

# Board Meeting Minutes

## January 28, 2016



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 6:35 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 December 3, 2015 Board meeting. Vicky Collins 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:**

Crisis and Family Services (CFS) Director, James Pritchett, presented the CFS report. Pritchett discussed a recent high demand for services and a proposal to add three new positions around day treatment services. A local school has asked CFS to provide day treatment, so that location will be added within a month. Pritchett also discussed growth and expansion in the agency's SA services. Staffing changes have been made at New Life and a new SA program manager position will oversee the New Life Supervisor and the intensive outpatient program. It is hoped the new structure will better meet the needs of agency clients. Drug court in Floyd will start February 9th. The Commonwealth Attorney there is reviewing cases and will be making referrals. Pritchett will attend a meeting on Monday in Giles with the judge and community stakeholders to discuss a drug court there. It is hoped a program may start in Giles in March.

Adult and Family Services (AFS) Director, Lucy McCandlish, presented the AFS report. McCandlish reported 24-hour residential programs made it through the first snow storm of the year. McCandlish discussed challenges specific to 24-hour programs during inclement weather and noted various successes. McCandlish reported the Waiver redesign is moving forward at a much faster pace now. A meeting was held in Richmond last week and more information will be coming out soon. PACT teams are doing well, but there have been some natural deaths of long-term clients. The agency is looking at ways to support PACT staff through the deaths.

Emergency Services (ES) Coordinator, Melanie Adkins, presented the ES report. The new assessment center in Radford is open and has been accepting transfers for two weeks. Feedback has been good and Adkins will be looking at expanding hours there within the next month. Adkins reported the CCBHC project is still moving forward and key areas that require changes have been identified. Internal workgroups will begin meeting in February to focus on those key areas. Adkins noted disappointment that there was no money in the governor's budget for the project. As a result, participating boards have been able to get a sponsor for a budget amendment to request funding to cover mobile crisis services. Interim Executive Director, Rosemary Sullivan, reported she has been asked to facilitate the workforce development committee on the state level. Sullivan discussed challenges around finding licensed/license-eligible staff. Adkins summarized the agency has decided to move forward in spite of the lack of funding and implement whatever can be done as CCBHC will be the national standard in the future. Adkins noted there will be an open house for the new assessment center in the near future and encouraged Board members to attend.

\*\*\* = Action Items

### **Agenda Action Items**

#### **Minutes - Dec. 3, 2015**

*Approved*

#### **Dec. 2015 Financial**

**Report**

*Accepted*

#### **Quality Report**

*Accepted*

### **Members Present:**

Chair, Joe Young  
Anthony Akers  
Mary Biggs  
Lynn Chenault  
Vicky Collins  
Bob Nicholson  
Susan Richardson  
Bob Sisk  
Joe Turman

### **Members Absent:**

Jimmy Duncan, with notice  
Trish Muldoon, with notice  
Scarlet Ratcliffe, with notice  
Sheila Roop, with notice

### **Others Present:**

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



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Quality Assurance (QA) Administrator, Heather Rupe, presented the quarterly quality report which was included in meeting packets. Rupe noted the agency is doing really well on behavioral health issues. Hospital bed days data is a little harder to determine and that data is not being looked at. Developmental measures are back on the table for discussion as the DOJ doesn't like the current measures. The quality improvement plan for the year is similar to last year but there will be a focus on health and safety measures. Another new piece will be around Cultural Competence training. The requirement is to update the plan every four years but the plan was tweaked early to better meet our needs. Rupe distributed a copy of the agency report card which was referenced in the quality report. Rupe explained the format, along with performance categories and measures. There being no further discussion, Mary Biggs moved to accept the report as presented. Lynn Chenault seconded the motion which was unanimously approved.

**Executive Committee Report:**

Chair Joe Young presented the Executive Committee (EC) report. At their recent meeting, the EC discussed future work session topics. Board members are asked to submit discussion topic ideas for work sessions for the next six months. Suggestions submitted were: trauma informed care, success stories, in-home services, the New Life program and philosophy/vision around medication assisted treatment, mental health month advocacy in May and support groups in general, mental health first aid and project aware, and the CCBHC workforce development committee.

The EC discussed the closing of Catawba. Board members received in their packets a selection of articles relating to the closing of Catawba and Young discussed the implications/lack of community-based resources. Three handouts were distributed: data on NRVCS clients in facilities, a draft letter to Senators, and an overview of the population at Catawba. Having served over 9,000 people last year, the agency has only 143 people in facilities at this time. Young noted the draft letter does not focus on job loss/closing, but discusses the need for geropsych facilities in our localities and better planning for individuals that will be affected. Bob Nicholson moved to approve letter as drafted. Mary Biggs seconded the motion. After a period of discussion, the motion was approved unanimously.

Young discussed a handout on FOIA/Conflict of Interest, copies of which were included in meeting packets. Young invited members to submit questions and discuss any concerns.

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

Interim Executive Director, Rosemary Sullivan, invited Financial and Support Services (FASS) Director, Deborah Whitten-Williams, to present the December 2015 financial report which was included in meeting packets. Williams noted 66% of the agency budget is fee revenue, and year to date the agency is within a few thousand dollars of the original fee target. Budget revision will begin next month, but the goal is to avoid adjusting fee revenue. On the expense side, performance is well within all budgeted categories except "miscellaneous", which is overspent. Williams noted the bulk of the overage is liability insurance and that amount will reduce by year's end. Williams summarized it has been a very successful year financially and all indications are the agency will end the year in a good position. Williams announced the planned class comp study and implementation were included in the year's budget and it is hoped implementation will begin soon. Paying for class comp is not anticipated to be a problem, but discussion is deferred until an accurate final total can be presented. Lynn Chenault moved to accept the financial report as presented. Mary Biggs seconded the motion which was unanimously approved.

Interim Executive Director (ED), Rosemary Sullivan, presented the ED's report. Sullivan invited members to provide feedback on the work session topic, discharge success stories from the training centers. AFS staff members were commended for their efforts to get folks out of the training center.

Sullivan provided brief updates. The architect has submitted plans to the City for the proposed site in Radford. The project will be costed out based on the approved floor plan and project feasibility will be discussed at that time. The agency continues to look for space in Pulaski. There is some potential to build to suit and there is less than two years left on the current lease. The new Reach House in Fairlawn is under roof and should be ready by summer. Sullivan has been working closely with the Holiday Inn owners next door to address safety concerns around large vehicles in the parking lot. A proposal has been developed and submitted to the town with a goal of opening the Prices Fork entrance. There is no definitive answer yet. CVS is expected to be open by March and the Prices Fork entrance must be open at that time.

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Sullivan noted local budget hearings will be held Monday and the agency will be asking for level funding from the localities, with a 3% increase for Fairview. Sullivan noted there has been no increase at Fairview in the last two years.

**Closed Session:**

Vicky Collins 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 a confidential client matter. Mary Biggs seconded the motion which was unanimously approved. Following the closed session, Vicky Collins 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.

**Board Member Comments:**

Bob Nicholson thanked agency staff and Board member for the sympathy, encouragement, and kindness shown to him following the recent death of his father. Mary Biggs expressed thanks for Nicholson's father, who made it possible for Nicholson to be part of the NRVCS Board where he shares much wisdom and insight.

**Chairman's Report:**

None.

**Adjournment:** There being no further business, Anthony Akers moved to adjourn the meeting at 8:23 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)