Department
Colonel Philip A. Broadfoot
Chief of Police
P.O. Box 3300
Danville, Virginia 24543

434-799-6515
broadpa@ci.danville.va.us

Danville Sheriff's Office
Sheriff Michael S. Mondul
401 Patton Street
Danville, Virginia 24541

434-799-5135
mondums@ci.danville.va.us

Pittsylvania County Sheriff's Office
Sheriff Michael W. Taylor
Post Office Box 407
Chatham, Virginia 24531

434-432-7800
mike.taylor@pittgov.org

4. Statement of intention to comply: Upon notice of the successful funding of this application, the undersigned Community Services Board, by signature of its designee, agrees to enter into a contract for funds with Department of Behavioral Health and Developmental Services, to abide by the terms of the contract to be entered into, to ensure cooperation with all project partners and the and Office of Behavioral Health and Criminal Justice Services for the implementation and operation of the Assessment Site, for completion of semi-annual progress reports and participation in an annual review process.

Executive Director or Designee

5/1/15
Date

APPLICATION FOR FY '16-'17 CIT ASSESSMENT SITE FUNDING

1. When was the CIT program established? Danville-Pittsylvania CIT was established January, 2013.

2. Current status of the applying CIT:

☐ Operational [i] ☒ Developing [ii] ☐ In Planning[iii]

3. Does your CIT currently have a program coordinator?

☒ Yes ☐ No (skip to question 4)

a. If there is a coordinator, please indicate if that position is full or part time, who employs and supervises the coordinator, and briefly describe the coordinator's duties and responsibilities.

Danville-Pittsylvania Community Services employs and supervises the CIT Coordinator, a part time position budgeted for up to 32 hours per week for FY 2016. The position's job description is attached. Duties and responsibilites are in close compliance with "Essential Elements."

4. Does the applying community have an existing CIT stakeholder group or Task Force that focuses specifically on CIT related issues?

☒ Yes ☐ No (skip to question 6)

a. If Yes to #4, when was the CIT stakeholder group for this program formed? The CIT stakeholder group was formed June 25, 2012.

b. How often does the stakeholder group meet?

The stakeholder group meets bi-monthly/six times per year.

c. Who is responsible for the content and management of stakeholder meetings?

The CIT Coordinator is responsible for content and management of stakeholder meetings.

d. What are the roles and functions of your CIT stakeholder group?

(Check all that apply)

☒ Oversight of CIT program operations

☒ Aid/Aided in planning of the CIT program

☒ Review of critical incidents

☒ Community outreach and education

4.d. continued

☒ Seek funding for CIT program

☐ Other

Please describe some topics discussed at recent stakeholders' meetings and/or include copies of meeting agendas

Topics discussed at recent stakeholder's meetings include review of CIT program; 40 hour Core training, issues, scheduling; and data collection/dispatch issues. See attached stakeholder meeting agendas.

5. Which agencies are *actively* involved in your stakeholder group?

Agencies actively involved in the Danville-Pittsylvania CIT (DPCIT) stakeholder group include: Danville-Pittsylvania Community Services (DPCS), Danville Police Department, Danville Sheriff's Office, Pittsylvania County Sheriff's Office, and Danville Regional Medical Center.

6. Geographic areas to be served by CIT Assessment Site (counties and cities)

Geographic areas to be served by CIT Assessment Site are the City of Danville and Pittsylvania County.

a. Current population estimate for these areas combined

The current population estimate for these areas combined is 105,814.

7. Does your CIT program conduct its own 40 hour Core training classes?

☒ Yes ☐ No (skip to question 13)

a. How closely does your training program match the training described in the ***Essential Elements for the Commonwealth's Crisis Intervention Team Programs*** (pages 7-10)***?***

☒ Training fully adheres to recommendations

☐ Training is similar, but has minor variations (describe below)

☐ Training is somewhat similar, but due to local or other circumstances there are significant variations from recommended training (describe below)

8. List the total number of CIT Instructors in your CIT program 28

9. What training did your instructor's complete to become CIT instructors?

(Check all that apply)

☒ Virginia CIT Coalition instructor taught Train the Trainer

☐ Self-developed Train the Trainer program

☐ Train The Trainer offered by different Virginia CIT program

Name of program sponsoring training:

☐ Train The Trainer offered by CIT program outside Virginia

Name of program sponsoring training:

☐ None- Trainers are selected from current CIT trained officers but do not undergo any additional Train the Trainer session

☐ Other (explain)

10. Does your training faculty meet regularly?

☒ Yes ☐ No (skip to #12)

11. Describe the purpose and accomplishments of the faculty meetings
DPCIT faculty meets approximately once a month to prepare for upcoming training and to evaluate prior training. We strive to incorporate new ideas to enhance the training program.

12. How many 40 hour Core training classes were conducted by your program in calendar years 2013 and 2014? Five 40 hour Core training classes were conducted in 2013 and 2014. Please see additional information for the number of 2015 classes conducted.

How many total students were certified in these classes? 89

What was the average number of students in each class? 18

Which of the following types of employees have been trained by your trainers? (Check all that apply)

☒ Police ☒ Sheriff's Deputies (road) ☒ CSB staff

☒ Sheriff's Deputies (Courts/Jail) ☐ ER/ED staff ☐ Fire Dept.

☐ Regional Jail Staff ☐ Magistrate's Office

☒ Private/Hospital Security ☒ Other Virginia State Police

13. For law enforcement agencies, how are first line operations staff selected to attend CIT Core 40 hour training? (Check all that apply)

☒ Self selected / volunteer ☒ Supervisor recommendation

☒ Mandated for all sworn employees

☐ CIT 40 hour incorporated into basic academy curriculum

☐ Officers with behavior / demeanor complaints are sent

☐ Other (please describe)

14. For law enforcement agencies, what was the average length of time (in months) of on the job experience *post academy* prior to an employee participating in CIT 40 hour training? One hundred three (103) months was the average length of time of on the job experience post academy prior to an employee participating in CIT 40 hour training.

15. For each program partner agency listed above, please list raw numbers and correlating percentage of staff who have completed the CIT 40 Hour Core training in the appropriate blocks (non-law enforcement agencies only need data for last two columns)

AGENCY	FIRST LINE OPERATIONS STAFF		OTHER SWORN STAFF		ADMINSTRATIVE/CLINICAL STAFF		TOTAL STAFF	
Danville Police Dept.	#122	%33	#7	%0	#4	%0	#133	%30
Danville Sheriff's Office	#78	%50	#0	%0	#5	%20	#83	%48
Pittsylvania County	#113	%30	#6	%0	#16	%0	#135	%25

Sheriff's Office								
Hurt Police Department	#3	%100	#0	%0	#0	%0	#3	%100
Chatham Police Department	#3	%0	#1	%0	#0	%0	#4	%0
Gretna Police Department	#4	%0	#0	%0	#0	%0	#4	%0
Danville-Pittsylvania Community Services	#0	%0	#0	%0	#14	%43	#14	%43
Danville Regional Medical Center	#11	%73	#0	%0	#0	%0	#11	%73
VA State Police	#15	%6	#2	%0	#1	%0	#18	%5
	#	%	#	%	#	%	#	%
	#	%	#	%	#	%	#	%
	#	%	#	%	#	%	#	%

16. Does your CIT program have a separate CIT training for dispatchers?

☒ Yes, there is a separate class designed specifically for dispatchers (describe below)

☐ No, dispatchers participate in same CIT 40 hour core as law enforcement

☐ No, dispatchers do not receive CIT training in our program

☐ Yes and No, the agencies in our program train dispatchers differently (describe below)

a. If there is a separate dispatcher training, please describe (hours, topics, role plays) Held two 4-hour trainings for 20 of 38 dispatchers; two June 2015 8-hour sessions for remaining 18 dispatchers planned; please see additional information for description of topics.

