



# Board of Directors Meeting Minutes

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

**MEETING DATE:** Thursday, October 22<sup>nd</sup>, 2020

## **MEMBERS PRESENT**

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

## **MEMBERS ABSENT**

Sally McCarthy (with notice), Jason Buckland (with notice)

## **AGENDA ACTION ITEMS**

August 27, 2020 Minutes

September 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 August 27<sup>th</sup>, 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*

*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](mailto:aawilson@nrvcs.org).*

Joe Young 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 6:00 pm. Ms. Biggs welcomed attendees and roll call was read by Ashley Wilson, Clerk of the Board.

## **MINUTES\*\***

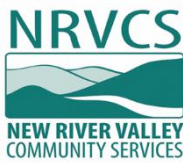
Board members received minutes from the August Board Meeting in their Board packets. Sheila Roop moved to approve the minutes, which was seconded by Jerry Boothe. (*Unanimously approved*)

## **RECOGNITION OF GUESTS**

Brian Burnette, NRVCS Intern

## **PUBLIC COMMENT**

None



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

**Financial and Administrative Support Services:** Finance Director, Trish Cox reviewed of the September Financial Statement, which board members received via email. Forrest Hite moved to accept the September Financial Statement, which was seconded by Bob Sisk. *(Unanimously accepted)*

Ms. Cox reminded Board Members that the auditors will present the NRVCS FY2020 results at the December Board Meeting.

**Community Support Services:** No report.

**Clinical Services:** No Report.

**Human Resources:** Report was provided to Board Members via email.

**Quality & Information Technology:** Melanie Adkins, Clinical Services Director provided an update on the agency's COVID-19 response, as Leslie Sharp was unable to attend the meeting. The agency has two workgroups, our Residential and COOP groups, which review weekly agency case numbers, positive client's and stays on top of current information to ensure the agency is using best practices to keep our staff and clients safe. Currently these groups are focusing on carpooling and sustaining work place outbreaks. COVID fatigue is another issue these groups are tackling. The agency continues to distribute PPE and training to staff and programs. NRVCS remains an active member of the community Task Force and collaborates daily with our stakeholders and partners.

**Medical Director:** No Report.

**EXECUTIVE DIRECTOR'S REPORT:** Report was provided to Board Members via email.

### **Board Member Comments:**

Jerry Boothe requested that in the future, board members receive the consumer/stakeholder survey results in full.

### **Closed Session:**

Vicky Collins made the motion to enter into closed session which was seconded by Shelia Roop. Roll call was read by the 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:*

*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. Executive Director's evaluation*
- 2. Personnel*

Vicky Collins made the motion to reconvene into public session which was seconded by Melissa Shaw. *(Unanimously approved)*



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Melissa Shaw 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. All members did so certify. Roll call was read by Kristie Williams.

*Action from closed meeting: Approval and passage of Executive Director's Contract.*

*Vote: 10-0*

## **ADJOURNMENT:**

There being no further business, Ms. Biggs moved to adjourn the meeting at 8:35pm.

MINUTES APPROVED ON: 12/3/2020 Ashley Wilson  
Ashley Wilson, Clerk of the Board

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