

# Board Meeting Minutes

September 25, 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 Sally McCarthy at 7:04 p.m. Roll call was read by Melissa Jackson, Clerk of the Board.

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

Board members received in their packets the minutes from the August 28, 2014 Board meeting. Mary Biggs moved that the minutes be approved as distributed. Trish Muldoon seconded the motion, which was approved unanimously.

## **Recognition of Guests:**

None.

## **Public Comment:**

None.

## **Program Reports:**

James Pritchett, CFS Assistant Director, presented the Crisis and Family Services report. Pritchett discussed initiatives around Substance Abuse services. In early September, a group of staff members that provide substance abuse (SA) services met in a day-long retreat. Retreat topics included identifying gaps in the service array, trends in client needs, best practice models, and community needs. The group hopes to identify key tools for measuring performance and agreed to continue to look for more funding sources. There was also discussion around doing a better job of matching clients with qualified staff. Efforts will continue over the next few months and Pritchett will update the Board on plans and accomplishments. Pritchett announced NRVCS, in conjunction with One Care, will host a regional SA Roundtable on October 23rd at 8:00 a.m. at the Fireside Room at Carilion Hospital. One Care is a regional SA coalition serving regions from Montgomery to Lee Counties. The goal of the Roundtable is to invite state and local government representatives and discuss the ways substance abuse impacts communities. Planned speakers include Judge Long from Pulaski, Guy Smith of Pulaski DSS, Chris McKlarney of Giles, Molly O'Dell of the Health Department, and representatives from Carilion Hospital and the Radford Arsenal. Delegate Yost will also be in attendance. Roundtable notices will be forwarded to Board members and Pritchett encouraged members to attend. There will be another roundtable in the Abingdon area in the near future. Board member Vicky Collins announced a representative from the Prescription Monitoring Program may also speak. Collins described a recent training on the program and encouraged Board members to promote attendance at the Roundtable by local county/city representatives. Pritchett reported he will attend a meeting next week on the topic of heroine and prescription drug overdoses in the state and will update the Board at the October meeting.

Lucy McCandlish, AFS Director, presented the Adult & Family Services report. McCandlish discussed actions being taken in preparation for the increase in medical needs among individuals in residential services. The residential population is aging and a nurse has been hired to QA medical information for them. The nurse will also coach staff and interpret medical advice. McCandlish noted the agency is also committed to helping individuals die at home instead of institutional settings, if that is their preference. McCandlish announced the children's REACH Program was licensed this week, effective October 15th.

\*\*\* = Action Items

## **Agenda Action Items**

**Minutes - August 28, 2014**  
*Approved*

## **Members Present:**

Chair, Sally McCarthy  
Vice-Chair, Bob Nicholson  
Mary Biggs  
Lynn Chenault  
Vicky Collins  
Jimmy Duncan  
Trish Muldoon  
Joe Turman  
Joe Young

## **Members Absent:**

Scarlet Ratcliffe, with notice  
Sheila Roop, with notice

## **Others Present:**

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



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James Pritchett presented the Emergency Services report. Pritchett reported there are new DBHDS reporting requirements related to the Comprehensive Services Act and barriers to placing children in residential settings. A detailed report will be provided at the October meeting.

Deborah Whitten-Williams, FASS Director, presented the FASS report. Whitten-Williams discussed the state budget. All departments have been asked to study the potential impact of 5 –10% budget cuts. Typically, DBHDS would pass this type of request down to CSBs. However, CSBs have received no such request. Liaisons at the state department are reporting CSBs will not be affected. It appears the primary focus will be absorbing any cuts in the central office and protecting funds for direct services. There are no guarantees, but key staff have been consulted and there is good indication CSBs will not be impacted. Whitten-Williams reported the agency is prepared, if necessary.