17 Have the partner law enforcement agencies developed written policies and/or procedures specifically related to CIT?

☒ Yes ☐ No (skip to question 19)

18. Which of the following key elements are included in the written policies and procedures? (Check all that apply)

☐ Availability of CIT officers on all shifts

- ☐ Dispatching of CIT trained officers to mental health calls
- ☐ Procedures to assign CIT trained officers as back-up on calls
- ☐ Authorizing CIT trained officers to lead interventions, regardless of rank
- ☐ Policies/procedures specifically encouraging diversion from arrest
- ☒ Guidelines for the transport of individuals in mental health cases
- ☒ Accessing behavioral health services
- ☒ Transfer of Custody
- ☒ Roles of officers involved in Assessment Site operations
- ☒ Responsibility of officers for data collection

19. Do the non-law enforcement partner agencies have policies/practices in place specific to CIT?

☒ Yes ☐ No (skip to question 20)

a. Please describe the content of the policies and/or practices for each agency. (Additional space on last page if necessary)

Attached policies, practices, and operational summary apply to non-law enforcement and law enforcement partner agencies. Policies are DPCS and CITAC Officer Staffing of the CITAC; ECO Custody of Individuals in the DRMC ED; Consideration and Triage of Referrals for Transfer of Custody at the CITAC; Release of an Individual from Custody at CITAC.

20. Please *briefly* describe any MOU's in place between partner agencies and/or facilities. Attach copies for any preliminary or completed MOU to this application. If none currently exist, please mark "N/A" and continue to question 21.

Attached is an executed DPCIT Transfer of Custody Memorandum of Agreement, which outlines responsibilities of the partner agencies and serves as an agreement to abide by CITAC policies and procedures. An executed Memorandum of Understanding of CIT is also attached.

21. If no MOU's currently exist, please describe what efforts have occurred at the time of the application to develop MOU's.

Not applicable.

22. Please describe any data collection that occurs in your CIT program and how it adheres to the collection recommendations outlined in the ***Essential Elements...*** (pp. 13-14) check the BEST response.

☐ Collection is in full compliance with recommendations

☒ Collection is similar, however some minor variations exist (describe below)

☐ Collection is similar, but due to local issues there are significant deviations from the recommendations (describe below)

☐ CIT program is not collecting data at this time

Explanation: DPCIT's plan is to collect all required field data and maximize capacity to implement DBHDS' data collection mandate. Currently, the CIT Coordinator collects all available data the law enforcement agencies/communication centers can provide. Not every data element is currently collected by the respective agencies.

23. Please provide the following data for agencies within the catchment area of the Applicant CSB: (this includes combined totals for all program agencies)

	Num. Paperless ECO's	Num. Paper ECO's	Num. TDO's
Cal. Year 2013	133	270	553
Cal. Year 2014	171	218	698

	Dispatched MH Calls	Dispatched Wellness	Dispatched Other	CIT Interventions
Cal. Year 2013	457	1754	42	
Cal. Year 2014	524	1722	119	quantitative data unavailable

* IF any of the data above was not available at the time of this application, describe what efforts were made to attempt to obtain the data, and what steps are being taken to ensure complete data would be available in the event the Assessment Site funds are awarded.

Currently, officers' written narratives about incidents involving individuals with mental health issues are the primary source for CIT Interventions. Although this information has not previously been quantified, that will change with the establishment of the CITAC and associated data collection. To ensure complete data will be available, DPCIT will implement use of the attached CIT Field Intervention Form to assist in the collection of CIT Intervention data, which is the only quantitative data lacking. We will also collect data from the local law enforcement agencies, communication centers, and the CSB. Data will be entered in an electronic HTML form that dumps into a spreadsheet for easy reporting by the CIT Coordinator. Required data will be uploaded to DBHDS' database quarterly and reported semi-annually.

24. Please list/describe the peak hours for ECO's and TDO's.

In the Danville-Pittsylvania Community Services' catchment area, 12:00 p.m. to 12:00 a.m. are the peak hours for ECO's and TDO's.

25. When a TDO is issued, what is the average time a law enforcement officer spends with a consumer from initial contact until the TDO is issued. (This should be an average of all law enforcement agencies within the applicant CSB's catchment)

The average time is 5 hours and 42 minutes in DPCS' catchment area.

26. How many officers are required to remain with a consumer while a TDO is being sought? If this is different for each agency within the catchment area, please explain:

Only one officer is typically assigned to a TDO unless there are circumstances that dictate otherwise.

27. For those agencies requiring more than one officer, please describe how that staffing is accomplished (e.g. aux. officers. taking two off of patrol, the use of admin. staff. OT paid, etc.)

Not applicable.

28. What are your goals for a CIT Assessment Site? (Check all that apply)

- ☒ Divert individuals with mental illness away from the criminal justice system
- ☒ Decrease the amount of time officers are involved in the ECO/TDO process
- ☒ Improve communication and collaboration between law enforcement and mental health professionals
- ☒ Decrease the number of mental health patients waiting in Emergency Departments
- ☒ Establish mechanisms to link consumers with mental health services
- ☒ Streamline the ECO/TDO process
- ☒ Decrease officer and/or consumer injury
- ☒ Consolidate mental health crisis services in a centralized location

☒ Infuse peer support services into a crisis response network

☒ Decrease rate of crises for high intensity mental health consumers

☒ Decrease recidivism for mental health consumers

☐ Other (explain)

29. Self Assessment: Describe any challenges encountered regarding any of the above questions and topics, including what actions have been taken to remedy the concern and clear the way for future Assessment Site development and operations

DPCS is exploring best practices for collecting data by networking with Operational CIT programs. We look forward to working with DBHDS to bring our data collection into full compliance with the recommendations in the "Essential Elements." DPCIT's plan is to collect as much information as possible through telecommunications 911 centers, law enforcement agencies, and the CSB. The Assessment Site will require officers to complete a CIT Field Intervention Form and to submit it to the CIT Coordinator for data input to an electronic spreadsheet for easy reporting. The CIT Coordinator will continue to work with the telecommunications centers to add a code for collecting data specific to CIT field interventions. Recruitment and maintenance of ES Clinicians is a challenge. To help make this position more attractive, bonuses are sometimes offered.

