



Board of Directors Meeting Minutes

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

MEETING DATE: Thursday, June 28, 2018

MEMBERS PRESENT

Mary Biggs, Vicky Collins, Jason Buckland, Shelia Roop, Sally McCarthy, Melissa Shaw, Bob Sisk

MEMBERS ABSENT

Joe Turman (with notice), Kristie Williams (with notice), Anthony Akers (with notice), Rob Gropman (with notice), Susan Richardson (with notice), and Joe Young (with notice)

AGENDA ACTION ITEMS**

May 2018 Minutes (Approved)

May Financial Report (Approved)

FY' 18 Budget (Approved)

CALL TO ORDER

The meeting was called to order by Chair Bob Sisk at 6:52 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 May meeting in their Board packets. Mary Biggs moved to approve the minutes as presented, seconded by Vicky Collins. *(Unanimously approved)*

RECOGNITION OF GUESTS

None

PUBLIC COMMENT

None

PROGRAM REPORTS**

Financial and Administrative Support Services: Christina King, Finance Program Services Manager, presented the May financial report. (A copy was provided in the Board packet.) She advised the agency has held a steady surplus throughout FY' 18. She noted in the report there was a delay in fees being received. She was pleased this issue has been resolved, and the revenue has been collected. Ms. King advised any variations between billed and received are due to payer sources not being appropriately categorized, and we are working on correcting the issue for FY' 19 by all Medicaid MCO catorgires into one revenue line.

Ms. King informed the Board that the agency had made plans for the FY 2018 budget surplus to purchase a new training system and replacement of select vehicles. Vicky Collins moved to approve the financial report as presented, which was seconded by Jason Buckland. *(Unanimously approved)*



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Ms. King stated the need for the Board to vote and approve the presented FY'19 budget. This was provided during the May meeting as well as electronically. She let the board know there is an increase in revenue and an increase in expenses proposed. She advised this is due to new program initiatives and an increase in staffing for these programs. Shelia Roop moved to approve the FY' 19 budget, which was seconded by Mary Biggs. (*Unanimously approved*)

Community Support Services: Director Lucy McCandlish presented a general update on Community Support Services. She advised the DBHDS has released information on the number of available slots for Medicaid waivers. She was pleased to inform the Board that the agency received additional slots this year. These slots are for people to live independently and not for residential placements due to requirements in the DOJ settlement. Mrs. McCandlish stated the agency currently has 91 people on the waitlist for a waiver slot and these additional slots would bring that number down significantly. Additionally, these waiver slots are including \$35,000 for services to assist clients who have difficulty securing employment due to transportation needs.

Mrs. McCandlish informed the Board the agency received \$1.75 million in additional funds to increase services for individuals with more intensive behavioral issues. We also received an additional funds for a variety of needs. These funds will be used for vehicle upkeep and replacement as necessary. Funds will also be used to expand our staff knowledge and skills by providing training from national experts and speakers. There will also be an RFP developed to share this money with other CSB's to develop further training across the region.

The Fairview project has had their first client move in. With this came some challenges, but Ms. McCandlish feels confident in the staff's ability to overcome these challenges. Also, the agency is working on an RFP for the Fairview facility for much-needed building improvements. Lastly, Mrs. McCandlish stated the new ICT team has hired the core staff necessary for the year. The agency is working on finding a location for this new team.

Clinical Services: In Ms. Adkins' absence, Executive Director James Pritchett provided a general update. He advised the agency has completed and submitted a grant application to develop and implement services to become a Certified Community Behavioral Healthcare Clinic. If the federal grant is awarded, this would include \$2 million in funds for start-up, hiring staff and training. Once the program is operating at capacity, the agency would be able to sustain the increase in services and staff through Medicaid revenue.

Human Resources: Interim Director Val Nelson provided an update on the new training program, RELIAS. NRVCS has entered into a five-year contract with RELIAS to replace our current electronic learning system. This training system will provide the agency with training options that do not currently exist and that are more current in the field of behavioral healthcare, as well as improve our ability to track necessary training for staff. Ms. Nelson informed the Board we are working to have the new system implemented within 30-45 days. She also told the Board there would be a section specifically for board members to complete training as necessary. Ms. Nelson will send out a link to board members once implementation has begun.



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EXECUTIVE COMMITTEE REPORT: Board Chair Bob Sisk informed the Board that the FY'19 officers selection committee has re-nominated Bob Sisk for Board Chair and Mary Biggs for Vice Chair. Mr. Sisk asked if any other Board members would like to be considered for office. With no comment, Vicky Collins moved to accept the slate as provided by the committee which was seconded by Jason Buckland. *(Unanimously approved)*

Mr. Sisk reported that Interim HR Director, Val Nelson, presented a new format for evaluating Executive Director James Pritchett during the last Executive Committee meeting. This format includes a quarterly review with Mr. Pritchett, who has gathered topics he would like to review during his evaluation with the Executive Committee. This information will be presented to the Board in June of FY'19.

Mr. Sisk said the Executive Committee would like to ask the Board for comment regarding the naming of two rooms in the Radford Center after Rosemary Sullivan and Harvey Barker for their extensive work at the agency and within the community. The Board was very supportive of the idea. Mr. Sisk advised Mr. Pritchett would be responsible for choosing the rooms.

