

# Board Meeting Minutes

January 26, 2017



NEW RIVER VALLEY COMMUNITY SERVICES

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

## **Call to Order:**

The meeting was called to order by Chairman Joe Young at 6:28 p.m. Mr. Young welcomed attendees and roll call was read by Cody Simpkins, Clerk of the Board.

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

Board members received in their packets the minutes from the December 1, 2016 Board meeting. Joe Young moved to approve the minutes as distributed. Trish Muldoon seconded the motion, which was approved unanimously.

## **Recognition of Guests:**

None.

## **Public Comment:**

None.

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

**Financial and Support Services:** Director, Deborah Whitten-Williams, presented the December budget report, a copy of which was included in meeting packets. Ms. Whitten-Williams opened up by asking the board for questions regarding the work session on the 2016 audit, which was the last year for using the old software, MindLinc. Bob Sisk asked if the numbers are now accurate and if all the issues going back and forth with the auditor were resolved, which she assured was the case. Ms. Whitten-Williams is looking to hire a CPA. The material weaknesses identified in 2016 resulted from the internal auditor leaving right before the audit and a new hire just learning the system. Mrs. Mary Biggs, asked if Ms. Whitten-Williams would keep the board informed about the process of hiring a new CPA, which Ms. Whitten Williams affirmed. Marry Biggs moved to accept the audit report, Trish Muldoon seconded.

In terms of the budget report for December, Ms. Whitten-Williams passed out a fee revenue clarification sheet, which described issues contributing to the existing deficit. These included billing delays of waiver services due to redesign; slowing referrals from schools; and poor management of credentialing and case-load payer mixes. Ms. Whitten-Williams informed there will be a reduction in the fee revenue in the budget revision. Expenses are being cut to manage the deficit in the meantime. Joe Young asked for a motion to accept the budget. Vicky Collins moved for approval; Susan Richardson seconded.

Mary Biggs asked for clarification about the drop in referrals from Montgomery County Public Schools (MCPS). James Pritchett talked about the change in personnel in MCPS which has resulted in less students being referred. Mr. Pritchett has had meetings with MCPS supervisors to discuss the problem, which they relate to the Project Aware grant that was designed to set up 3 different tiers of intervention. There is some frustration between teachers and the community regarding this system. Mr. Pritchett has a meeting with MCPS along with program coordinator Chris Taylor.

**Crisis and Family Services:** CFS Director, James Pritchett, gave an update on the services being expanded in CFS. With new money received this year from DBHDS, a room will be remodeled at New Life so that detox services are provided. Renovations are slated to begin in February. Most clients who need detox services now are referred out. The hope is to meet more clients needs with this detox program. The biggest hurdle will be hiring nurses.

SA Day treatment services is intended to start mid-February. Someone already on staff has been hired to facilitate the program. The actual service will be provided in the basement of New Life. Up to ten individuals at a time will be served. Transportation services are being explored. Mr. Pritchett sees this as a meeting a huge need in the area for pregnant women.

Bob Sisk asked how the loss of VICAP was impacting services. The reality is that clients can now immediately access services without going through this process. There will be a loss in terms of revenue.

\*\*\* =Action Items

## **Agenda Action Items**

**Minutes - Dec. 1, 2016**  
*Approved*  
**December, Financial Report**  
*Approved*

## **Members Present:**

Jimmy Duncan  
Mary Biggs  
Joe Turman  
Vicky Collins  
Trish Muldoon  
Joe Young  
Susan Richardson  
Anthony Akers  
Rob Gropman  
Robert Sisk

## **Members Absent:**

Lynn Chenault, with notice  
Sheila Roop, with notice

## **Others Present:**

Rosemary Sullivan  
Deborah Whitten-Williams  
Lucy McCandlish  
James Pritchett  
Cody Simpkins, Clerk of Board  
Deborah Whitten-Williams  
Susan Chapman  
Melissa Stanley

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**Adult and Family Services:** AFS Director, Lucy McCandlish, reported Waiver Redesign is moving slowly, although this month major milestones were made. Contracts for DD case management have been finalized, and the first distribution of 2017 waiver slots determined. The good news is eight families got a home and community based waiver slot, while another four families were given other types of waiver slots.

**\*\*\*Executive Director's Report:** Rosemary Sullivan, Interim Executive Director, has been having meetings with local governments officials to discuss funding. The meetings have been going very well. They have appreciated the approach, but are fairly clear 10% is not practical at this time. They are willing to consider a 3% increase. Ms. Whitten-Williams and Mr. Pritchett are going to the budget meeting on Feb 6.

**\*\*\*Executive Committee Report:** Joe Young, Board Chair, provided the executive committee report. Joe Young gave a facility update. The Hyatt has opened up approximately ten parking spaces for use, providing staff are able to be blocked in while trucks are unloading. Pulaski renovations have finally began and a 6 month wait is to be expected. The admin team is planning on utilizing a consultant in the future to determine what to do with the Blacksburg facility. Renovations on the Wades building has also begun. Some staff have already started moving over to the Randolph street facility. Steps to move to Dr. Marshalls office in Floyd are also being taken.

In the packets there is a work session calendar. The retreat is being planed to provide annual trainings. The Board meeting in May will be the third Thursday of the month. J

Mr. Pritchett's contract as been sent to the department for approval. His current position will be frozen because of the budget. Mr. Pritchett's official start date is not finalized. The executive committee agreed not to rush the transition to make sure it is done right. The timeline right now is about 4-6 weeks.

**Board Member Comments:** Mary Biggs talked with a counselor in the area who is so appreciative of our services. She said she would love to do a commercial that is positive for us. The counselors in our area make a big difference. The best work we do is early intervention. Bob Sisk had a recent conversation with a counselor who said that they don't have the time and appreciate the work NRVCS has been doing. Rob Gropman asked if there was a way to integrate our services, Rosemary said wed be glad to reach out. They are struggling to find information and believe that we could help them.

## **Chairman's Report:**

**Adjournment:** There being no further business, Joe Young moved to adjourn the meeting at 7:06 p.m. Rob Gropman seconded the motion which was unanimously approved.

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

\_\_\_\_\_  
Cody Simpkins, Clerk of the Board

\*\*\* = Action Items