



Board of Directors Meeting Minutes

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

MEETING DATE: Thursday, May 24, 2018

MEMBERS PRESENT

Mary Biggs, Susan Richardson, Kristie Williams, Shelia Roop, Melissa Shaw, Rob Gropman, Joe Young, Joe Turman

MEMBERS ABSENT

Bob Sisk (with notice), Vicki Collins (with notice), Sally McCarthy (with notice), Anthony Akers (with notice), Jason Buckland (with notice)

AGENDA ACTION ITEMS**

April 2018 Minutes (Approved)

March Financial Report (Approved)

Personnel Policy Updates (Approved)

CALL TO ORDER

The meeting was called to order by Vice-chair Mary Biggs at 6:27 p.m. Mrs. Biggs welcomed attendees and roll call was read by Joy Morrison, Clerk of the Board.

MINUTES**

Board members received minutes from the April meeting in their packets. Sheila Roop moved to approve the minutes as presented, seconded by Kristie Williams. *(Unanimously approved)*

RECOGNITION OF GUESTS

None

PUBLIC COMMENT

None

PROGRAM REPORTS**

Financial and Administrative Support Services: Finance Program Services Manager Christina King presented the April financial report. (A copy was provided in the May Board packet). She advised that this report is a positive indicator that the agency will be able to reach the established financial goals. Mrs. King indicated that the variance in state fee revenue is due to funds being reported in different categories than expected.

Mrs. King provided a copy of the FY'19 budget to the Board. The Board will have a month to review the FY'19 budget before voting on it at the June meeting. The FY'19 budget includes an increase in fee revenue, as well as expense increases in employee health insurance, new positions, and \$250,000



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toward reserves. The proposed budget also includes a 1.5% raise for employees that would begin in January 2019 - if budget allows.

Mr. Pritchett mentioned there is a possibility of Medicaid Expansion in Virginia, which would affect this budget. As soon as the agency is aware of the expansion, a workgroup will be developed to implement necessary changes. With no further discussion, Joe Young moved to approve the April financial report. Kristie Williams seconded the motion. (Unanimously approved)

Community Support Services: Director Lucy McCandlish presented an update on the Fairview Project. She reported that the first client for the Fairview project will be arriving this week. She also stated the agency has signed an extended management contract with the Fairview Board to ensure that the program and services continue. She also noted that the PACT team (which presented to the board during their work session earlier in the evening) is a great group and we are thankful to have them. Melissa Shaw asked how clients are referred to the agency's PACT team. Mrs. McCandlish indicated that individuals are usually referred through medical facilities, and the client must have a history of being unsuccessful with other forms of treatment. Joe Young asked if PACT is only for adults. Mrs. McCandlish noted that this was indeed the case, but pointed out that the agency has based the KPACT (Kids Program for Assertive Community Treatment) program on the PACT model in order to serve children.

Clinical Services: Director Melanie Adkins provided an update on the new peer drop-in center. So far the agency has hired a supervisor and has arranged for all of the furnishing for the facility. Mrs. Adkins also advised Same Day Access (SDA) is working diligently to manage the increased demand for services. The agency recently visited Blue Ridge Behavioral Health in order to gather information that may be useful as we develop strategies to deal with the high volume clients seeking services. Additionally, NRVCS is working to increase group therapy options and to train staff to adequately triage clients in order to match them with the appropriate service.

Human Resources: Interim HR Director Val Nelson provided a general update. She advised the agency has developed a workgroup to focus on staff recruitment to assist in filling current positions and attracting quality applicants. Ms. Nelson provided a copy of the two proposed personnel policy changes in the May Board packet. She advised the first change is regarding staff-client relationships. The agency has added direct language stating that staff providing direct services to a client may not serve as the individual's AA or NA 12 Step Mentor. The second proposed change is related to the current inclement weather policy; she advised if the agency announces a delayed opening the agency will open at 12 p.m. to avoid confusion. Rob Gropman moved to approve the personnel policy changes. Shelia Roop seconded the motion. (Unanimously approved)

