



Board of Directors Meeting Minutes

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

MEETING DATE: Thursday, March 27, 2025

MEMBERS' PRESENT

Cheri Warburton, Kelly Edmonson, Susan Richardson, Judy Diggs, Guy Wohlford, Emily Hite, Jerry Boothe, Linda Millsaps, Mary Biggs, Sally McCarthy

Members Absent

Jason Buckland, Richard Chidester and Katie Thompson, (Absent with notice)

AGENDA ACTION ITEM

February 2025 Meeting Minutes

CALL TO ORDER

The meeting was called to order by the Board Chair, Cheri Warburton, at 4:00 pm. Ms. Warburton welcomed attendees, and the roll call was read by Ashley Wilson, Clerk of the Board.

MINUTES**

Judy Diggs made a motion to approve the February Meeting Minutes, which was seconded by Jerry Boothe. *(Unanimously approved)*

Program Reports

Finance: *Senior Director, Ann Bostic, presented the February financial statement which showed 61% in overall revenue and 62% in overall expenses. Linda Millsaps made a motion to accept the February financial statement, which was seconded by Judy Diggs. (Unanimously accepted)*

Board Members received an electronic copy of the FY 25 Budget Revision summary last month, and during this evening's work session, were provided a presentation outlining the highlights and important details of the revision. Mary Biggs made a motion to approve the FY 25 Budget Revision, which was seconded by Linda Millsaps. (Unanimously approved).

Human Resources: *Shelly Farmer, Interim Human Resources Director, discussed the upcoming Anthem Rate increases that the agency will see in FY 26. There will be an overall increase of 7% which averages a 516k increase in total. Leadership has reviewed several expenses that are planned for FY 26 and with that, looking to maintain the current ratio of cost coverage where the Employer covers 82% of the insurance cost and the Employee covers the remaining 18%. With continuous increases, Chris Taylor stated that the agency would be looking into possibilities of becoming self-insured.*

With this information, Mary Biggs made a motion to approve the rate increase and maintain the ratio with how the insurance cost is covered, which was seconded by Kelly Edmonson. (Unanimously approved).

Executive Director Report:

Chris Taylor, NRVCS Executive Director, began his report by thanking the Board for his recent appointment to the position of Executive Director. With a start date of March 3rd, Mr. Taylor prepared a summary of important updates and information including:

Board of Directors Meeting Minutes

- *The agency hosted individuals from DBHDS for a Multi Department Site-visit Audit. All Deadlines were met, and the agency received positive feedback on the services we are providing. For the record, a special thank you goes out to Leslie Sharp, Melanie Adkins, Shelly Farmer, Karen Adams, Teresa Rose Hughes, Ann Bostic, Holly Carroll, Rebecca Leeper, Meredith Law, Jessica Clark and the agency's GMB Staff who ensure the building was spotless. An incredible example of teamwork!*
- *The FY 24-27 NRVCS Strategic Plan will be revamped to ensure new opportunities and barriers are addressed and successfully presented to the Board on a quarterly basis.*
- *The agency is working with VDH on the possibility of placing a Naloxone distribution unit within the agency's peer center. This will be maintained by VDH and would include a QR code with important information for individuals intending to use the product. Mr. Taylor is following up on some lingering questions and will report back next month.*
- *The week of March 17th, Oracle had staff onsite to implement training for the new Budgeting module the agency plans to utilize in development of the FY 26 Budget. The leadership team will be working closely with Finance beginning in April to start the complex process of building the FY 26 Budget.*
- *Mr. Taylor updated that he received the Finance Director, Ann Bostic's, resignation letter indicating her intention to leave NRVCS in two weeks and start a new position with a previous employer. The agency appreciates Ms. Bostic's time and wishes her well. We will be advertising for this position in the coming weeks.*
- *Mr. Taylor will be working with the Finance Team, in order to catch up on the agency's federal invoicing process, monitoring the agency's ARPA funding streams due to the recent notice that these funds will be eliminated as they were designated as COVID funds.*
- *Mr. Taylor has worked closely with the IT Director Chip Tarbutton to find a solution to reduce the cost of Oracle support services, and ensuring the agency receives accurate solutions to ongoing issues.*
- *Finally, Mr. Taylor updated that the agency would be hosting the Executive Director of the Governor's initiative, Right Help, Right Now, on Friday with a tour of the services and programs that NRVCS provides.*

EXECUTIVE COMMITTEE REPORT:

Cheri Warburton provided an overview of the proposed process around unit reporting. With four topics identified, Board Members agreed to adopt the process. Each meeting, two of the four units will be present to give Board Members updates on services, discuss special projects and provide space for questions and concerns. After the initial 20-minute meeting, a Board Member will report to the group what was learned and presented. This will kick off at the April Board Meeting with Community Support Services and the Crisis Continuum.

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 Mary Biggs. (*Unanimously approved*)

Board of Directors Meeting Minutes

- Kelly Edmonson made the following motion: “I move to reconvene the New River Valley Community Services Board into public session”. Jerry Boothe 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 Mary Biggs. The roll call was read by the Clerk of the Board and all members present did so certify.

Performance Objectives of the Executive Director

Board Members reviewed the proposed performance objectives and evaluation criteria to be added to the Executive Director’s contract. With edits and feedback provided, Linda Millsaps made a motion to approve the proposed objectives, which was seconded by Mary Biggs. (Unanimously approved)

ADJOURNMENT: There being no further business, Jerry Boothe requested a motion to adjourn the meeting, at 5:45 pm. Jerry Boothe made a motion to adjourn which was seconded by Guy Wohlford *(Unanimously approved).*

MINUTES APPROVED ON: April 24, 2025 Ashley Wilson
Ashley Wilson, Clerk of the Board

Board Member	Representing	Term Ends
Mary Biggs	Montgomery County	6/30/2027 (2 nd Term) Filling Previous seat
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)
Guy Wohlford	City of Radford	6/30/2027 (1 st Term) 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	6/30/2026 (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)