Additional Information:

12. In 2015, DPCIT has held two 40-hour Core training classes, bringing the total of 40-
Core training classes for 2013, 2014, and 2015 to seven. Additional students certified in 2
classes are 54, bringing the total number of students certified for 2013, 2014, and 2015 to 1
DPCIT has assisted Southside CSB. The 143 includes 14 certified officers from South Bost
Police Department and Halifax County Sheriff's Office.

#16. In both the 4 and 8 hour dispatcher training, units are presented on clinical states, ac
listening, suicide intervention, hearing voices, verbal de-escalation, the four plays, and cri
scenarios/role plays.

[i] Programs considered Operational typically exhibit most or all of the following:

Task Force meets regularly and provides oversight and outreach; a CIT coordinator is in place; the CIT has 24/7 response capability; a therapeutic Assessment Site exists and is consistently utilized and/or policies and procedures are in place to enhance linkage to services ; the program collects data to assess program effectiveness

[ii] Programs considered Developing typically exhibit most or all of the following:
A well established Task Force or stakeholder group in place; CIT coordinator in place or some form of established leadership; a significant percentage of CIT first line responding law enforcement in partner agencies; planning and development of a therapeutic .n Assessment Site has progressed beyond concept stage

[iii] Programs considered In Planning typically exhibit most or all of the following:
Working to establish a consistent stakeholder group; studying and creating ways to implement the CIT model; providing first line responding officers and mental health emergency service provider training; developing and/or strengthening partnerships including the creation of MOU's and policies to enhance linkage to services, reduce officer time on mental health emergencies, and support the eventual establishment of an Assessment Site

Site Development Plan for Programs with New CIT Assessment Sites

1. Name of CIT: Danville-Pittsylvania Crisis InterventionTeam (DPCIT)

2. Proposed hours of operation: 12:00 p.m. to 12:00 a.m.; seven days each week throughout the year

a. How were the proposed hours chosen? Include data that supports this decision.

Based on statistical analysis by Danville-Pittsylvania Community Services (DPCS), the CIT Assessment Center (CITAC) will provide access for 66% of the cases requiring law enforcement involvement. During hours the site is not operational, anyone can contact DPCS Emergency Services for consultation to manage a crisis. Options may include safety planning, linkage and referral to community providers through phone and face-to-face assessments at Danville Regional Medical Center's Emergency Department or at DPCS' main office.

b. which stakeholders were involved in the choice of operational hours?

Danville-Pittsylvania Community Services, Danville Regional Medical Center (DRMC), Danville Police Department, Danville Sheriff's Office, and Pittsylvania County Sheriff's Office were involved in the choice of operational hours.

3. Proposed location of Site: (if more than one possible choice please include both)

Address: Danville Regional Medical Center, 142 South Main Street, Danville, Virginia 24541

Description (ED, Self standing, number and purposes of rooms, etc):

CITAC will be located in DRMC adjacent to the Emergency Department (ED). Three rooms, two for interview and one for office work, located on a corridor just outside the ED are for CITAC. The corridor connects to the ED's outside entrance, so individuals accessing CITAC will not enter the ED. DPCS currently uses two of the rooms that will become CITAC.

4. Please describe other consumer services within the region such as Crisis Stabilization Units, medical facilities, and other mental health services. How far are they from the proposed site?

DRMC has 18 inpatient psychiatric beds and an ED in the same building where CITAC will be located. Southern Virginia Mental Health Institute, with 48 state inpatient psychiatric beds, is located at 382 Taylor Drive, less than 2 miles from DRMC. Across Main Street from DRMC, DPCS offers Residential Crisis Stabilization for short-term intensive treatment to stabilize acute psychiatric crisis and prevent admission to a psychiatric inpatient unit. (Additional info.)

5. Describe any challenges encountered in the process to select site(s):

No challenges were encountered in the process to select an Assessment Site. DPCS currently uses an office and an interview room at DRMC. A second interview room, for a total of three rooms, is needed for CITAC. DRMC will provide all of the necessary space in-kind. Minimal renovation to provide a door with an observation window between two rooms is needed to allow the CITAC Officer to observe two people at the same time. The CITAC at DRMC would be operational by September 1, 2015.

6. For those sites located in or adjacent to hospitals, please describe the relationship between the hospital and site with regard to patients; will the consumer be considered a patient of the hospital while at the Assessment Site? Please explain reasoning behind the decision.

The CITAC, located adjacent to DRMC's ED, makes medical screening and medical/psychiatric care easily accessible. If medical clearance is indicated, the individual will be registered with the ED and simple medical screenings such as EKGs, lab tests, and vital signs can be completed in the CITAC. If an individual is assessed and requires more extensive medical care, the individual would be admitted and moved to a room in the ED for medical treatment prior to any psychiatric admission or to determine if admission is needed on a medical unit.

7. How will medical clearance be addressed at your site? Consider the following:

Site Development Plan for Programs with New CIT Assessment Sites

a. Does the site have the capacity to conduct medical clearance? Explain

Yes, within Danville and Pittsylvania County, DRMC is partnering with DPCS to accept individuals who need mental health evaluation and medical clearance. The CITAC, located within DRMC, has the capacity to conduct medical clearance. If further medical treatment is needed, the individual can be admitted to the DRMC ED.

b. If the site does not have the capability, how far is the closest medical facility used for this purpose, and what will be the procedures for the transportation?

Not applicable.

c. Explain any other procedures or considerations for medical clearance that are planned at your proposed site.

Medical clearance issues are addressed in the attached Consideration and Triage of Referrals for Transfer of Custody at the CIT Assessment Center policy and procedure. Factors in considering an individual for assessment include current medical status of the individual, acuity of the individual's behavior, known history of aggression or violence, and acuity of the individuals already being served at the Assessment Site.

8. Please describe any procedures, policies, and practices that have been implemented that will streamline the TDO process at your proposed site:

Site Development Plan for Programs with New CIT Assessment Sites

Policies and procedures developed for the CITAC pertain to DPCS and Security Staffing of the CIT Assessment Center, and Policy and Procedure for CITAC Officer. When the case disposition is TDO to DRMC, the CITAC Officer will execute the order and ensure the individual's admission to the psychiatric unit. If individual is TDO to another facility outside the local area, CITAC Officers can maintain custody until respective law enforcement agency can transport.

a. Does the proposed site have a plan to use video conferencing with magistrates? If yes, please explain any steps needed to facilitate this process. If not, why not?

No, CITAC does not plan to use video conferencing with magistrates because DPCS staff is able to communicate effectively with the magistrates to complete the petition process. DPCS faxes petitions, for HIPAA compliance, and speaks with the magistrate by phone to complete the ECO and TDO process.

9. What communities (counties, cities, towns) will be served by the site?

The Assessment Site will serve the City of Danville and Pittsylvania County, Virginia.

a. Are all partner agencies planning to participate in use of the site? If not, what are the reasons?

Yes, all partner agencies are planning to participate in use of the site.

