

# Board Meeting Minutes

April 23, 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 6:54 p.m. Roll call was read by Melissa Jackson, Clerk of the Board.

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

Board members received in their packets the minutes from the March 26, 2015 Board meeting. Mary Biggs moved that the minutes be approved as distributed. Trish Muldoon seconded the motion, which was approved unanimously.

## **Recognition of Guests:**

None.

## **Public Comment:**

None.

## **Program Reports:**

James Pritchett presented the Crisis and Family Services report. Pritchett discussed recent crisis response efforts in the community. The agency provided an eight-day response for the Noah Thomas incident. Staff members responded at the school, debriefings were provided for law enforcement, school personnel, and county officials. The agency provided five staff members in response to an incident at the Eastern Montgomery Elementary school. The agency also responded to the suicide at the Montgomery County Courthouse. Internally, debriefing were conducted with agency staff involved in crisis response efforts. A few of those staff members were subsequently referred to the agency's EAP program for additional support. Pritchett discussed efforts to provide additional trainings for staff to provide crisis response.

Lucy McCandlish presented the Adult and Family Services report. McCandlish provided an update on expansion plans at the Wadsworth Group Home, REACH, and New Horizons. The new five-bed group home on Wadsworth in Radford is open and residents are very pleased. The REACH program is gearing up to add bed space. A seventh bed will be added to handle turnover flow. New Horizons will be expanding by two beds in July. McCandlish reported there will be two people coming out of the training center the first week in June, which takes the agency down to approximately 20 remaining individuals. McCandlish has been participating in regional group planning around specialty housing. Planning is underway to add a home in Pulaski County which is geared toward individuals on the autism spectrum. McCandlish is working with a property developer who is committed to helping the agency develop these kinds of housing projects.

Melanie Adkins presented the Emergency Services report. Adkins discussed an upcoming funding opportunity. The agency will be applying for additional funding to expand the CIT Assessment Center to 24 hours and increase response time and availability in the Pulaski, Radford, and Giles areas. Adkins discussed an issue related to EMTALA and Lewis Gale. A federal law, EMTALA, requires hospitals to provide services, including psychiatric assessment services, to anyone who needs emergency care, regardless of funding source. The law will impact the agency at the CIT Assessment Center at Lewis Gale hospital. The agency is working with the hospital around the issue and Delegate Yost will be attempting to advocate for a waiver for hospitals in Virginia.

\*\*\* = Action Items

## **Agenda Action Items**

**Minutes - Feb. 26, 2015**

*Approved*

**Auditor RFP  
Recommendation**

*Approved*

## **Members Present:**

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

## **Members Absent:**

Lynn Chenault with notice  
Joe Turman, with notice

## **Others Present:**

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

Members of the Coordinators Team



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Rosemary Sullivan, Interim Executive Director, provided the Human Resources Report on behalf of Susan Hurst. Sullivan gave an update on the Class Comp study. The RFP has been issued and the agency is looking for someone to evaluate jobs in this region in comparison to agency jobs. Compression issues and peer support salaries will also be studied. Once bids are received, the agency will further evaluate the project.

Deborah Whitten-Williams presented the FASS report. Williams discussed the budget report as distributed in the meeting packets. The agency is still experiencing a deficit in fee revenue, specifically in SPO Medicaid. Williams noted it is always a challenge to maximize fee revenue and it has been determined that this year the challenges are related to new billing in expansion positions that were vacant all year. Additionally, there have been issues with turnover, new management, and weather related closings. Now that problems have been identified, there is a plan to manage the deficit and adjustments will be made for next year. Williams noted the agency has managed within collected revenues all year and is expected to finish the year with a surplus, in spite of giving a 3% raise. James Pritchett commented that it has been difficult to hire certain positions and the agency is being very selective in hiring for school personnel. Pritchett has reached out to the RU Graduate program and learned their program participant level is high, but participants are entering the program, already employed, with plans to advance with current employers. Pritchett discussed recruitment efforts including job fairs, graduate program presentations and outreach using social media.

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

Chair Sally McCarthy presented the Executive Committee (EC) report. McCarthy discussed the new external auditor. Two companies have submitted bids and options were reviewed with the Board. McCarthy invited Deborah Whitten-Williams to discuss the bids. Williams distributed a summary handout detailing the pros of the two bidding firms. Williams reported there are really no cons of note. Both firms are very qualified, well established in Virginia, well established nationally, very comprehensive and skilled. One firm is more of a CSB expert. The other firm does a lot of government auditing while serving one CSB. Williams noted there will be a significant increase in price compared to what the agency has been paying for the audit in previous years, but the bids are in line with industry standard prices. Williams recommends Brown Edwards due to pricing and CSB experience. References have been checked and are positive. Mary Biggs moved to award the contract to Brown Edwards. Vicky Collins seconded the motion which was unanimously approved.

McCarthy discussed responses to the EHR RFP. Three vendors have submitted proposals and McCarthy referenced summary information included in meeting packets that was previously discussed during the work session training. McCarthy noted the summary is for information only. Members discussed a significant variance in pricing among the bidders. The goal is to make a decision by end of May, work on a contract in June, begin planning the implementation in July 2015, and target July 1 of 2016 as the go live date. The Executive Committee will be involved in any decisions made before the next Board meeting.

McCarthy discussed the Holiday Inn project. The easement agreements have been finalized and signatures are expected to be obtained next week. Staff will be expected to refrain from using their parking lots and will have access to the parking garage across the street. A crossing guard will be made available to assist in crossing the street. Once the fence is put into place, staff can resume accessing their parking area. A stoplight will be installed as soon as possible to assist with traffic flow.

**Executive Director's Report:**

Interim Executive Director, Rosemary Sullivan, presented her report. Sullivan invited board members to ask questions and offer feedback on the work session training topic, "Meet Our Coordinators". Sullivan announced there will be another meet and greet format at the August meeting with the agency's doctors and nurse practitioners.

Sullivan discussed the new management structure, introducing the Coordinator II concept. The Executive Leadership Team has identified an advanced group of Coordinators, Coordinator IIs, and they are joining Executive Leadership Team meetings. Coordinator IIs will assist with projects and be mentored as part of succession development. Coordinator IIs will continue to meet with other Coordinators to provide coaching and mentoring to them. The Board will be updated on the new structure as appropriate.

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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 and pursuant to Virginia Code § 2.2-3711 A(7) for a briefing pertaining to probable legal litigation. Joe Young 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, Joe Young moved to adjourn the meeting at 7:57 p.m. Mary Biggs seconded the motion which was unanimously approved.

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

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

### **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)