



Board of Directors Meeting Minutes

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

MEETING DATE: Thursday, December 3rd, 2020

MEMBERS PRESENT

Anthony Akers, Bob Sisk, Forrest Hite, Jason Buckland, Jerry Boothe, Joe Young, Kristie Williams, Mary Biggs, Melissa Shaw, Sally McCarthy, Susan Richardson, Vicky Collins

MEMBERS ABSENT

Shelia Roop (Without notice)

AGENDA ACTION ITEMS

October 22nd, 2020 Minutes

October Financial Statement

HR PTO Policy Update

CALL TO ORDER

Mary Biggs, Board Chair read the following statement:

Section 2.2-3708.10 of the Code of Virginia, as amended, permits members of the New River Valley Community Services Board to participate in their regularly scheduled meeting of the Board, on December 3, 2020 at 6:00 p.m., through electronic communication, via Cisco WebEx, due to the continuing COVID-19 pandemic.

Items on the agenda include the following:

- Voting on the minutes of previous meetings*
- Voting to accept the monthly financial report*
- Voting to accept agency policy updates*

The public has been notified of this meeting on the New River Valley Community Services website, and provided the information they need to participate remotely, by calling the Clerk of the Board, Ms. Ashley Wilson at 540-961-8476, or emailing her at aawilson@nrvc.org.

Joe Young made a motion to accept this statement, which was seconded by Vicky Collins. (*Unanimously accepted*)

The meeting was called to order by the Board Chair, Mary Biggs at 6:00 pm. Ms. Biggs welcomed attendees and roll call was read by Ashley Wilson, Clerk of the Board.

MINUTES**

Board members received minutes from the October Board Meeting in their Board packets. Jerry Boothe moved to approve the minutes, which was seconded by Kristie Williams. (*Unanimously approved*)

RECOGNITION OF GUESTS

None

PUBLIC COMMENT

None



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PROGRAM REPORTS**

Financial and Administrative Support Services: Finance Director, Trish Cox reviewed of the October Financial Statement, which board members received in their board packets. Bob Sisk moved to accept the October Financial Statement, which was seconded by Forrest Hite. *(Unanimously accepted)*

Community Support Services: No report.

Clinical Services: Melanie Adkins, Clinical Services Director, provided an update on the build out of the Crisis Center in Radford, a proposal that was drafted by James for a crisis center to serve all five jurisdictions in July. After receiving approval October 1st, the build out began with a deadline of December 30th. The project has made remarkable progress with the electrical and dry wall completed and our networking equipment due to be finished within the week. This project has been funded through CARES money, designated to each jurisdiction and the project must directly relate to COVID-19. All invoicing will be submitted by December 30th.

Human Resources: Angie Lucas, HR Director, reviewed the 3rd quarter turnover report for 2020. A request had been made to review turnover stats from 2015 on, but due to incorrect calculations, Angie will have to go back and fix each report prior to presenting. Ms. Lucas continued with an updated agency PTO policy to be reviewed and approved by the Board. Vicky Collins made the motion to approve the PTO Policy changes, which was seconded by Jason Buckland. *(Unanimously approved)*

Quality & Information Technology: Leslie Sharp, Quality Assurance and IT Director, reviewed the Quarter 1 Quality Assurance Report, which board members received in their board packets.

Ms. Sharp provided Board Members with a COVID-19 update. The agency has seen an increase of positive cases in staff and clients, however staff continue to follow protocols set, and NRVCS has avoided agency spread.

Medical Director: No Report.

EXECUTIVE DIRECTOR'S REPORT: James Pritchett, Executive Director thanked Brown Edwards, the agency's auditors who presented at the evening's work session providers. Trish and the Finance Department have done an incredible amount of work over the past two years which has resulted in this year's successful audit. They, with the assistance of others across the agency, put new processes and workflows in place to ensure that the organizations financial reporting is without question and accurate.

Mr. Pritchett continued his report by updating board members that with the assistance of the Unit's Service Managers and Admin, he has been working on identifying the needs of the Community Support unit as well as those of the organization, to evaluate the vacant position which was held by the former Unit Director, Lucy McCandlish.