10. Who will have access the site's services? (Check all that apply)

☒ consumer in custody of CIT trained law enforcement

☒ consumer in custody of any law enforcement in program area

☒ voluntary referrals from ED/ER

☒ family referrals

☒ walk-ins

☐ Other (explain)

11. Based on the previous calendar year's data (ECO's, voluntary referrals for Emergency Services), how many assessments does your program anticipate conducting at the site in FY 2015?

Based on the previous year's data, our program anticipates conducting 2,100 assessments at the site in FY 2015.

b. How many consumers can be served in the assessment site at any one time?

Two consumers can be served in the Assessment Site at any one time.

c. What will be the policies and/or procedures for additional consumers when the site reaches maximum capacity?

If the Assessment Site reaches maximum capacity and additional individuals come in under custody, the persons will be taken to the DRMC Emergency Department as is now the process. Attached CITAC policies and procedures address this scenario in more depth. DPCS regular FTE ES Clinicians will assist with providing crisis assessment to those individuals who are unable to be accepted by CITAC due to site capacity.

d. What will be the policies/procedures when a consumer is being served in the site at the scheduled closing time? Include staff responsibilities and who will be responsible to make decisions regarding the course of action.

Referrals by officers/deputies for transfer of custody will be accepted beginning 12:00 p.m. each day CITAC is operational and ending at 11:00 p.m. This will help ensure there is adequate time to complete the assessment process without routine extension of CITAC hours and overtime challenges. In general, referrals to the CITAC will not be "held and passed" by ES Clinicians. The clinician will begin the pre-admission screening process immediately upon the completion of a transfer of custody and will negotiate "passing" of the assessment to another ES Clinician only when another clinician is coming on shift at the site or can respond to the CITAC. ES Clinicians assigned to emergency services shifts outside the CITAC may be contacted to complete assessments at the CITAC.

12. List the average number of ECO's (paper & paperless) during the a 24 hour period for calendar year 2014 (please break into 4 hour increments)

time	time	#
12:00 a.m.	to 4:00 a.m.	1.82
4:00 a.m.	to 8:00 a.m.	.91
8:00 a.m.	to 12:00 p.m.	1.69
12:00 p.m.	to 4:00 p.m.	2.99
4:00 p.m.	to 8:00 p.m.	3.12

8:00 p.m. to 12:00 a.m. 2.47

13. How many consumers were arrested by partner law enforcement agencies during CY 2014 who would otherwise have been diverted from arrest if an Assessment Site had been in operation? In CY 2014, there was no data collection process in place to determine this number.

14. Who will provide security at the Assessment Site? (off-duty L.E., private security, etc.)

Danville Police Department, Danville Sheriff's Office, Pittsylvania County Sheriff's Office will provide off-duty law enforcement officers to staff the CITAC. They will have the title CITAC Officer. In addition, eight DRMC securitiy staff have now been CIT trained.

a. What percentage of personnel planned provide security in the Assessment Site will have completed the forty hour core CIT training? 100%

b. Will the proposed site have a percentage goal of CIT training for staff? Explain:

All three law enforcement partner agencies state they want 100% of their staff CIT trained.

c. Based on the security staff chosen, are there sufficient personnel to staff the site during all proposed hours of operation?

Yes

15. Did your CIT program have a process for transfer of custody during in CY 2014?

☒ Yes ☐ No (skip to question 15C)

a. How many transfers occurred during CY 2014?

None because CITAC was not operational. However, policies, procedures, forms, and operational plan were in place for utilization in CY 2014.

b. Are all current partner agencies using the current transfer agreement? IF not, why not?

No, because CITAC is not operational at this time. However, the partner agencies are in agreement and willing to utilize this process immediately upon CITAC operation.

c. Are all partner law enforcement agencies (including the Chief Executive) in agreement on a future transfer of custody at the proposed site? If not, why not and what procedure will be used to address that discrepancy?

Yes, a DPCIT Transfer of Custody Memorandum of Agreement for the proposed CIT Assessment Site is signed by all law enforcement partner agencies and ready for implementation. The partner agencies have been in agreement with this process since July 1, 2014.

d. What policies and/or procedures have been developed regarding which consumers are and are not appropriate for transfer of custody?

Consideration and Triage of Referrals for Transfer of Custody at the CITAssessment Center addresses which consumers are and are not appropriate for transfer of custody.

e. Who will have final decision making authority on-site regarding whether a transfer will occur? Explain.

Based on the factors outlined in the policy and procedure, the final decision making authority on-site regarding whether a transfer will occur is a collaboration of the CITAC Officer and the ES Clinician.

16. Does your proposal include any on site Peer services?

☒ Yes ☐ No (skip to question 17)

IF yes, explain how many and what duties the peers will fulfill

One Peer Support Specialist will staff the CITAC 40 hours per week. Peer services are consistent with recovery oriented and trauma informed care for individuals in crisis. The Peer Support Specialist will work with individuals during and after the crisis and ensure linkage to community services occurs. The Peer Support Specialist will assist with transporting individuals if needed using a DPCS' vehicle.

17. Please indicate the proposed type of staffing at your site by CSB emergency services clinicians:

☒ Always on-site during hours of operation

☐ On-call and respond immediately when needed, occasionally staffing site

☐ No on-site staff schedule, but on-call with immediate response

☐ Other (explain)

a. IF staff will be assigned to the site, will they be dedicated to the site, or will emergency services staff rotate and/or share the responsibility?

It is planned that 2.50 ES Clinicians will be dedicated to the CITAC to cover its hours of operation. However, in instances of leave, illness, etc., regular, full-time DPCS ES Clinicians will rotate and/or share the responsibility to fill the CITAC schedule as needed.

18. Describe how the personnel needed to operate the proposed site will need to be deployed if it will be different from how the emergency mental health process currently operates in your CSB? (e.g. re-assignment of on-duty E.S. workers, hiring new staff, etc.)

New emergency services staff will need to be hired to provide adequate staffing to operate the proposed site. If the CITAC ES Clinician is on leave, a regular DPCS ES Clinician would be reassigned to provide coverage on site.

a. If hiring new ES staff is necessary, what are the anticipated difficulties in recruiting sufficient staff to fill the needs?

ES Clinicians are challenging to recruit and hire in Danville-Pittsylvania County. There tends to be a high rate of turnover in this position. Challenges include the rural area, credentials required, intensity of responsibilities of the job, and hours.

19. What duties and tasks will be accomplished by staff when there are no consumers in the proposed site to receive services?

When there are no consumers in the proposed site to receive services, staff will assist with other emergency services responsibilites in the ED and/or provide preadmission screenings for individuals admitted to medical floors and in need of psychiatric admission/treatment, see other individuals at DRMC who need crisis intervention but are not qualified for CITAC, prescreen for DPCS Residential Crisis Stabilization Unit adjacent to the hospital, and other duties, such as paperwork as assigned.

20. For consumers who were hospitalized under TDO in CY 2014, where were they most frequently placed (e.g. which hospitals/facilities does your region utilize for TDOs?

