



# Board of Directors Meeting Minutes

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

**MEETING DATE:** Thursday, December 6<sup>th</sup>, 2018

## **MEMBERS PRESENT**

Vicky Collins, Melissa Shaw, Mary Biggs, Bob Sisk, Joe Young, Susan Richardson, Rob Gropman, Jason Buckland, Kristie Williams,

## **MEMBERS ABSENT**

Joe Turman (with notice), Anthony Akers (with notice), Shelia Roop (with notice), Sally McCarthy (with notice)

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

October 2018 Minutes (Approved)  
October Financial Report (Approved)

## **CALL TO ORDER**

The meeting was called to order by the Board Chair, Bob Sisk at 6:30 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 September meeting in their Board packets. Sally McCarthy moved to approve the minutes, which was seconded by Sheila Roop. (*Unanimously approved*)

## **RECOGNITION OF GUESTS**

Mr. Sisk introduced the two guests, Ravyn Hankinson and Katy Garrett, social work students from Radford University.

## **PUBLIC COMMENT**

None

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

**Financial and Administrative Support Services:** Patricia Cox, Finance Director, presented the September Budget report, which Board Members received in their packets. In review of the report, she advised the agency will not see an increase in funds due to Medicaid expansion until late January, and the reduction in state funding started this October. The agency has reviewed the numbers expected from local funding and recently sent invoices to our localities. Mrs. Cox stated the agency's current deficit is due to various reasons some of which are Medicaid payments still pending, services that haven't been billed, and services that were not approved by the client's insurance. The finance department presented these billing issues to the Admin Team and reviewed what employees are to do to make sure all services are approved and billed properly. Mrs. Cox continued that there is a surplus of Federal funds due to receiving the peer recover grant in a lump sum. She finished her report by advising productivity will increase as the school based programs have been receiving an surge in referrals due to the start of the academic year. Joe Young moved to approve the September budget, which was seconded by Mary Biggs. (*Unanimously approved*)



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**Community Support Services:** Director, Lucy McCandlish informed the board that 17 Medicaid Wavier slots had been given out, which is a significant increase from last year.

**Clinical Services:** Melanie Adkins, Clinical Services Director, provided a general update on Same Day Access (SDA). She advised that the agency has seen an increase in SDA clients at the Pulaski Center due to clients with GAP insurance switching to Medicaid and therefore the agency has provided some additional staffing. Mrs. Adkins informed the Board that the CCBCH advisory group's first meeting is next week, and she stated that there is a continued focus on hiring for the new positions. The agency is working diligently to make sure all grant guidelines are met with a focus on training, finance, and evaluations.

**Human Resources:** HR Director, Val Nelson provided an update on several agency committees. The agency's Diversity/Cultural Competence- Inclusion Committee, as well as the Health, Safety, and Wellness committee will be restructured with a primary focus on employee development. These committees will examine our policies and procedures to improve staff education and training, with the ultimate goal of providing a safe, respectful, and inclusive workplace for our staff and our clients.

**Quality & Information Technology Director:** QIT Director, Leslie Sharp, presented her plans to review the new quality and outcome measures from the Department of Behavioral Health and Developmental Disorders as well as the required data elements for the CCBHC project and STEP-VA. Mrs. Sharp stated that during the agency's admin meeting they discussed DBHDS' new dashboard which looks different but is more accessible to the public. The dashboard can review performance trends and rank CSBs in reference to how they are meeting set measures. Mrs. Sharp highlighted the importance of being more proactive when reviewing data and correcting errors before it is released to DBHDS.

**EXECUTIVE COMMITTEE REPORT:** Bob Sisk, Board Chair, reported that the Executive Committee met on October 19<sup>th</sup> and reviewed the Executive Director's performance which occurs every quarter. He also reported that the Policies & Procedures for Community Transit were reviewed and edits approved by the Executive Committee. A copy was made available for Board Members to review.

**EXECUTIVE DIRECTOR'S REPORT:** Mr. Pritchett began by thanking Mountain Empire who presented during the work session and emphasized the significant role they hold in contributing to the agency's success. Mr. Pritchett thanked Joy Morrison for her work as Clerk of the Board. He also introduced Ashley Wilson, as the new Clerk of Board and Executive Assistant to the Director.

Mr. Pritchett informed the Board of a meeting held by the Virginia Association of Community Service Boards in Roanoke, where Mr. Pritchett and staff attended. Two of the major topics that were discussed at this meeting included Medicaid expansion and DBHDS' plans to move forward with the STEP-VA initiatives. There is a concern amongst other CSBs in regards to implementing the STEP-VA requirements with limited funding, however, our agency is ahead of this issue, due to the current CCBHC grant requirements which align with the STEP-VA initiative. Mr. Pritchett was voted as one of two members to represent Region 3 on a committee constructed to work with CSBs to assist them as they implement these program initiatives.



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Mr. Pritchett advised that we have continued to review the budget, in preparation for the upcoming changes with Medicaid expansion and feels comfortable the agency will generate enough funds with help from the CCHBC grant as well as individual programs.

Mr. Pritchett finished his report with the announcement that the agency has been nominated for a humanitarian award given by the Montgomery County Chamber of Commerce, where the winner will be announced in December.

**BOARD MEMBER COMMENTS:**

Bob Sisk recognized and thanked Joy Morrison for her dedication and service as Clerk of the Board. He welcomed Ashley Wilson as the new Clerk of Board, and Executive Assistant to the Director.

Rob Gropman advised current localities are looking to join the Opioid prescription lawsuit and asked if the agency had any data reflecting effects of opioid usage with our clients. Mr. Pritchett advised that he would look into the requested information.

The next Board meeting will take place on December 6<sup>th</sup>.

**ADJOURNMENT**

There being no further business, Mr. Sisk moved to adjourn the meeting at 7:13 pm.

MINUTES APPROVED ON: Joy Morrison  
 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 <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)
Kristie Williams	Giles County	6/30/2020 (1 <sup>st</sup> Term)