



Board of Directors Meeting Minutes

Questions or comments? Please contact Joy Morrison, Clerk of the Board, at 961-8394

MEETING DATE: Thursday, January 25, 2018

MEMBERS PRESENT

Rob Gropman, Jason Buckland, Kristie Williams, Sally McCarthy, Joe Young, Susan Richardson, Anthony Akers, Mary Biggs, Bob Sisk

MEMBERS ABSENT

Vicki Collins (with notice), Joe Turman (with notice), Sheila Roop (with notice)

AGENDA ACTION ITEMS**

Dec 7, 2017 Minutes (Approved)

December Financial Report (Approved)

CALL TO ORDER

The meeting was called to order by Chairman Bob Sisk at 7:05 p.m. Mr. Sisk welcomed attendees and roll call was read by Joy Morrison, Clerk of the Board.

MINUTES**

Board members received minutes from the December 7, 2017 meeting in their packets. Mary Biggs moved to approve the minutes as presented, seconded by Rob Gropman. (*Unanimously approved*)

RECOGNITION OF GUESTS

Chairman Bob Sisk recognized Lena Perry, Shelby Perry, and Jason Whitlock.

PUBLIC COMMENT

None

PROGRAM REPORTS**

Financial and Administrative Support Services: Director Deborah Whitten-Williams presented the December financial report (a copy of which was provided in the Board packet). She stated the December budget is very positive. Mrs. Whitten-Williams indicated that our surplus is due to a change to biweekly pay, and to cover the 2% raise recently implemented. This can also be attributed to the agency delaying the hiring process for certain positions, as well as our current turnover rates. Looking ahead, Mrs. Whitten-Williams noted that the agency will have some challenges with changes to billing services impacted by CCC+. She further stated that the accrual report shows a very positive indicator for the year. Rob Gropman asked why miscellaneous expense was high, and Mrs. Whitten-Williams stated it was due to our contract services the annual expenses which are tied to that particular category. She stated that this should balance at the end of FY' 18. Mary Biggs moved to approve the December financial report. Jason Buckland seconded the motion. (*Unanimously approved*)



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Community Support Services: Director Lucy McCandlish presented a general update on services and programs. She stated that the agency had its first mock survey for the Elmtree conversion to an Intermediate Care Facility (ICF). Elmtree is beginning to operate as an ICF in order to be prepared for when that transition takes effect. She also stated that we recently hired a nurse for Elmtree to focus on our client's physical needs – which is necessary for the ICF conversion. Mrs. McCandlish also advised that the agency was approved for the Fairview grant and will provide the Board with more details soon. Additionally, the agency is having some serious staffing issues at Fairview. These positions have been difficult to fill, but the agency is working to find new strategies to hire and retain staff. We are also considering some temp agency options.

Mrs. McCandlish also advised the agency was asked to submit a proposal for a grant for an alternative to REACH for children in crisis. This population has seen some significant changes in treatment, especially for children on the Autism spectrum. The Department of Behavioral Health and Developmental Services (DBHDS) is funding ten trainers to work with agencies on these changes, and we hope to have these pieces of training/updates complete by the end of February.

Clinical Services: Director Melanie Adkins provided information on the recent award for one-time funding from DBHDS and a general update regarding Outpatient Services' implementation of Same Day Access (SDA). Mrs. Adkins advised that the agency will receive one-time funding of \$48,000, which will provide funds to pay law enforcement overtime. It gives law enforcement the ability to create an invoice for funds needed and the agency's finance department will reimburse them. Our current funding from the Attorney General is ending, and this will bridge the gap until a new program is implemented for client transportation.

In comparing the current SDA numbers to the previous two years of services, Mrs. Adkins noted that while NRVCS is now offering more services to clients, the services being reimbursed is at 9% - compared to 36% last year. Additionally, we are seeing a major increase in our intensive outpatient (IOP) services for substance use disorders. The availability of additional IOP services would be dependent upon budget. JAMES – I had a hard time following this part...couldn't grasp the point she's trying to make here.

