



# Board of Directors Meeting Minutes

Questions or comments? Please contact Ashley Wilson, Clerk of the Board, at 961-8476.

**MEETING DATE:** Thursday, January 24, 2019

## **MEMBERS PRESENT**

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

## **MEMBERS ABSENT**

Joe Turman (with notice), Joe Young (with notice), Jason Buckland (with notice)

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

December 2018 Minutes (Approved)

December Financial Report (Approved)

## **CALL TO ORDER**

The meeting was called to order by the Board Chair, Bob Sisk at 6:50pm. Mr. Sisk welcomed attendees and roll call was read by Ashley Wilson, Clerk of the Board.

## **MINUTES\*\***

Board members received minutes from the December meeting in their Board packets. Mary Biggs \_\_\_\_\_ moved to approve the minutes, which was seconded by Rob Gropman. (*Unanimously approved*)

## **RECOGNITION OF GUESTS**

There were no guests.

## **PUBLIC COMMENT**

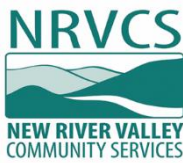
None

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

**Financial and Administrative Support Services:** Patricia Cox, Finance Director, presented the December financial statement, which Board Members received in their packets. Ms. Cox informed that a Total Annual Budget line was added to the financial statement and encouraged Board Members to provide feedback on the modifications. In review of the report, Ms. Cox advised that the agency currently has a surplus of revenue of a half of million dollars due to an increase of federal and state funds.

She concluded that the agency is in the process of revising the Fiscal Year 2019 budget. Agency programs have received budget timelines and Ms. Cox plans to have the revisions completed by the February Board Meeting and to be voted upon at the March Board Meeting. Mary Biggs moved to approve the December financial statement, which was seconded by Krisite Williams. (*Unanimously approved*)

**Community Support Services:** Director, Lucy McCandlish reported that the agency's residential programs are preparing to get in line with the new HCBS federal guidelines over the next few months, which will provide clients better protection of their rights. With the new regulations, leases will be updated to give clients a legal right to stay in the residential facilities.



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Ms. McCandlish continued that the agency's new PACT team is successfully up and running. She concluded that Facilities has continued to assess new properties and drywall is currently being installed at the Dublin site.

**Clinical Services:** Melanie Adkins, Clinical Services Director, reported recent changes to the Same Day Access process, required by the CCBHC grant. Due to issues of long wait times, clients have been asked to call the clinics, where they will be initially assessed prior to walking in. This change will help clients who are experiencing crisis and in need of emergency services. Ms. Adkins continued that last Saturday was the first day the agency held open hours in the clinic on a Saturday. This change was successful and Saturday hours will continue moving forward.

Ms. Adkins finished her report by informing the Board of a CCBHC policy change requiring care for people who do not have a payment source and the inability to deny services based on where people live. This change will affect the Montgomery Center and Radford Center. Ms. Adkins clarified that the agency will continue to offer emergency services to clients in crisis regardless of where they live. PACT services staff will continue to stay in the agency's jurisdiction and will not travel to other areas.

**Human Resources:** HR Director, Val Nelson updated that several committees and workgroups have been created to design proficiency outcome measures, one of which, is centered on Credible, the agency's medical record system. Ms. Nelson presented a new process, Credible training blocks, in which new employees will be partnered with their supervisor to ensure the employee is proficient in the Credible system by their fourth month of employment.

Ms. Nelson concluded her report by informing board members that the agency has seen significant increases to the insurance rates recently. Within a few weeks, the agency's insurance will be up for renewal, and in preparation, Ms. Nelson, along with staff from Finance and Human Resources, have set up meetings with various vendors in hopes to find better rates.

**Quality & Information Technology Director:** QIT Director, Leslie Sharp, provided no report.

**Medical Director:** Circe Cooke, the newly appointed Medical Director, introduced herself to the Board. Dr. Cooke reported that with the start of her new role, she is primarily focusing her attention on the CCBHC grant, assisting Melanie Adkins in medical services. She updated that through CCBHC grant funding, the agency has hired two new nurse practitioners, which Dr. Cooke will supervise. She finished her report by informing that due to recent changes with the Credible system, the agency will be updating to Credible 2.0.

**EXECUTIVE COMMITTEE REPORT:** Bob Sisk, Board Chair, reported the Executive Committee met on January 14<sup>th</sup> and reviewed the Executive Director's performance which occurs every quarter. The Executive Director's annual evaluation is up for renewal on March 1<sup>st</sup> and will be brought before the Board Members at the March Board Meeting. Mr. Sisk concluded that the Executive Committee authorized the Executive Director and financial staff to obtain a line of credit.

**EXECUTIVE DIRECTOR'S REPORT:** James Pritchett, Executive Director, began by highlighting the work session providers, Jill Anderson and Katie Foust, and their presentation on how the agency is taking strides to deter hospitalization and expedite discharges from state facilities. The agency is currently waiting to hear progress from the General Assembly budget amendment, for the agency's living room model proposal, that will assist with deterring hospitalization, as well support law enforcement.



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Mr. Pritchett reported that he attended the monthly STEP-VA regional advisory meeting in Richmond this week. He advised that the first initiative of STEP-VA is integrated care, and was tasked with submitting a plan to the Department that outlines how the agency will provide primary care screenings. The agency has received funding from the Department to support the application of this plan. Mr. Pritchett added that due regulations from the CCBHC grant, Primary Care screenings have already been implemented and the agency will hold off on using the funds until it is more clear how best to use them. The next initiatives to be executed are centered on Outpatient Services and Mobile Crisis Services.

Mr. Pritchett reported that the regional budget hearings take place during the first week of February where he and Finance Director Trish Cox will attend, to justify the agency’s requests. Ms. Cox and Mr. Pritchett have looked into the agency In Kind information in hopes of helping with the cash burden placed on localities with local match requests.

Mr. Pritchett advised that he recently attended the Board of Supervisors Meeting in Giles to answer questions on the agency’s services and will provide a presentation on Drug Court to the Radford City Council next week. He concluded that Judge Williams, of the General District Court in Montgomery County had reached out with hopes to partner on a Mental Health Docket. Mr. Pritchett will be assisting to push this project forward.

**BOARD MEMBER COMMENTS:**

Board Members engaged in a discussion about Medicaid expansion, and the importance of connecting people with Medicaid applications. Concerns were raised regarding low application numbers and how this will affect the agency. Mr. Pritchett added that internal workgroups have been initiated to share information with the Department and DMAS in order to ensure all eligible people have completed the application.

Bob Sisk informed that he would be unable to attend the February Board Meeting and Mary Biggs will chair in his place.

**ADJOURNMENT**

There being no further business, Mr. Sisk moved to adjourn the meeting at 7:45 pm.

MINUTES APPROVED ON: Ashley Wilson  
Ashley Wilson, 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 <sup>nd</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	6/30/2019 (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)



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Kristie Williams	Giles County	6/30/2020 (1 <sup>st</sup> Term)
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