



# Board of Directors Meeting Minutes

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

**MEETING DATE:** 2/25/2021

## **MEMBERS PRESENT**

Mary Biggs, Anthony Akers, Melissa Shaw, Vicky Collins, Jason Buckland, Forrest Hite, Susan Richardson, Sheila Roop, Jerry Boothe, Joe Young, Kristie Williams, Bob Sisk

## **MEMBERS ABSENT**

Sally McCarthy

## **AGENDA ACTION ITEMS**

December 3, 2020 Minutes  
January Financial Statement

## **CALL TO ORDER**

Mary Biggs, Board Chair read the following statement:

*Section 2.2-3708.10 of the Code of Virginia, as amended, permits members of the New River Valley Community Services Board to participate in their regularly scheduled meeting of the Board, on December 3, 2020 at 6:03 p.m., through electronic communication, via Cisco WebEx, due to the continuing COVID-19 pandemic.*

*Items on the agenda include the following:*

- Voting on the minutes of previous meetings*
- Voting to accept the monthly financial report*

*The public has been notified of this meeting on the New River Valley Community Services website, and provided the information they need to participate remotely, by calling the Clerk of the Board, Ms. Ashley Wilson at 540-961-8476, or emailing her at [aawilson@nrvc.org](mailto:aawilson@nrvc.org).*

Sheila Roop made a motion to accept this statement, which was seconded by Kristie Williams. *(Unanimously accepted)*

The meeting was called to order by the Board Chair, Mary Biggs at 6:00 pm. Ms. Biggs welcomed attendees and roll call was read by Angie Lucas, Interim for Clerk of the Board.

## **MINUTES\*\***

Board members received minutes from the December Board Meeting in their Board packets. Joe Young moved to approve the minutes, which was seconded by Kristie Williams. *(Unanimously approved)*

## **RECOGNITION OF GUESTS**

Brian Burnette, R.U. Intern to Executive Director

## **PUBLIC COMMENT**

None

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

**Financial and Administrative Support Services:** Finance Director, Trish Cox reviewed of the January Financial Statement, which board members received in their board packets. Jason Buckland moved to accept the January Financial Statement, which was seconded by Jerry Boothe. *(Unanimously accepted)*



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**Community Support Services:** No report.

**Clinical Services:** Melanie Adkins, Clinical Services Director, provided an update on the build out of the Crisis Center which is now actively taking patients. Ms. Adkins discussed the Marcus Alert initiative from the department and the plans to pilot the initiative in another area. NRVCS is currently working with Montgomery Co. to implement a plan.

**Human Resources:** Angie Lucas, HR Director, reviewed the agency Turnover reporting from 2019 thru the end of 2020. Employee Engagement Group met for the 1<sup>st</sup> time on February 23<sup>rd</sup>.

**Quality & Information Technology:** Leslie Sharp, Quality Assurance and IT Director, reviewed the Quarter 2 Quality Assurance Report, which board members received in their board packets.

**Medical Director:** Dr. Cooke announced that the organization has received special funding from DBHDS to increase and expand MAT services by hiring additional staff and increasing the number of clients served.

**EXECUTIVE DIRECTOR'S REPORT:** James Pritchett, Executive Director

Mr. Pritchett acknowledged the hard work that many staff contributed to finalizing the budget revision process this year. Members of Admin and staff in the finance department will now begin preparing for the FY 2022 Budget.

Mr. Pritchett provided the following agency updates:

- The agency is working to ensure the Final work place safety standards regarding COVID-19 is being implemented and followed by the organization.
- The agency continues to monitor the number of positive cases (staff, clients, and in the communities) in order to respond quickly. Currently, Admin is reviewing the processes and steps needed to begin bringing some staff back into the facilities.
- Currently, approximately 75% of staff have registered for the vaccination and almost all clients served by our residential programs.
- The Radford Transit contract is under review and a meeting with the City Manager has been scheduled.
- The agency's strategic planning workgroups continue to meet and develop initiatives to help reach the agency's goals.

Mr. Pritchett provided an update on the DBHDS Step-Va Mobile Crisis Initiative and its expansion to serve adults as well as the development of a Regional Call Center. The regional proposal will be submitted in April for approval and implementation is set for June 2021.

**Closed Session:**

Kristie Williams made the motion to enter into closed session which was seconded by Vicky Collins. Roll call was read by the Interim to Clerk of the Board. *(Unanimously approved).*

*Be it resolved, the New River Valley Community Services Board hereby enters into Closed Meeting for the purpose of discussing the following:*



# Board of Directors Meeting Minutes

Section 2.2-3711 (1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, discipline or resignations of specific officers, appointees, or employees of any public body.

## 1. Personnel

Kristie Williams made the motion to reconvene into public session which was seconded by Sheila Roop. *(Unanimously approved)*

Jerry Booth made the motion that each member certify that to the best of their knowledge only matters lawfully exempted from open meeting requirements were heard, discussed, or considered, which was seconded by Jason Buckland. All members did so certify. Roll call was read by Angie Lucas, Interim to Clerk of the Board.

### **ADJOURNMENT:**

There being no further business, Ms. Biggs moved to adjourn the meeting at 8:10pm.

MINUTES APPROVED ON: Ashley Wilson 4/22/2021

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 (2nd Term)
Melissa Shaw	Floyd County	6/30/2023 (2nd Term)
Vicky Collins	City of Radford	6/30/2023 (3rd Term)
Jason Buckland	Giles County	6/30/2023 (2nd Term)
Sally McCarthy	Pulaski County	6/30/2023 (2nd Term)
Forrest Hite	City of Radford	6/30/2023 (1st Term)
Susan Richardson	Montgomery County	6/30/2022 (2nd Term)
Sheila Roop	Montgomery County	6/30/2022 (3rd Term)
Bob Sisk	Pulaski County	6/30/2023 (3rd Term)
Jerry Boothe	Floyd County	6/30/2021 (1st Term)
Joe Young	Montgomery County	6/30/2023 (3rd Term)
Kristie Williams	Giles County	6/30/2023 (2nd Term)