

Board Meeting Minutes

March 24, 2016



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 Executive Committee member Bob Nicholson at 6:52 p.m. Nicholson 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 February 25, 2016 Board meeting. Mary Biggs moved to approve the minutes as distributed. Vicky Collins seconded the motion, which was approved unanimously.

Recognition of Guests:

None.

Public Comment:

None.

*****Program Reports:**

Financial and Support Services Director, Deborah Whitten-Williams, presented the FY16 Budget Revision, a copy of which was included in meeting packets. Williams reported this is the time of year the budget is typically revised when there are significant changes. The biggest changes during this revision are in state and federal funding. There were minimal changes to the largest category in the budget, fee revenue, which indicates original projections were sound. Williams discussed additional funding sources and noted the budget increased over a million dollars. On the expense side, Williams noted \$830k will be spent between now and the end of the year if Class Comp is implemented and that amount is within budget. Originally, Class Comp was budgeted to begin in December, but the report was delayed as previously discussed. Williams also discussed planned expenses related to the Radford CIT program, the school based program and one additional IT Developer to assist with the new EHR and CCBHC efforts. There being no further discussion, Mary Biggs moved to approve the FY16 Budget Revision as presented. Lynn Chenault seconded the motion which was unanimously approved.

Whitten-Williams then presented the February financial report, a copy of which was included in meeting packets. Williams attributed the surplus amount to the unimplemented Class Comp and unfinished project work. Fee revenue is still below budget, but the budget revision addresses it. Williams also noted the agency typically experiences a strong fourth quarter in regard to fee revenue. There being no further discussion, Vicky Collins moved to receive the February Financial statement as presented. Lynn Chenault seconded the motion which was unanimously approved.

*****Executive Committee Report:**

Executive Committee member, Bob Nicholson, invited HR Director, Susan Hurst, to discuss the Class Comp study. Hurst assured Board members the report from the consultant was closely and confidentially reviewed by agency Directors. To fully implement recommendations, the cost will be approximately \$2.4 million annually. To be fiscally responsible, the recommendation of the Directors is to implement at 90% instead of 100%. There are staff members who will not receive an increase, per Class Comp recommendations, and there is concern around carrying the obligation of the full amount into next year's fiscal budget. There is also a higher risk that staff raises would not be possible and salary levels would fall behind market again. A 90% implementation will still produce significant increases. It will cost \$838k in salaries (\$931k with fringe) for this fiscal year., which is within budget. Raises will be retroactive to February 1st. 2016. Hurst fur-

Agenda Action Items

Minutes - Feb. 25, 2016

Approved

FY16 Budget Revision

Approved

February Financial Report

Received

Class Comp

Approved

VACO Resolution

Approved

Work Session Calendar

Approved

Members Present:

Anthony Akers
Mary Biggs
Lynn Chenault
Vicky Collins
Jimmy Duncan
Bob Nicholson
Scarlet Ratcliffe
Susan Richardson
Bob Sisk

Members Absent:

Trish Muldoon, with notice
Sheila Roop, with notice
Joe Turman, with notice
Joe Young, with notice

Others Present:

Patti Dotson
Susan Hurst
Melissa Jackson, Clerk of the Board
James Pritchett
Rosemary Sullivan
Deborah Whitten-Williams



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ther reported there were originally 120 people that would get no increase. The Directors studied that group of people and determined many would be penalized for being promoted and no credit was being given for years of service. As a result, Directors are recommending graduated percentages of increases for staff member with more than 5 years of service, which reduced the amount of people that will not get an increase to approximately 60. If approved tonight, individual letters will be sent to every agency staff member on Monday, announcing individually whether or not an increase is being given. New salaries and retroactive pay will be included in March 31st paychecks. In response to a question from a Board member on the timeframe of implementation, Deborah Whitten-Williams reported the agency budget is heavily dependent on fee revenue and raises are not typically implemented at the beginning of a fiscal year. The standard practice for the agency is to implement raises in the December timeframe. However, in this year, the Class Comp study report was late from the consultant and Directors needed additional time for review. In response to a Board member question, Susan Hurst noted there is some argument expected from staff members that will not receive a pay adjustment and there are plans in place to meet with those people, individually, and explain the report and recommendations in full as necessary. Hurst further noted the agency has not performed a Class Comp study in over 10 years, often giving one-time bonuses instead. That practice has resulted in significant recruitment and retention challenges. Job applicants are drawn to agencies where salaries have remained competitive in the market. The consulting firm used to do the market survey was unbiased. Bob Nicholson noted the Executive Committee discussed the Class Comp study at length during it's meeting last week and is in total support of recommendations made by Directors. There being no further discussion, Vicky Collins moved to implement the Class Comp at 90% and retroactive to February 1st as recommended and authorizing the addition of funds into the FY17 budget as necessary. Mary Biggs seconded the motion which was unanimously approved.

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

Interim Executive Director, Rosemary Sullivan, discussed the VACO resolution, a copy of which was included in meeting packets. As discussed in last month's work session training, VACO is a pooled investment program which allows for fund diversification. There being no further discussion, Mary Biggs moved to approve the resolution. Lynn Chenault seconded the motion which was unanimously approved.

Sullivan discussed the work session training on VICAP and In-Home/Crisis Intervention services and invited member to ask questions or offer feedback. Sullivan noted minor adjustments have been made to the 2016 work session calendar and distributed the proposed calendar by handout. There being no further discussion, Vicky Collins moved to approve the changes as presented. Anthony Akers seconded the motion which was unanimously approved.

Sullivan distributed by handout the quarterly quality report and noted Quality Assurance Administrator, Heather Rupe, will present the report at the April Board meeting. Members were encouraged to review the report and be prepared to ask questions at that time, as necessary.

Board Member Comments:

Anthony Akers discussed his participation in a recent Mental Health First Aid training, noting it was one of the best trainings he has participated in. Akers noted he used skills from the training the very next day and found them to be successful. Lynn Chenault noted similar results were reported by CIT program participants when the CIT training was initially started.

Chairman's Report:

None.

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Adjournment: There being no further business, Vicky Collins moved to adjourn the meeting at 7:28 p.m. Mary Biggs seconded the motion which was unanimously approved.

Minutes approved on _____

Melissa Jackson, Clerk of the Board

Name	Representing	Term Ends
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)