

Board Meeting Minutes

January 23, 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 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 December 5th, 2013 Board meeting. Mary Biggs moved that the minutes be approved as distributed. Bob Nicholson seconded the motion, which was approved unanimously.

Recognition of Guests:

Chair Robert Hiss recognized Corbin Stone, CPA, of Robinson, Farmer, Cox Associates.

Public Comment:

None.

Program:

The 2012-2013 Audit Report was presented by Auditor, Corbin Stone. Stone educated members about the audit process, summarized findings, and reviewed management letters. Stone noted growth within agency and stressed the importance of adequate staffing levels. Stone recommended a Reserve Fund closer to 15% of the annual budget. Stone noted the agency will be required to start recording pension liability in 2014/2015 due to a new auditing standard and net position will drop as a result. There were no management issues noted and Stone praise agency staff for their timeliness and cooperation during the audit process. Stone concluded by asking if board members had questions and noted his contact information is included in the handout, should questions arise.

*****Finance Committee Report:**

FASS Director, Deborah Whitten-Williams, presented the financial report. Board members received a financial statement in their packets and Whitten-Williams highlighted a surplus in funds. Whitten-Williams presented a graph detailing mid-year comparison data from 2011 to 2014, noting the current budget statement is typical of the agency at mid-year. Whitten-Williams distributed a handout with detailed RU data and defined different types of productivity issues that can affect the budget. Whitten-Williams presented an overview of problems encountered by the new software, MindLinc, along with efforts taken to resolve those problems. Whitten-Williams agreed to keep Board members updated on MindLinc issues. On behalf of the Board, Whitten-Williams will draft a letter to the software vendor to address ongoing issues and permanent resolution. Whitten-Williams concluded by reporting reserve funds have been replenished.

There being no further discussion on the 2012-2013 Audit Report, Mary Biggs moved to receive the report. Anne Giles seconded the motion which was unanimously approved.

There being no further discussion on the financial report, Trish Muldoon moved to accept the report. Mary Biggs seconded the motion which was unanimously approved.

*** = Action Items

Agenda Action Items

Minutes - Dec. 5, 2013

Approved

2012-2013 Audit

Received

Financial Report

Accepted

Committee Structure

Suspended

\$25 Psych Svcs Fee

Rescinded

Members Present:

Robert Hiss, Chair
Mary Biggs
Anne Giles
Becky Hubble
Trish Muldoon
Bob Nicholson
Sheila Roop
Joe Turman

Members Absent:

Sally McCarthy
(with notice)
Scarlet Ratcliffe
(with notice)

Others Present:

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



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Crisis and Family Services Committee:

Assistant Director, James Pritchett, presented the Crisis and Family Services Committee Report. CFS is working with several DSS agencies on their PSSF grants and noted that funding may be used to pay for agency services. The CFS unit is also developing a schedule of internal trainings on such topics as substance abuse treatment and CPS/APS reporting. Unit staff members are exploring ideas around less expensive/more accurate drug screens. Pritchett concluded by reporting Montgomery County Schools has requested a meeting to discuss the ongoing needs of their student population with behavioral issues.

Adult Recovery and Habilitation Services Committee:

ARHS Director, Lucy McCandlish, presented the Adult Recovery and Habilitation Services Committee Report. McCandlish defined the term 'Habilitation' for those unfamiliar with the term and described it as helping people live a normal life. McCandlish reported on a facility issue in December at Elm Tree and noted the crisis plan was implemented successfully. McCandlish offered special praise for The Inn at VA Tech for their cooperative efforts while temporarily housing individuals during the crisis. McCandlish reported on individuals displaced from services relative to mental health supports/mental health skill building service changes. McCandlish concluded by reporting a new group home is opening in Christiansburg and the START program will now be known as REACH.

