



Board of Directors Meeting Minutes

MEETING DATE: Thursday, October 27, 2022

MEMBERS PRESENT

Cheri Warburton, Kristie Williams, Jerry Boothe, Anthony Akers, Judy Diggs, Sally McCarthy, Melissa Shaw, Susan Richardson, Joe Young

MEMBERS ABSENT

Vicky Collins, Sarah Bohn, Jason Buckland (absent with notice), Charley Cosmato (absent without notice)

AGENDA ACTION ITEMS

June 23, 2022 Meeting Minutes
June Financial Statement

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**

Board Members received minutes from the August Board meeting. Anthony made a motion to approve the June Board Minutes, which was seconded by Judy. (*Unanimously approved*)

GUESTS

Mr. John Ashley, Christiansburg

PUBLIC COMMENT

Mr. Ashley discussed interaction with Radford Police Department staff. Refers John Ashley to civil lawyer. Due to VA Abduction. There is not a policy around what they do when there are abductions. Family Court policies. Child Support.

Read a bill. Look at handout from Mr. Ashley. What references. Child Support. Talks about collections. From the Bill.

PROGRAM REPORTS**

Financial and Administrative Support Services: Trish Cox, Senior Director, reviewed the September Financial Statement, which board members received in their board packets. First quarter of the year. The agency's revenue comes in at 24% and expenses are %. Federal reimbursement process has begun. State funds are running ahead due to a late approval of the budget. We received a million dollar for crisis center. Expenses – personnel – 3 pay periods. Holiday gift cards are budgeted – right before thanksgiving. Vivatrol purchase. Annual renewals - Travel – we have been purchasing vehicles according to our vehicle plan.

Fee Revenue Sheet.

Jerry moved to accept the September Financial Statement, which was seconded by Kristie. (*Unanimously accepted*)

Human Resources: Chris Taylor, Interim Senior Director, reviewed the First Quarter agency turnover report, which board members received in their board packet. Total staff that: Most reasons: leaving in the first 9 months. After the Executive Commitment – will add vacancy rate. Numbers look good. Looking at national average we are on target. Retention and recruitment

Mr. Taylor continued his report with a review of the proposed changes to the agency's Policy and Personnel Manual. Policies to be changed include, Mileage Reimbursement, Secondary Employment, and Holiday Pay. Board Members will vote to approve the changes at the September Board Meeting. Jerry, Judy second.



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Quality Assurance/Operations: Leslie Sharp, Senior Director reviewed the annual Quality Assurance Report.

Clinical Services: James Pritchett, Senior Director, We received another CCBHC grant. Dedicated to DBT team. More will come on this grant. We will be looking to get a new CCBHC steering committee. Intersect level. Steering committee must have board members participate. The building is under way for nextdoor – so we can build 23 hour program, citac, building now the residential phase. Moving New Horizons over. We will be utilize staffing.

Executive Committee: Joe Young, reviewed the October Executive Committee Meeting Summary as well as protocols when it comes to the Meeting’s Public Comment section. Did Quarterly Report and it well

Membership of the Executive Committee will be changing to: Joe Young, Vicky Collins, Anthony Akers, and Jerry Boothe.

EXECUTIVE DIRECTOR’S REPORT: James Pritchett, Executive Director, began his report by thanking the work session provider, Jennifer Faison, VACSB chairman who visited with the agency and provided a report on VACSB. Ms. Faison is an advocate for all CSBs across the state.

Discussed DBDHS strategic plan. Discussed opioid settlement money

James has been talking to several localities.

Local Government Match. Talk about deficit in their match and work towards a plan on increasing in small amounts.

Continuing to work on Class Comp. Working on that and a plan in January.

ADJOURNMENT: There being no further business, Mr. Joe Young asked for a motion to adjourn the meeting at 7:30 pm. Jerry provided the motion, which was seconded by Cheri. *(Unanimously approved)*

MINUTES APPROVED ON: 12/1/2022 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)
Charley Cosmato	City of Radford	6/30/2024 (filling previous seat)
Susan Richardson	Montgomery County	6/30/2025 (3 rd Term)
Judy Diggs	Montgomery County	6/30/2025 (1 st 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)