They were most frequently placed in Danville Regional Medical Center.

a. How far is this location from your proposed Assessment Site?
The Assessment Site is located in Danville Regional Medical Center.

21. What do you expect to be the biggest challenges encountered during operations of your proposed Assessment Site?

We expect the biggest challenges encountered during operations of the proposed Assessment Site to be the decision about who qualifies with the two space limit, ensuring adequate staffing by the law enforcement agencies for the CITAC Officer position, and recruiting, hiring, and training ES Clinicians.

Data Collection

1. What types of data will you collect at the Assessment Site that are not collected currently by law enforcement and mental health in your area?
   a. How will this data show the future success of your Assessment Site?

DPCIT will collect all CIT intervention field data, some of which is not currently collected quanitatively. At this time, some mental health field data would only be available from law enforcement narrative reports. Data reported with the Assessment Site's operation will measure outcomes and effectiveness of the program. It will determine if DPCIT is addressing the principal statutory concerns in mental health related calls.

   b. What steps will you take to improve the quality and reliability of any data currently collected to conform to reporting requirements and support the operation of the site?

DPCIT will take steps to improve reporting capacity on all mental health calls; implement paperwork process at the Assessment Site to identify if individual was brought in on a paperless ECO, the origin of the initial call, if there were any injuries, and a chronological listing of when the individual was taken into custody through release or transfer; generate a spreadsheet to assure all CIT related calls are captured; fully comply with DBHDS data reporting requirements using CIT Assessment Site Data Reporting Guide.

Site Development Plan for Programs with New CIT Assessment Sites

c. Describe what steps will be taken to ensure all partner agencies collect the required data in a timely fashion. Include who will collect, process, and ensure accuracy of data prior to submission to DBHDS.

DPCIT partner agencies have executed a Memorandum of Understanding and a Memorandum of Agreement, which state responsibilites related to data collection. The CIT Coordinator, Law Enforcement Officers, Emergency Services Clinicians, and CITAC Officers will collect the data. The CIT Coordinator will receive completed Assessment Site forms weekly, and review, process, and submit the data to DBHDS using the VACIT Data Template, in accordance with the mandated, quarterly reporting schedule in the 2014 CIT Assessment Site Data Reporting Guide. DPCS' Director of Adult Clinical Services will also review quarterly and semi-annual data before submission.

d. Describe and attach any forms for data collection that your CIT already uses or has developed for future use in an Assessment Site.

Law Enforcement Officers will use the CIT Field Intervention Form to collect data. The Emergency Services Clinician will the use the Virginia Preadmission Screening Report to collect data. The Law Enforcement Officer and the CITAC Officer will use the Transfer of Custody form to collect data. A DPCS Systems Analyst developed an electronic HTML form based on the CIT Field Intervention Form that dumps into a spreadsheet for easy aggregate CIT data reporting. These forms are attached. Additionally, DPCS' electronic health records system has capabilities for data reporting related to CITAC.

Additional space provided on next page

Additional information:

4. DPCS ES Clinicians are able to provide mental health brief crisis counseling to help prevent exacerbation of symptoms and psychiatric hospitalization. DPCS Emergency Services is available to the community 24/7 to respond to mental health crises and provide linkage and referrals to community resources post crisis.

Budget Detail Worksheet

FY 2016 CIT Assessment Site Funding Program

Total Program Costs

Total DBHDS Funds Requested		Total Anticipated Local Match (20%)	
Ongoing $298,240.00	One Time $900.00	Ongoing $139,262.00	One Time $6,000.00
Total Program Costs FY2016 (DBHDS funds+local match)		$444,402.00	

Personnel Costs (full time)

Position Title	Salary	Benefits and contributions	Total Position Cost FY 2016	Fund Source (select from list)
1.Peer Support Specialist	$28,400.00	$14,000.00	$42,400.00	DBHDS
2.Two CSB Emergency Services Clinicians	$89,662.00	$34,778.00	$124,440.00	DBHDS
3.CSB Emergency Services Clinician	$22,415.00	$8,695.00	$31,110.00	Locality
4.CSB Emergency Services Staff Supervision	$18,922.00	$5,676.00	$24,598.00	Locality

Total Full Time Costs FY 2016	$222,548.00	Match funds in this category	$55,708.00

Personnel Costs (wage positions)

Position Description	Estimated Monthly Wages (include required contributions)	Fund Source (select from list)
1.CITAC Officers	$10,950.00	DBHDS
2.CITAC Officers Supervision	$1,092.00	Locality
3.CIT Coordinator	$3,666.00	Locality
4.CIT Coordinator Supervision	$695.00	Locality

Total Anticipated Wages FY 2016	$196,844.00	Wage Match FY 2016	$65,444.00

Total Personnel Costs FY2016	$419,392.00

Budget Detail Worksheet
FY 2016 CIT Assessment Site Funding Program

Facility Costs (recurring)

Rent/Lease (month)	Utilities	Maintenance	Total Monthly Cost	Fund Source (select from list)
1. 1,459.00	$0	$0	$ 1,459.00	Locality
2. none	$0	$0	$0	DBHDS

Other Recurring Costs (Supplies, Technology, Materials, etc.)

Description	Anticipated Monthly Cost	Total Cost FY 2016	Fund Source (select from list)
Office/facility supplies	$50.00	$600.00	Locality
none	$0	$0	Locality
none	$0	$0	Locality
none	$0	$0	Locality

Total Recurring Costs FY2016	$600.00	Local Match of Recurring	$600.00

One Time Cost Request *Max 5-10% of total* (description to follow in Budget Narrative)

DBHDS Funds Requested	Local Funds Committed	Total One Time Costs
$900.00	$6,000.00	$6,900.00

Budget Detail Worksheet

FY 2017 CIT Assessment Site ongoing cost budget

Total Program Costs

Grant funds requested	Anticipated Local Match Funds (30%+)
$298,240.00	$139,262.00

Total Program Costs FY2017 (DBHDS funds+local match	$437,502.00

Personnel Costs (full time)

Position Title	Salary	Benefits and contributions	Total Position Cost FY 2017	Fund Source
1.Peer Support Specialist	$28,400.00	$14,000.00	$42,400.00	DBHDS
2.Two CSB Emergency Services Clincians	$89,662.00	$34,778.00	$124,440.00	DBHDS
3.CSB Emergency Services Clinician	$22,415.00	$8,695.00	$31,110.00	Locality
4.CSB Emergency Services Staff Supervision	$18,922.00	$5,676.00	$24,598.00	Locality

Total Full Time Costs FY 2017	$222,548.00	Match funds in this category	$55,708.00

Personnel Costs (wage positions)

Position Description	Estimated Monthly Wages (including mandatory contributions)	Fund Source
1.CITAC Officers	$10,950.00	DBHDS
2.CITAC Officers Supervision	$1,092.00	Locality
3.CIT Coordinator	$3,666.00	Locality
4.CIT Coordinator Supervision	$695.00	Locality

Total Anticipated Wages FY 2017	**$196,844.00**	Wage Match FY 2017	**$65,444.00**

Total Personnel Costs FY2017	$419,392.00

Facility Costs (recurring)

Rent/Lease (month)	Utilities	Maintenance	Total Monthly Cost	Fund Source
1. 1,459.00	$0	$0	$ 1,459.00	Locality
2. 0	$0	$0	$0	DBHDS

Other Recurring Costs (Supplies, Training & Materials, etc.)

