



# Board of Directors Meeting Minutes

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

**MEETING DATE:** Thursday, April 26, 2018

## **MEMBERS PRESENT**

Mary Biggs, Vicky Collins, Susan Richardson, Jason Buckland, Kristie Williams, Shelia Roop, Sally McCarthy, Melissa Shaw, Rob Gropman, Bob Sisk, Anthony Akers, Joe Young

## **MEMBERS ABSENT**

Joe Turman (with notice)

## **AGENDA ACTION ITEMS\*\***

March 2018 Minutes (Approved)  
March Financial Report (Approved)  
VRS Funding Amount (Approved)

## **CALL TO ORDER**

The meeting was called to order by Chair Bob Sisk at 6:55 p.m. Mr. Sisk welcomed attendees and roll call was read by Joy Morrison, Clerk of the Board.

## **MINUTES\*\***

Board members received minutes from the March meeting in their packets. Joe Young advised that the section pertaining to the reasoning for entering into closed session should be more detailed and state the Code section. Sheila Roop moved to approve the minutes, with the addition of the language regarding the closed session, seconded by Mary Biggs. *(Unanimously approved)*

## **RECOGNITION OF GUESTS**

None

## **PUBLIC COMMENT**

None

## **PROGRAM REPORTS\*\***

**Financial and Administrative Support Services:** Deborah Whitten-Williams presented the March financial report. (A copy was provided in the March Board packet.) She advised the agency has held a steady surplus through the entire year and this report includes the revised budget figures. She advised the agency is behind on fees, but this isn't a concern, as she believes that these funds will be collected. Mrs. Whitten- Williams mentioned that the expenses in the miscellaneous category are over budget due to a one-time payment for liability insurance. Mrs. Roop asked for explanations regarding the categories of "other fees" and "other funds." Mrs. Whitten-Williams stated that the "other fees" category contains Medicaid, third-party insurances, and other various programs within the agency. Mrs. Whitten-Williams also reported that the "other funds" category are funds which are carried over from the previous year for special contracts and projects. With no further discussion, Mary Biggs moved to approve the March financial report. Vicky Collins seconded the motion. *(Unanimously approved)*



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**Community Support Services:** Director Lucy McCandlish presented an update on the Fairview assisted living facility project. She advised the agency has hired the primary clinical staff. She indicated that the Fairview project team has already begun working on the first referral to be transported to Fairview from the state hospital. Mrs. McCandlish advised the agency is working diligently to ensure that services are being developed to meet the needs of this special population.

Mrs. McCandlish advised the Department of Justice (DOJ) completed an audit of the agency's REACH program and the collaboration between REACH and NRVCS' emergency services programs to ensure that clients are receiving the most appropriate services. The auditors determined that NRVCS' REACH and ES teams are working well together. Mrs. McCandlish was delighted with the feedback from the audit, especially the comments directed towards our knowledgeable staff. Mrs. McCandlish also reported attending a meeting with the lawyer from the Department of Justice Settlement. The DOJ settlement will be ending in two years, and it is her belief that there will be no need for them to continue oversight and monitoring. McCandlish stated the training centers are still slated for closure, and there are only eight clients left from the NRV area residing in these facilities. Each one of these eight individuals have found homes and will be moving out very soon.

**Clinical Services:** Director Melanie Adkins reported that she recently attended the National Prescription Drug Abuse and Heroin summit in Atlanta, GA. Mrs. Adkins stated this summit included many different workshops and expert speakers, which provided her with several different ideas that NRVCS may be able to implement in order to better serve our communities and individuals suffering from opioid and prescription drug issues. She specifically discussed a model that is known as "Handle with Care" and its focus on working with law enforcement officers involved with families with substance abuse problems to ensure that the children's needs are being met. Mrs. Adkins also indicated that Medication-Assisted Treatment was a popular topic and there were several examples of how it has been used successfully.

Mrs. Roop asked if law enforcement in our area use Naloxone in cases of overdose. Ms. Adkins reported that it varies among the law enforcement agencies throughout the New River Valley. The agency is currently communicating with law enforcement and increasing their knowledge on Naloxone, via Project Revive, as well as evidence-based treatment options for individuals with substance use disorders.