Mr. Sisk stated due to the previous comment about the start times of the Board meetings, all language on postings has been changed. Instead of reporting the meeting will start at 7 pm, it will now read that the meetings will begin immediately after the work session has been completed.

Mr. Sisk advised the agency received a standard letter from external auditors explaining the scope of their work and what records they will be reviewing. The auditors will be delivering a final report to the Board in October or November.

EXECUTIVE DIRECTOR'S REPORT

Executive Director James Pritchett provided a general agency update. He advised the agency is working very hard to close out FY'18 and the staff deserve much credit for all of their hard work. He also wanted to give a special thanks to Christina King and her department for the extra work they've done.

Mr. Pritchett advised the HR and Finance Director positions are currently posted. We have received applications for the HR position and will be reviewing those and initiating the interview process. The Finance position has been narrowed down to two candidates, and they will be called in for the second round of interviews.

Mr. Pritchett reported that the Admin Team will hold a planning retreat on August 15, 2018. The meeting will focus on developing and finalizing the agency's objectives and activities needed to reach the goals identified in the 2019-2023 Strategic Plan.

Mr. Pritchett said the agency is always looking to see if our services are meeting needs of the community, if there are existing gaps in services being provided, and/or if our services are a duplication of efforts. In conversations with the Community Supports Services Directors, it appears that the Service Facilitation program that NRVCS is offering is also being offered by other agencies and some of the MCOs. Based on this information, the decision has been made to convert the agency's single Service Facilitation position into a DD/ID case management position in order to assist with the high case loads



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and the additional requirements regarding administrative duties as outlined by the Department of Justice Settlement.

With Medicaid expansion, CSBs across the state will experience a collective \$40 million decrease in funds. There has been a lot of debate about what this will mean for CSBs. Mr. Pritchett advised that he is working with staff at DBHDS in order to identify the exact amount that NRVCS' funding could be reduced during FY' 19.

DBHDS is expecting that CSBs will be able to recover these reductions by the increased billing of Medicaid services; specifically revenue associated with adult case management services. Mr. Pritchett will be attending a meeting on July 10 and 11 to obtain additional information. Mr. Pritchett believes a significant challenge with Medicaid expansion is how quickly clients will apply and be approved for Medicaid. Therefore, the agency has developed a workgroup to develop strategies to assist clients by providing information on the application process for Medicaid. Vicky Collins advised there may be a work requirement for Medicaid expansion but that it would not go into effect until the second year.

Mr. Pritchett informed the Board that Virginia Governor Ralph Northam visited the agency this past Monday, along with Delegate Chris Hurst. Mr. Pritchett said the meeting went well and the agency received a lot of praise for the work being done in the community. Governor Northam was very interested in the agency's efforts to increase access to services through the implementation of Same Day Access and how the agency was increasing services for individuals with opioid dependence. Some time was devoted to discuss the agency's Medicaid Assistance Treatment program for individuals with substance use disorders.

Mr. Pritchett informed the Board that the hospital census has reached 97% this week. The agency has been working diligently to divert clients from the hospital when appropriate by offering mobile crisis services and residential crisis stabilization. He believes as an agency that we need to continue improving our discharge process in order to be more efficient and ensure that individuals in the hospitals are discharged appropriately and within an appropriate timeframe. The agency's internal discharge workgroup is still meeting and continuing to work on this issue. Additionally, Mr. Pritchett was nominated as the Board Chair for Southwest Virginia Mental Health Institute advisory board, and the topic of hospital census will be an ongoing discussion at those meetings as well.

BOARD MEMBER COMMENTS

Mary Biggs reported that the VA Board of Supervisors were invited to the White House to complete a tour and attend a conference. Mrs. Biggs stated that mental health was not a topic discussed and there was only a vague discussion on substance abuse.

Bob Sisk stated it is a testimony to the great things NRVCS has done, and is doing, that the Governor chose to come here and is planning on returning to visit REACH. He also mentioned that Mr. Pritchett informed the Executive Committee of several crisis events that had occurred over the past few weeks and how hard the agency's crisis response team has been working to address the community needs associated with these tragedies. He wanted to express gratitude for all of the hard work that staff are doing.



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ADJOURNMENT

There being no further business, Mr. Sisk moved to adjourn the meeting at 7:38 p.m.

MINUTES APPROVED ON: *Joy Morrison, 8.24.18*

Joy Morrison, Clerk of the Board

Board Member	Representing	Term Ends
Mary Biggs	Montgomery County	6/30/2021 (3rd Term)
Anthony Akers	Pulaski County	6/30/2021 (2 nd Term)
Melissa Shaw	Floyd County	6/30/2020 (1 st Term)
Vicky Collins	City of Radford	6/30/2020 (2 nd Term)
Jason Buckland	Giles County	6/30/2020 (1 st Term)
Sally McCarthy	Pulaski County	6/30/2020 (1 st Term)
Rob Gropman	City of Radford	6/30/2018 (1 st Term)
Susan Richardson	Montgomery County	6/30/2019 (1 st Term)
Sheila Roop	Montgomery County	6/30/2019 (2 nd Term)
Bob Sisk	Pulaski County	6/30/2020 (2 nd Term)
Joe Turman	Floyd County	6/20/2020 (2 nd Term)
Joe Young	Montgomery County	6/20/2020 (2 nd Term)
Kristie Williams	Giles County	6/30/2020 (1 st Term)