

Board Meeting Minutes

June 26, 2014



NEW RIVER VALLEY COMMUNITY SERVICES

Questions or Comments? Please contact Melissa Jackson, Clerk of the Board, at 961-8421.

Call to Order:

The meeting was called to order by Trish Muldoon at 7:01 p.m. Roll call was read by Melissa Jackson, Clerk of the Board.

*****Minutes:**

Board members received in their packets the minutes from the May 22, 2014 Board meeting. Mary Biggs moved that the minutes be approved as distributed. Scarlett Ratcliffe seconded the motion, which was approved unanimously.

Recognition of Guests:

None.

Public Comment:

Muldoon welcomed new Board members Lynn Chenault of Pulaski County and Joe Young of Montgomery County. Chenault and Young each discussed their careers and interests around the NRVCS Board.

Program Reports:

James Pritchett presented the Crisis and Family Services report. In response to a request made at the May meeting, Board members received in their packets a summary report on the prevention planning process throughout the NRV. Pritchett discussed the manner in which each locality determines their areas of focus and the manner in which prevention programs support those areas of focus. Pritchett offered to forward the actual data used to prepare the summary report to interested members. Pritchett also discussed related funding and grant applications.

Lucy McCandlish presented the Adult & Family Services report. McCandlish noted DMAS has announced the Mental Health Skill Building Rate will not be reduced this fiscal year. In anticipation of potential reductions next fiscal year, the agency has reduced those services and the program now has approximately ten full time employees. The agency has applied for a 3rd PACT team which will open up 40 new slots for people to get that service. Licensing approval was effective on Tuesday and the PACT team is moving to a new location in Radford this weekend. The Recovery Center is also relocating next to the Pulaski Center. McCandlish noted the location is more convenient for most members and the rent expense is significantly less. An Open House will be held within the next few months.

Melanie Adkins presented the Emergency Services report. Adkins distributed a handout summarizing the code changes related to the bed registry, ECOs, the role of state facilities, rights notifications and TDOs. Adkins explained each code section and its impact on NRVCS clients and staff as well as local law enforcement.

***Susan Hurst presented the Human Resources report. Hurst reminded Board members about the changes to Policies and Procedures discussed at the May meeting. There being no further discussion, Mary Biggs moved to approve the PTO policy changes and new policies on Lactation and Interpreter/Communication Services as presented. Sheila Roop seconded the motion which was unanimously approved.

*** = Action Items

Agenda Action Items

Minutes - May 22, 2014

Approved

FY15 Budget

Approved

Incentive Pay

Approved

Lactation Policy

Approved

PTO Policy Changes

Approved

Interpreter Policy

Approved

VRS Resolution

Approved

Reserve Fund Policy

Approved

Nominating Committee

Nominees

Approved

Members Present:

Mary Biggs
Lynn Chenault
Jimmy Duncan
Sally McCarthy
Trish Muldoon
Bob Nicholson
Scarlett Ratcliffe
Sheila Roop
Joe Young

Members Absent:

Becky Hubble, with notice
Joe Turman, with notice

Others Present:

Melanie Adkins
Susan Hurst
Melissa Jackson, Clerk of the Board
Lucy McCandlish
James Pritchett
Rosemary Sullivan
Deborah Whitten-Williams



Continued from page 1:

***Hurst also requested a Board Resolution to remain with the current VRS option as recommended by the Auditor. Hurst explained the current option offers less risk of increased employer contribution. There being no further discussion, Sheila Roop moved to remain with the current VRS option. Lynn Chenault seconded the motion which was unanimously approved.

*****Executive Committee Report:**

Trish Muldoon presented the Executive Committee Report. Board members received in their packets a Letter of Engagement to conduct external fiscal audit. Muldoon outlined expectations of NRVCS and the auditing firm and noted this item is for information only.