Human Resources: Interim Director Val Nelson presented information regarding the new regulations for Qualified Mental Health Professionals (QMHPs). Ms. Nelson noted that the new regulations for QMHPs were determined by the 2017 General Assembly, and that legislation requires that all QMHPs must register with the Virginia Board of Counseling. Ms. Nelson advised the agency has a workgroup tasked with communicating these changes to staff and they have set a deadline of September 2018 for our staff to register. The cost to register will be \$50 per employee, and the employee is responsible for this fee. The workgroup has identified 300 employees this will affect, and specifically, five employees who will need to change positions as they will no longer qualify for a QMHP position.



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Melanie Adkins advised that the agency would be unable to bill for any services provided by a staff member who fails to register by 2019.

Lucy McCandlish stated the amount of hours needed to be a QMHP was reduced to 1,500 hours with these new regulations. The agency has some employees who qualify due to this change who previously did not qualify. She also stated training hours for QMHP must now occur as part of a formal internship in order to qualify.

EXECUTIVE COMMITTEE REPORT

Board Chair Bob Sisk welcomed, Kristie Williams, the newest member of the Board. She will be representing Giles County. Also, he informed the Board that the agency has a policy in place for a secondary signatures on all expenditures, per the auditors' request at the last Board meeting.

EXECUTIVE DIRECTOR'S REPORT

Executive Director James Pritchett provided a general update on the regional and DBHDS changes. Mr. Pritchett stated the agency received new direction from the DBHDS on how to notify the hospital of incoming clients, and updates to the discharge process. These procedures will mostly remain the same but on a tighter timeline. This is due to state hospitals running at full capacity - which is also causing safety risks for hospital employees. The agency will have two different deadlines to comply with these changes: February 19 and April 1 of 2018.

Mr. Pritchett was happy to report the state's plan for financial realignment has been broken into phases over the course of four years. He explained that CSBs won't receive penalties until the fourth year. Additionally, these changes will result in an allotment of nine hospital beds per 100,000 clients. The agency has a workgroup in place to facilitate these changes internally. Rob Gropman asked the cost for additional hospital beds, and Melanie Adkins advised it is between \$350 - \$550 each. (???)

In the work session that took place prior to the meeting, Mr. Pritchett provided a detailed update on development of the new strategic plan. He touched upon highlights of the current plan, and the recent staff feedback collected (which he feels very positive about). He noted that the next step in the process is meeting with community stakeholders in each of NRVCS' five jurisdictions.

Mr. Pritchett also gave an update on the agency's 2018 budget revision process. The agency has already met with the directors and administrators to review budget needs. Specifically, they are looking at budgets for individual programs, facility needs, and general expenses.

BOARD MEMBER COMMENTS

None

CHAIRMAN'S REPORT

Mr. Sisk thanked everyone for attending, and thanked the NRVCS staff for their presentations.



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ADJOURNMENT

There being no further business, Mr. Sisk moved to adjourn the meeting at 7:43 p.m.

MINUTES APPROVED ON: 2-22-2018

Joy Morrison, Clerk of the Board

Board Member	Representing	Term Ends
Mary Biggs	Montgomery County	6/30/2018 (2 nd Term)
Anthony Akers	Pulaski County	6/30/2018 (1 st Term)
Melissa Shaw	Floyd County	6/30/2020 (1 st Term)
Vicky Collins	City of Radford	6/30/2020 (2 nd Term)
Jason Buckland	Giles County	6/30/2020 (1 st Term)
Sally McCarthy	Pulaski County	6/30/2010 (1 st Term)
Rob Gropman	City of Radford	6/30/2018 (1 st Term)
Susan Richardson	Montgomery County	6/30/2019 (1 st Term)
Sheila Roop	Montgomery County	6/30/2019 (2 nd Term)
Bob Sisk	Pulaski County	6/30/2020 (2 nd Term)
Joe Turman	Floyd County	6/20/2020 (2 nd Term)
Joe Young	Montgomery County	6/20/2020 (2 nd Term)
Kristie Williams	Giles County	6/30/2020 (1 st Term)