



# Board of Directors Meeting Minutes

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

**MEETING DATE:** Thursday, June 25<sup>th</sup>, 2020

## **MEMBERS PRESENT**

Mary Biggs, Kristie Williams, Jerry Boothe, Jason Buckland, Sally McCarthy, Melissa Shaw, Vicky Collins, Rob Gropman, Joe Young, Susan Richardson, Sheila Roop

## **MEMBERS ABSENT**

Bob Sisk (with notice) and Anthony Akers (with notice)

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

February 27, 2020 Minutes

April 6, 2020 Minutes

May Financial Statement

FY 2021 Budget

NRVCS P&P Changes

## **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 June 26, 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 approve the final summary of the agency's FY 2021 Budget*
- Voting on the agency's Policy and Procedure changes*
- Voting on the appointment of a Board member to the Executive Committee*
- Voting on a possible schedule of meetings for the FY 2021*

*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](mailto:aawilson@nrvc.org).*

The meeting was called to order by the Board Chair, Mary Biggs at 6:13 pm. Ms. Biggs welcomed attendees and roll call was read by Ashley Wilson, Clerk of the Board.

## **MINUTES\*\***

Board members received minutes from the February and April Board Meeting in their Board packets. Kristie Williams moved to approve the minutes, which was seconded by Joe Young. *(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 May Financial Statement, which board members received via email. Ms. Cox presented the Revenue and Expenses from the monthly statement and explained that in summary, the agency's revenue was at 88% and Expenses came in at 85% which is right on target.

Jerry Boothe moved to accept the May Financial Statement, which was seconded by Vicky Collins. *(Unanimously accepted)*

Ms. Cox was also the work session provider and summarized the proposed FY 2021 NRVCS Budget. With no further questions, Sally McCarthy moved to approve the NRVCS FY 2021 Budget, which was seconded by Jerry Boothe. *(Unanimously approved)*

**Community Support Services:** Service Manager, Patti Dotson, provided an update on the agency's residential programs. Residential staff have worked diligently to ensure shifts are covered and that our most vulnerable population remains safe. Residential Facilities were closed to the public and visitors on March 16<sup>th</sup> and will remain closed until the agency is cleared to open them.

**Clinical Services:** Clinical Services Director, Melanie Adkins, provided an update on the agency's new CCBHC Grant Award Extension. The agency received 3.9 million dollars to assist in providing CCBHC services. The current CCBHC Advisory group will continue their meetings with the expansion in place.

**Human Resources:** Angie Lucas, Human Resources Director introduced herself as she was recently hired in March. Ms. Lucas reviewed the proposed Policy and Procedure changes.

Jason Buckland made a motion to approve the proposed Policy and Procedure changes, which was seconded by Vicky Collins. *(Unanimously approved)*

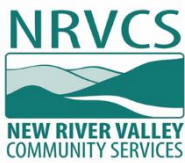
**Quality & Information Technology:** Quality Assurance and IT Director, Leslie Sharp, presented the quarterly quality report. Ms. Sharp reviewed the agency's service productivity figures that are submitted to the Department as well as updated on the agency's documentation successes. Staff completed 2300 chart reviews in the first half of the year.

Ms. Sharp provided an update on COVID-19 and the positive case within the agency. She thanked the staff that went above and beyond to ensure staff working from home had all equipment needed. The agency was able to move quickly and ensure the safety of staff and clients successfully.

**Medical Director:** Dr. Circe Cooke, Medical Director, discussed the benefits of transitioning to telehealth during these unprecedented times. With the ability to assist clients virtually, the agency has seen a significant decrease in no-show rates as clients are not faced with travel barriers and are able to make their appointments. Intakes have increased and clients are able to be scheduled quickly. Clients who prefer to meet face to face, are able to keep appointments in the clinic.

**EXECUTIVE COMMITTEE REPORT:** Mary Biggs reported that the Executive Committee met on February 18<sup>th</sup>. The agency continues to advertise the committee meeting dates and times on the agency website. Ms. Biggs proposed two options for FY 21 Board of Directors Meeting Schedules. The Board will vote on a meeting schedule at the August Board Meeting. Ms. Biggs advised that with the step down of Joe Turman from the Board and Executive Committee, the Executive Committee recommended the appointment of Melissa Shaw to the Committee.

Jerry Boothe made a motion to approve the appointment of Melissa Shaw to the Executive Committee, which was seconded by Vicky Collins. *(Unanimously approved)*



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**EXECUTIVE DIRECTOR'S REPORT:** Executive Director, James Pritchett began his report by thanking the work session providers, Finance Director Trish Cox. Mr. Pritchett then expressed gratitude to the Board Members for their continued participation virtually.

Mr. Pritchett updated Board Members on precautions the agency and staff continue to take to ensure the safety of our staff and clients. NRVCS remains in Phase 1 of our Recovery Plan even though the commonwealth has moved to Phase 3. Staff's anxiety has been high but they continue to work diligently which is evidenced by our Budget report and stakeholder comments.

Mr. Pritchett discussed the importance of telehealth and his plans to advocate that it continue. We are able to provide access to services and avoid barriers including clients that struggle with transportation.

Mr. Pritchett discussed CARES funding that will be distributed to the localities and the proposal to use unallocated funds to build collaborative crisis model with Law Enforcement. This project would decrease the risk of individuals exposed to COVID-19 by avoiding hospital settings.

Mr. Pritchett concluded his report with an update on the annual Mountain Empire Meeting. The agency has received a formal offer to buy the Montgomery Center building. The agency plans to continue forward with a facility study before facility plans are made.

**Board Member Comments:**

The June NRVCS Board meeting will be Rob Gropman's last meeting as an NRVCS Board Member. Mr. Gropman commented that it has been an honor to serve as a Board Member and work with a dedicated management team. The Board and NRVCS wishes Mr. Gropman the best and are thankful for his service.

**Chairman Report:** Mary Biggs, Board Chair, began her report by thanking the staff of NRVCS staff for their hard work and dedication to the agency. Ms. Biggs updated Board Members on her participation with the COVID-19 Task Force and discussed possible CARES funding.

**ADJOURNMENT**

There being no further business, Ms. Biggs moved to adjourn the meeting at 7:25 pm.

MINUTES APPROVED ON: 8/27/2020 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 <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	6/30/2022 (2 <sup>nd</sup> Term)
Susan Richardson	Montgomery County	6/30/2022 (2 <sup>nd</sup> Term)
Sheila Roop	Montgomery County	6/30/2022 (3 <sup>rd</sup> Term)
Bob Sisk	Pulaski County	6/30/2020 (2 <sup>nd</sup> Term)
Jerry Boothe	Floyd County	6/30/2021 (1 <sup>st</sup> Term)
Joe Young	Montgomery County	6/30/2020 (2 <sup>nd</sup> Term)
Kristie Williams	Giles County	6/30/2020 (1 <sup>st</sup> Term)