

# Board of Directors Meeting Minutes

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

**MEETING DATE:** Thursday, June 24<sup>th</sup>, 2021

## **MEMBERS PRESENT**

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

## **MEMBERS ABSENT**

Kristie Williams (with notice)

## **AGENDA ACTION ITEMS**

April 22<sup>nd</sup>, 2021 Minutes  
May Financial Statement

## **CALL TO ORDER**

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 April Board Meeting in their Board packets. Jerry Boothe moved to approve the minutes, which was seconded by Forrest Hite. *(Unanimously approved)*

## **RECOGNITION OF GUESTS**

Danielle Ross, NRVCS Leadership Consultant and work session provider

## **PUBLIC COMMENT**

None

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

**Financial and Administrative Support Services:** Finance Director, Trish Cox reviewed the May Financial Statement, which board members received in their board packets. The agency's revenue comes in at 90% and expenses are 81%. Vicky Collins moved to accept the May Financial Statement, which was seconded by Jason Buckland. *(Unanimously accepted)*

FY22 Budget approval: Sheila Roop moved to approve the FY 22 budget, which was seconded by Sally McCarthy. *(Unanimously approved)*

**Reach and Mobile Crisis Services:** No report

**Clinical Services:** No report

**Community Support Services:** Shelly Farmer, newly appointed Community Support Services Director, introduced herself and discussed her history with the agency.

**Human Resources:** Angie Lucas, HR Director, presented the quarterly agency turnover rates. Ms. Lucas explained that once HR has the appropriate software for data input, these figures can be tracked real time.

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Board Members discussed the Executive Director Investigation process policy and the lack of proper verbiage in regards to situations requiring the Board to seek legal counsel. Jason Buckland will draft clarifying verbiage, which will be sent to the agency's legal team for approval. This policy will be voted upon at the August Board Meeting.

**Quality & Information Technology:** No Report.

**Medical Director:** No report

**Nominating Committee:** Anthony Akers presented the slate of officers:

Board Chair: Joe Young and Vice Chair: Vicky Collins.

With no other nominations presented, Anthony Akers made a motion to approve the slate of officers, which was seconded by Melissa Shaw. *(Unanimously Approved)*

Jerry Boothe made a motion to close the nominations, which was seconded by Anthony Akers. *(Unanimously Approved)*

The newly appointed Board Chair, Joe Young, appointed the following members to the Board's Executive Committee:

Vicky Collins, Melissa Shaw, Kristie Williams and Anthony Akers.

**Executive Committee Report:** No Report

**EXECUTIVE DIRECTOR'S REPORT:** As always, James Pritchett, Executive Director, began his report by thanking the agency's Admin Team, who presented during the work session. The Admin Team highlighted their hard work over the last 18 months to ensure consistency across the organization in processes, less competing for resources, and a shared philosophy.

Mr. Pritchett continued by sharing various actions the agency is working on as the end of the fiscal year draws to a close. The agency has been focused on the end-of-the-year reporting that goes to the department regarding our Performance Contract which mainly reflects the agency's finances and service capacities. Our QA and Finance Director have both been working with other members of the agency to establish the criteria of the new Performance Contract for the coming fiscal year. We will be notifying the public and local governments of their ability to review the document over the coming weeks prior to it being submitted.

Several proposals were submitted and funded over the past two months to continue and those include: NRVCs' Outpatient Services and the regional Evidence Based Practices initiative. The new proposals for STEP VA included: NRVCs' expansion for Veterans Services; NRVCs' expansion of Peer Services; and the regional expansion of Peer & Family Support Services.

The agency's workgroups continue to meet and work toward meeting the identified goals of the strategic plan. Currently some of the work that is most notable is around the job description project which is the foundation to creating a training matrix for all staff as well as setting the starting point for a class comp study to help evaluate compensation packages. The agency is looking at specific licenses and

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certifications that staff may have, or obtain, to factor how that may impact salaries and the ability to recruit and retain staff.

Regarding the facility study, the agency has met with the individuals from Spectrum Design on several occasions to review the current workflows, program needs, and staff input in order to assist in planning for the agency's future needs. Mountain Empire is currently working with a real-estate broker to secure property in Christiansburg since that is the area that has been identified for the new Montgomery Center site. The agency currently owns a building in Radford that is simply known as Randolph. The agency will research if there are any issues in selling this building.

Mr. Pritchett completed his report with an update on the Client and Stakeholder Satisfaction Surveys. The data will be analyzed by senior leadership and a plan developed to address any concerns as well as to celebrate any successes. During the August meeting, the results will be provided to the full board (scores and comments will be included).

## **Closed Session:**

Joe Young made the motion to enter into closed session, which was seconded by Vicky Collins. 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.

## **Business from the Closed Session:**

-Anthony Akers made a motion that the Executive Director's FY 21 Evaluation is completed and approved based on the survey results of the senior leadership team and the deliverables based on the strategic plan, where the Executive Director meets and in some cases exceeded expectations. This motion was seconded by Forrest Hite. *(Unanimously Approved)*

-There will not be an NRVCS Board July meeting

-FY 22 NRVCS Board Meetings will occur monthly (to be voted upon at the August Meeting)

## **ADJOURNMENT:**

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

MINUTES APPROVED ON: 8/26/2021 Ashley Wilson

Ashley Wilson, Clerk of the Board

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<b>Board Member</b>	<b>Representing</b>	<b>Term Ends</b>
Mary Biggs	Montgomery County	6/30/2021 (3 <sup>rd</sup> 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	6/30/2021 (filling previous seat)
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 (filling previous seat)
Joe Young	Montgomery County	6/30/2023 (3 <sup>rd</sup> Term)
Kristie Williams	Giles County	6/30/2023 (2 <sup>nd</sup> Term)