

# Board Meeting Minutes

June 25, 2015



NEW RIVER VALLEY COMMUNITY SERVICES

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

## Agenda Action Items

### **Minutes - May 28, 2015**

*Approved*

### **FY16 Budget**

*Approved*

### **Performance Contract**

*Approved*

### **Nominating Committee**

#### **Appointments**

*Approved*

### **Budget Surplus Plan**

*Approved*

## Call to Order:

The meeting was called to order by Chair Sally McCarthy at 6:40 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 28, 2015 Board meeting. Vicky Collins moved that the minutes be approved as distributed. Lynn Chenault seconded the motion, which was approved unanimously.

## Recognition of Guests:

None.

## Public Comment:

None.

## Program Reports:

Community Relations Specialist, Mike Wade, presented videos highlighting four agency programs. The videos were also presented during Commissioner Ferguson's recent visit to NRVCS.

Heather Rupe, Quality Assurance Administrator, presented the Quarterly Quality Report which was included in meeting packets. Rupe summarized upcoming changes to Dashboard Measures and noted targets represent state averages at this time. One of the goals of the outcomes committee over the next year is set new targets. Rupe discussed targets and performance related to Exhibit B and the development of an internal agency report card. The report card is still a work in progress but provides the agency a tool for grading performance.

FASS Director, Deborah Whitten-Williams, presented the May financial report which was included in meeting packets. Williams noted May is the 11th month of the fiscal year. Fee revenue collections are pretty level and consistent with the monthly budget. Williams projected that an additional \$150k will be brought in over budget in June. In summary, there is a surplus. Finances have been managed accordingly, there was some new state funding received and there were a lot of position vacancies, all of which contributed to the year-end surplus.

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

Chair Sally McCarthy presented the Executive Committee (EC) report. McCarthy invited the nominating committee to present its slate of candidates for the Chair and Vice Chair positions for FY16. Bob Nicholson reported the nominating committee included himself, Vicky Collins, Sheila Roop, and Trish Muldoon. Nicholson reported the committee identified candidates and those candidates are agreeable to serve. Bob Nicholson moved to appoint Joe Young as Board Chair and Trish Muldoon as Vice Chair for FY16. Vicky Collins seconded the motion which was unanimously approved.

McCarthy discussed the year-end budget surplus. A proposed plan for using the surplus was distributed to members by handout and McCarthy noted the EC recommends approval of the plan. Deborah Whitten-Williams answered questions on year-end expenses related to the new HER and noted the initial payment will not be made in FY15. The funds needed to make the payment will be carried over and used in FY16. There being no further questions, Lynn Chenault moved to approve the plan. Mary Biggs seconded the motion which was unanimously approved.

\*\*\* = Action Items

## **Members Present:**

Chair, Sally McCarthy  
Mary Biggs  
Lynn Chenault  
Vicky Collins  
Jimmy Duncan  
Bob Nicholson  
Scarlet Ratcliffe  
Susan Richardson  
Sheila Roop  
Bob Sisk

## **Members Absent:**

Trish Muldoon, with notice  
Joe Turman, with notice  
Joe Young, with notice

## **Others Present:**

Patti Dotson  
Stacey Duncan  
Susan Hurst  
Melissa Jackson, Clerk of the Board  
James Pritchett  
Heather Rupe  
Mike Wade  
Deborah Whitten-Williams



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McCarthy summarized the FY16 budget which was included in meeting packets. The EC reviewed the proposed budget and recommends the Board approve it. McCarthy invited members to offer input and ask questions. There being no questions or further discussion, Mary Biggs moved to approve the FY16 budget as proposed. Scarlett Ratcliffe seconded the motion which was unanimously approved.

McCarthy noted the EC also recommends approval of the Performance Contract. Bob Nicholson moved to approve the contract as recommended. Lynn Chenault seconded the motion which was unanimously approved.

**Executive Director's Report:**

CFS Director, James Pritchett, presented the Executive Director's report on behalf of Rosemary Sullivan. Pritchett discussed the work session training topic which included financial training and presentation of the proposed FY16 Budget. In response to a question from member Bob Sisk, Pritchett discussed Medicaid funding as it relates to budget planning. Pritchett noted Medicaid funding is hard to predict but there are no financial audits this year and the agency does a good job of managing Medicaid changes. There is a team in place that monitors issues related to Medicaid changes and that team also does a good job of auditing records which enables the agency to react and avoid paybacks. Deborah Whitten-Williams further noted the new software puts a great deal of emphasis on billing accuracy and compliance.

Pritchett discussed the draft calendar of work session training topics that was included in meeting packets and invited members to make any suggestions for changes. There being no suggested changes, Pritchett noted the training topics were scheduled using the feedback previously given by Board members.

Pritchett distributed copies of the final Departmental Audit Report. Pritchett invited members to review the report in detail and noted discussion of the report will be an agenda item for the August Board meeting. Pritchett noted the same auditing team will return in about a year to check on progress made toward recommendations.

Pritchett reminded members there is no scheduled meeting of the Board in July.

Pritchett discussed the Holiday Inn easement. The easement has been approved and signed by both parties. Also, a separate signal easement was set up with the town and that has also been signed. The Holiday Inn attorneys will be responsible for recording the easements and the agency will receive copies. Construction issues have been well managed thus far and the Montgomery Center parking lot front entrance is scheduled to reopen tomorrow.

Pritchett offered a report on the first Staff Appreciation Event which was held at the Montgomery Center. There event was attended by approximately 150 staff members and there has been a great deal of positive feedback. The next event will be held at the Pulaski Center on 7/15/15 and one will be held in Radford at Transportation on 7/16/15. Similar events will be held at the Giles and Floyd Clinics in August.

Pritchett announced Chair Sally McCarthy's term on the Board has expired and invited Vice Chair Bob Nicholson to offer remarks to McCarthy. Nicholson thanked McCarthy for her years of leadership and Pritchett presented McCarthy with a gift of appreciation on behalf of agency staff and administration.

**Board Member Comments:**

Bob Nicholson invited Sally McCarthy to attend future board meetings as possible.

**Chairman's Report:**

None.

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**Adjournment:** There being no further business, Scarlet Ratcliffe moved to adjourn the meeting at 7:45 p.m. Mary Biggs seconded the motion which was unanimously approved.

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

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

## Board Member Terms

<u>Name:</u>	<u>Representing:</u>	<u>Term Ends:</u>
Mary Biggs	Montgomery	6/30/18 (2nd)
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)