

Board Meeting Minutes

December 3, 2015



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 Joe Young at 6:58 p.m. Young welcomed attendees and roll call was read by Melissa Jackson, Clerk of the Board.

*****Minutes:**

Board members received in their packets the minutes from the October 22, 2015 Board meeting. Scarlet Ratcliffe moved to approve the minutes as distributed. Mary Biggs seconded the motion, which was approved unanimously.

Recognition of Guests:

None.

Public Comment:

None.

*****Program Reports:**

Financial and Support Services Director (FASS), Deborah Whitten-Williams, introduced Susan Chapman of Brown Edwards, the agency's auditing firm. Chapman presented the annual audit report. Lynn Chenault noted one error regarding a reference to the Mountain Empire Board. The audit report should be changed to reflect the NRVCS Board is separate from the Mountain Empire Board. After a period of discussion, Lynn Chenault moved to accept the report with the change noted. Vicky Collins seconded the motion which was unanimously approved. Williams then presented the October 2015 financial report. Williams noted there is still a surplus even though October was challenging due to billing code changes. Expenses were managed well and it appears revenue picked up in November. Scarlett Ratcliffe moved to accept the report as presented. Lynn Chenault seconded the motion which was unanimously approved.

Emergency Services (ES) Coordinator, Melanie Adkins, presented the ES report. Adkins offered updates on the CITAC program and the CCBHC project. The opening date for the new Radford CITAC is scheduled for 12/14/15. Adkins distributed a report on CCBHC by handout and summarized the report. Adkins noted the agency is moving forward with staff trainings around trauma informed care and there is an internal committee working on peer support services as well. Interim Executive Director, Rosemary Sullivan, announced Adkins has been appointed as the NRVCS Project Manager for CCBHC and a Medical Director position will also be necessary. Sullivan noted the Board will receive CCBHC reports monthly and those reports will contain information on committee work and other factors relevant to the project. Board members are encouraged to ask questions as the project moves forward.

Executive Committee Report:

Chair Joe Young presented the Executive Committee (EC) report. Young announced the planned discussion on Board member roles and responsibilities will be tabled until a future meeting due to time constraints. Young announced the EC held further discussion about the Executive Director position and there is concern that an ED Search is poorly timed in January of 2016. The EC recommends extending Rosemary Sullivan's placement in the Interim ED position at least through the end of the fiscal year. The EC has discussed concerns with Sullivan and Sullivan is willing to continue. There being no questions or objections, Young announced there will not be an advertisement for the ED position in January.

*** = Action Items

Agenda Action Items

Minutes - Oct. 22, 2015

Approved

Oct. 2015 Financial

Report

Accepted

Audit Report

Accepted

Members Present:

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

Members Absent:

Joe Turman, with notice

Others Present:

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



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Executive Director's Report:

Interim Executive Director (ED), Rosemary Sullivan, presented the ED's report. Sullivan invited members to provide feedback on the work session, a meet and greet activity with the agency's psychiatric providers. Several Board members expressed appreciation for the opportunity. Sullivan reported the agency has been approached by Lewis Gale to be a part of their residency program in the future, which will be beneficial for integrated care efforts. Sullivan announced two additional psychiatric providers will join the agency in the near future and the agency also utilizes contracted providers and part time providers who not in attendance for the work session.

Sullivan asked for feedback on "A Place Called Home", a video produced by Mike Wade which was viewed at the end of the work session. Several board members offered positive commentary.

Sullivan announced the annual Holiday Party for staff is scheduled for 12/18/15 from 7 to 10 p.m. at The Inn at Virginia Tech. Board members are encouraged to attend and bring a guest.

Sullivan distributed the quarterly quality report by handout and noted the report will be on the January Board meeting agenda.

Sullivan invited members to comment on the agency's annual report which was included in meeting packets. Several members offered positive remarks about the professional appearance/format of the report.

Board Member Comments:

Scarlet Ratcliffe discussed numerous accomplishments made by the agency during her tenure on the Board, noting the agency's growth and scope of services is incredible. Anthony Akers recognized the agency's participation in the drug court program and noted the agency is impacting individuals throughout Pulaski County in various programs. Joe Young discussed a recent agency tour and encouraged other board members to take the tour in the future if possible. Young presented Rosemary Sullivan with a certificate of appreciation for 30 years of service to NRVCS.

Chairman's Report:

None.

Adjournment: There being no further business, Trish Muldoon moved to adjourn the meeting at 8:10 p.m. Vicky Collins seconded the motion which was unanimously approved.

Minutes approved on _____

Melissa Jackson, Clerk of the Board

Name	Representing	Term Ends
Anthony Akers	Pulaski	6/30/18 (1st)
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)
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	6/30/18 (1st full term)
Joe Young	Montgomery	6/30/17 (1st)