*****Executive Committee Report:**

Chair, Robert Hiss presented the Executive Committee Report. At their meeting last week, the committee discussed the length of the interim ED position and when to begin advertising/recruiting for a new ED. The committee recommends waiting until the 2015 budget has been approved, starting the advertising/recruiting process in July, 2014. Hiss noted the Board can authorize agency staff to proceed (during the June meeting) with the process in July since the Board does not meet in July. The group agreed to revisit the issue in 3 months and Hiss noted no action is required at this time.

The committee also discussed the current Board structure and recommends the following: a single work session at 6:00 for all board members in lieu of individual committees; temporary suspension of committee reports with directors reporting on programs during the regular meeting; and executive committee meetings the Thursday prior to each Board meeting. Anne Giles moved to suspend the current committee structure, as recommended by the Executive Committee, until such time as a Board Retreat can be accomplished. Becky Hubble seconded the motion which was unanimously approved.

Hiss reported on Board Membership. Membership is being pursued to fill current vacancies. Interim Executive Director, Rosemary Sullivan, has met with Montgomery County and Radford City representatives to discuss the vacancies and plans to meet with a representative of Floyd County next week. Hiss announced the resignation of Floyd County Representative, Linda Fallon, effective 1/22/14.

The executive committee discussed Board Retreat planning including dates, time and topics. Topics to be considered include having a veteran board member from a similar sized board as a speaker, board responsibilities, and team building. Hiss noted a tentative date of April 26th and asked members to mark their calendars. A partial day retreat is being considered, from approximately 9:00 a.m. to 2:00 p.m. with the location to be announced. Hiss noted the Board Retreat will remain on the regular meeting agenda and no action is required at this time.

The executive committee also discussed the \$25 Psychiatric Services Fee and recommends the fee be rescinded. Hiss reported the decision to increase this fee was made in isolation of other existing fees and without full understanding of the impact to agency clients. Hiss noted the Admin Team supports a recommendation to rescind the fee. Anne Giles moved to rescind the fee. After a question from Board member, Sheila Roop, Rosemary Sullivan described the agency's regular practice for structuring fees. Sullivan also described feedback received from case managers and outpatient clinicians regarding negative impact to agency clients. There being no further discussion, Mary Biggs seconded the motion which was unanimously approved.

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

Interim Executive Director, Rosemary Sullivan, presented her report. Sullivan discussed an email from Board Member, Sally McCarthy. McCarthy's recent surgery went well and she is due back at the February meeting. Sullivan invited FASS Director, Deborah Whitten-Williams to present a proposal for an onsite pharmacy.

Whitten-Williams presented a proposal to contract with Genoa, the largest mental health pharmacy in the country, for an onsite pharmacy. Whitten-Williams emphasized there is no action required at this time and encouraged Board members to take as much time as needed to consider the proposal. Whitten-Williams outlined the status of contract negotiations, discussed advantages and disadvantages of an onsite pharmacy and invited board members to offer feedback and ask questions. Whitten-Williams offered board members a copy of the contract via handout. While there has been no response from the town regarding renovations, Whitten-Williams reported the Admin Team recommends going forward with negotiations and noted the agency is being advised by its attorney on the matter. Whitten-Williams discussed service hours, security issues and potential property tax issues. After a period of discussion, Whitten-Williams noted the Board is not required to take action at this time and agreed to begin a formal RFP process to allow other companies to bid on the service.

Board Member Comments:

While not commented at this time, earlier in the meeting Mary Biggs thanked the Executive Committee for its leadership and ideas, noting the new structure will streamline meetings and allow the Board to be proactive, instead of reactive. Mary Biggs also requested a presentation on Mountain Empire during one of the first Board meeting work sessions. Interim Executive Director, Rosemary Sullivan, offered to have a Mountain Empire presentation at the February, 2014 work session prior to the Board meeting, along with the opportunity to meet Mountain Empire Board members.

Chairman's Report:

Chair Robert Hiss presented his report. Hiss offered appreciation to agency staff for their performance and dedication.

Adjournment:

There being no further business, Mary Biggs moved to adjourn the meeting at 9:14 p.m. Sheila Roop seconded the motion which was unanimously approved.

Minutes approved on _____

Melissa Jackson, Clerk of the Board