



Board of Directors Meeting Minutes

Questions or comments? Please contact Ashley Wilson, Clerk of the Board, at 961-8476.

MEETING DATE: Thursday, February 28, 2019

MEMBERS PRESENT

Vicky Collins, Shelia Roop, Susan Richardson, Melissa Shaw, Mary Biggs, Sally McCarthy, Jason Buckland, Anthony Akers, Joe Young, Rob Gropman

MEMBERS ABSENT

Joe Turman (with notice), Bob Sisk (with notice), Kristie Williams (with notice)

AGENDA ACTION ITEMS**

January 2019 Minutes (Approved)

January Financial Report (Approved)

CALL TO ORDER

The meeting was called to order by the Vice-Board Chair, Mary Biggs at 6:50pm. Ms. Biggs welcomed attendees and roll call was read by Ashley Wilson, Clerk of the Board.

MINUTES**

Board members received minutes from the January meeting in their Board packets. Sally McCarthy moved to approve the minutes, which was seconded by Vicky Collins. *(Unanimously approved)*

RECOGNITION OF GUESTS

There were no guests.

PUBLIC COMMENT

None

PROGRAM REPORTS**

Financial and Administrative Support Services: Finance Director, Patricia Cox, provided an overview of the January Financial Statement, which Board Members received in their board packets. She informed there was a surplus at the end of the month due to federal funds running ahead of budget and Montgomery County paid their local funds in full. Ms. Cox advised that Interest accrued by the agency will be added to the financial reports moving forward.

Ms. Cox continued by presenting FY19 Budget revisions, which are to be voted upon in the March Board Meeting. Ms. Cox began by thanking the Directors and staff that assisted with the revision process. With revenue, the revisions reflect a decrease of state funds in the amount of 486 thousand due to the Medicaid Expansion reduction as well as a 1.1 million reduction in fee revenue due to four agency programs effected by Medicaid expansion. The agency had a 1.2 million increase in federal funds due to the CCBHC grant. There was discussion amongst Board Members questioning Medicaid applications and why projected numbers are coming in low.



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Ms. Cox presented revisions to the expenses starting with an increase of 339 thousand in Salaries which will be offset by the CCBHC grant. There was a reduction in benefits due to the implementation of a Health Savings Account program now offered to employees. Ms. Cox and Mr. Pritchett will be asking the Mountain Empire Board on the first week of March for a rent reduction for the Montgomery Center, Hopkins House, New life and 10th Street, with the proposal based on HUD rates.

Due to Medicaid Expansion, the COLA raise to be implemented by July 2019 for employees will be cut from the budget. Ms. Cox concluded by expressing her confidence in the proposed revisions and her gratitude for the team effort to accomplish them.

Anthony Akers moved to approve the January financial statement, which was seconded by Sheila Roop. *(Unanimously approved)*

Community Support Services: Director, Lucy McCandlish, began her report by introducing what the general assembly study the efficiency on PACT programs with the hopes to decrease hospitalization. Due to our agency consistently meeting state expectations, we are one of ten Boards selected to have our DD Case Management and Crisis programs reviewed next week by the DOJ. Tomorrow the agency will be consulting with the State about our ALF Funding and helping other programs to understand operating an ALF.

Ms. McCandlish continued that the agency will be spending regional money to bring Dr. Fletcher to provide a free one day training in treating mental illness. The training information will be sent to Board Members. Ms. McCandlish finished her report by reading a thank you letter from a previous employee, appreciating the current service manager and all of her assistance. Ms. McCandlish emphasized that our agency has wonderful staff and create meaningful impacts like this every day.

Clinical Services: Melanie Adkins, Clinical Services Director, attended a meeting in Charlottesville hosted by the Department to discuss the next Step- Va initiative, mobile crisis. She commented that it is apparent there is some hostility between other CSBs and the Department due to the Department pushing for changes and growth. Ms. Adkins confirmed that our agency is moving with the Department and pushing forward. During the meeting, there was discussion on a 24 hour mobile crisis response model that places an emphasis on staying out the Emergency Room.

Ms. Adkins continued that Emergency Services (ES) data shows at least 95 thousand interventions a year, with an estimate of another 95 thousand interventions where ES is unable to get in front of. Ms. Adkins expressed her appreciation of the close relationship ES shares with the REACH program as well as the advantages CCBHC brings, allowing our agency to have an internal team in place.

