



# Board of Directors Meeting Minutes

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

**MEETING DATE:** Thursday, October 24<sup>th</sup>, 2019

## **MEMBERS PRESENT**

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

## **MEMBERS ABSENT**

Joe Turman (with notice)

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

August 2019 Minutes (Approved)

September Revised Financial Report (Accepted)

## **CALL TO ORDER**

The meeting was called to order by the 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 August Board Meeting in their Board packets. Joe Young moved to approve the minutes, which was seconded by Vicki Collins. (*Unanimously approved*)

## **RECOGNITION OF GUESTS**

Pat Brown, Director of the Women's Resource Center was recognized for her 33 years of service by the NRVCS Board of Directors. Ms. Brown was presented with a plaque that memorialized her years of service to the community and well wishes in her retirement.

## **PUBLIC COMMENT**

None

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

**Financial and Administrative Support Services:** Finance Director, Patricia Cox, presented the revised September finance report. Ms. Cox reviewed the revenue and expense figures. A new report was introduced to Board Members which contained a breakdown of additional money received. Ms. Cox explained where the money came from and how it helps the agency. Rob Gropman moved to accept the September financial statement, which was seconded by Shelia roop . (*Unanimously accepted*).

**Community Support Services:** Community Support Services Director, Lucy McCandlish, presented an update on NRVCS' new facilities. The Christiansburg PACT office is up and running and new furniture has been set up. Ms. McCandlish reported that the Pathways building is set to be licensed soon and is hopeful for more grants to assist with placing more programs within the facility.

**Clinical Services:** Clinical Services Director, Melanie Adkins, provided an update on Same Day Access. Ms. Adkins reviewed the total outcomes for all Same Day Access Clinics in Radford and Montgomery Counties. With increasing volume, the agency has been able to increase the percentage of clients that are offered appointments within the 10 day period. Ms. Adkins reported that the agency received 150 thousand dollars in new Step-Va funds. The agency plans to hire a Case Manager to assist with Same Day Access.



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**Human Resources:** Human Resource Director, Val Nelson, reviewed the agency's quarterly Stay and Exit report. Ms. Nelson reported that 55 staff left the agency in the first quarter and 23 agreed to participate in an exit interview. Ms. Nelson reported that 5 staff Stay interviews are given randomly each month and provided a summary of the last quarter's interviews. Ms. Nelson concluded her report by informing Board Members of new regulations regarding overtime exempt status that will take effect January 2020.

**Quality & Information Technology:** Quality Assurance and IT Director, Leslie Sharp, reviewed the Annual Quality Improvement Plan, which Board Members received in their Board Packet. This plan includes the Fiscal Year 19 Quality Improvement report, agency trainings, and goals and objectives in relation to the strategic plan. Ms. Sharp reported that the agency's Risk Management Committee reviewed 4000 chart reviews in the last year and continues to meet weekly and discuss critical incidents.

**Medical Director:** Medical Director, Dr. Circe Cooke, provided an overview of the agency's MAT Program and discussed new funding for the program. The agency received 272 thousand from state opioid response grant. Dr. Cooke discussed the proposed budget for the new funds.

**EXECUTIVE COMMITTEE REPORT:** Mary Biggs, Board Chair, reported that the Executive Committee met on Monday, October 21<sup>st</sup>. Board Members would like to continue to receive Executive Committee meeting summaries after each meeting.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director, James Pritchett, began his report by remembering the late Executive Director, Lynn Chenault, who recently passed away. He reported that the quarterly drug court meeting was held on September 30<sup>th</sup> and heavily attended. Mike Wade did an excellent job facilitating the meeting. He continued by updating Board Members, NRVCS served as regional lead for the Step-Va Crisis Initiative, and the regional plan had been submitted to the Department for review. The next initiatives is Peer Services and Veteran Services.

Mr. Pritchett discussed ongoing issues with the Managed Care Organizations. He encouraged Board Members to call their local legislators and advocate concerns for these issues.

Board Members were presented with Quarter 1 reporting on the Strategic Plan's goals and initiatives. At the next Board Meeting, James will provide a summary and highlights of the initiatives in need of work and attention.

Mr. Pritchett informed members that the Agency's 50<sup>th</sup> anniversary will be held on December 5<sup>th</sup> from 3:00pm – 5:00pm at the Radford Center.



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## ADJOURNMENT

There being no further business, Ms. Biggs moved to adjourn the meeting at 8:03 pm.

MINUTES APPROVED ON: December 5, 2019 Ashley Wilson

Ashley Wilson, Clerk of the Board

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