



Board of Directors Meeting Minutes

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

MEETING DATE: Thursday, March 24, 2022

MEMBERS PRESENT

Jason Buckland, Cheri Warburton, Susan Richardson, Anthony Akers, Forrest Hite, Melissa Shaw, Vicky Collins, Joe Young, Sally McCarthy, Jerry Boothe, Sara Bohn, Sheila Roop

MEMBERS ABSENT

Kristie Williams (absent with notice)

AGENDA ACTION ITEMS

January 27, 2022 Minutes
February 24, 2022 minutes
February Financial Statement
FY22 Budget Revision

CALL TO ORDER

The meeting was called to order by the Board Chair, Joe Young at 6:30 pm. Mr. Young welcomed attendees and roll call was read by Ashley Wilson, Clerk of the Board.

MINUTES**

Due to low attendance, minutes from the January Board Meeting was tabled for approval to the March Board Meeting. Sara Bohn made the motion to approve the January Board Minutes, which was seconded by Jerry Boothe. (*Unanimously approved; Jason Buckland, Anthony Akers, Forrest Hite, Vicky Collins, and Sheila Roop abstained*)

Board members received minutes from the February Board Meeting in their Board packets. Vicky Collins made the motion to approve the February Board Minutes, which was seconded by Jason Buckland. (*Unanimously approved; Cheri Warburton and Sara Bohn abstained*)

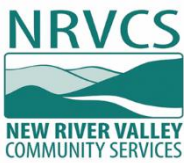
PROGRAM REPORTS**

Financial and Administrative Support Services: Trish Cox, Senior Director, reviewed the NRVCS FY22 Budget Revision presentation, provided to Board Members at the February Board Meeting. Sara Bohn moved to approve the FY 22 Budget Revision, which was seconded by Jason Buckland. (*Unanimously approved*)

Ms. Cox continued with review of the February financial statement. Overall the agency is at 67% Revenue and 55% Expenses. Ms. Cox reminded Board Members that April has three payrolls. Jerry Boothe moved to accept the February financial statement, which was seconded by Sara Bohn. (*Unanimously accepted*)

Clinical Services: Melanie Adkins, Senior Director, provided an update on the agency's Same Day Access program. Same Day Access (SDA) occurs Monday/Wednesday/Friday at the Radford Clinic and Tuesday/Thursday at the Montgomery Center. Ms. Adkins discussed the high volume of consumers that utilize SDA which includes new clients and internal referrals. With SDA, integrated health care services are offered and individuals without a PCP can get a health care screening.

Community Support Services: Shelly Farmer, Senior Director, provided an update on Case Management, which is a huge program and service the agency provides. Case Management is an upcoming initiative through Step Va, and the agency has been offered to participate on the state committee tasked with developing the initiative. Implementation of the state initiative is on target for July 1st.



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Human Resources – Chris Taylor, Interim HR Senior Director provided an update on NRVCS’ health insurance rates for the upcoming year. The agency will see a slight increase. Mr. Taylor reviewed plans to alert staff of changes as well as educate staff on the process of what the employer currently covers.

Executive Committee Report: Joe Young, Board Chair, reviewed the Quarter 3 Executive Director Check In results. In order to stay on the identified timeline, the Executive Committee will process the Executive Director’s annual evaluations in April. This will include board member comments as well as feedback from the agency’s senior leadership team. The Executive Committee will be reviewing the current by-laws and suggesting changes for the next fiscal year. Mr. Young finished his report with a proposal that Board Members only receive their board packets electronically. Board members agreed to this proposal and will alert the clerk if they would like a printed copy to view at board meetings.

EXECUTIVE DIRECTOR’S REPORT: James Pritchett, Executive Director, highlighted the work-session providers, Eva Duncan, the reimbursement department’s program manager. The reimbursement team works diligently to ensure payments for services are properly processed. Mr. Pritchett began his report with a review of the final summary of the agency’s FY19-22 Strategic Plan and highlighted each goal’s success. Mr. Pritchett continued with a discussion on the current state of the country and issues with gas and food prices and the burdens placed on staff. Mr. Pritchett is working with the agency’s transportation manager and offering under-utilized vehicles for staff to use who are working in the community. Mr. Pritchett finished his report with an update on the agency’s covid precautions and masking policies. NRVCS must continue to follow regulations governed by OSHA, where masking and social distancing must still be in place. The agency is looking to hopefully increase capacity levels in certain facilities/programs.

Board Member Comments: Jerry Boothe expressed gratitude for the leadership of Mr. Pritchett and the NRVCS Leadership team and thanked them for all that they do.

ADJOURNMENT:

There being no further business, Mr. Young asked for a motion to adjourn the meeting at 8:05 pm. Jason Buckland provided the motion, which was seconded by Jerry Boothe. *(Unanimously approved)*

MINUTES APPROVED ON: 4.28.2022 Ashley Wilson

Ashley Wilson, Clerk of the Board

Board Member	Representing	Term Ends
Sara Bohn	Montgomery County	6/30/2024 (1 st Term)
Anthony Akers	Pulaski County	6/30/2024 (3 rd 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	6/30/2024 (1 st Term)
Susan Richardson	Montgomery County	6/30/2022 (2 nd Term)
Sheila Roop	Montgomery County	6/30/2022 (3 rd Term)
Cheri Warburton	Pulaski County	6/30/2023 (Filling previous seat)
Jerry Boothe	Floyd County	6/30/2024 (1 st Term)
Joe Young	Montgomery County	6/30/2023 (3 rd Term)
Kristie Williams	Giles County	6/30/2023 (2 nd Term)