



Board of Directors Meeting Minutes

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

MEETING DATE: Thursday, April 22nd, 2021

MEMBERS PRESENT

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

MEMBERS ABSENT

Anthony Akers (With Notice)

AGENDA ACTION ITEMS

February 25th, 2021 Minutes
March 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 April 22nd, 2021 at 6:00 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 accept agency policy updates*

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.

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 Ashley Wilson, Clerk of the Board.

MINUTES**

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

RECOGNITION OF GUESTS

None

PUBLIC COMMENT

None



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PROGRAM REPORTS**

Financial and Administrative Support Services: Finance Director, Trish Cox reviewed of the March Financial Statement, which board members received in their board packets. Ms. Cox explained the various budget lines and reviewed expenses at the agency's assisted living facility, Fairview. Jerry Boothe moved to accept the March Financial Statement, which was seconded by Jason Buckland. (*Unanimously accepted*)

Reach and Mobile Crisis Services: Karen Adams, REACH and Mobile Crisis Services Director, introduced herself and provided an overview of the agency's Mobile Crisis Services during the work session.

Clinical Services: Melanie Adkins, Clinical Services Director, provided an update on the expansion of our services to meet the needs of individuals with acute psychiatric symptoms. The agency currently has staff members that co-respond with Law Enforcement. DBHDS has invited NRVCS to submit a proposal that would develop services at the new crisis center in Radford.

Human Resources: Angie Lucas, HR Director, reviewed the Executive Director Investigation process. Board Members provided various suggestions:

- *When serious issues take place, outside legal representation should lead the investigation process*
- *Investigative timeline of 30 days seems to be too long*

Board Members are to send feedback to Angie, and an updated draft will be presented at the June Meeting.

Ms. Lucas continued her report with updates on the agency's Job Description project. This project focuses on balancing workloads, properly outlining job requirements, and updating comp scales and titles. The Diversity and Inclusion Group continues to meet monthly and creating education for staff for the upcoming Juneteenth Holiday. Ms. Lucas will present the quarterly turnover report at the June Board Meeting.

Quality & Information Technology: No Report.

Medical Director: Dr. Circe Cooke, Medical Director updated that the agency recently hired Dr. Sally Williams who will be assisting the MAT program.

EXECUTIVE DIRECTOR'S REPORT: James Pritchett, Executive Director began his report by thanking the work session provider, Karen Adams, who presented on the agency's Mobile Crisis Services. The agency has combined Mobile Crisis and REACH as the goal is to have a regional program to respond to any person, no matter age or disability, experiencing a crisis as well as deter hospitalizations.

Mr. Pritchett discussed the agency's structure and plans to hire for the open Community Support Services Director position. The hope is to balance the service units regarding staffing, intensity of programs and funding streams.

Mr. Pritchett recently met with the Radford City Manager regarding transit services and the current contract with our agency. He continued that the Farmers Market will again utilize the Radford Center's parking lot for their Saturday Market times.

Mr. Pritchett updated that he recently met with Jason Ballard, who is currently seeking office for the 12th District, House of Delegates seat, and discussed the current issues impacting Community Mental Health. Mr. Pritchett also met with Senator Hackworth this week and discussed issues related to TDOs, Funding, and MCOs.

The agency's facility study is currently running 30 days behind as staff and facility needs are being gathered and analyzed to ensure successful future growth.



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Mr. Pritchett reminded Board members of the various STEP VA Initiatives and reporting demands. NRVCS is the lead on multiple initiatives.

Mr. Pritchett concluded his report with an update on the Action Plan created to address concerns from the all staff survey.

Board Member Comments:

Joe Young suggested the Board begin meeting in person again and potentially develop a policy addressing virtual meetings. Board members agreed to meet in person at the June Board Meeting.

Closed Session:

Jerry Boothe made the motion to enter into closed session which was seconded by Jason Buckland. 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. Personnel

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

Jerry Boothe 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 Ashley Wilson, Clerk of the Board.

ADJOURNMENT:

There being no further business, Ms. Biggs moved to adjourn the meeting at 9:00p.m.

MINUTES APPROVED ON: 6/24/2021 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	6/30/2023 (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)



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Kristie Williams	Giles County	6/30/2023 (2 nd Term)
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