



# Board of Directors Meeting Minutes

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

**MEETING DATE:** Thursday, March 22, 2018

## **MEMBERS PRESENT**

Joe Turman, Mary Biggs, Vicky Collins, Susan Richardson, Jason Buckland, Kristie Williams, Shelia Roop, Sally McCarthy, Melissa Shaw, Rob Gropman, Bob Sisk

## **MEMBERS ABSENT**

Anthony Akers (with notice), Joe Young (with notice)

## **AGENDA ACTION ITEMS\*\***

February 22, 2018 Minutes (Approved)  
February Financial Report (Approved)  
FY'18 Budget Revision (Approved)  
Executive Director Annual Evaluation (Approved)

## **CALL TO ORDER**

The meeting was called to order by Chair Bob Sisk at 6:50 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 February meeting in their packets. Vicky Collins moved to approve the minutes as presented, seconded by Sally McCarthy. *(Unanimously approved)*

## **RECOGNITION OF GUESTS**

None

## **PUBLIC COMMENT**

None

## **PROGRAM REPORTS\*\***

**Financial and Administrative Support Services:** Director Deborah Whitten-Williams presented the February financial report. (A copy was provided in the March Board packet.) She advised the agency has held a steady surplus through the entire year and this financial statement looks very positive. With no further discussion, Rob Gropman moved to approve the February financial report. Shelia Roop seconded the motion. *(Unanimously approved)*

Mrs. Whitten-Williams provided a summary of changes in the FY'18 budget revision. (The Board was provided with a copy at the last meeting and in the March Board packet.) She highlighted a couple of critical areas including changes in personnel due to turnover rates, equipment/furniture costs due to new facilities, and rent savings due to delays in opening new facilities. With no further discussion, Vicky



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Collins moved to approve the FY'18 budget revision, and Mary Biggs seconded the motion.  
(Unanimously approved)

**Community Support Services:** Director Lucy McCandlish presented an update on the Fairview assisted living facility. She advised the grant proposal is still in negotiations and she will provide more information once available. Mrs. McCandlish also wanted to comment on the excellent job our REACH team has done, especially for children with developmental disabilities. This is a population that has seen lots of changes in recent years, and the REACH team has done a tremendous job meeting these client's needs.

**Clinical Services:** Director Melanie Adkins provided an annual update regarding Same Day Access (SDA) scheduling. She advised since October we have had 960 clients come in through SDA. Of those, 850 were provided with an assessment. Mrs. Adkins identified that this is creating a challenge in capacity due to the influx of clients. We are trying to make sure SDA is appropriate for the client's needs before assessment as we want clients to receive services as quickly as possible. In outpatient services, we are seeing an average of 14 days from the client's assessment until they receive their next treatment service. Additionally, case management averages 30 days due to the volume of clients we are bringing in. The agency is working on solutions for these capacity issues with options of group treatment for clients, and an internal triage process. The agency is also reaching out to other CSBs with SDA to see how they are handling the influx of clients.

Rob Gropman asked how long a case manager would provide services to a client after receiving an intake. Mrs. Adkins stated it varies on the clients' needs, but the average is 6-12 months.

**Human Resources:** Interim HR Director Val Nelson shared that the Board would be going into closed session later in the agenda to review and approve the Executive Director's Annual Performance Evaluation.

## **EXECUTIVE COMMITTEE REPORT**

No update provided.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director James Pritchett started by thanking the members of the REACH staff for providing the earlier work session. He informed the Board that REACH received a great deal of positive feedback from Andi Carter, our licensure specialist.

Mr. Pritchett also handed out an informational packet for an upcoming community outreach event for Radford Transit.

Mr. Pritchett provided a general update on the agency. The agency has developed an internal discharge planning committee that meets weekly. This committee reviews all clients who are currently hospitalized and their discharge plans. The committee has identified some challenges the agency sees



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Both internally and with the hospitals' process regarding client discharges. This identification has helped the agency tremendously with improving the discharge process and assisting clients in obtaining timely and appropriate services. Mr. Pritchett also informed the Board that Deborah Whitten-Williams has created a formal outline for the development of the FY'19 budget and the FY'19 budget will more be provided to the Board in May. The agency will also have the policy and procedure manual updates for the Board's review and approval in May. Lastly, he advised due to recent events involving employee safety, he has been reviewing the necessary safety standards with the agency's administrative team. This includes wearing ID badges, keeping doors locked, and visitors checking in properly.

Mr. Pritchett also provided an update from the VACSB meeting he attended earlier in the week. The meeting was held to discuss language changes in the performance contract. Mr. Pritchett reported that CSBs could be penalized for not meeting the performance contract. Additionally, it is reported that CSBs need to have two months of reserve funds available, which contradicts prior messages the agency has received regarding carrying over surplus funds.

## **BOARD MEMBER COMMENTS**

Rob Gropman asked if NRVCS provided a questionnaire on various topics for students in our local school systems. He had seen one recently distributed and wondered if NRVCS provided it. Mr. Pritchett stated we annually survey middle and high school age students in collaboration with local school systems. Parents can opt out of the survey, but it covers a wide variety of topics on substance abuse and other problem behaviors. The agency was provided with a grant to conduct these surveys, and the results are compared to multiple sources to determine accuracy.

## **CHAIRMAN'S REPORT\*\***

It was moved by Mary Biggs, seconded by Jason Buckland and carried, that the New River Valley Community Services Board of Directors enter Closed Session for discussion of the following:

Personnel – 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 and pursuant to Virginia Code 2.2-3711 A(7), consultation with legal counsel regarding potential causes of action.”

Voting Yes: Joe Turman, Mary Biggs, Vicky Collins, Susan Richardson, Jason Buckland, Kristie Williams, Shelia Roop, Sally McCarthy, Melissa Shaw, Bob Sisk

Voting No: None

INTO CLOSED MEETING at 7:27 P.M.



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It was moved by Mary Biggs seconded by Vicky Collins and carried, that the New River Valley Community Services Board of Directors return to regular session.

Voting Yes: Joe Turman, Mary Biggs, Vicky Collins, Susan Richardson, Jason Buckland, Kristie Williams, Shelia Roop, Sally McCarthy, Melissa Shaw, Bob Sisk

Voting No: None

OUT OF CLOSED MEETING at 8:29 P.M.

### CERTIFICATION OF CLOSED MEETING

It was moved by Mary Biggs seconded by Vicky Collins and carried, to adopt the following resolution certifying conformance with the Virginia Freedom of Information Act.

WHEREAS, New River Valley Community services has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Commission that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed, or considered by the Commission.

Voting Yes: Joe Turman, Mary Biggs, Vicky Collins, Susan Richardson, Jason Buckland, Kristie Williams, Shelia Roop, Sally McCarthy, Melissa Shaw, Bob Sisk

Voting No: None

Mrs. Biggs advised the Board needed to vote for approval of the Executive Committee's annual evaluation of the Executive Director. Vicky Collins moved to accept the evaluation of Executive Director, James Pritchett (noting that Mr. Pritchett had exceeded expectations), as well as the compensation plan. Rob Gropman seconded the motion (*unanimously approved*).

### **ADJOURNMENT**

With there being no further business, Mr. Sisk moved to adjourn the meeting at 8:31 p.m.

MINUTES APPROVED ON: \_\_\_\_\_

Joy Morrison, Clerk of the Board

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