

Board Meeting Minutes

August 27, 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 Joe Young at 6:45 p.m. Roll call was read by Melissa Jackson, Clerk of the Board.

*****Minutes:**

Board members received in their packets the minutes from the June 25, 2015 Board meeting. Scarlet Ratcliffe moved to approve the minutes as distributed. Vicky Collins seconded the motion, which was approved unanimously.

Recognition of Guests:

Chair Joe Young recognized the presence of Mountain Empire Board members at the work session, noting the value of their participation.

Public Comment:

None.

Program Reports:

James Pritchett presented the Crisis and Family Services (CFS) report. Pritchett discussed the lack of NRVCS mentoring services for youth in recent years due to Medicaid restrictions. Private companies have been providing some services throughout the New River Valley, but two counties have approached NRVCS with requests to develop a program, reporting the private companies have not been performing very well. NRVCS staff have brainstormed ideas and will now pilot a program in Giles County using KPACT staff. If the pilot is successful, it will be expanded to Pulaski County. Pritchett noted the KPACT program is already providing services to high risk youth and caseloads may be expanded via CSA funding. If approved, the new program will provide assessments and develop treatment plans using referral information and objectives. The goal will be to train youth on independent living skills and build a natural support system using family and community supports. Pritchett expects Radford and Floyd County will have the desire to participate in the future as well.

At this time, Chair Joe Young noted remaining program reports would be presented later in the meeting due to the temporary absence of two Directors. Young invited Interim Executive Director, Rosemary Sullivan, to present her report.

Executive Director's Report:

Sullivan began her report discussing a fact sheet that was included in meeting packets on a Certified Community Behavioral Health Clinic (CCBHC) grant. The Department of Behavioral Health and Developmental Services (DBHDS) wrote the grant to certify eight CSBs in Virginia and NRVCS has been included as one of the eight CSBs. Per Sullivan, becoming certified is quickly becoming a national standard and agency leadership wants NRVCS to be prepared. The model also offers a state of the art continuum and will provide enhanced reimbursement rates. Other benefits include a focus on veterans, integration with primary care, and will attempt to produce a reduction in public safety needs. Sullivan noted the hallmark of the plan is to be able to serve the indigent population. The agency will be required to serve anyone, regardless of locality or ability to pay. The DBHDS Commissioner has indicated she wants all 40 CSBs in the state to become certified. Being a part of the first 8 is huge in terms of funding. The Commissioner strongly feels Virginia will be approved for the first year so NRVCS is already planning

Agenda Action Items

Minutes - June 25, 2015

Approved

Executive Committee

Appointment

Approved

DBHDS Audit Report

Accepted

FY15 Year End Financial

Report

Accepted

Members Present:

Chair, Joe Young
Vice Chair, Trish Muldoon
Mary Biggs
Lynn Chenault
Vicky Collins
Jimmy Duncan
Bob Nicholson
Scarlet Ratcliffe
Susan Richardson
Sheila Roop
Bob Sisk
Joe Turman

Members Absent:

Anthony Akers, with notice

Others Present:

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

Board Meeting Minutes

August 27, 2015



NEW RIVER VALLEY COMMUNITY SERVICES

Continued from page 1:

and ramping up. We will receive official notification in October and will have one year to get certified, if approved. Sullivan discussed available funding and funding needed to meet anticipated structure/staffing changes. Sullivan noted the grant will likely be a monthly agenda item for the Board.

Sullivan provided an update related to facilities and discussed plans to relocate some programs from the Montgomery Center to a new site in Radford. Sullivan also discussed the lease on the Pulaski Center location and future plans to relocate programs housed there. Sullivan noted the Executive Leadership Team recently discussed hiring a consultant to assist with future facility planning.

Sullivan discussed the work session, a joint meeting with Mountain Empire and noted joint meetings will continue as needed and requested. Both Boards will be updated regarding consultation work for future facility planning.

Sullivan discussed two upcoming events. Members received in their packets a flyer about an upcoming presentation, “Seven Myths of Marijuana”. Sullivan noted the presentation is a great opportunity to collaborate with locals schools and encouraged Board members to attend. Sullivan discussed a save the date announcement presented to members via handout on an upcoming, agency sponsored, Recovery Dance and Celebration. The dance will be at Custom Catering and there is hope the recovery community will come out to celebrate the event. Board members are also encouraged to attend.

Chair, Joe Young, announced program reports would continue at this time.

Program Reports—Continued

Adult and Family Services (AFS) Director, Lucy McCandlish, presented the AFS report. McCandlish gave an update on waiver redesign. Next week, Waiver families will receive a letter from the state outlining the impact of SIS scores. Waiver service choices will be limited according to each individual’s score. A great deal of negative feedback is anticipated and individuals should be encouraged to share feedback directly with the State to make the most impact. Board members can direct questions to McCandlish as necessary. McCandlish reported training center discharges are proceeding on schedule.

Melanie Adkins presented the Emergency Services (ES) report. Adkins provided an update on the new assessment center. The agency was awarded money for a second assessment center in conjunction with Radford City Sheriff’s Department. A location has been found in Radford and the program is quickly moving forward. It is anticipated the site will be largely used by Radford City, Pulaski County and Giles County jurisdictions. Adkins also noted Medicaid will soon begin paying for evaluations done under ECO which will provide a little more revenue in the ES program.

