

# Board Meeting Minutes

# March 23, 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 6:35 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 February 23, 2017 Board meeting. Mr. Young 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:** FASS Director, Deborah Whitten-Williams, presented the 2017 February budget report, a copy of which was included in the meeting packets. The budget deficit is decreasing. There should be a significant improvement in the overall budget next month because the state will be issuing the REACH funding and due to the budget revisions that have been made. Mr. Young moved to approve the final statement, Lynn Chenault seconded, which was unanimously approved. Ms. Williams then presented the budget revision. The main purpose of the budget revision was to manage the revenue issues that the agency has been facing. This issue has been managed by reducing expenses and discretionary spending, and the revisions made will outline how the organization will balance the budget. Mr. Young moved to approve the budget revision, Vicky Collins seconded the motion, which was unanimously approved. Ms. Whitten Williams also informed the board that work on the FY'18 budget has been initiated, and one of the biggest expenses will be the addition of the new facility in Radford. However, with the cost of this project, Mountain Empire has provided the agency a one-time grant to help manage the cost. Mr. Young moved to approve the Mountain Empire Grant, Mary Biggs seconded, which the board unanimously approved. The last item presented was the proposal to transfer the New Horizons' property to Mountain Empire. Lynn Chenault made a motion to sale the property to Mountain Empire for one dollar, Mary Biggs seconded, which was unanimously approved.

**Crisis and Family Services:** Executive Director, James Pritchett, no report.

**Adult and Family Services:** AFS Director, Lucy McCandlish, no report.

**Human Resources:** FASS Director, Deborah Whitten-Williams, presented new Medical Insurance updates due to Susan Hurst's absence. The region is seeing an increase in premiums. This has also been affecting NRVCS. The admin team is looking at the plans the agency offers and the percentage of co-pay the agency will provide for the new fiscal year. This will affect dual and family insurance plans. The admin team has looked at a couple different scenarios and have asked staff for feedback and will take the feedback and make a decision before April 1<sup>st</sup>. This determination will be included in the 2018 budget.

**Emergency Services:** ES Program Coordinator, Melanie Adkins, presented. The agency has been diligently working to decrease the number of Hospital bed days. This has been a major focus across the state, and the department is try to develop some statewide initiatives for CSBs to implement in order to decrease hospitalizations. There has also been funding identified to use to help provide services to avoid hospitalizations as well as to help provide services to individuals ready for discharge. NRVCS is currently using these funds to pay for services provided at New Horizons and will continue exploring other possibilities to assist in decreasing hospital bed days.

**Quality Assurance:** QA Administrator, Leslie Sharp presented the quarterly reports. During the

## **Agenda Action Items**

**Minutes - Feb 23, 2017**  
*Approved*  
**February Financial Report**  
*Approved*  
**Budget Revision**  
*Approved*  
**New Horizons Property Transfer**  
*Approved*

## **Members Present:**

Mary Biggs  
Lynn Chenault  
Vicky Collins  
Joe Turman  
Trish Muldoon  
Joe Young  
Scarlet Ratcliffe  
Susan Richardson  
Sheila Roop  
Rob Gropman  
Robert Sisk  
Jimmy Duncan

## **Members Absent:**

Scarlett Ratcliffe, with notice  
Anthony Akers, with notice

## **Others Present:**

Deborah Whitten-Williams  
Lucy McCandlish  
James Pritchett  
Leslie Sharp  
Cody Simpkins, Clerk of Board

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fourth quarter, several categories had significant increases. The agency continues to educate staff about using the correct service codes within the system, and staff appear to a better job of avoiding mistakes. Leslie continues to monitor this issue in order to provide assistance and education in a timely and efficient manner.

**\*\*\*Executive Director's Report:** James Pritchett, Executive Director, began the report by asking the board members if they had any additional comments or questions regarding the information provided about the services at Claremont during the work session. The consensus of the group was that the services are needed within our community and the program staff deserve a lot of praise for their work. Mr. Pritchett continued the report by stating that the Executive Leadership Team is continuing to develop the budget for FY'18 and is following a timeline to ensure that all steps are done efficiently and proper consideration is given to the additional expenses of health insurance and facilities. A final draft of the 2018 Budget will be provided to the Board in May. The agency continues to explore and move forward with the CCC + initiative, and Lucy McCandlish has been assigned to DBHDS' steering committee that is tasked with developing guidelines and procedures. He also discussed the statewide initiatives to decrease hospital bed days and how there will be incentives for CSBs to work diligently to decrease their numbers. An update for Same Day Access was also provided, and Mr. Pritchett added that there may be additional funds from the DBHDS to support this initiative. The last item present was the announcement of two new Board Members being appointed by Giles County, and the two individuals, Jenny Clay and Jason Buckland, will be joining the Board in July 2017.

**\*\*\*Executive Committee Report:** Mr. Young, Board Chair, provided the executive committee report. Mr. Young gave a status report on the facilities. There have been some delays in finalizing the lease on the Floyd facility, but Deborah Whitten-Williams has been working with the property owner's attorney to complete this process. As for the Pulaski Clinic, NRVCS will remain at the current site until the new facility is complete in Pulaski. The new site for the Pulaski Clinic is being delayed as the current tenant, Adult Probation & Parole, is experiencing difficulty relocating. Mr. Young also provided an update on the agency initiatives: Peer Support Services currently has 8 individuals participating and the agency is hoping to expand as this service will become eligible for reimbursement July 2017; Same Day Access is continue to be implemented and the workgroup meeting routinely to work through any issues that develop; Just-In-Time scheduling for the psychiatric appointments has continued to decrease the no-shows rates; the Trauma Informed Care workgroup has been facilitating internal trainings for staff as well as providing external training opportunities for our stakeholders; and the Montgomery County Drug Court will officially start in April 2017.

**Board Member Comments:** Mary Biggs initiated a discussion regarding the desire for the Board to officially recognize Rosemary Sullivan for all of her work, dedication and service. Lynn Chenault suggested that it should highlight her career accomplishments and her service as Interim Director. Mr. Young suggested that that the board provide her with a gift and a proclamation. It was noted that Mike Wade would draft a proclamation for the board to review. Lynn Chenault also discussed the plans for the executive director's performance evaluation and suggested that specific and measurable objectives be included. Mr. Chenault also suggested that a specific objective be added regarding staff productivity standards. The Board Chair agreed that Mr. Pritchett would be responsible for bringing specific measurable standards to the executive committee to review and they would report back to the full board. Mr. Chenault also added that he would be resigning from the board at the end of June due to relocating.

**Chairman's Report:** Mr. Young reported that he will be leaving his position as Board Chair at the end of the fiscal year as he has served his term. Mr. Young will be selecting a nominating committee in April that will present a slate of new offices during the May meeting to the full board. The board will select new officers in June.

**Adjournment:** There being no further business, Mr. Young moved to adjourn the meeting at 8:02 p.m. Mary Biggs seconded the motion which was unanimously approved.

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

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

\*\*\* = Action Items