



# Board of Directors Meeting Minutes

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

**MEETING DATE:** Thursday, May 26, 2022

## **MEMBERS PRESENT**

Sara Bohn, Forrest Hite, Cheri Warburton, Melissa Shaw, Vicky Collins, Joe Young, Sally McCarthy, Sheila Roop, Anthony Akers.

## **MEMBERS ABSENT**

Jerry Boothe, Kristie Williams, Susan Richardson, and Jason Buckland (absent with notice)

## **AGENDA ACTION ITEMS**

April 28, 2022 Meeting Minutes

April Financial Statement

## **CALL TO ORDER**

The meeting was called to order by the Board Chair, Joe Young at 7:00 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. Vicky Collins made a motion to approve the April Board Minutes, which was seconded by Sheila Roop. (*Unanimously approved*)

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

**Financial and Administrative Support Services:** Trish Cox, Senior Director, reviewed the April financial statement. Revenue is at 88%, and expenses are at 72%. April had the three payrolls that brought Personnel back up. Ms. Cox reviewed the various line items and discussed why they were low or high. Sara Bohn moved to accept the April financial statement, which was seconded by Forrest Hite. (*Unanimously accepted*)

**Human Resources:** Chris Taylor, Interim Senior Director, provided updates on the agency's recent open enrollment. The process went well due to successful communication. 92 changes were made to staff's current plans. Mr. Taylor continued with a report on the implementation of Oracle. With a go live date of July 1, there has been worries around timing with staff training.

**Reach Crisis Services:** Karen Adams, Senior Director, provided an update on Regional Mobile Crisis. Ms. Adams reviewed regional coverage and data for cases referred. Accompanying the new regional system, Children and Adult crisis trainings has been administered to over 100 staff in the region, which is far more than other region in the state!

**Clinical Services:** Melanie Adkins, Senior Director, provided an update on the 23 hour crisis center which is currently operating 10-12 hours a day. The center will be transitioning to 24 hours a day coverage, 3 days a week as staffing has increased. Moving forward, informational sessions will be organized for staff and community partners on the benefits of utilizing the crisis center.

**EXECUTIVE DIRECTOR'S REPORT:** James Pritchett, Executive Director, highlighted the work-session provider, Trish Cox, who presented the proposed FY 23 NRVCS Budget. A tremendous amount of work goes into building and balancing the budget and what was presented was a huge accomplishment.

Mr. Pritchett continued with an update on the agency's transportation department. With the contract for Radford Transit ending, Transportation staff have applied for two grants, with hopes of building out the Community Transit program.



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Mr. Pritchett provided an update on the agency’s facilities, especially the property in Christiansburg. Senior Leaders have come to the decision to pause the buildout of that facility due to the economy and building supply costs.

With on-going challenges in our schools and communities, Mr. Pritchett continues to schedule meetings with community stakeholders, to ensure needs are being met. Based on feedback given, that information will be used to construct the next NRVCS Strategic Plan. Mr. Pritchett closed his report with a summary of the results from the recent Vision and Values survey.

**CLOSED SESSION:**

Sara Bohn 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*

Cheri Warburton made the motion to reconvene into public session which was seconded by Forrest Hite. *(Unanimously approved)*. Cheri Warburton 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 Vicky Collins. All members did so certify. Roll call was read by Ashley Wilson, Clerk of the Board.

**Business from the Closed Session:**

-Vicky Collins made a motion to approve the Executive Director’s annual performance evaluation, which was seconded by Sara Bohn. *(Unanimously approved)*

-Forrest Hite made a motion to approve the Executive Director’s Contract Addendum, which was seconded by Sara Bohn. *(Unanimously approved)*

**ADJOURNMENT:**

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

MINUTES APPROVED ON:  Ashley Wilson 6/23/2022   
Ashley Wilson, Clerk of the Board

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