

Board Meeting Minutes

December 4, 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 7:06 p.m. McCarthy reminded members to submit completed confidential surveys to Melissa Jackson, Clerk of the Board. Roll call was read by Jackson.

*****Minutes:**

Board members received in their packets the minutes from the October 30, 2014 Board meeting. Joe Young moved that the minutes be approved as distributed. Scarlet Ratcliffe 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 reported the first hearing in the Pulaski Drug Court has been heard and NRVCS has accepted its first two clients. The maximum program capacity is five at this time and the agency hopes to grow the program. Pritchett also reported on the Therapeutic Day Treatment program at Claremont. The program has received many referrals for children that cannot be maintained in a traditional school setting. As referrals continue, the agency will need to monitor and evaluate the program structure and staffing. In response to questions from members, Pritchett reported the program currently enrolls around 18 students and classes are split into 2 age groups. Children receive home bound instruction on site.

Lucy McCandlish, AFS Director, presented the Adult & Family Services report. McCandlish reported the details on waiver redesign, including new rates, have been posted to the website. As expected, a tiered system will be used. Small homes will qualify for larger payments per person and sponsored homes are considered lower tier. McCandlish discussed a Medicaid memo on the Governor's GAP program. The program offers partial Medicaid coverage to adults aged 21 to 64 with SMI diagnoses and no other insurance. The program is a pilot project and kicks off in February. NRVCS staff will be identifying eligible clients and will be helping them apply for coverage.

Melanie Adkins, Emergency Services Coordinator, presented the Emergency Services report. Adkins reported there are now 12 assessment centers in Virginia and the NRVCS CIT center is ranked third in the state in terms of utilization. Adkins announced the General Assembly is getting ready to come back into session. VA Code will soon require pre-screening services to be performed by licensed personnel. This new requirement will present staffing challenges for the agency. A bill that introduces changes around the custody process is expected to be presented as well.

*** = Action Items

Agenda Action Items

Minutes - Oct. 30, 2014

Approved

Board Member

Job Description

Approved

Members Present:

Chair, Sally McCarthy
Vice-Chair, Bob Nicholson
Mary Biggs
Lynn Chenault
Vicky Collins
Jimmy Duncan
Trish Muldoon
Scarlet Ratcliffe
Susan Richardson
Sheila Roop
Bob Sisk
Joe Turman
Joe Young

Members Absent:

None

Others Present:

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



Continued from page 1:

Deborah Whitten-Williams, FASS Director, presented the financial report. Board members received copies of the financial report by handout and Whitten-Williams noted a surplus. Whitten-Williams reported the agency faced significant budget deficits in previous years at this point in the fiscal year. The agency has been able to end such years with surpluses, often giving staff bonuses as a result. Whitten-Williams discussed the impact of software issues in terms of fees collected and noted the agency is very close to projected fee revenues. The cost of the budgeted staff raise will be approximately 400k and is scheduled to be effective December 1. Whitten-Williams reported CSBs are exempt from any state funding cuts this fiscal year and staff members have not received a raise since December of 2008. Whitten-Williams reported there is solid evidence the agency can afford this raise this year and discussed employee talent and retention challenges. Whitten-Williams recommended offering the raise for all eligible staff as planed in the budget. In response to questions from Board members, Whitten-Williams reported the agency also expects to be able to cover the raise in next year's budget, noting fee revenue estimates are typically conservative and new program start up has been slow this fiscal year. Whitten-Williams reported the agency anticipates the ability to add to the reserve fund at the end of the year as well.

Susan Hurst, Human Resources Assistant Director, did not offer a Human Resources report. Hurst announced she will be discussing HR issues in closed session.

*****Executive Committee Report:**

Chair Sally McCarthy presented the Executive Committee Report. Board members received in their meeting packets a copy of the NRVCS Board Member job description. Vicky Collins moved to approve the job description with small amendments. Mary Biggs seconded the motion which was unanimously approved.

McCarthy noted the agency has been advised by the attorney for Montgomery County that Board members are exempt from filing financial disclosure forms with localities.

Executive Director's Report:

Interim Executive Director, Rosemary Sullivan, presented the Executive Director's report. Sullivan asked for feedback on the work session training topics, the agency's website/social media and a team building activity. Sullivan noted the new website is scheduled to go live by December 15th. In response to feedback from Board members, Sullivan noted a FAQ section can be added to the new website and the hotline can be heavily promoted. Sullivan further noted team building activities will be added to the work session training calendar periodically.

Sullivan reported on the upcoming audit. A few problem areas have been identified including SA block grant requirements, TB/HIV education, quality charting, and audit review issues related to the Accumedic software. The Department has been in regular contact with the agency in preparation for the audit and the Board will be kept up to date.

Sullivan announced the annual Agency Holiday Party will be held next Friday from 7 to 11 p.m. at the Days Inn in Blacksburg. Sullivan encouraged Board members to attend.

Closed Session:

Bob Nicholson 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, namely to discuss the Executive Director position and software issues. Vicky Collins seconded the motion which was unanimously approved. Following the closed session, Bob Nicholson moved that the Board reconvene into open session. Lynn Chenault 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.

Vicky Collins moved to approve the contract for the Interim Executive Director with a 10% increase, extended partial payment for health insurance and an increase in PTO payout from 480 hours to 600 hours. Joe Young seconded the motion which was unanimously approved.

*** = Action Items

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Continued from page 2:

Board Member Comments:

None.

Chairman's Report:

None.

Adjournment: There being no further business, Vicky Collins moved to adjourn the meeting at 8:55 p.m. Scarlet Ratcliffe seconded the motion which was unanimously approved.

Minutes approved on _____

Melissa Jackson, Clerk of the Board

*** = Action Items

Board Member Terms

<u>Name:</u>	<u>Representing:</u>	<u>Term Ends:</u>
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)
Susan Richardson	Montgomery	6/30/16 (<i>Unexpired term of A. Giles</i>)
Sheila Roop	Montgomery	6/30/16 (1st)
Bob Sisk	Pulaski	6/30/17 (1st)
Joe Turman	Floyd	6/30/15 (<i>Unexpired term of B. Gardner</i>)
Joe Young	Montgomery	6/30/17 (1st)