Description	Anticipated Monthly Cost	Total Cost FY 2017	Fund Source
Office/facility supplies	$50.00	$600.00	Locality
none	$0	$0	Locality
none	$0	$0	Locality
none	$0	$0	Locality

Total Recurring Costs FY2017	$600.00	Local Match of Recurring	$600.00

Budget Narrative Form
FY 2016 CIT Assessment Site Funding Program

1. Describe the financial need for grant funding through the DBHDS CIT Assessment Site grant program for FY 2016. Included justification for the need for continued funding through FY 2017.

   Danville-Pittsylvania Community Services' request for funding through the DBHDS CIT Assessment Site grant program for FY 2016 is $298,240 for personnel costs. The Assessment Site will require continued funding in this amount for sustainability in FY 2017. As grant applicant, DPCS has no existing funds to support the site's full operation. The DPCIT partner agencies agree to provide greater than a 20% match in FY 2016 and greater than a 30% match in FY 2017 toward total Assessment Site program costs. This initial two year period to collect data demonstrating the need for and effectiveness of the Assessment Site and DPCIT program will be critical for justification of future funding.

2. Explain how the In-kind matching funds will be increased in subsequent years if the submitted proposal is awarded. Include the source(s) of the matching funds including projected contributions from CIT partners.

   To increase in-kind matching funds in subsequent years, the Danville Police Department and Danville Sheriff's Office would both propose an increase to $5,000 for CIT as a budgetary line item that would require City Council approval. This would potentially increase the law enforcement matching funds by $10,000 in FY 2017. Pittsylvania County Sheriff's Office could take similar action to increase their contribution also. Existing in-kind support will remain stable in subsequent years. DRMC will continue to provide space in-kind for the CITAC at a current value of $17,508 annually. DPCS will continue to provide office/facility supplies and personnel in-kind currently valued at $108,648 annually. Law enforcement partner agencies will continue, and potentially increase, their current annual in-kind support valued at $13,104.

3. Describe how the listed funds will be used for equipment, supplies, and any one-time projects.

   DPCS requests $900 from DBHDS in FY 2016 to purchase a fax machine, watercooler, and file cabinet. The three law enforcement partner agencies will contribute $1,000 each for FY 2016, for a total of $3,000, to purchase chairs, lamps, a desk, and two televisions for the interview rooms. DRMC is making a $3,000 in-kind contribution in FY 2016 for the one-time expense of installing a door with a window in a wall between two interview rooms for observation of two individuals. DPCS will provide office/facility supplies at a cost of $600 annually.

4. Include job descriptions and duties for any position for which funding has been requested in whole or in part, as well as whether or not that position has existed previously under the funding of any other entity and why it can no longer continue to be funded without the funds provided by this grant.

   The job description for a Peer Support Specialist is attached. It describes duties for DPCS' Residential Crisis Stabilization Peer Support Specialist and will be adjusted for the CITAC Peer Support Specialist if funds are awarded. The job description for a CSB Emergency Services Clinician and for a CITAC Officer are also attached. The Peer Support Specialist and CSB Emergency Services Clinician exist under Danville-Pittsylvania Community Services' funding. These positions cannot be funded by DPCS for CITAC because the Agency's budget cannot support funding new ES Clinicians, or the Peer Support Specialist, whose position is designed to work for CITAC. DPCS will fund the CIT Coordinator position to show commitment to the CITAC and CIT.

5. Explain any anticipated income from the operation of the Assessment Site. Include any necessary data to support this estimation.

   Income from Assessment Site operation would only derive from individuals with Medicaid who voluntarily present to the CITAC. If ten such individuals per month received a 2-hour prescreening, the Medicaid fee reimbursement of $148.88 for this service would generate $17,865 over a one year period.

6. Outline the hiring and employment responsibilities for each position requested under the grant program. Include the fiscal responsibilities (wages, benefits)

   ES Clinicians and Peer Support Specialist are DPCS' employees and supervised by DPCS' ES Coordinator who is responsible for hiring, training, and clinical supervision of this staff under the CIT program. Fiscal responsibility for wages and benefits for two ES Clinicians and the Peer Support Specialist will be with DBHDS. An additional .50 FTE ES Clinician will be dedicated to CITAC with wages and benefits contributed by DPCS. ES Clinician and Peer Support Specialist supervision will be contributed in-kind by DPCS. The CIT Coordinator is hired and employed by DPCS, and works under supervision of the Director of Adult Clinical Services. Both CIT Coordinator and CIT Coordinator supervision wages and benefits are contributed by DPCS. The CITAC Officers are employed and supervised by their respective law enforcement agencies and fiscal responsibility for them is with DBHDS

7. Detail any cost saving measures attained during the planning stages for this Assessment Site proposal including any donations of materials, space, and/or personnel.

   All DPCIT partner agencies will donate toward the operation of the Assessment Site. DRMC will donate the lease, overhead, utilities, and common area with proximity to the Emergency Department, as well as, materials and labor to install a door with a window in a wall between two interview rooms for observation of two individuals. DPCS will donate office/facility supplies on a recurring basis as well as personnel, including, the CIT Coordinator and CIT Coordinator supervision, .50 FTE Emergency Services Clinician and Emergency Services Clinician supervision. Each law enforcement agency will donate supervision for the CITAC Officers and furnishings for the CITAC interview rooms and offices.

8. Explain how the proposed operational details (staffing, location, renovations, hours of service) provide the greatest amount of service at the best possible cost savings.

   DPCS and the DRMC Emergency Department have an established working relationship. DPCS already has one office equipped with furniture and computers, as well as an interview room, which are dedicated to Emergency Services at DRMC with mental health screening provided. DRMC provides this space, and will add another interview room, in-kind. Minimal renovation is required at the location to enable the CITAC Officer to observe two people at the same time. The CITAC location provides easy access to medical screening and reduces time to complete the process for psychiatric admission. Additional ES staff will help to spread the workload and provide rotating work schedules. CITAC hours of service are most beneficial to community law enforcement because officers can return to the field, and CITAC Officers can provide custody of ECO individuals reducing overtime for the law enforcement agencies. ES Clinicians will be on site to provide quick assessment and referral to needed services, reducing extra pay and on-call coverage for ES assessment.

Memorandum of Agreement and Memorandum of Understanding

The Danville-Pittsylvania Crisis Intervention Team Transfer of Custody Memorandum of Agreement and an earlier CIT Memorandum of Understanding between law enforcement, mental health services, and medical services have been attested by Danville Police Department, Danville Sheriff's Office, Pittsylvania County Sheriff's Office, and Danville-Pittsylvania Community Services. Danville-Pittsylvania Community Services is awaiting attestation of the documents by Danville Regional Medical Center, which is in the process of resolving Emergency Medical Treatment & Active Labor Act (EMTALA) issues that impact the CIT Assessment Site's operations. The Memorandum of Agreement and the Memorandum of Understanding will be submitted to the Department of Behavioral Health and Developmental Services pending final approval by Danville Regional Medical Center's legal counsel and attestation by Danville Regional Medical Center.

