



Board of Directors Meeting Minutes

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

MEETING DATE: Thursday, May 25, 2023

MEMBERS PRESENT

Joe Young, Vicky Collins, Sara Bohn, Bobby Davis, Susan Richardson, Jason Buckland, Sally McCarthy, Cheri Warburton, Jerry Boothe, Anthony Akers, Judy Diggs, Melissa Shaw

MEMBERS ABSENT

Kristie Williams is absent without notice

AGENDA ACTION ITEMS

April 27, 2023, Meeting Minutes
April Financial Statement

CALL TO ORDER

The meeting was called to order by the Board Chair, Joe Young at 6:20 pm. Mr. Young welcomed attendees and roll call was read by Ashley Wilson, Clerk of the Board.

MINUTES**

Board Members received minutes from the April Board meeting, Sara Bohn moved to accept the April Minutes. Sally McCarthy provided a second. *(Unanimously approved; Jerry Boothe abstained)*

PROGRAM REPORTS**

Financial and Administrative Support Services: Trish Cox, Senior Director, reviewed the April Financial statement. Revenue comes in at 76% and Expenses come in at 74% overall. Sara Bohn made a motion to approve the April Financial Statement, which was seconded by Jerry Boothe. *(Unanimously approved)*

Human Resources: Chris Taylor, Senior Director reviewed the proposed agency personnel policy changes. Board Members suggested that the Mileage policy define “nearby” regarding how far a staff member would have to drive to utilize an agency vehicle. Sara Bohn moved to accept the proposed personnel policy changes and Judy Diggs provided a second. *(Unanimously approved)*

Community Support Services: Shelly Farmer, Senior Director, discussed a new leadership development process that agency is hoping to offer to front line supervisors. This process aims to expand on staff’s leadership relationships, and provide resources and information that will develop their leadership abilities. As the process is drafted, more information will be provided to the Board.

Quality Assurance and Operations: Leslie Sharp, Senior Director, reviewed the agency’s quarter 3 Quality Report that is an overview of the agency’s service capacities and productivity.

EXECUTIVE COMMITTEE REPORT: Joe Young, Board Chair, reported that the nominating committee produced a slate of officers to include, Anthony Akers as Board Chair and Cheri Warburton as Vice Chair. During the June Board Meeting, the floor will be open for other nominations and Board Members will vote to approve FY 24 Board Officers.

EXECUTIVE DIRECTOR’S REPORT: James Pritchett, Executive Director, highlighted the work session Trish Cox, Senior Director who reviewed the proposed FY 24 Budget. Mr. Pritchett emphasized the enormous amount of work that goes into the budget process and thanked staff who assisted in the process. Mr. Pritchett continued his report with an



Board of Directors Meeting Minutes

update on the recent May VACSB spring conference where Department leads highlighted their focus on workforce issues as community service boards are facing hiring issues at an all-time high.

Mr. Pritchett continued his report with an update on the facility buildout of the crisis center where the agency’s Crisis Stabilization Unit will be relocated to. Due to supply issues, the building schedule has gotten behind. The project is now hopeful to be completed by the end of June. Mr. Pritchett finished his report with a review of the agency’s FY 24-27 Strategic Plan. This plan will be up for approval from the Board at the June Meeting.

Closed Session:

- Sara Bohn made the following motion: *“I hereby move that the New River Valley Community Services Board convene in a closed meeting pursuant to Virginia Code 2.2-3711 A(4), for the protection of the privacy of individuals in personal matters not related to public business.”*
Jason Buckland provided a second. Roll was called and unanimously approved.
- Anthony Akers made the following motion: *“I move to reconvene the New River Valley Community Services Board into public session”*
Sara Bohn provided a second. Roll Call was read and unanimously approved.
- Vicky Collins moved to approve the Executive Director’s FY 23 Evaluation, which was seconded by Sara Bohn. *(Unanimously approved)*
- Jerry Boothe made a motion to accept the FY 24 NRVCS Executive Director Contract, which was seconded by Sara Bohn. *(Unanimously approved)*
- Melissa Shaw moved to approve the agreed upon Executive Director Compensation package, which was seconded by Vicky Collins. *(Unanimously approved)*

ADJOURNMENT: There being no further business, Mr. Joe Young asked for a motion to adjourn the meeting at 7:40 pm. Cheri Warburton provided the motion to adjourn the meeting, which was seconded by Bobby Davis. *(Unanimously approved)*

MINUTES APPROVED ON: Approved 6/22/2023 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)
Bobby Davis	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)