

# Board Meeting Minutes

January 22, 2015



NEW RIVER VALLEY COMMUNITY SERVICES

*Questions or Comments? Please contact Melissa Jackson, Clerk of the Board, at 961-8421.*

## **Call to Order:**

The meeting was called to order by Chair Sally McCarthy at 6:10 p.m. Roll call was read by Melissa Jackson, Clerk of the Board.

## **\*\*\*Minutes:**

Board members received in their packets the minutes from the December 4, 2014 Board meeting. Trish Muldoon moved that the minutes be approved as distributed. Mary Biggs seconded the motion, which was approved unanimously.

## **Recognition of Guests:**

None.

## **Public Comment:**

None.

## **Program Reports:**

James Pritchett, CFS Director, discussed efforts around offering screenings for GAP. Board members received by handout an informational flyer, "Understanding GAP". Pritchett noted GAP is for people with no health insurance coverage that meet the 100% poverty level and have an SMI (Serious Mental Illness) diagnosis. The agency hopes to be able to generate some revenue for services already being provided to this population. NRVCS will help people that meet eligibility requirements to sign up and each program is looking at caseloads to identify people that are potentially eligible. The agency anticipates a high volume of calls from the community and is sending out informational flyers to DSS and the free clinics to advertise the sign up process. GAP offers coverage for mental health, behavioral health, and substance abuse services with limited medical coverage including payment for medications. More information is available on the agency website. Enrollment started on 1/15/15.

Lucy McCandlish, AFS Director, presented the Adult & Family Services report. The PACT program added another team and now has 3 fully functioning teams. PACT is now accepting referrals. Nine GAP applications have been finished. McCandlish noted Medicaid makes final decisions on whether people qualify. The REACH children's program is up and running, doing between 2 and 3 crisis plans a day. REACH has been notified it will receive another \$750k in region wide funds for next fiscal year. It will also receive more training funds. The agency has 25 individuals left in the Training Center and has re-hired the discharge planner. Nine people have been identified for discharge before the end of the fiscal year. The target date to close the Training Center is 2018 but there is new legislation which proposes to keep it open. All group home beds are full at this time. A new group home is being built in Radford and it expected to be ready by March. TDO admissions are up at New Horizons. The agency has received a new opinion on bed rate capacity and plans to go up to 8 beds at New Horizons as soon as possible.

Melanie Adkins, Emergency Services Coordinator, presented the Emergency Services report. Adkins provided an update on TDO exception reporting and distributed an informational handout. There is now 6 full months of data available and many changes are coming. There is a new initiative around alternative transportation to move away from using law enforcement as the primary transportation provider. Adkins reviewed a regional report and noted NRVCS had the most number of contacts in the region during the 6 month period of data collection.

\*\*\* = Action Items

## **Agenda Action Items**

**Minutes - Oct. 30, 2014**

*Approved*

## **Members Present:**

Chair, Sally McCarthy  
Vice-Chair, Bob Nicholson  
Mary Biggs  
Vicky Collins  
Jimmy Duncan  
Trish Muldoon  
Susan Richardson  
Sheila Roop  
Joe Turman  
Joe Young

## **Members Absent:**

Lynn Chenault, with notice  
Scarlet Ratcliffe, with notice  
Bob Sisk, with notice

## **Others Present:**

Melanie Adkins  
Susan Hurst  
Melissa Jackson, Clerk of the Board  
Lucy McCandlish  
James Pritchett  
Rosemary Sullivan  
Deborah Whitten-Williams

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Deborah Whitten-Williams, FASS Director, presented the financial report. Board members received copies of the financial report in their meeting packets. Whitten-Williams noted revenues look very good and there is a surplus. The staff raise was implemented and there are plans to purchase replacement vehicles. The budget revision process is underway and variances will be managed. The budget revision will be presented to the Board at the February meeting for approval at the March meeting. The budget for the new fiscal year will be presented to the Board in May.

Susan Hurst, Human Resources Assistant Director, offered the Human Resources report. Hurst provided an update on the Class/Comp Study. At the recent VACSB, the HR Committee discussed a state wide class/comp study for which all CSBs will split the costs. The study will include regional differentials and the data might be used for the planned Class/Comp Study at NRVCS. The Board will be updated as the project progresses.