Susan Hurst, Human Resources Assistant Director, presented the Human Resources report. Hurst discussed the agency's new Leadership Institute Training. The training was created for Coordinators. With several senior staff members making preparations for retirement, the training is part of a succession plan to ensure internal leadership strength. The training is being led by Terri Glass and the first session was presented yesterday. There will be a total of 6 sessions onsite with additional training time via web based format. Great feedback has been received to date and Board members will be updated as the training progresses.

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

Chair Sally McCarthy presented the Executive Committee Report. Board members received in their packets the most current budget report. McCarthy noted the agency is slightly behind in fees, but this is directly correlated to ramp-up for new service expansion. In response to positive feedback from several Board member around the format of the report, Deborah Whitten-Williams noted monthly reports will be presented in the same format on an ongoing basis. Whitten-Williams noted the agency is still challenged with the new software system and those challenges affect productivity. However, there have been improvements and Whitten-Williams credited the new IS Coordinator for facilitating improvements.

McCarthy noted Board members received in their packets a draft Conflict of Interest Policy which was discussed during the work session training. McCarthy noted further discussion on the policy is tabled pending interpretation on one piece of the policy. The policy will be on the October Board meeting agenda.

McCarthy noted a draft work session calendar was included in the meeting packets. McCarthy encouraged members to provide feedback on the calendar and suggest additional training topics.

**Executive Director's Report:**

Assistant CFS Director, James Pritchett, presented the Executive Director's report on behalf of Rosemary Sullivan. Pritchett discussed the pre-meeting session on FOIA training and Conflict of Interest training and offered to answer any questions from members. Several members remarked the training was very beneficial. Pritchett reported he will research policy on email retention and the issue will be discussed at the October meeting. There will also be a review of the training slides from the work session and any issues that need to be addressed will also be discussed at the October meeting.

Pritchett noted Board members received in their packets a copy of the Governor's proposed Health Care Plan. Pritchett summarized aspects of the proposed plan and explained how the plan may affect NRVCS. The potential impact to NRVCS from outreach efforts of the plan is likely to result in payment for services the agency currently provides free of charge, or on a sliding scale basis. However, as access to care increases, we will likely be challenged to provide services to more people. Pritchett discussed challenges around hiring and retaining qualified staff and reported on partnering efforts with local universities. Pritchett noted improving access to care will benefit the clients served by the agency by linking them to providers that can take care of their needs. Pritchett reported the Admin team is exploring options for an integrative care model. Such a model will address the Governor's plan to provide prevention, behavioral health, substance abuse and primary care services in one health home. This may result in partnering with an outside provider or hiring an internal medical provider. As discussions continue, the Board will be updated. Member Trish Muldoon noted there are many children in the region that are eligible for coverage, yet application for coverage is not made. Pritchett discussed the agency's efforts to assist clients with applications and educate them about eligibility.

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**Board Member Comments:**

None.

**Chairman's Report:**

None.

**Adjournment:** There being no further business, Bob Nicholson moved to adjourn the meeting at 7:58 p.m. Trish Muldoon seconded the motion which was unanimously approved.

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

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

\*\*\* = Action Items

**Board Member Terms**

<b><u>Name:</u></b>	<b><u>Representing:</u></b>	<b><u>Term Ends:</u></b>
Mary Biggs	Montgomery	6/30/15 (1st)
Lynn Chenault	Pulaski	6/30/17 (1st)
Vicky Collins	Radford	6/30/17 (1st)
Jimmy Duncan	Floyd	6/30/17 (1st)
Sally McCarthy	Pulaski	6/30/15 (3rd)
Trish Muldoon	Giles	6/30/17 (3rd)
Bob Nicholson	Radford	6/30/16 (3rd)
Scarlet Ratcliffe	Giles	6/30/17 (3rd)
Sheila Roop	Montgomery	6/30/16 (1st)
Joe Turman	Floyd	6/30/15 ( <i>Unexpired term of B. Gardner</i> )
Joe Young	Montgomery	6/30/17 (1st)
Vacant	Pulaski	
Vacant	Montgomery	