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Request for Public Hearing – Proposed Revision to Sec. 35-819; Maintenance and Removal of Signs, of the Pittsylvania County Zoning Code **SUBJECT/PROPOSAL/REQUEST:** Request for Public Hearing **STAFF CONTACT(S):** Mr. Monday	**AGENDA DATE:** 02-16-2016 **ITEM NUMBER:** 12 **ACTION:** Yes **INFORMATION:** **CONSENT AGENDA:** **ACTION:** **INFORMATION:** **ATTACHMENTS:** 1) Letter dated 02-03-2016 from Director of Code Compliance 2) Proposed Revision to Sec. 35-819 of PC Zoning Code **REVIEWED BY:** GM

BACKGROUND:

DISCUSSION:
The Pittsylvania County Planning Commission held a public hearing on Tuesday, February 02, 2016 regarding a proposed revision to the Pittsylvania County Zoning Ordinance, Sec. 35-319; Maintenance and Removal of Signs. (see attached letter.) After duly holding the hearing, the Planning Commission voted 7 to 0 (one member was absent), and with no opposition, to recommend the Board of Supervisors hold a public hearing for citizen input and afterwards, approve the proposed change. Attached is the proposed change.

RECOMMENDATION:
Staff recommends that the Board of Supervisors authorize the County Administrator to advertise a public hearing for citizen input on the proposed revision to the Pittsylvania County Zoning Ordinance, Sec. 35-319; Maintenance and Removal of Signs, to be held on Tuesday, March 15, 2016.

PITTSYLVANIA COUNTY
VIRGINIA

Department of Code Compliance
P.O. Drawer D
Chatham, Virginia 24531

Odie H. Shelton, Jr., Director

Phone Numbers:
Inspections (434) 432-7750
Zoning (434) 432-1771
Fax (434) 432-7919

MEMORANDUM

TO: Clarence C. Monday, County Administrator

FROM: Odie H. Shelton, Jr., Director of Code Compliance

DATE: February 3, 2016

SUBJECT: Amendment to the Zoning Ordinance

The Pittsylvania County Planning Commission held a public hearing on Tuesday, February 2, 2016, regarding the proposed amendment, as advertised in the Star Tribune on January 20 and 27, 2016, **to the Pittsylvania County Zoning Ordinance, Chapter 35-Zoning. SEC.35-819. MAINTENANCE AND REMOVAL OF SIGNS. to delete the following: ~~and it shall be the duty of the applicant at the hearings to prove by affidavit that he has fully complied with the requirements of this section and has continuously maintained the sign or signs up to the time of the hearing.~~**

The Planning Commission recommended by a 7 to 0 vote (one (1) member was absent), with no opposition, that the Board of Supervisors approve the proposed change.

As requested, your memorandum dated February 2, 2016, regarding *Execution of Model of Excellence Member Statement* was presented to the Planning Commission members at the public hearing held on February 2, 2016.

Should you have any questions regarding this matter, please feel free to contact me at any time.

OHS, Jr. /khb

C: J. Vaden Hunt, County Attorney
Greg Sides, Assistant County Administrator

PROPOSED REVISION TO SEC. 35-819 OF THE PITTSYLVANIA COUNTY ZONING ORDINANCE

(HIGHLIGHTED SECTION TO BE DELETED)

PROPOSED REVISION TO SEC. 35-819 OF THE PITTSYLVANIA COUNTY ZONING ORDINANCE

SEC. 35-819. MAINTENANCE AND REMOVAL OF SIGNS.

Any sign erected in compliance with this Section shall be maintained at all times by the applicant up to the time of the hearing ~~*and it shall be the duty of the applicant at the hearing to prove by affidavit, that he has fully complied with the requirements of this section and has continuously maintained the sign or signs up to the time of the hearing.*~~ It shall be unlawful for any person, except the applicant or the Zoning Administrator or an authorized agent of either, to remove or tamper with any sign furnished during the period it is required to be maintained under this Section. All signs erected under this Section shall be removed by the applicant within fourteen (14) days following the public hearing for which it was erected.

OFFICE OF ZONING/CODE
COMPLIANCE
P.O. Drawer D,
Chatham, Virginia 24531

(434) 432-1771
(434) 432-7919 FAX

SIGN AFFIDAVIT

Sec. 35-817. POSTING OF PROPERTY - PLANNING COMMISSION HEARING-

At least fourteen (14) days preceding the Commission's public hearing on a zoning map amendment, there shall b erected on the property proposed to be rezoned, a sign or signs provided by the Zoning Administrator indicating th date, time, and place of the public hearing. The sign shall be erected within ten (10) feet of whatever boundary line c such land abuts a public road and shall be so placed as to be clearly visible from the road with the bottom of the sig not less than two and one-half (2 1/2) feet above the ground. If more than one (1) such road abuts the property, then sign shall be erected in the same manner as above for each such abutting road. If no public road abuts thereon, the signs shall be erected in the same manner as above on at least two (2) boundaries of the property abutting land nc owned by the applicant.

Sec. 35-818. POSTING OF PROPERTY - BOARD OF SUPERVISORS HEARING-

When a public hearing has been scheduled before the Board of Supervisors for a Zoning Map amendment, there sha be erected, at least fourteen (14) days preceding such hearing, a sign or signs provided by the Zoning Administrato indicating the date, time and place of the public hearing. Such sign or signs shall be erected in the same manner a prescribed in Section 35-817 above.

Sec. 35-819. MAINTENANCE AND REMOVAL OF SIGNS.

Any sign erected in compliance with this section shall be maintained at all times by the applicant up to the time of th hearing. and it shall be the duty of the applicant at the hearings to prove by affidavit that he has fully complied with the requirements of this section and has continuously maintained the sign or signs up to the time of the hearing. It shall b unlawful for any person, except the applicant or the Zoning Administrator or an authorized agent of either, to remov or tamper with any sign furnished during the period it is required to be maintained under this Section. All signs erectec under this Section shall be removed by the applicant within fourteen (14) days following the public hearing for which i was erected.

I have read and understand Sections 35-817, 35-818, and 35-819 of the Pittsylvania County Zoning Ordinance. understand it is my responsibility to post, maintain and remove this/these sign or signs, according to Section 35-817 Section 35-818, and 35-819. If this sign is removed or destroyed, I understand it is my responsibility to obtain anothe sign from the Zoning office, post the property and maintain the sign(s), according to the above Sections of the Pittsylvania County Zoning Ordinance.

Should the property not be posted and the sign(s) maintained as required above, I understand the board may defer the case.