Susan Hurst presented the Human Resources report. Hurst provided an update on the Class/Comp study. The project is moving forward on schedule. Employee participation in the Job Analysis Questionnaire (JAQ) portion is very high and will provide valuable information for the study. The Executive Leadership Team has reviewed a list of external companies to be used for salary benchmark purposes and feedback will be provided to the consultant. Hurst noted the Board will be updated every month on the study.

Heather Rupe presented the Quality Assurance report. Rupe discussed the quarterly quality report which was included in meeting packets. In terms of the dashboard, FY15 is now over. In the first quarter of FY16, we will see a dashboard with new information. The Outcomes Committee continues to meet and is attempting to establish targets that are not based on statewide averages. Rupe noted the agency did well on the Exhibit B report. Rupe discussed measures around employment and future expectations. The agency has performed well in terms of having conversations around employment but improvement is needed on measures around treatment plan employment goals.

Rupe also discussed the Annual Quality Improvement Report which was included in meeting packets. Rupe reviewed progress in the seven core function areas: Consumer Participation; Cultural Competence; Strategic Planning; Corporate Compliance; Standards of Care; Quality Assurance; Process & Outcomes Management; and Health & Safety.

***Financial and Support Services Director, Deborah Whitten-Williams, presented the FY15 Year-End Financial Report, copies of which were provided by handout. Williams noted the fee target was missed, but revenue and expenses were well managed and resulted in a surplus at the end of the year. Due to the surplus, the agency was able to provide all employees with a year-end bonus,

***Action Items

Board Meeting Minutes

August 27, 2015



NEW RIVER VALLEY COMMUNITY SERVICES

Continued from page 2:

was able to purchase replacement vehicles, and was able to invest some funds to be used to replace vehicle at the end of FY16. Williams noted one of the agency's primary areas of focus this year will be to implement some portion of the Class/Comp study, if not all portions. Therefore, some one-time expenses, like replacement vehicles, were cut from this year's budget to provide funding to address the Class Comp study. Williams remarked the agency has started off the new year well, noting a \$300k surplus at the end of July. There being no further discussion, Vicky Collins moved to accept the FY15 Year-End Financial Report. Lynn Chenault seconded the motion which was unanimously approved.

Executive Committee Report:

Chair Joe Young presented the Executive Committee (EC) report. Young presented a status report on the new Electronic Health Record. The contract with Credible has been signed and there is a great deal of excitement about the level of professionalism seen from Credible. Credible does not foresee any problems meeting the implementation target date.

Young provided an update on the pharmacy. Some problems have been encountered due to work volume. The pharmacist has resigned as a result, and the company was quick to respond. Young noted the pharmacy is only serving one program at this time.

Young discussed the Governor's 2% Mandated Raise. NRVCS must certify to the Department of Behavioral Health (DBHDS) if a raise is possible. Like many other CSBs, NRVCS will not be able to certify that the 2% raise can be given considering the following factors: the annual budget has already been approved; a 3% raise was recently given; a year-end bonus was recently given; the agency is in the middle of the Class/Comp study; the state is providing only a fraction of funds necessary to implement a 2% raise and it is a one time funding source that will not be given in subsequent years. The agency hopes it might use the state funds towards implementation of the Class/Comp.

***Young announced an opening exists on the Executive Committee that needs to come from Pulaski or Floyd. Bob Sisk of Pulaski has volunteered. There being no further discussion, volunteers, or nominations, Vicky Collins moved to appoint Bob Sisk to the EC. Sheila Roop seconded the motion which was unanimously approved.

Young discussed the Audit Letter from the current auditing firm, Brown Edwards, a copy of which was included in meeting packets. Brown Edwards is in the process of completing the end of year audit for 2015. On page 3, as part of their packet, the Board is asked to review 9 areas of consideration and is encouraged to contact Brown Edwards directly with questions. Young noted the Financial Coordinator that assisted with last year's audit has resigned to relocate with his family. The position will be posted soon.

***Young discussed the DBHDS Audit Report and management's response to audit findings, copies of which were handed out during the June meeting for discussion this month. Young expressed gratitude for the scope of the audit, as well as, the agency's good performance. There being no questions or further discussion, Vicky Collins moved to accept the DBHDS audit report. Mary Biggs seconded the motion which was unanimously approved.

Closed Session:

Vicky Collins 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 a personnel issue. Scarlet Ratcliffe seconded the motion which was unanimously approved. Following the closed session, Vicky Collins moved that the Board reconvene into open session. Lynn Chenault 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:

Member Lynn Chenault requested a change in the standard meeting room setup which might provide improved quality of sound and increased ability to hear speakers and members. Rosemary Sullivan agreed to address the issue.

Chairman's Report:

None.

***Action Items

Board Meeting Minutes

August 27, 2015



NEW RIVER VALLEY COMMUNITY SERVICES

Continued from page 3:

Adjournment: There being no further business, Sheila Roop moved to adjourn the meeting at 8:13 p.m. Bob Nicholson seconded the motion which was unanimously approved.

Minutes approved on _____

Melissa Jackson, Clerk of the Board

Board Member Terms

<u>Name:</u>	<u>Representing:</u>	<u>Term Ends:</u>
Anthony Akers	Pulaski	6/30/18 (1st)
Mary Biggs	Montgomery	6/30/18 (2nd)
Lynn Chenault	Pulaski	6/30/17 (1st)
Vicky Collins	Radford	6/30/17 (1st)
Jimmy Duncan	Floyd	6/30/17 (1st)
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	6/30/18 (1st full term)
Joe Young	Montgomery	6/30/17 (1st)