

Board Meeting Minutes

April 27, 2017



NEW RIVER VALLEY COMMUNITY SERVICES

Questions or Comments? Please contact Cody Simpkins, Clerk of the Board, at 961-8421.

Call to Order:

The meeting was called to order by Chairman Joe Young at 7:05. Mr. Young 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 January 5, 2017 board meeting. Vicky Collins moved to approve the minutes as distributed, Mary Biggs seconded the motion, which was unanimously approved. Board members also received in their packets the minutes from the March 23, 2017 board meeting. Mary Biggs moved to approve the minutes as distributed. Trish Muldoon seconded the motion, which was approved unanimously.

Recognition of Guests:

None.

Public Comment:

None

***Program Reports:

Financial and Support Services: FASS Director, Deborah Whitten-Williams, presented the 2017 March budget report, a copy of which was included in the meeting packets. The agency is nine months into the fiscal year and is currently operating in a surplus. The REACH waiver funds still remain a challenge to collect, but the state has worked on a system to expedite the payments. The agency is optimistic the funds will come in before the end of the fiscal year as there has been a liaison from the DMAS office who is working on these issues. The Admin Team is evaluating and monitoring staff/program productivity. Lynn Chenault moved to approve the financial statement. Vicky Collins seconded the motion which was unanimously approved. Ms. Whitten-Williams presented the proposed fee schedule with regard to the new SA Day treatment that had been added as of this past April. Mary Biggs moved to approve the proposed fee schedule, Lynn Chenault seconded, and the motion was unanimously approved. Ms. Whitten-Williams also provided an update on the Floyd facility, and it was noted that both parties are in agreement with the contract.

Crisis and Family Services: Executive Director, James Pritchett, no report.

Adult and Family Services: AFS Director, Lucy McCandlish, no report.

Human Resources: HR Director, Susan Hurst, no report.

Emergency Services: ES Program Coordinator, Melanie Adkins, no report.

*** = Action Items

Agenda Action Items

Minutes - January 5, 2017
& March 23, 2017

Approved

March, Financial Report

Approved

Fee Schedule

Approved

Members Present:

Mary Biggs
Lynn Chenault
Vicky Collins
Joe Young
Susan Richardson
Sheila Roop
Rob Gropman
Robert Sisk
Jimmy Duncan
Trish Muldoon

Members Absent:

Anthony Akers, with notice
Joe Turman, with notice
Scarlett Ratcliffe, with notice

Others Present:

Deborah Whitten-Williams
Lucy McCandlish
James Pritchett
Melanie Adkins
Cody Simpkins, Clerk of
Board



Board Meeting Agenda

May 18, 2017

Call to Order Joe Young, Chair

Roll Call Cody Simpkins, Clerk of the Board

***Minutes (April 27, 2017) Joe Young, Chair

Recognition of Guests Joe Young, Chair

Public Comment Guests

Program Reports:

- ◆ ***FASS: FASS Director, Deborah Whitten-Williams, will present the April 2017 budget report, a copy of which is included in your meeting packet. Ms. Whitten-Williams will also present the 2018 Budget, a copy of which is included in your meeting packet.
- ◆ Adult and Family Services: AFS Director, Lucy McCandlish, will give an update on the CCC plus initiative.
- ◆ Crisis and Family Services: James Pritchett, will present a general update.
- ◆ Human Resources: HR Director, Susan Hurst, no report.
- ◆ Emergency Services: ES Program Coordinator, Melanie Adkins, no report
- ◆ Quality Assurance: QA Administrator, Leslie Sharp, will present the quarter quality report.

Executive Committee Report:

- ◆ Nomination Committee

Executive Director's Report: James Pritchett, Executive Director

- ◆ VACSB and DBHDS updates
- ◆ Facilities
- ◆ Preparing for FY'18

Board Member Comments Board Members

Chairman's Report Joe Young, Chair

Adjournment

Board Meeting Minutes

April 27, 2017



NEW RIVER VALLEY COMMUNITY SERVICES

Continued from page 1:

*****Executive Director's Report:** James Pritchett, Executive Director, began the report by highlighting the case to care training the agency offered this week. The training presented was focused on the integration of behavioral and physical health. Integrated health care is still a major initiative that is being developed/implemented across the state, and our goal is to help prepare NRVCS staff on best practices and wellness. The preliminary results have come in from the stakeholder and client satisfaction surveys. The board will receive a full report on the client and stakeholder surveys next month at the board meeting. James highlighted the results and comments from the stakeholder survey, and overall, the feedback was very positive. With regard to the Same Day Access initiative, the agency is seeing around 10 clients per day, and the feedback from clients has been overwhelmingly positive. Staff are continuing to evaluate and monitor our implementation of Same Day Access in order to troubleshoot any issues that are identified. James also highlighted the night's work session about Drug Courts, and he discussed how drug courts are making a difference in the area. The key components of the Drug Court model are direct accountability from the court and the provision of intensive case management services. James then passed around a proposed organizational restructure document that identified shifts in program supervision and monitoring that the Admin Team had been developing over the past year due to the CCBHC study. The Admin Team has identified three critical areas (communication, productivity, and accountability) that would be improved with the new structure. Providing quality services and supporting programs and staff are the goals of the restructure. The Admin Team is being thoughtful and moving slowly to make these changes and ensure staff have the right information. The Executive Leadership Team has been meeting with staff that will be impacted by these shifts to answer any questions and guide staff through the changes.

*****Executive Committee Report:** Mr. Young, Board Chair, provided the executive committee report. Mr. Young gave a status report on the agency's preparation for the upcoming audit. The accounting staff should have everything prepared by having all the deliverables ready for the auditors. Mr. Young then updated the board on the status of James Pritchett's contract and performance evaluation. Susan Hurst presented the objectives in January, and James has provided details regarding the activities and proposed strategies to meet the expectations. The executive committee will present the performance objectives to the Board. Mr. Young read the proclamation honoring former Executive Director Rosemary Sullivan to the board members. Trish Muldoon made a motion to approve the proclamation, Lynn Chenault seconded the proclamation, which was unanimously approved. The only change to the proclamation was the date, which will be included at the top. Mary Biggs offered to send James an example and the board will present Rosemary with a gift in the upcoming weeks.

Board Member Comments: Bob Sisk visited the Claremont facility last month and wanted to praise the agency's staff and the work the program is doing. Lynn Chenault praised James for communicating the agency's highlights during this board meeting.

Chairman's Report: Mr. Young reported that a lease has been signed in Radford for the new facility.

Adjournment: There being no further business, Mr. Young moved to adjourn the meeting at 7:50 p.m. Mary Biggs seconded the motion which was unanimously approved.

Minutes approved on _____

Cody Simpkins, Clerk of the Board

*** = Action Items



NEW RIVER VALLEY COMMUNITY SERVICES

Continued from page 3:

| Name | Representing | Term Ends |
|-------------------|--------------|-------------------------|
| 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) |