



Board of Directors Meeting Minutes

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

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

August Meeting Minutes
September 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 Akers made a motion to approve the August Board Minutes, which was seconded by Judy Diggs. (*Unanimously approved*)

GUESTS

Mr. John Ashley, Christiansburg

PUBLIC COMMENT

Mr. Ashley discussed interactions with Radford Police Department staff and policies regarding abductions. Mr. Ashley discussed past issues within the family court system and child support laws

PROGRAM REPORTS**

Financial and Administrative Support Services: Trish Cox, Senior Director, reviewed the September Financial Statement, which board members received in their board packets. September is the end of the first quarter of the fiscal year and the agency's revenue comes in at 24% and expenses are 24%.

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

Human Resources: Chris Taylor, Senior Director, reviewed the first quarter agency turnover report, which board members received in their board packet. The human resources department is working on a draft retention and recruitment plan, which will be shared with the Board once finalized.

Mr. Taylor continued his report with a review of the proposed changes to the agency's Policy and Personnel Manual. Jerry Booth moved to approve the proposed policy changes, which was seconded by Judy Diggs. (*Unanimously approved*).

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



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Clinical Services: James Pritchett, Executive Director, announced that the agency had won another CCHBC grant award. As part of the grant, the agency will need to create a new steering committee that requires Board representation. Information on the committee will be sent to Board Members in the coming weeks.

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. Mr. Young reported that the first quarterly Executive Director check in went smoothly. 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 providers, Bradley Stidham and Amy Blankenship, Supervisors of the agency’s ACT teams. Staff discussed recent staffing changes and successes of the program. Mr. Pritchett continued his report with a discussion on the Department’s finalized strategic plan and how it will affect the agency’s strategic planning process.

Mr. Pritchett updated that he continues to meet with the different localities, in order to discuss the 10% match required by DBHDS. Mr. Pritchett is proposing a plan to the localities, in order to assist with annual increases in funding to ultimately achieve the required match amount.

Mr. Pritchett finished his report with an update on the Class Comp study and the agency’s plan for staff compensation. A final plan will be reported to the Board in January.

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

MINUTES APPROVED ON: Approved on December 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)