Mr. Pritchett updated that the agency continues to monitor the needs of clients and staff during the pandemic in order to ensure that services can continue in a safe manner. Information is disseminated weekly to staff regarding safety precautions and ways to assist the supervisors in supporting staff. Currently, a group of staff are working to prioritize a list of programs and staff that would need to be offered the vaccine in order to be ready as soon as it is available; this would also include offering vaccines to those individuals that we serve in our residential programs.

Mr. Pritchett announced that the Admin Team has been working diligently over the past 18 months to develop a vision and values statement that will be rolled out in January. While COVID did delay the roll out, this process did take a great deal of time as it was important to define these concepts to ensure everyone shared the same philosophies and be consistent in weaving them through our day-to-day work and partnerships. The agency's vision is Excellence, which is



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created through our Partnerships, Leadership, and Passion. The agency's new values to support and help NRVCS reach the vision is Ownership, Trustworthiness, Teamwork, Being Good Stewards of Change, and celebrating our Successes.

In regards to the NRVCS Staff Survey, conducted by the Board, Mr. Pritchett believes that overall the results of the survey were positive, and a summary of those results have been shared with the organization's Admin Team. Mr. Pritchett and HR Director Angie Lucas met with the Board Chair & Vice-Chair to receive the themes of general concerns that had been obtained, and have started to create a plan to address those concerns/themes. The plan will be finalized and submitted to the Executive Committee in January. Many of these issues validate the direction that the agency has been moving with the work related to the agency's strategic plan.

Mr. Pritchett concluded his report with an update on the agency's Facility study. After reading proposals and negotiating services, Spectrum Design was awarded the contract to conduct a full facilities study for the organization. The study will be reviewing the majority of our facilities; program workflows; and populations served in each site in order to assist us as we begin planning for the agency's future needs. One of the main areas being evaluated is the utilization of the Montgomery Center. Mountain Empire will be meeting next week to review the plans and to discuss the letter of intent that has been received regarding our Blacksburg property and their desire to purchase it.

Board Member Comments:

Jerry Boothe announced that the Floyd Chamber of Commerce has recognized NRVCS as the Non-Profit of the year. The agency will be awarded on December 8th and announced to the public, later within the month.

Closed Session:

Jerry Boothe made the motion to enter into closed session which was seconded by Kristie Williams. Roll call was read by the Clerk of the Board. *(Unanimously approved)*.

Be it resolved, the New River Valley Community Services Board hereby enters into Closed Meeting for the purpose of discussing the following:

Section 2.2-3711 (1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, discipline or resignations of specific officers, appointees, or employees of any public body.

1. Personnel

Vicky Collins made the motion to reconvene into public session which was seconded by Jerry Boothe. *(Unanimously approved)*

Jerry Boothe made the motion that each member certify that to the best of their knowledge only matters lawfully exempted from open meeting requirements were heard, discussed, or considered, which was seconded by Jason Buckland. All members did so certify. Roll call was read by Ashley Wilson, Clerk of the Board.

ADJOURNMENT:

There being no further business, Ms. Biggs moved to adjourn the meeting at 8:25pm.

MINUTES APPROVED ON: 2/25/2021 Ashley Wilson
Ashley Wilson, Clerk of the Board



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Board Member	Representing	Term Ends
Mary Biggs	Montgomery County	6/30/2021 (3 rd Term)
Anthony Akers	Pulaski County	6/30/2021 (2 nd Term)
Melissa Shaw	Floyd County	6/30/2023 (2 nd Term)
Vicky Collins	City of Radford	6/30/2023 (3 rd Term)
Jason Buckland	Giles County	6/30/2023 (2 nd Term)
Sally McCarthy	Pulaski County	6/30/2023 (2 nd Term)
Forrest Hite	City of Radford	6/30/2023 (1 st Term)
Susan Richardson	Montgomery County	6/30/2022 (2 nd Term)
Sheila Roop	Montgomery County	6/30/2022 (3 rd Term)
Bob Sisk	Pulaski County	6/30/2023 (3 rd Term)
Jerry Boothe	Floyd County	6/30/2021 (1 st Term)
Joe Young	Montgomery County	6/30/2023 (3 rd Term)
Kristie Williams	Giles County	6/30/2023 (2 nd Term)

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