

# Board Meeting Minutes

June 22, 2017



NEW RIVER VALLEY COMMUNITY SERVICES

*Questions or Comments? Please contact Joy Morrison, Clerk of the Board, at 961-8394*

## **Call to Order:**

The meeting was called to order by Vice Chair, Bob Sisk at 6:44. p.m. Mr. Sisk welcomed attendees and roll call was read by Cody Simpkins, Clerk of the Board.

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

Board members received in their packets the minutes from the May 18, 2017 Board meeting. Vicky Collins moved to approve the minutes as distributed. Rob Gropman, seconded the motion, which was unanimously approved.

## **Recognition of Guests:**

None

## **Public Comment:**

None

## **\*\*\*Program Reports:**

**Financial and Support Services:** FASS Director, Deborah Whitten-Williams, presented the 2017 May budget report, a copy of which was included in the meeting packets. She informed the Board that there is a deficit of 1 million dollars in Fee Revenue. The agency has been taking measures such as freezing positions and cutting discretionary spending in order to lessen the overall budget deficit. \$500,000 is being held up on the State level, however, measures are being taken to collect those funds next fiscal year. The agency has been able to manage the deficit and Ms. Whitten-Williams feels confident it will balance out. Lynn Chenault made a motion to approve the May budget report. Vicky Collins seconded the motion, which was unanimously approved.

Ms. Whitten-Williams also distributed the FY '18 budget. She informed the Board that 23 positions will remain frozen, at a savings to the budget of \$990,000 in addition to 44 vacancies with a staggered hiring date which will also be a cost savings. The budget does include a mid- year 2% pay increase at a cost of \$235,000. The large health insurance increase will cost an additional \$202,000. The local match will be 4.7 %, which is below DBHDS' minimum requirement. We will have to request a waiver from DBHDS. Ms. Whitten-Williams noted that Fee Revenue represents 64% of the budget, which is a 2% increase from FY'17. With no further discussion, Trish Muldoon made a motion to approve the Fiscal Year 2018 budget. Vicky Collins seconded the motion, which was unanimously approved.

Ms. Whitten-Williams also presented the Performance Contract and explained that it includes compliance standards, units of service and the cost of each program and service. She noted that this Performance Contract does not have any significant changes from the previous contract. Vicky Collins made a motion to approve the performance contract, Lynn Chenault seconded, which was unanimously approved.

**Adult and Family Services:** AFS Director, Lucy McCandlish informed the Board that educating staff on CCC+ has begun. There are six providers that VA has contracted to be a part of this program and we are prepared to sign Provider Agreements will all 6 providers. Some highlights of the program for recipients include 12 non-medical trips a year and a smartphone with unlimited texting. People will not have a choice to back out and will be required to either select a provider or have one assigned. Ms. McCandlish also informed the Board that the waiver redesign budget deficit is due, in part, to the State not being prepared to make the payments.

Ms. McCandlish stated that the agency is anxiously waiting to see how many waiver slots we will receive. She feels that we are likely to only receive 8-10 slots. We are down to only 75 people in need of a slot.

There has been an unexplained delay by the Health Department for receiving the information needed to transform Elmtree Group Home to an ICF. It appears to also be happening to other boards.

\*\*\* = Action Items

## **Agenda Action Items**

**Minutes - May 18, 2017**  
*Approved*

**May, Financial Report**  
*Approved*

## **Members Present:**

Vicky Collins  
Sheila Roop  
Robert Sisk  
Rob Gropman  
Trish Muldoon  
Joe Turman  
Susan Richardson  
Lynn Chenault

## **Members Absent:**

Jimmy Duncan, with notice  
Anthony Akers, with notice  
Mary Biggs, with notice  
Scarlett Ratcliffe, with notice  
Joe Young, with notice

## **Others Present:**

Deborah Whitten-Williams  
James Pritchett  
Melanie Adkins  
Susan Hurst  
Cody Simpkins, Clerk of Board



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**Crisis and Family Services:** CFS Program Coordinator, Melanie Adkins, informed board members that NRVCS has been awarded a grant for treatment to clients with opioid addictions. This grant provides the agency with approximately \$194,000 to expand medication assisted treatment. Clients receiving this service must adhere to random drug screenings. The second part of the grant is \$150,000 provided to the region. This grant pays for Peer Recovery Services. This is specifically for designated peers who have had some form of substance use recovery in their lives. The goal is for the Peers to go out and directly meet with people for treatment. The other part of the grant is about \$30,000 which is specifically earmarked for treatment. NRVCS is making great strides in developing the Peer Recovery Services program.

