



Board of Directors Meeting Minutes

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

MEETING DATE: Thursday, December 5th, 2024

MEMBERS PRESENT

Cheri Warburton, Judy Diggs, Richard Chidester, Jason Buckland, Susan Richardson, Katie Thompson, Sally McCarthy, Liinda Millsaps, Emily Hite.

Members Absent

Kelly Edmonson, Jerry Boothe and Bobby Davis, absent with notice. Sara Bohn, absent without notice.

AGENDA ACTION ITEM

October 2024, Meeting Minutes

CALL TO ORDER

The meeting was called to order by the Board Chair, Cheri Warburton at 4:10 pm. Ms. Warburton welcomed attendees and the roll call was read by Ashley Wilson, Clerk of the Board.

MINUTES**

Linda Millsaps made a motion to approve the October Meeting Minutes, which was seconded by Emily Hite. *(Unanimously approved; Jason Buckland and Katie Thompson abstained)*

PROGRAM REPORTS**

Financial and Administrative Support Services: Ann Bostic, Finance Senior Director, presented the October Financial Statement. The agency's total revenue sits at 30% and total expenses at 26%. With no issues reported, Richard Chidester made a motion to accept the October Financial Statement which was seconded by Linda Millsaps. *(Unanimously accepted)*.

Ms. Bostic provided an update on the agency's audit as well as the agency's federal invoicing reconciliation.

Human Resources: Chris Taylor, Human Resources Senior Director, reviewed the agency FY 25 turnover data.

EXECUTIVE COMMITTEE REPORT: Cheri Warburton, Board Chair requested the Board enter into a closed session.

Closed Session:

- Emily Hite 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(1), Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals." The motion was seconded by, Jason Buckland. *(Unanimously approved)*



Board of Directors Meeting Minutes

- Emily Hite made the following motion: “I move to reconvene the New River Valley Community Services Board into public session”. Cheri Warburton provided a second. Roll Call was read and 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 Judy Diggs. The roll call was read by the Clerk of the Board and all members present did so certify.

Upon returning to Open session: Cheri Warburton made a motion to appoint Melanie Adkins, NRVCS Senior Director of Clinical Services, as the Interim Executive Director. Jason Buckland provided a second. *(Unanimously approved)*

ADJOURNMENT: There being no further business, Cheri Warburton requested a motion to adjourn the meeting, at 5:30 pm. Jason Buckland made a motion to adjourn which was seconded by Linda Millsaps. *(Unanimously approved)*

MINUTES APPROVED ON: Ashley Wilson 1/23/2025
Ashley Wilson, Clerk of the Board

Board Member	Representing	Term Ends
Sara Bohn	Montgomery County	6/30/2027 (2 nd Term)
Katie Thompson	Pulaski County	6/30/2027 (1 st Term) Filling previous seat.
Linda Millsaps	Floyd County	6/30/2026 (1 st Term)
Emily Hite	City of Radford	6/30/2026 (1 st Term)
Jason Buckland	Giles County	6/30/2026 (3 rd Term)
Sally McCarthy	Pulaski County	6/30/2026 (3 rd Term)
Bobby Davis	City of Radford	6/30/2027 (1 st Term)
Susan Richardson	Montgomery County	6/30/2025 (3 rd Term)
Judy Diggs	Montgomery County	6/30/2025 (1 st Term)
Cheri Warburton	Pulaski County	6/30/2026 (1 st Term)
Jerry Boothe	Floyd County	6/30/2027 (2 nd Term)
Kelly Edmonson	Montgomery County	6/30/2026 (1 st Term)
Richard Chidester	Giles County	6/30/2026 (1 st Term)