***Muldoon reminded members of the 2014 budget surplus discussed during the work session presentation on the 2014 budget. Muldoon noted the Board is being asked to approve use of surplus funds to provide year-end incentive pay and increase the Reserve Fund. There being no further discussion, Scarlet Ratcliffe moved to approve the following: a \$1,000 bonus for eligible staff hired prior to 9/16/13; a \$200 bonus for staff hired 9/16/13—12/31/13; a \$100 bonus for staff hired 1/1/14—5/16/14; prorating of all bonus amounts for part-time staff; increasing the Reserve Fund with the remainder of the 2014 surplus. Mary Biggs seconded the motion which was unanimously approved.

***Muldoon invited Deborah Whitten-Williams to discuss the proposed 2015 Budget. Whitten-Williams reminded Board members the 2015 Budget is an expansion budget and includes a 3 % raise, to be implemented in December, if fee revenues are on target. There being no further discussion, Mary Biggs moved to approve the budget as presented. Lynn Chenault seconded the motion which was unanimously approved.

***Muldoon discussed the proposed Reserve Fund Policy included in meeting packets. Last year's audit resulted in a recommendation to reduce the amount of funding that is earmarked for operating reserves from 25% to 15%. This new policy highlights that change. After a period of discussion, Board members requested an annual review of the percentage. Lynn Chenault moved to approve the policy as presented. Mary Biggs seconded the motion which was unanimously approved.

Muldoon gave an update on Board Membership. Muldoon extended a second welcome to new board members, Lynn Chenault and Joe Young. Muldoon noted two other Board members have been identified and are awaiting approval, leaving one opening in Montgomery County. Mary Biggs reported Montgomery County will be interviewing a candidate next Tuesday.

***Muldoon presented a report from the Nominating Committee. Muldoon noted the Nominating Committee unanimously voted to nominate Sally McCarthy as the FY15 Board Chair and Robert Nicholson as the FY15 Vice Chair. Muldoon called for nominations from the floor for Board Chair. Mary Biggs moved to close nominations. Sheila Roop seconded the motion which was unanimously approved. Muldoon then called for a vote on McCarthy's nomination as Chair and the nomination was unanimously approved. Muldoon called for nominations from the floor for Vice Chair. Mary Biggs moved to close nominations. Sheila Roop seconded the motion which was unanimously approved. Muldoon then called for a vote on Nicholson's Vice Chair nomination and the nomination was unanimously approved.

Muldoon noted one additional member is needed to serve on the executive committee. Muldoon asked for volunteers and noted the committee typically meets one week prior to the regular Board meeting to discuss agenda items. Interested members should contact Rosemary Sullivan before the August meeting.

Executive Director's Report:

Interim Executive Director, Rosemary Sullivan, presented her report. Sullivan discussed the pre-meeting work session on the FY14 Budget and the overall budget process and asked members for feedback on the presentation. Several members offered words of gratitude on the budget presentations and asked for continued updates and education. There was also a request for an update on the state budget at the next Board meeting, along with continued updates on the EHR software system. Sullivan noted strategic plans around the software system are ongoing and updates on the system and the state budget will be provided as requested.

Sullivan distributed a schedule of meetings for FY15 and announced a Board Retreat will tentatively be held in September.

*** = Action Items

Board Meeting Minutes

June 26, 2014



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Continued from page 2:

Sullivan discussed the expiring term of Board Chair Becky Hubble. Hubble was recognized for excellent work over the last nine years, both at Board meetings and in the community as an advocate for the agency. Hubble will be presented with a plaque of recognition and a card of thanks in the near future. Hubble will also be invited to attend the August meeting to allow members and opportunity to thank Hubble and wish her well.

Board Member Comments:

Bob Nicholson thanked Trish Muldoon for leading the meeting. Lynn Chenault submitted a follow up question regarding local funding and the FY15 budget. Deborah Whitten-Williams noted the FY15 budget includes the amounts requested. Chenault also offered notice he will be unable to attend the August meeting.

Chairman's Report:

None.

Adjournment:

There being no further business, Mary Biggs moved to adjourn the meeting at 8:10 p.m. Scarlett Ratcliffe seconded the motion which was unanimously approved.

Minutes approved on _____

Melissa Jackson, Clerk of the Board