**Human Resources:** Interim HR Director Val Nelson provided an update on health insurance for agency staff. She reminded the Board members of the increase in premiums, but that the agency directors and the benefits specialist worked to adjust the calculations so that the agency shouldered some of the increase to reduce the impact on employees. This year, we are offering a several different options which also include a High Deductible Plan accompanied with a Health Savings Plans. Ms. Nelson advised we are currently conducting open enrollment, and overall, we have seen a positive response to these options.

Ms. Nelson also brought to vote the renegotiation for our VRS funding. The amount of 6.97% would fully fund VRS for our employees for two years, and this is the standard amount set by VRS. With no further discussion, Vicky Collins moved to approve the VRS funding; Mary Biggs seconded the motion. (Unanimously approved)



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## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director James Pritchett started by thanking the members of the school-based programs for providing the information during the work session. He advised these programs have grown substantially over the years. Mr. Pritchett also commented that some of these programs are experiencing tighter regulations such as Therapeutic Day Treatment, and the agency is constantly reviewing and developing processes to ensure that we are able to provide the services to those in need while ensuring compliance with DBHDS & DMAS.

Mr. Pritchett advised the administrative team is currently working on the FY'19 budget. All units have met with the finance staff to discuss their expenses and revenue projections for next year. The agency's administration is working hard to balance the budget even though we see some challenges. A more detailed overview of the FY'19 Budget will be presented at the next Board meeting.

Mr. Pritchett informed the Board that the agency had recently completed our annual satisfaction surveys of both clients and stakeholders. Leslie Sharp, the agency's Quality Assurance Manager, is analyzing these results and will present those to the Board next month.

In closing, Mr. Pritchett reported that the Governor has appointed a new Commissioner of the Department of Behavioral Health and Developmental Services, Dr. Hughes Melton. Mr. Pritchett indicated that he has been invited to meet with Dr. Melton next week during the VACSB conference. Dr. Melton comes from Russell County, VA.

## **CHAIRMAN'S REPORT**

Bob Sisk reported the Executive Committee has been working on defining performance goals and objectives for Mr. Pritchett's evaluation next year. Additionally, since we are in the third quarter, the Executive Committee has identified the need to have a nominating committee to develop a slate of potential Board Officers for the next fiscal year. Vicky Collins, Joe Young, and Anthony Akers will serve on this committee. The task for the nominating committee will be to bring a slate of officers to the next Board meeting, and the selection would take place in June.

## **BOARD MEMBER COMMENTS**

Rob Gropman reported that he is a member of a joint advisory commission of Public affairs. This advisory commission is made up of representatives from the City of Radford and Radford University. Mr. Gropman invited NRVCS to come and speak with the commission as it may be helpful in trying to find interns and employees for the agency.

Bob Sisk complimented the staff for the excellent job they do.

## **ADJOURNMENT**

There being no further business, Mr. Sisk moved to adjourn the meeting at 7:59 p.m.

MINUTES APPROVED ON: \_\_\_\_\_

Joy Morrison, Clerk of the Board



## Board of Directors Meeting Minutes

| <b>Board Member</b> | <b>Representing</b> | <b>Term Ends</b>                 |
|---------------------|---------------------|----------------------------------|
| Mary Biggs          | Montgomery County   | 6/30/2018 (2 <sup>nd</sup> Term) |
| Anthony Akers       | Pulaski County      | 6/30/2018 (1 <sup>st</sup> Term) |
| Melissa Shaw        | Floyd County        | 6/30/2020 (1 <sup>st</sup> Term) |
| Vicky Collins       | City of Radford     | 6/30/2020 (2 <sup>nd</sup> Term) |
| Jason Buckland      | Giles County        | 6/30/2020 (1 <sup>st</sup> Term) |
| Sally McCarthy      | Pulaski County      | 6/30/2020 (1 <sup>st</sup> Term) |
| Rob Gropman         | City of Radford     | 6/30/2018 (1 <sup>st</sup> Term) |
| Susan Richardson    | Montgomery County   | 6/30/2019 (1 <sup>st</sup> Term) |
| Sheila Roop         | Montgomery County   | 6/30/2019 (2 <sup>nd</sup> Term) |
| Bob Sisk            | Pulaski County      | 6/30/2020 (2 <sup>nd</sup> Term) |
| Joe Turman          | Floyd County        | 6/20/2020 (2 <sup>nd</sup> Term) |
| Joe Young           | Montgomery County   | 6/20/2020 (2 <sup>nd</sup> Term) |
| Kristie Williams    | Giles County        | 6/30/2020 (1 <sup>st</sup> Term) |