



Board of Directors Meeting Minutes

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

MEETING DATE: Thursday, August 27th, 2020

MEMBERS PRESENT

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

MEMBERS ABSENT

Shelia Roop (With Notice)

AGENDA ACTION ITEMS

June 25, 2020 Minutes
July Financial Statement
HR Holiday Schedule
NRVCS Board Meeting Schedule
Proclamations

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 August 27th, 2020 at 6:13 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*
- Voting to update the agency holiday schedule*
- Voting on the FY 21 NRVCS Board of Directors Meeting schedule*
- Voting on Community and Agency Proclamations*

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@nrvcs.org.

Vicky Collins made a motion to accept this statement, which was seconded by Jerry Boothe. (*Unanimously accepted*)

The meeting was called to order by the Board Chair, Mary Biggs at 6:13 pm. Ms. Biggs welcomed attendees and roll call was read by Ashley Wilson, Clerk of the Board.

MINUTES**

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

RECOGNITION OF GUESTS

Brian Burnette, NRVCS Intern



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PUBLIC COMMENT

None

PROGRAM REPORTS**

Financial and Administrative Support Services: Finance Director, Trish Cox reviewed of the July Financial Statement, which board members received via email. Ms. Cox presented the Revenue and Expenses from the monthly statement and explained that in summary, the agency's Revenue was at 8.5% and Expenses came in at 7.37% which is right on target. Joe Young moved to accept the July Financial Statement, which was seconded by Kristie Williams. *(Unanimously accepted)*

Ms. Cox reviewed the letters from the agency's auditors, which board members received in their board packets. Auditors will present at the December Board Meeting.

Community Support Services: Service Manager, Shelly Farmer oversees the following programs: Mental Health Skill Building, PACT and PSR and works with the agency's GMB program. Ms. Farmer presented that the GMB program provides opportunities for our clients to develop skills in order to move up to other jobs in the community. Even with COVID, our GMB employees have continued to show up for work and ensured the facilities remain clean.

Clinical Services: Clinical Services Director, Melanie Adkins, provided an updated on the agency's Therapeutic Day Treatment Program. With difficult school schedules and denials of services from MCOs, the agency will not be hiring more staff to serve this program. The agency has continued to ensure schools that we will continue to serve them and address any needs they may have.

Human Resources: Angie Lucas, Human Resources Director presented the agency's turnover report from 2020, year to date, and provided a general overview of current projects that HR is working on. Ms. Lucas presented the agency proposal to add Juneteenth to next year's Holiday Schedule. Jerry Boothe made a motion to accept the proposal, which was seconded by Melissa Shaw. *(Unanimously approved)*

Quality & Information Technology: Quality Assurance and IT Director, Leslie Sharp, reviewed the Quality Assurance Annual report which covers 8 areas of the agency's core quality functions.

Medical Director: No Report.

EXECUTIVE COMMITTEE REPORT: Mary Biggs, Board Chair reviewed the possible Board Meeting Schedule for FY 21. Jason Buckland so moves that the Board adopt a monthly meeting schedule with the provision that meetings are not duplicative and that every other month meetings will occur at the discretion of the Executive Committee or Executive Director to vote on critical business. This motion was seconded by Anthony Akers. *(Unanimously approved)*

EXECUTIVE DIRECTOR'S REPORT: Executive Director, James Pritchett, provided an overview of the Crisis Center proposal, which would develop co-response teams to work with Law Enforcement when individuals are experiencing a mental health crisis. This new program would meet community needs and assist with keeping individuals out of the hospitals and lower COVID-19 Exposure risks. This proposal has been reported the NRV Task Force and will be funded through CARES funding.

Mr. Pritchett reviewed the Quarter 4 Strategic Plan Summary which shows progress from the workgroups assigned to each goal. Even with a pandemic, progress continues and staff continue to work hard.



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Mr. Pritchett finished his report by expressing his gratitude to staff and leadership who have worked and continue to work hard during the pandemic. With CSBs closing all over the state and programs shutting down, our agency never closed and continues to serve our clients and communities.

Board Member Comments:

Melissa Shaw commented that the agency’s recent quarterly newsletter entitled “Hard Conversations” was very well done.

Mary Biggs welcomed and introduced the Board’s newest member, Forrest Hite who will be representing the City of Radford.

Chairman Report:

Mary Biggs presented two proclamations to be passed by the Board:

- Overdose Awareness Day Proclamation
- Resolution in support of the NRV Public Task Force’s Campaign: “Be Committed; Be Well”.

Joe Young made a motion to pass the two proclamations presented which was seconded by Forrest Hite. (*Unanimously Approved*)

ADJOURNMENT:

There being no further business, Ms. Biggs moved to adjourn the meeting at 8:05pm.

MINUTES APPROVED ON: Ashley Wilson 10.22.2020
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	6/30/2023 (2 nd Term)
Vicky Collins	City of Radford	6/30/2023 (3 rd Term)
Jason Buckland	Giles County	6/30/2023 (2 nd Term)
Sally McCarthy	Pulaski County	6/30/2023 (2 nd Term)
Forrest Hite	City of Radford	6/30/2023 (1 st 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	6/30/2023 (3 rd Term)
Jerry Boothe	Floyd County	6/30/2021 (1 st Term)
Joe Young	Montgomery County	6/30/2023 (3 rd Term)
Kristie Williams	Giles County	6/30/2023 (2 nd Term)