



Board of Directors Meeting Minutes

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

EMERGENCY CALLED BOARD MEETING

MEETING DATE: Tuesday, April 14, 2020

MEMBERS PRESENT

Anthony Akers, Bob Sisk, Jason Buckland, Jerry Boothe, Joe Young, Kristie Williams (Vice Chair), Mary Biggs (Board Chair), Melissa Shaw, Rob Gropman, Sally McCarthy, Shelia Roop, Susan Richardson, Vicky Collins

MEMBERS ABSENT

None

CALL TO ORDER

The meeting was called to order by the Board Chair, Mary Biggs at 5:30 pm and roll call was read by Ashley Wilson, Clerk of the Board. Ms. Biggs followed roll call by reading the following statement in reference to the Emergency Called Board Meeting:

Declarations of Emergency have been made at all levels of government including the New River Valley. A disaster exists which requires the New River Community Services Board to meet to assure continuity of government (services) for a period not to exceed six (6) months. During a declared disaster, the Code of Virginia requires and allows governing bodies to conduct their meetings in manners that are consistent with providing continuity of government and in a safe and healthy manner, and for the public safety, health and the welfare of the governing body and all attendees/interested parties consistent with open government.

The COVID-19 virus makes it impractical and unsafe for the New River Valley Community Services Board to physically assemble in one location. The virus also makes it impractical and unsafe, as well as potentially life threatening, for the public, and the New River Valley Community Services' staff, to gather in the same location to participate in the scheduled meeting for three items of business:

- 1. NRVCS Agency PPE Information**
- 2. Impacts of COVID-19**
- 3. NRVCS HR Proposal**

RECOGNITION OF GUESTS

There were no guests.

PUBLIC COMMENT

None

1. NRVCS AGENCY PPE INFORMATION

Leslie Sharp, NRVCS Quality Assurance and IT Director, provided Board Members with a summary of the agency's PPE equipment. The PPE Agency Inventory is updated and reviewed weekly to ensure programs and staff have what they need. Strict guidelines are enforced upon staff to ensure correct PPE is worn



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properly. Ms. Sharp continued that over 300 homemade masks had been donated to the agency and in turn, provided to staff.

Ms. Sharp and Ms. Melanie Adkins represent NRVCS daily as part of the Montgomery County Task Force. With this partnership, PPE resources have been shared as well as information regarding sterilization of N-95 masks provided. NRVCS is partnering with Carilion to sterilize used N-95 Masks once a week.

Mr. Pritchett added that due to early confusion around PPE guidelines, generated fear amongst some staff members. Mr. Pritchett has sent guidance and reassurance to staff and supervisors almost daily to ensure questions are answered.

The agency is currently awaiting 7000 masks to be delivered.

2. IMPACTS OF COVID-19

James Pritchett presented the impacts of COVID-19 on our clients and staff and how the agency has navigated client and staff safety. The agency has increased the use of telehealth and teleservice which in turn reduces traffic flow within our facilities. A schedule for staff to work at home when needed has been implemented.

Mr. Pritchett stated that not only must we navigate safety precautions for our staff and clients but monitoring the agency's financial status has been essential. Mr. Pritchett has monitored no show rates and appointment cancellations weekly and reports a 45% drop off in services, a huge impact to the fourth quarter.

The agency leadership team reviews weekly program productivity since the beginning of COVID-19 as 70% of the agency's revenue depends on generated money. Even with relaxed regulations from DBHDS and DMAS, Mr. Pritchett reported that the agency is expecting a loss of 893K in revenue.

With this projected loss, Mr. Pritchett announced that over the last month, Admin team members took on strategies with hopes to overcome the loss. Mr. Pritchett reviewed the strategies with Board Members.

Mr. Pritchett concluded that the strategies the agency has recently put in place has positively affected the agency's budget and it is predicted that the agency can overcome the projected loss.

3. NRVCS HR Proposal

Angie Lucas, the agency's HR Director introduced herself. Ms. Lucas presented the Agency's proposal to change the language in the Reduction of Force Policy, the proposed Transit furlough communication and the proposed staff layoff communication.

Joe Young made a motion to approve the NRVCS HR proposal, which was seconded by Jerry Boothe. Board Clerk, Ashley Wilson called roll. *Unanimously Approved*

BOARD MEMBER COMMENTS:

None



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ADJOURNMENT

There being no further business, Mary Biggs moved to adjourn the meeting at 6:45.

MINUTES APPROVED ON: 6/25/2020 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 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	6/30/2021 (1 st Term)
Susan Richardson	Montgomery County	6/30/2021 (1 st Term)
Sheila Roop	Montgomery County	6/30/2021 (2 nd Term)
Bob Sisk	Pulaski County	6/30/2020 (2 nd Term)
Jerry Boothe	Floyd County	6/30/2023 (1 st Term)
Joe Young	Montgomery County	6/20/2020 (2 nd Term)
Kristie Williams	Giles County	6/30/2020 (1 st Term)