Human Resources: HR Director, Val Nelson, provided an update on the agency's Health and Safety and Wellness Committees, highlighting the committee's plans for the upcoming year. A new risk management specialist was recently hired with hopes to assist the agency in decreasing workers compensation claims. The agency will host a wellness fair, open to all employees at the Montgomery Center and Radford Center on April 2nd and 3rd. Ms. Nelson concluded her report by reminding Board Members they will vote on Mr. Pritchett's Executive Director Annual Evaluation during the March Board Meeting.

Quality & Information Technology Director: Quality and Risk Management Service Lead, Kathryn Ryder provided an overview of the Quality Assurance and IT Quarterly Report and explained the changes in the



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way data is gathered. Overall, agency services are scoring in the predicted zones. Emergency Services and REACH are doing great scoring between 91 and 100 percent as well as Same Day Access evaluations scoring 80 percent.

Medical Director: Circe Cooke, Medical Director, presented that she is currently working hard to hire sufficient prescribers. The agency recently hired Karen Scalf-Benham as a Nurse Practitioner, who has worked in the area for a long time and has experience with Geriatrics. Dr. Cooke continued with an update on the agency receiving State Opioid Response (SOR) funding to assist with the agency's MAT program. The agency plans to hire another MAT Case Manager and therapist. Caseloads are extremely heavy right now and a Case Manager is crucial for this population. Dr. Cooke finished her report by addressing vacancies in Medical Services and her plans to fill them.

EXECUTIVE COMMITTEE REPORT: Mary Biggs started her report informing that the Executive Committee convened on February 18th, where Ms. Cox presented financial information which displayed the ratios of the 28 operating boards in Virginia, provided by the State. If there are any questions, Board Members are encouraged to contact Ms. Cox. Ms. Biggs continued that the Executive Committee members were provided a copy of the agency's draft FY19-22 Strategic Plan during their meeting, which Board Members received a copy of this evening. All members are to review the draft Strategic Plan and provide any feedback to Mr. Pritchett. Board Members will vote on the approval of the Strategic Plan at the March Board meeting.

Ms. Biggs provided a suggestion to Board Members on the use of an upcoming work session, to allow Board members a round table discussion in order to self-evaluate and communicate any feedback pertaining to the current Board Meeting flow and set up, as opposed to completing an online survey. Board Members agreed that this suggestion would be helpful.

Ms. Biggs finished her report by relaying that the agency is currently working to finalize a new MOU with the Radford Farmers Market which would allow access to the Radford Center's parking lot on Sundays. Ownership of the Farmers Market has been transferred from the Radford Chamber of Commerce to a new owner, Brooke Love. The Executive Committee granted Mr. Pritchett authority to proceed on this matter as he sees fit.

EXECUTIVE DIRECTOR'S REPORT: Melanie Adkins began the Executive Director's Report by informing board members of a Regional Meeting the agency recently hosted which included Region 3 Community Service Board (CSB) Executive Directors and the DBHDS Commissioner. The meeting was held to discuss regional projects, STEP-VA initiatives and various issues between local CSBs and DBHDS. Two specific ideas that were developed included developing/expanding residential programming for individuals with SUDs and to explore the development of a data analyst to work within the region. The next initiative for DBHDS's plan will focus on outpatient services and is designed to decrease the time an individual is seen for the first time through SDA to their next follow up appointment. The Commissioner discussed his perceptions of our region's uniqueness and some of the challenges facing our community mental health system.

Ms. Adkins continued with an update on Medicaid expansion and possible plans from DBHDS to assist CSBs with Medicaid money. DBHDS has reported that they may choose to assist CSBs with funds before then end of the Fiscal Year. Mr. Pritchett discussed this report with the Commissioner where he clarified that the Department may choose to assist CSBs who have worked diligently and can prove their efforts



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in trying to prepare and implement strategies to deal with the dilemmas associated with Medicaid Expansion.

BOARD MEMBER COMMENTS:

Ms. Biggs informed that Montgomery County held their first Drug Court graduation with three graduates. Judge Turk presided and Judge Long delivered a commencement speech. The drug court graduation was filmed and has been uploaded to the agency's you-tube channel.

ADJOURNMENT

There being no further business, Ms. Biggs moved to adjourn the meeting at 7:48 pm.

MINUTES APPROVED ON: *Ashley Wilson*
Ashley Wilson, Clerk of the Board

Board Member	Representing	Term Ends
Mary Biggs	Montgomery County	6/30/2021 (3rd Term)
Anthony Akers	Pulaski County	6/30/2021 (2 nd 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	6/30/2019 (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)