

# Board Meeting Minutes

May 22, 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 Chair, Robert Hiss at 6:59 p.m. Roll call was read by Melissa Jackson, Clerk of the Board.

## **\*\*\*Minutes:**

Board members received in their packets the minutes from the March 27, 2014 Board meeting. Mary Biggs moved that the minutes be approved as distributed. Scarlet Ratcliffe seconded the motion, which was approved unanimously.

## **Recognition of Guests:**

Robert Hiss welcomed one guest.

## **Public Comment:**

None.

## **Program Reports:**

James Pritchett presented the Crisis and Family Services report. Pritchett reported CFS has been busy trying to close out the end of the fiscal year and plan for next fiscal year. Pritchett discussed program expansion in school based services and an annual needs assessment by the prevention services program. Pritchett will submit final needs assessment data to Melissa Jackson, Clerk of the Board, and Jackson will forward to Board members.

Lucy McCandlish presented the Adult & Family Services report. McCandlish reported the AFS unit is happy to end the fiscal year and discussed participation with NRVCS Interim Executive Director, Rosemary Sullivan, on the work session topic, Conflict Free Case Management.

Melanie Adkins presented the Emergency Services report. The CIT program received the 2014 award for program of the year at a recent state conference. CIT Coordinator, Patrick Halpern, received the CIT Coordinator of the Year award. Adkins reported the code changes discussed at the March meeting are now final and trainings are being offered by the Department of Behavioral Health and the Office of the Attorney General. NRVCS will perform community outreach in the next few weeks by attending regular law enforcement personnel meetings to discuss the new code section and implementation. Additional trainings will be set up in the near future.

Deborah Whitten-Williams presented the FASS report. Board members received a financial statement in their meeting packets. Whitten-Williams summarized the statement, noting a net surplus, and crediting front line staff for fee revenue success. Members received a handout of the proposed FY15 Budget that includes a 6.6% increase over FY14. Whitten-Williams noted there is no action required at this time; the FY15 Budget will be discussed in detail at the June meeting. Whitten-Williams noted the increase is primarily due to a proposed staff raise of 3%, along with expansion in the school-based, case management and ICT programs.

\*\*\* = Action Items

## **Agenda Action Items**

**Minutes - Mar. 27, 2014**

*Approved*

**Board Bylaw Revision**

*Approved*

## **Members Present:**

Robert Hiss, Chair  
Mary Biggs  
Jimmy Duncan  
Becky Hubble  
Sally McCarthy  
Trish Muldoon  
Bob Nicholson  
Scarlet Ratcliffe  
Sheila Roop  
Joe Turman

## **Members Absent:**

None

## **Others Present:**

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



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Susan Hurst presented the Human Resources report. The annual personnel policies review has been conducted and board members will be asked to vote on proposed policy changes at the June meeting. Hurst introduced Human Resources Manager, Stacey Duncan, and asked Duncan to lead discussion on policies. Duncan noted the agency is required to have a Lactation Policy to comply with the Affordable Care Act and board members received a draft policy in their meeting packets. The policy allows for breastfeeding in private, secure areas for one year after the birth of a child. Duncan noted the agency has always made accommodations for staff members that are breastfeeding mothers and this policy formalizes existing practices. Duncan noted Board members also received in their packets the PTO policy with suggested changes; specifically around leave accrual rates and payout rates. Duncan reported a significant reduction of the payout rate is recommended to alleviate financial hardship encountered when backfilling vacated positions. There are two different accrual/payout rate charts; one for staff hired prior to 1/1/14 and one for staff hired as of 1/1/14. The second chart, with reduced accrual rates, is recommended in an effort to balance the new short term disability benefits available for staff hired as of 1/1/14. Duncan noted payouts are intended to reward longevity and reducing payout liability complies with recommendations made during the annual audit. Duncan distributed by handout, a proposed Interpreter and Communication Services policy which allows for use of qualified bilingual staff interpreters in emergency situation. Certification training is free for staff members due to grant funding. Duncan distributed by handout the agency's Code of Ethics policy with proposed changes to address cultural competence.

**\*\*\*Executive Committee Report:**

Chair, Robert Hiss presented the Executive Committee Report. Board members received in their meeting packets a document summarizing proposed changes in leases for the Recovery Center and the PACT program. Members also received a document summarizing a proposal to lease a build to suit home in Radford. Hiss noted the result is a cost savings and these are informational items only.