**Human Resources:** HR Director, Susan Hurst, presented personnel policy updates. The DBHDS Performance Contract includes 35 policy topics that must be included in at least one of the Agency's policy manuals. This has required the creation of numerous new policies and/or additions to current policies. A Policy Crosswalk has been prepared for documentation purposes. These new policies and changes will be presented at the August board meeting for review and approval.

**Emergency Services:** CFS Program Coordinator, Melanie Adkins, updated the Board on the utilization of the assessment centers. She was pleased to inform the Board that Radford City has now hired its 5th deputy. Ms. Adkins distributed a handout showing previous years' utilization for the centers. The goal is to provide quality services to the consumers and also be able to free up the deputies to continue to serve their communities. The assessment centers have saved officers anywhere from 45 minutes to 7 hours. Ms. Adkins presented numbers regarding the Montgomery, Pulaski, Radford, Giles, and Floyd assessment centers. Pembroke will be joining the assessment centers very soon.

**Executive Director's Report:** James Pritchett, Executive Director, began his report by recognizing the Board members who are leaving the NRVCS board. Mr. Pritchett thanked the Board members for their service, dedication, and passion during their tenures as Board members. Mr. Pritchett then gave an update on the status of the agency restructuring. He reported that the new Admin Team has been meeting weekly to ensure that services and staff are receiving the information, support, and guidance during this transition. There is excitement among the Admin Team members as we begin moving forward and explore strategies to assist us in making data driven decisions. James then followed up on the report provided by Melanie Adkins that highlighted the expansion of Peer Support Services. NRVCS has taken the lead within the region and is assisting other CSBs develop peer recovery services through consultation and coordinating a regional Peer Supports Workshop in Abingdon, VA this month. NRVCS has been able to achieve much of this expansion around peer services and provide regional consultation due to having identified a staff person, Angela Scott, that has been focused on this initiative since the agency's work on the CCBHC grant during the previous year. Mr. Pritchett then commented on the Independent Assessment Certification & Coordination process which each CPMT will have to follow as children are in need, and being referred to, residential treatment programs. He reported that several NRVCS staff have been identified to assist Family Assessment and Planning Teams, local Department of Social Services, local school systems, and hospitals learning about the process and how Magellan will be assisted in the process to ensure children meet criteria. The IACCT process will begin July 1, 2017, and staff have worked diligently with community partners to ensure that we are ready and that children will receive the services they need. James also presented some regional updates which included the regional event next week for peer support and bed utilization at the hospital and regional efforts to decrease hospitalizations. The regional executive directors have been asked by the department to submit strategies that will assist in decreasing hospitalizations by increasing more community based services. These strategies will be incorporated into a plan that the department will submit to the general assembly.

**\*\*\*Executive Committee Report:** Mr. Sisk, on behalf of the Nominating Committee, proposed the suggested nominees for Chair and Vice Chair. Chair—Bob Sisk; Vice Chair—Mary Biggs. Lynn Chenault made a motion to elect the nominees as submitted. Trish Muldoon seconded this motion, which was unanimously approved.

Beginning July 1, there will be several new board members. There has been discussion regarding Board training needs and Board development. A questionnaire will be developed to provide board members the opportunity to give feedback on the meetings, work sessions, and the functioning of the Board.

\*\*\* = Action Items

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**Board Member Comments:** None

**Chairman's Report:** None

**Adjournment:** There being no further business, Mr. Sisk moved to adjourn the meeting at 8:04 p.m. Rob Gropman seconded the motion which was unanimously approved.

Revision made on August 24, 2017

Minutes approved on August 24, 2017

*Joy Morrison*

Joy Morrison, Clerk of the Board

\*\*\* = Action Items

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<b>Name</b>	<b>Representing</b>	<b>Term Ends</b>
Anthony Askers	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)
Robert Gropman	Radford	6/30/18 (1st)
Scarlet Ratcliffe	Giles	6/30/17 (3rd)
Susan Richardson	Montgomery	6/30/18 (1st full term)
Shelia Roop	Montgomery	6/30/18 (2nd)
Bob Sisk	Pulaski	6/30/17 (1st)
Joe Turman	Floyd	6/30/17 (1st full term)
Joe Young	Montgomery	6/30/17 (1st)