Case_____ Applicant _____ Date_____

Sworn to and subscribed before me in my presence this _____day of _____,_____, in my City and State aforesaid, by _____Notary Public. My commission Expires:_____

APPOINTMENTS

PITTSYLVANIA COUNTY

EXECUTIVE SUMMARY

AGENDA TITLE: Pittsylvania County Planning Commission Appointment – Westover District	**AGENDA DATE:** 02-16-2016	**ITEM NUMBER:** 13
SUBJECT/PROPOSAL/REQUEST: Appointment	**ACTION:** Yes	**INFORMATION:**
STAFF CONTACT(S): Mr. Monday	**CONSENT AGENDA:** **ACTION:** **INFORMATION:**	
	ATTACHMENTS: None	
	REVIEWED BY: GM	

BACKGROUND:

DISCUSSION:
The Westover District seat term on the Pittsylvania County Planning Commission will expire on March 23, 2016. Representatives serve a four (4) year term. The Honorable Ronald Scearce has nominated H.F. Haymore to serve as the Westover District representative on the Pittsylvania County Planning Commission, with a term beginning March 24, 2016 thru March 23, 2020.

RECOMMENDATION:
Staff submits this to the Board of Supervisors for their consideration and approval.

PITTSYLVANIA COUNTY

EXECUTIVE SUMMARY

AGENDA TITLE: Quarterly Notice of Upcoming Term Expirations/Vacancies	**AGENDA DATE:** 02-16-2016	**ITEM NUMBER:** 14
	ACTION: Yes	**INFORMATION:**
SUBJECT/PROPOSAL/REQUEST: Quarterly Notice Feb – April 2016	**CONSENT AGENDA:** **ACTION:**	
	INFORMATION:	
STAFF CONTACT(S): Mr. Monday		
	ATTACHMENTS: Notice spreadsheet	
	REVIEWED BY:	

BACKGROUND:
Staff has submitted a spreadsheet of upcoming term expirations and/or vacancies on boards, commission, and agencies for seats appointed by the Board of Supervisors for the period of February 2016 thru April 2016. Nominations can be made at the 02-16-2016 meeting, or can be submitted to staff for inclusion at a future meeting.

DISCUSSION:
Attached hereto is notice of upcoming term expirations and/or vacancies on boards, commissions, and agencies for seats appointed by the Board of Supervisors.

(1) Pittsylvania County Service Authority; Chatham/Blairs District – term expires April 6, 2016
(2) Southern Area Agency on Aging – Vacancy (1 vacant seat of 2 appointed by the Board)
(3) Pittsylvania County Road Viewers – Vacancies – Tunstall & Westover Districts

RECOMMENDATION:
Staff submits this to the Board of Supervisors for their consideration.

PITTSYLVANIA COUNTY BOARDS, COMMISSIONS AND AGENCIES
UPCOMING TERM EXPIRATIONS
February – April 2016

(Vacancies highlighted)

Pittsylvania County Service Authority				**Seven (7) Members Appointed by the Board of Supervisors**
Hershel M. Stone	**04/06/2016**	**4 years**		**Chatham-Blairs**
Bobby G. Atkinson	01/08/2017	4 years		**Dan River**
Elton W. Blackstock	12/16/2017	4 years		**Staunton River**
Lionel L. Reynolds	12/31/2018	4 years		**Callands-Gretna**
Coy E. Harville	12/31/2018	4 years		**Westover**
Willie T. Fitzgerald	03/31/2019	4 years		**Banister**
Tim Barber	03/31/2019	4 years		**Tunstall**

Southern Area on Aging				**Two (2) Members Appointed by the Board of Supervisors**
Vacant		3 years		**Pittsylvania County**
Phillip Stanley Adams	06/04/2018	3 years		**Pittsylvania County**

Pittsylvania County Planning Commission				**Eight (8) Members Appointed by the Board of Supervisors**
Dr. Charles H. Miller, Jr.	11/30/2019	4 years		**Banister**
David Weatherford	**03/23/2016**	**4 years**		**Westover**
Janet Mease	07/31/2016	4 years		**Callands/Gretna**
Richard Motley	11/30/2016	4 years		**Chatham/Blairs**
Joe B. Davis	01/05/2017	1 year		**Board Representative**
Curtis Arthur	10/31/2017	4 years		**Staunton River**
Morris Stowe	12/04/2017	4 years		**Tunstall**
Brian Horne	12/31/2017	4 years		**Dan River**

PITTSYLVANIA COUNTY BOARDS, COMMISSIONS AND AGENCIES
UPCOMING TERM EXPIRATIONS
February – April 2016

(Vacancies highlighted)

Pittsylvania County Road Viewers				One (1) Member from Each District Appointed by the Board of Supervisors
Vacant	Vacant	4 years		**Tunstall**
Kevin W. Barker	11/20/2016	4 years		**Dan River**
R. Frank Fox, Jr.	11/20/2016	4 years		**Chatham/Blairs**
Wayne T. Wheeler	08/19/2017	4 years		**Staunton River**
Hubert Chambers	09/07/2017	4 years		**Banister**
Vacant	11/30/2017	4 years		**Westover**
Richard Coleman Shields	01/04/2018	4 years		**Callands/Gretna**

REPORTS FROM BOARD MEMBERS

REPORTS FROM LEGAL COUNSEL

REPORTS FROM COUNTY ADMINISTRATOR

PITTSYLVANIA COUNTY CODE COMPLIANCE
MONTHLY REPORT & FEES
January 2016

TYPES OF PERMITS

53	BUILDING PERMIT FEES COLLECTED	$4,022.88
53	LEVY COLLECTED	$80.59
0	SUBDIVISION FEES COLLECTED	$0.00
13	ZONING PERMIT FEES COLLECTED	$45.00
0	REINSPECTION FEES COLLECTED	$0.00
9	LAND DISTURBING FEES COLLECTED	$80.00
128	TOTAL FEES COLLECTED	$4,228.47

MONTHLY BUILDING VALUES

3	NEW DWELLINGS	$400,530.00
3	MOBILE HOMES/OFFICE TRAILERS	97,000.00
0	DOUBLE-WIDE MOBILE HOMES	0.00
2	MODULAR	235,959.00
12	COMMERCIAL CONSTRUCTION	110,986.00
33	MISCELLANEOUS	125,695.00
53	TOTAL	$970,170.00
	NONTAXABLE: $2,460.00	$970,170.00

MONTHLY ACTIVITY REPORT

NUMBER OF BUILDING INSPECTIONS MADE	129
NUMBER OF REJECTIONS OF WORK	29
NUMBER OF E & S INSPECTIONS	21
NUMBER OF MILES INSPECTORS TRAVELED	3,486

MONTHLY ZONING FEES

0	REZONING FEES COLLECTED	$0.00
0	SPECIAL USE PERMIT FEES COLLECTED	0.00
0	VARIANCE & APPEAL FEES COLLECTED	0.00
0	SIGN PERMIT FEES COLLECTED	0.00
0	TOTAL	$0.00

Respectfully Submitted,

Odie H. Shelton, Jr.
Director of Code Compliance/
Zoning Administrator

CLOSED SESSION

ADJOURNMENT