### **\*\*\*Executive Committee Report:**

Chair Sally McCarthy presented the Executive Committee Report. McCarthy presented an overview of things learned during the exit conference of the recent departmental review. Overall, the review went well and NRVCS was complimented for its programs and services, along with Accounting and HR programs. The agency needs more documentation on serving pregnant women, and women with children and has challenges related to clinical documentation in the Mindline EHR system. Rosemary Sullivan noted the review team worked collaboratively and was very supportive of the agency. The final report should be available within the next few months. The agency will be given a timeline for corrections, then the reviewers will return. Sullivan noted agency staff worked very hard and commended their efforts.

McCarthy provided an update on the External Audit. Several meetings and discussions were held with the auditors and the Office of Contracting as well as the Internal Auditor for the Department. When the Department review concluded, the lead auditor for the Department met with representatives of the external auditing firm in an effort to bring about closure on the audit. The external firm agreed to have the agency's new CPA reconstruct AR and Revenues and submit a new report for review. The agency was given a deadline of 1/15/15 to complete the rebuild and that deadline was met. The final report is pending and expected to be received by 2/2/15. The Department has released all state and federal funding.

### **Executive Director's Report:**

Interim Executive Director, Rosemary Sullivan, presented the Executive Director's report. Sullivan discussed the work session training topic, the roles and responsibilities of Board Members and invited members to ask additional questions as necessary.

Sullivan announced the agency is now requesting level local funding.

Sullivan offered an update on various PR tools and distributed the VACSB annual report by handout. Sullivan discussed the first edition of the agency newsletter. The newsletter is one in a series of four that will be produced and distributed by email and hard copy to a wide variety of community partners and stakeholders. One of the goals the agency has this year to is market services and programs so that people in the community know who NRVCS is and what it does. Rosemary discussed excitement around the newsletter and other social media tools. Mike Wade will attend future meetings with updates.

Board members received by handout a 2015 Diversity Calendar featuring the artwork of agency staff. Deborah Whitten-Williams briefly described the artwork and the agency's annual Art Exhibit for staff. Copies of the calendar were also shared with the State Cultural Competency Committee. Whitten-Williams reported the committee was very impressed with the calendar and the agency's diversity training program as a whole.

Sullivan announced there is a proposal for a slight easement change with the Holiday Inn. Sullivan and Deborah Whitten-Williams are meeting routinely with the Holiday Inn. They have re-drafted the easement portion of the agreement and it is currently under review by the agency attorney. The changes are primarily around the entrance, the stop light and the location of agency spaces in the future. Their goal is to break ground in February, 2015.

\*\*\* = Action Items

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**Closed Session:**

Trish Muldoon moved that the NRVCS Board convene in a closed session 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, namely to discuss software issues. Bob Nicholson seconded the motion which was unanimously approved. Following the closed session, Trish Muldoon moved that the Board reconvene into open session. Vicky Collins seconded the motion, which was approved unanimously. By roll call, each member then certified that to the best of their knowledge only matters lawfully exempted from open meeting requirements were heard, discussed, or considered.

**Board Member Comments:**

None.

**Chairman's Report:**

None.

**Adjournment:** There being no further business, Sheila Roop moved to adjourn the meeting at 7:15 p.m. Vicky Collins seconded the motion which was unanimously approved.

Minutes approved on \_\_\_\_\_

\_\_\_\_\_  
Melissa Jackson, Clerk of the Board

\*\*\* = Action Items

**Board Member Terms**

<b><u>Name:</u></b>	<b><u>Representing:</u></b>	<b><u>Term Ends:</u></b>
Mary Biggs	Montgomery	6/30/15 (1st)
Lynn Chenault	Pulaski	6/30/17 (1st)
Vicky Collins	Radford	6/30/17 (1st)
Jimmy Duncan	Floyd	6/30/17 (1st)
Sally McCarthy	Pulaski	6/30/15 (3rd)
Trish Muldoon	Giles	6/30/17 (3rd)
Bob Nicholson	Radford	6/30/16 (3rd)
Scarlet Ratcliffe	Giles	6/30/17 (3rd)
Susan Richardson	Montgomery	6/30/16 ( <i>Unexpired term of A. Giles</i> )
Sheila Roop	Montgomery	6/30/16 (1st)
Bob Sisk	Pulaski	6/30/17 (1st)
Joe Turman	Floyd	6/30/15 ( <i>Unexpired term of B. Gardner</i> )
Joe Young	Montgomery	6/30/17 (1st)