



Board of Directors Meeting Minutes

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

MEETING DATE: Thursday, January 23, 2025

MEMBERS PRESENT

Cheri Warburton, Kelly Edmonson, Richard Chidester, Guy Wolford, Linda Millsaps, Susan Richardson, Katie Thompson, Sally McCarthy, Emily Hite

Members Absent

Jason Buckland, Jerry Boothe, Judy Diggs, and Mary Biggs are all absent with notice.

AGENDA ACTION ITEM

December 2024 Meeting Minutes

CALL TO ORDER

The meeting was called to order by the Board Chair, Cheri Warburton at 4:33 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 December Meeting Minutes, which was seconded by Richard Chidester (*Unanimously approved; Guy Wohlford abstained*)

Guests:

Sara Bohn and Rebecca Sheckler

Public Comment:

Rebecca Sheckler – Discussed a recent issue that occurred during the time of a crisis and highlighted a weak point in the array of services offered.

PROGRAM REPORTS**

Financial and Administrative Support Services: Ann Bostic, Finance Senior Director, reviewed the December Financial Statement. Board members received the November Statement in their Board Packet. During the review of the December statement, the agency's total revenue sits at 49.78% and total expenses at 45.36%. Ms. Bostic further reviewed the Fee Revenue report: and reviewed the recent difficulty in getting reimbursed by the Managed Care Organizations.

With no issues reported, Kelly Edmonson made a motion to accept the December Financial Statement which was seconded by Richard Chidester. (*Unanimously accepted*).

Human Resources: Chris Taylor, Human Resources Senior Director, presented the following information:

- **Approval of Policies**

- Mr. Taylor introduced a brand-new policy that specifically states Staff must show up to work and must communicate when there will be an absence.

- Mr. Taylor presented proposed changes to the agency's current Inclement Weather Policy – to allow flexibility in closing the agency.



Board of Directors Meeting Minutes

Board Members acted to approve the presented policy changes and additions with a motion from Richard Chidester which was seconded by Linda Millsaps. (Unanimously approved)

- **PTO Buyback Plan**

Mr. Taylor provided an update on the PTO buyback plan and the successful rollout. 149 staff have been enrolled in the new plan with the first round of buy backs to kick off in February.

- **Pay Plans**

Mr. Taylor reviewed the proposed pay plan updates. This plan's purpose is to improve the agency's current pay scales and ensure current employees are paid-equitably. The new plan will address compression issues and ensure new staff hired are offered starting salaries that are unbiased across the board.

After review of the plan and the complexities of how each position and employee's compensation is calculated, Mr. Taylor discussed that requested adjustments would cost the agency **377k** for the rest of the year, assuming that the new rates are implemented for the first payroll in March 2025. The cost for this plan moving forward would be 1.3 million annually. Mr. Taylor discussed the ability to cover the costs moving forward due to positions generating more revenue.

Richard Chidester made a motion to approve the proposed pay plans with a second from Emily Hite, (unanimously approved.)

Program Success story: Karen Adams and Shelly Farmer, Senior Directors with the agency, provided Board Members with a recent client success story that included incredible program collaboration.

Executive Director Report:

Melanie Adkins, Interim Executive Director, discussed recent successes, challenges and goals in her role as Interim Executive Director. Some of the highlights include:

- The agency successfully submitted FY 26 Local Budget Requests and will present to the localities on January 28th.
- Successfully navigated an issue the Department raised concerning our 10% match.
- Made strides in regard to OAA and partnerships.
- The Senior Team and Admin team are working to make sure staff feel valued.

EXECUTIVE COMMITTEE REPORT:

Cheri Warburton, Board Chair discussed the possibility of changing the layout of the Board meetings to include committee/workgroup updates to promote board member participation and understanding of the agency and its many services. Will revisit this topic in March.



Board of Directors Meeting Minutes

Closed Session:

- Kelly Edmonson 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 and A(4), The protection of the privacy of individuals in personal matters not related to public business.” The motion was seconded by Katie Thompson. *(Unanimously approved)*
- Kelly Edmonson made the following motion: “I move to reconvene the New River Valley Community Services Board into public session”. Katie Thompson provided a second. Roll Call was read and unanimously approved.
- Kelly Edmonson 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 Katie Thompson. The roll call was read by the Clerk of the Board and all members present did so certify.

ADJOURNMENT: There being no further business, Cheri Warburton requested a motion to adjourn the meeting, at 6:30 pm. Linda Millsaps made a motion to adjourn which was seconded by Kelly Edmonson *(Unanimously approved)*.

MINUTES APPROVED ON: Ashley Wilson 2/27/2025
 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) |