

# Board Meeting Minutes

October 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 Joe Young at 6:42 p.m. Young welcomed attendees and roll call was read by Melissa Jackson, Clerk of the Board.

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

Board members received in their packets the minutes from the September 24, 2015 Board meeting. Scarlet Ratcliffe moved to approve the minutes as distributed. Trish Muldoon seconded the motion, which was approved unanimously.

## **Recognition of Guests:**

None.

## **Public Comment:**

Kat Saunders, supervisor of the NRVCS New Life residential treatment program, introduced herself to the Board and announced her upcoming retirement. Chair Joe Young offered words of congratulations and appreciation to Saunders on behalf of the Board.

## **Program Reports:**

James Pritchett presented the Crisis and Family Services (CFS) report. Pritchett announced the Pulaski County Drug Court received a Trailblazer Award after being nominated by Senator Tim Kaine's office. NRVCS has received a \$360k federal grant for the drug court program that will be received over the next three years. The grant will be used to fully implement the drug court program in Pulaski which was originally piloted without any funding. Applications were submitted to the State Supreme Court to pilot similar programs in Giles and Floyd and those applications have been approved. Pritchett reported the state has received a federal grant focused on heroine and opiate addiction and the agency will be working with the state on that project. Pritchett reported the agency received an award for having one of the outstanding CIT programs in the state and Emergency Services Coordinator, Melanie Adkins, was recently awarded Behavioral Therapist of the Year.

Adult and Family Services (AFS) Director, Lucy McCandlish, presented the AFS report. McCandlish reported a great month and noted there are no new updates on Waiver. McCandlish reported the mission of AFS is to help people live as normally as possible and participate in their communities and AFS has been doing that very well.

Human Resources (HR) Director, Susan Hurst did not present a report. Hurst noted there are no updates on the Class/Comp Study.

Financial and Support Services Director (FASS), Deborah Whitten-Williams, presented the September 2015 Financial Report, copies of which were included in meeting packets. Williams noted the first quarter has been very good and there is a surplus of over \$1 million. Williams reported staff were challenged to produce at a high level in the first quarter in anticipation of billing changes that will take place in October and November that may impact collections. Staff met that challenge and the surplus will help to offset slower months in the second quarter. Williams answered a few questions about the budget surplus, after which Sheila Roop moved to accept the September 2015 Financial Report. Scarlet Ratcliffe seconded the motion which was unanimously approved.

\*\*\* = Action Items

## **Agenda Action Items**

**Minutes - Sept. 24, 2015**

*Approved*

**Sept. 2015 Financial**

**Report**

*Accepted*

**ED Search Committee**

**Recommendations**

*Approved*

## **Members Present:**

Chair, Joe Young  
Vice Chair, Trish Muldoon  
Anthony Akers  
Mary Biggs  
Jimmy Duncan  
Bob Nicholson  
Scarlet Ratcliffe  
Susan Richardson  
Sheila Roop  
Bob Sisk

## **Members Absent:**

Lynn Chenault, with notice  
Vicky Collins, with notice  
Joe Turman, with notice

## **Others Present:**

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



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

Chair Joe Young presented the Executive Committee (EC) report. The EC discussed an Executive Director search and recommends the existing EC members, along with one Board Member representing Floyd, serve on the search committee. Jimmy Duncan volunteered to serve on the Search committee as the Floyd representative. Additionally, the EC recommends the CFS Director, the AFS Director, the HR Director and the FASS Director also serve on the search committee. Bob Nicholson moved to approve the search committee as proposed. Sheila Roop seconded the motion which was unanimously approved. Young noted the Department has provided a job description which is under review. Board members received by handout a proposed timeline for the search process. ED member Bob Nicholson noted the search committee will keep the board fully informed as the committee moves through the process.

Young offered an update on the new electronic health record system, Credible. The first phase has been completed and everyone involved is very complimentary. The NRVCS domain is being set up and training will likely begin in 6 months with the full rollout expected to happen by July 1, 2015, as planned.

Young offered updates on agency facilities. A letter of intent has been signed on the old Central Lumber building in Radford. It should prove to be a great, central location and will support operations in Pulaski as well. Young noted the new stoplight at the Montgomery Center parking lot entrance is up, but not working yet. The crosswalk has been completed. The completion date for the first building next door is scheduled for the latter part of 2016, and the estimated duration for the entire project is 2 to 3 years. Young reported Interim Executive Director, Rosemary Sullivan, is working with the owners of the former Holiday Inn property to fund a shuttle service to the parking garage for staff.

**Executive Director's Report:**

Interim Executive Director (ED), Rosemary Sullivan, presented the ED's report. Sullivan discussed the work session training on program accomplishments and invited Board members to share feedback and ask questions. Sullivan noted there is an effort to feature community stakeholders instead of individual clients during program accomplishment presentations, as it is believed to be less stressful for stakeholders/community partners.

Board members received in their packets a copy of a letter from the DBHDS Commissioner. Sullivan noted the Commissioner has resigned to accept a position in the governor's office as a senior advisor. An interim commissioner, Jack Barber, has been appointed. Barber has worked in the system for many years and is following up on projects started by the former Commissioner.

Sullivan distributed a list of available dates for agency tours and encouraged Board members to indicate their interest.

Sullivan provided on update on the Certified Community Behavioral Health Center (CCBHC) grant which was awarded to the Department. The award was \$982k and the Department made up the additional funds to equal a total of the \$2 million budget amount which had been requested. NRVCS will use funds to pay for a project manager, IT infrastructure and equipment and a medical director. Sullivan announced Emergency Services Coordinator, Melanie Adkins, is going to serve as the project manager and some of her current duties will be reassigned. Sullivan, Deborah Whitten-Williams and Heather Rupe are also participating on committees. Two additional committees will be formed and the agency will identify other staff to participate. Project participants are regularly traveling to Richmond, which is time consuming, but important as it is hoped the project will place the agency on the forefront of behavioral healthcare in the future. Sullivan noted CCBHC work, along with the Credible implementation and regular business/services of the agency, makes this a very busy time for staff.

**Board Member Comments:**

Bob Nicholson remarked he read the article on CCBHC and offered words of praise to Rosemary Sullivan on her clear and important input. Joe Young remarked the agency's mental health first aid training received rave reviews from recent participants. Young noted Montgomery County hopes to have all school officials trained within 5 years.

**Chairman's Report:**

None.

\*\*\* = Action Items

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**Adjournment:** There being no further business, Anthony Akers moved to adjourn the meeting at 7:12 p.m. Sheila Roop seconded the motion which was unanimously approved.

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

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

<b>Name</b>	<b>Representing</b>	<b>Term Ends</b>
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)