

# Board Meeting Minutes

June 24, 2016



NEW RIVER VALLEY COMMUNITY SERVICES

Questions or Comments? Please contact Susan Hurst, Interim Clerk of the Board, at 961-8328

## **Call to Order:**

The meeting was called to order by Vice Chair Trish Muldoon at 7:00 p.m. Muldoon welcomed attendees and roll call was read by Susan Hurst, Interim Clerk of the Board.

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

Board members received in their packets the minutes from the April 28, 2016 Board meeting. Vicky Collins moved to approve the minutes as distributed. Bob Nicholson seconded the motion, which was approved unanimously.

## **Recognition of Guests:**

None.

## **Public Comment:**

None.

## **\*\*\*Program Reports:**

Crisis and Family Services Director, James Pritchett, presented the CFS report. During the past month, staff have been winding down the end of the school year. Staff are now busy with summer camps in all localities in hopes to keep the adolescent clients engaged throughout the summer. CFS received a DSS grant in the amount of \$285,000. This grant allows staff to provide employment assistance to those DSS clients with a behavioral health diagnosis who currently receive VIEW and TANIF benefits. In looking ahead to FY'17, the focus will be on how to recruit and retain qualified staff for new positions.

Adult and Family Services Director, Lucy McCandlish, presented the AFS report. McCandlish provided an update on Waiver redesign, reporting that the implementation has been delayed until August 1. Meetings have recently taken place with Goodwill Industries to provide transportation in an effort to maintain employment for clients working there. McCandlish provided an update on Elmtree. It has been approved to convert Elmtree to an ICF. The renovations should be complete by Summer, 2017.

Financial and Support Services Director, Deborah Whitten-Williams, presented the May budget report, which was included in meeting packets. Williams noted the fiscal year is winding down and overall, it has been a successful year. There are still several large dollar purchases to make

\*\*\* = Action Items

## **Agenda Action Items**

**Minutes - April 28, 2016**

*Approved*

**May Budget Report**

*Accepted*

**FY'17 Personnel Policies**

*Approved*

**FY'17 Annual Budget**

*Approved*

**FY'17 Board Officers**

*Approved*

## **Members Present:**

Anthony Akers  
Mary Biggs  
Lynn Chenault  
Vicky Collins  
Jimmy Duncan  
Trish Muldoon  
Bob Nicholson  
Scarlet Ratcliffe  
Susan Richardson  
Bob Sisk  
Joe Turman

## **Members Absent:**

Sheila Roop, with notice  
Joe Young, Chair, with notice

## **Others Present:**

Susan Hurst, Interim Clerk of the Board  
Melanie Adkins  
Lucy McCandlish  
James Pritchett  
Rosemary Sullivan  
Deborah Whitten-Williams

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by the end of the month, including vehicles and trainings which will lower the carryover surplus. Williams informed the Board that fee revenues should be within 2% of the budgeted amount. Accomplishments for FY'16 included the implementation of class/comp, gift cards for staff and the purchase of new I.T. software. There being no further discussion, Mary Biggs moved to accept the report as presented. Scarlet Ratcliffe seconded the motion which was unanimously approved.

Human Resources Director, Susan Hurst, presented the HR report. Hurst reviewed the proposed changes to the Personnel Policy Manual. There being no further discussion, Vicky Collins moved to approve the suggested changes to the FY'17 Personnel Policy Manual. Mary Biggs seconded the motion which was unanimously approved.

ES Coordinator, Melanie Adkins, presented the CCBHC and Crisis report. The committee is close to completing the CCBHC plan and will be presenting this to the Board at their next meeting. Adkins informed the Board that as of July 1, 2016, a new standard has been set across Virginia pertaining to pre-screener qualifications. All pre-screeners must have at least a Masters in a Human Services field, receive 20 hours annually of pertinent training and also document 12 hours annually of supervision. In order for staff to maintain their pre-screener certification, they must be providing pre-screenings in their normal work load. This may limit the number of staff that had been identified as pre-screeners. For the first time in at least 4 years, ES is fully staffed. This is due, in part, to the increase in wages as an outcome to Class/Comp and also with the sign-on and shift financial incentives.

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

Trish Muldoon, Vice Chair, presented the Executive Committee (EC) report. Deborah Whitten-Williams presented the proposed FY'17 budget. She reviewed with the Board the explanation of changes, which was included in the meeting packets. There being no further discussion, Mary Biggs moved to accept the FY'17 budget as presented. Lynn Chenault seconded the motion which was unanimously approved. Whitten-Williams reviewed the Board's responsibilities as outlined in the Performance Contract. These include establishing policy, safeguarding the agency's assets, reviewing, approving and monitoring progress of the budget and meeting with the external auditing firm to evaluate the health and results of the financial stability of the agency.

Muldoon reviewed the letter from the external auditing firm. The letter outlines the process they will use in the upcoming audit. The preliminary audit work has been completed with them returning on August 29 to complete the work.

Election of FY'2017 Officers: The Board Officer Nominating Committee consisted of Vicky Collins, Sheila Roop and Bob Nicholson. The Committee recommended Joe Young as Chair and Bob Sisk as Vice Chair. Mary Biggs made a motion to accept the Nominating Committee's Report. Lynn Chenault seconded the motion which was unanimously approved. There being no further discussion, Vicky Collins made a motion to close the nomination for Board Chair. Anthony Akers seconded the motion which was unanimously approved. Vicky Collins made a motion to close the nomination for Board Vice-Chair. Mary Biggs seconded the motion which was unanimously approved. Motion was made by Mary Biggs to accept the recommendations of the Nominating Committee to elect Joe Young as Board Chair and Bob Sisk as Vice Chair. Vicky Collins seconded the motion which was unanimously approved. Muldoon announced that Joe Turman will be appointed to the Executive Committee.

Facilities: ELT is considering leasing a building in Pulaski when the current Pulaski Center's lease expires in February. A decision has been made to end discussions in Radford for the Central Lumber building due to rent being too high. Admin is considering the previous Wade's building as a possible location for the expansion of a Radford presence.

### **Executive Director's Report:**

Interim Executive Director, Rosemary Sullivan, informed Board that CCBHC requires them to complete a survey, which was distributed, completed and collected.

Sullivan asked for feedback regarding the Cultural Competency Committee's report/training. Several board members commented that it was a very good training and that they gained knowledge.

During the recent Credible trainings, direct service staff have been treated to lunch as a way to show staff appreciation. Those that were not required to attend these trainings will have a staff recognition luncheon at the Transportation Office on July 13.

Sullivan reminded the Board that there will not be a July meeting.

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

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

\_\_\_\_\_  
Susan Hurst, Interim Clerk of Board

<b>Name</b>	<b>Representing</b>	<b>Term Ends</b>
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)