Quality Assurance: Leslie Sharp, Quality Assurance Manager, provided an update on the agency's quarterly report card as well as the agency's progress on DBHDS Dashboard. Mrs. Sharp indicated that the agency is progressing and improving in all categories and that staff have worked diligently to explore any discrepancies in the data to ensure that our services are meeting the set expectations. Mrs. Sharp also presented the results of the annual Stakeholder Survey. She stated that overall the comments provided were very positive. The agency's administration has been reviewing the results to make



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improvements as necessary. She ended her report with a quick review of a few key areas including chart reviews, crisis and emergency services' response time, as well as the agency's ability to implement SDA.

Rob Gropman asked how clients typically are referred for substance abuse services (especially those using SDA). Mrs. Sharp indicated that individuals enter services through a variety of avenues as referrals are received from medical providers, law enforcement/courts, Departments of Social Services, as well as self-referrals.

EXECUTIVE COMMITTEE REPORT

Mrs. Biggs informed the Board that all of the current Executive Committee Members have agreed to serve again next year and that the Nominating Committee has provided a slate of officers for the Board Members to accept. A vote will be held at the next Board meeting in order to officers to be selected.

EXECUTIVE DIRECTOR'S REPORT

Executive Director James Pritchett started by thanking the PACT staff for providing the information for the work session. He advised this program has grown substantially. Mr. Pritchett stated the agency is fortunate to have multiple PACT teams.

Mr. Pritchett stated the agency hosted open house events in Floyd and Radford. He indicated that both were very successful and each had great representation from local government. Additionally, the new Pulaski Center opened on Tuesday, May 22. He invited the Board to the visit the facility if possible.

Mr. Pritchett reported that the new Commissioner of Behavioral Health and Developmental Services, Dr. Hughes Melton, came to visit the agency. Dr. Melton is planning to tour all 40 CSBs, and NRVCS just happened to be the first. Mr. Pritchett indicated that several specific staff were selected to meet with the Commissioner throughout the day in order to provide an overview of the agency's services and unique programs. Dr. Melton was very complimentary of our facility, and he seemed acutely aware of challenges present in Southwest VA in regards to behavioral health. Also, he was very impressed the agency completed a stakeholder survey.

Mr. Pritchett ended his report by informing the Board that he is working on the strategic plan and will be presenting some of the key areas to Executive Committee in June.

BOARD MEMBER COMMENTS

Melissa Shaw indicated that she is concerned about the Board's posted meeting times as guests may arrive late since the meetings are beginning immediately following the work sessions. Mr. Pritchett indicated that the Executive Committee will review this issue and provide the full Board with a proposal at the next meeting to consider.

CHAIRMAN'S REPORT

It was moved by Rob Gropman, seconded by Susan Richardson and carried, that the New River Valley Community Services Board of Directors enter Closed Session for discussion of the following:



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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: Mary Biggs, Susan Richardson, Kristie Williams, Shelia Roop, Melissa Shaw, Rob Gropman, Joe Young, Joe Turman

Voting No: None

INTO CLOSED MEETING at 7:08 P.M.

It was moved by Rob Gropman, seconded by Joe Young and carried, that the New River Valley Community Services Board of Directors return to regular session.

Voting Yes: Mary Biggs, Susan Richardson, Kristie Williams, Shelia Roop, Melissa Shaw, Rob Gropman, Joe Young, Joe Turman

Voting No: None

OUT OF CLOSED MEETING at 7:24 P.M.

CERTIFICATION OF CLOSED MEETING

It was moved by Rob Gropman, seconded by Joe Young 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: Mary Biggs, Susan Richardson, Kristie Williams, Shelia Roop, Melissa Shaw, Rob Gropman, Joe Young, Joe Turman

Voting No: None

ADJOURNMENT

With there being no further business, Mrs. Biggs moved to adjourn the meeting at 7:34 p.m.



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MINUTES APPROVED ON: _____

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	6/30/2020 (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)