Hiss reported Bob Nicholson and Trish Muldoon will serve on the nominating committee and are recruiting for an additional member to assist with forming a slate of officers (Chair and Vice Chair), effective July 1, 2014. Board member Sally McCarthy volunteered to serve on the nominating committee. Hiss instructed committee members to meet before the June Board meeting.

Hiss noted new members have been appointed to the Board. Hiss welcomed Jimmy Duncan of Floyd and announced Pulaski has appointed Lynn Chenault to fill Hiss's unexpired term. Hiss noted Chenault will step down from the Mountain Empire Board prior to the June meeting. Hiss reported Becky Hubble's term will expire in June and Pulaski will be looking for a replacement. Hiss asked board members to provide a report on other jurisdictions with vacancies. Bob Nicholson announced Vicky Collins will be appointed by Radford on July 1, 2014. Mary Biggs of Montgomery County reported on one potential member that will receive recommendation at the next Board of Supervisors meeting. Montgomery County is still looking for a representative to fill their second vacancy.

Hiss invited FASS Director, Deborah Whitten-Williams to provide an update on the Holiday Inn property. Whitten-Williams reported on attending meetings of a Merchants Association, a group initiated by the Holiday Inn and consisting of University City Boulevard and surrounding area merchants. It is clear the Holiday Inn intends to move forward with their student housing expansion. They can do it, by rights, for about 300 units to include retail. It also appears they haven't completely given up on a rezoning request and the required one-year waiting time on another request is nearly passed. No timelines have been discussed, but it is likely that work would begin within the next year.

Members received in their meeting packets a copy of the NRVCS Board Bylaws with suggested revisions. Hiss reviewed the suggested amendments. Board members discussed language to address meeting absences. Mary Biggs moved to approve the amendments as suggested. Trish Muldoon seconded the motion which was unanimously approved.

Hiss reported the Executive Committee discussed the NRVCS Interim ED position and announced the topic will be further discussed in closed session.

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## **Executive Director's Report:**

Interim Executive Director, Rosemary Sullivan, presented her report. Sullivan discussed the pre-meeting work session items including a presentation by Qol Meds on pharmacy services and an introduction to a conflict free case management concept. Sullivan asked members for feedback on the presentation. In response to questions from board members, Sullivan discussed locating the pharmacy within the Montgomery Center, private vs. public pharmacy services, pharmacy service signage, town of Blacksburg construction permits, and future expansion possibilities.

Sullivan discussed the resignation of Board Chair Robert Hiss and noted this is Hiss's last meeting. Sullivan offered words of thanks to Hiss and presented him with a card of appreciation from the NRVCS Administrative Team. Sullivan invited Becky Hubble, co-chair, to offer additional remarks. Hubble offered gratitude and praise for Hiss and presented Hiss with a plaque of appreciation on behalf of the Board.

## **Board Member Comments:**

Sheila Roop moved to authorize NRVCS to sign a contract with Qol Meds for pharmacy services. Becky Hubble seconded the motion which was unanimously approved.

## **Chairman's Report:**

Chair Robert Hiss announced there was no official Chairman's Report and offered gratitude and words of praise regarding his service on the Board. Hiss discussed a history of positive and rewarding experiences with NRVCS and Board members, both personally and professionally.

## **Closed Session**

Trish Muldoon moved that the NRVCS Board convene in a closed session pursuant to Virginia Code § 2.2-3711 A(4) for the protection of the privacy of individuals in personal matters not related to public business. Board member Sheila Roop seconded the motion which was unanimously approved. Following the closed session, Trish Muldoon moved that the Board reconvene into open session. Mary Biggs seconded the motion, which was approved unanimously. By roll call, each member then certified that to the best of their knowledge only matters lawfully exempted from open meeting requirements were heard, discussed, or considered.

## **Adjournment:**

There being no further business, Mary Biggs moved to adjourn the meeting at 8:35 p.m. Trish Muldoon seconded the motion which was unanimously approved.

Minutes approved on \_\_\_\_\_

\_\_\_\_\_  
Melissa Jackson, Clerk of the Board