



Board of Directors Meeting Minutes

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

MEETING DATE: Thursday, December 5th, 2019

MEMBERS PRESENT

Susan Richardson, Rob Gropman, Kristie Williams, Mary Biggs, Melissa Shaw, Jason Buckland, Bob Sisk, Sally McCarthy, Anthony Akers

MEMBERS ABSENT

Joe Turman (with notice), Joe Young (with notice), Vicky Collins (with notice), Shelia Roop (with notice)

AGENDA ACTION ITEMS**

October 2019 Minutes (Approved)

October Financial Report (Accepted)

FY 2020 New Funding Received Budget (Accepted)

CALL TO ORDER

The meeting was called to order by the Board Chair, Mary Biggs at 6:34pm. Ms. Biggs welcomed attendees and roll call was read by Ashley Wilson, Clerk of the Board.

MINUTES**

Board members received minutes from the October Board Meeting in their Board packets. Bob Sisk moved to approve the minutes, which was seconded by Jason Buckland. *(Unanimously approved)*

RECOGNITION OF GUESTS

None

PUBLIC COMMENT

None

PROGRAM REPORTS**

Financial and Administrative Support Services: Finance Director, Patricia Cox, reviewed the FY 2020 New Funding Received Budget, which was presented to the Board at the October Board Meeting. The Executive Committee recommended acceptance of the budget revisions from the entire Board.

Kristie Williams Moved to accept the FY 2020 New Funding Received Budget Revisions, which was seconded by Susan Richardson. *(Unanimously accepted)*.

Ms. Cox continued her report with review of the October Financial Statement. Ms. Cox presented the Revenue and Expenses from the monthly statement and explained that in summary, the agency's revenue was at 33% and Expenses came in at 31% which is right on target.

Ms. Cox reminded Board Members that Budget Revisions will begin in January, with the goal to be completed and presented to the Board in February.

Rob Gropman moved to accept the October Financial Statement, which was seconded by Kristie Williams. *(Unanimously accepted)*



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Community Support Services: Community Support Services Director, Lucy McCandlish, provided general program updates. Ms. McCandlish reported that the Christiansburg facility is set to be licensed within the week.

Clinical Services: Clinical Services Director, Melanie Adkins, provided an update on the agency's strategic plan workgroups that are centered on Evidence Based Practices and Access to Care.

Human Resources: No Report.

Quality & Information Technology: Quality Assurance and IT Director, Leslie Sharp, informed Board Members of the data tool the Department uses known as SPQM – Service Process Quality Management. The agency will use this tool to compile productivity data that will assist in identifying peak trends of productivity.

Medical Director: No Report.

EXECUTIVE COMMITTEE REPORT: Mary Biggs reported that the Executive Committee met on November 25th. Evaluation of the Executive Director will be connected to the development of the agency's strategic plan and will be reviewed in March.

EXECUTIVE DIRECTOR'S REPORT: Executive Director, James Pritchett began his report by thanking the work session providers, Brown Edwards, who presented the agency's FY 19 Audit results. He continued with an update on local budget requests and that they agency will be asking localities for the 10 percent match. With consistent issues around authorization approvals with the Managed Care Organizations, Mr. Pritchett assured that he will continue to monitor the impact to various programs.

Mr. Pritchett updated that the Montgomery Center appraisal process has begun with an expected completion date at the end of the month.

Mr. Pritchett provided an overview of the Step Va initiatives and informed board members that a new Commissioner has been selected and will begin on December 16th.

Mr. Pritchett reminded board members that the Strategic Plan quarter one updates were presented in October. Board members were presented with a condensed summary of the quarter one results and would follow a present quarter two results in a similar format at the February Board Meeting.

Board Member Comments: A question was raised around seminars offered to staff to assist with budgeting and finance. The agency does indeed provide such seminars on a quarterly basis.

Chairman Report: Mary Biggs, Board Chair, thanked agency staff on behalf of the Board, for their hard work organizing the 50th Anniversary Event.

ADJOURNMENT

There being no further business, Ms. Biggs moved to adjourn the meeting at 7:30.

MINUTES APPROVED ON: February 27, 2020 Ashley Wilson
Ashley Wilson, Clerk of the Board



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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	6/30/2022 (2 nd Term)
Susan Richardson	Montgomery County	6/30/2022 (2 nd Term)
Sheila Roop	Montgomery County	6/30/2022 (3 rd 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)