

**VALLEY COMMUNITY SERVICES BOARD**  
**January 31, 2018**  
**7:00 p.m. – 85 Sanger’s Lane, Staunton, VA**

**Members Present**

Mike Hamp, Chair  
 Phil Floyd, Vice Chair  
 Dan Sullivan, Treasurer  
 Sarah Rexrode  
 Linda Czyzyk  
 Cynthia Burnett  
 John Hartless  
 Deborah Pyles  
 Lisa Dunn  
 Mary Miller  
 Aaron LeVeck  
 Amber Lipscomb

**Members Absent**

Susan Richardson  
 Misty Cook

**Staff Present**

Dave Deering  
 Tammy DuBose  
 Phil Love  
 Dana Fitzgerald  
 Tina Martina  
 Lauren Gearhart  
 Kathy Kristiansen  
 Krista Lynch

**Visitors**

Richard J Heinrich Jr.

<b>CALL TO ORDER</b>	Chair, Mike Hamp, called the meeting to order at 7:00 pm.
<b>ESTABLISH QUORUM</b>	Mr. Hamp established a quorum.
<b>APPROVAL OF MINUTES</b>	<b>John Hartless motioned to approve the December 6<sup>th</sup> Board Minutes. Deborah Pyles seconded. Motion carried.</b>
<b>PUBLIC COMMENT</b>	No public comments.
<b>EXECUTIVE DIRECTOR’S REPORT:</b> (Handout distributed)	<p>The Executive Report was emailed to members prior to the meeting.</p> <ul style="list-style-type: none"> <li>• Mr. Deering reviewed a PowerPoint that outlined the particulars of the mandated minimum 10% local match, showing specifics for each locality.</li> <li>• The three basic components of the allocation formula are:                             <ul style="list-style-type: none"> <li>○ Population of each locality accordingly to the most recent UVa Weldon-Cooper estimate.</li> <li>○ Number of unduplicated residents of each locality VCSB served during most recent calendar year.</li> <li>○ Number of services provided to the residents of each VCSB locality during most recent calendar year.</li> </ul> </li> <li>• Mr. Deering explained the process for requesting a waiver from DBHDS when the 10% match is not obtained. Mr. Deering added that a waiver has always been granted when requested; however, this is not a guarantee.</li> </ul>
<b>REPORTING COMMITTEES</b>  (Please review committee minutes for detailed information)	<p><b>Finance Committee:</b> Met on January 23<sup>rd</sup>. Dan Sullivan reviewed topics.</p> <ul style="list-style-type: none"> <li>• <b>Financials-</b> Mr. Sullivan reported a deficit of \$238,683 for November and a deficit of \$138,867 for December, which yields a YTD deficit of \$179,082. Mr. Sullivan noted an increase in productivity and an increase in fee for service revenue. Mr. Sullivan added that several factors had a negative impact financially including holidays, inclement weather, school closing due to weather, and bed bug concerns at CPP and Clubhouse.</li> <li>• <b>Volume &amp; Payor Mix-</b> Mr. Sullivan stated that reports continue to show larger numbers of individual clients served in November and December as compared to prior years.</li> <li>• <b>ICF Cost Analysis-</b> A positive revenue/cost balance position of \$500,352 was</li> </ul>

(Please review committee minutes for detailed information)

reported.

- **DBHDS Audit Report-** Mr. Sullivan shared that the report showed a strong network of internal controls and financial operations. The report included nine recommendations, which have been addressed and all implemented except for one. Phil Love added additional details on the recommendations. **Mr. Hamp motioned on behalf of the Finance Committee to accept the November and December Financial Reports as presented. Motion carried.**

**Quality & Compliance Committee:** Met on January 18<sup>th</sup>. Mr. Floyd asked that members review the minutes for details of the meeting. Mr. Floyd added that he would like to spend time focusing on the presentation from the meeting.

- **Outpatient (OP) Therapy Documentation-** Mr. Floyd shared information that the OP staff provided regarding the electronic documentation process for intake assessments and therapy sessions for individuals being accessed for or already receiving OP Therapy Services. Mr. Floyd added that the amount of time needed by staff to complete documentation of these sessions exceeds the reimbursement for the service. Mr. Floyd asked committee members for their input on the presentation. Lisa Dunn stated that it was very clear that staff was focusing on how to streamline the process to make it easier for the clients. Ms. Dunn thanked Tonia Taylor and Andrea Dilley-Frame for coming to DSS and giving a similar but broader presentation to staff. Ms. Pyles commented that the process showed a tremendous amount of work and seemed somewhat redundant in certain areas.

**Communication and Advocacy Committee:** Meet prior to tonight's meeting. Ms. Rexrode commented on the following topics.

- Ms. Rexrode gave legislative updates from VACSB regarding advocating for Medicaid Expansion, increasing the reimbursement of Medicaid Intervention Case Management, reducing the DD Waiver Waiting List. Dave will forward legislative email of the updates to members.
- Ms. Rexrode commented on the need for additional funding for PACT services. VCSB receives \$630,000 per year, while newer CSB PACT programs receive \$850,000 yearly. Mr. Deering has sent a request for VCSB to also receive the \$850,000. Ms. Rexrode asked for Board support in endorsing a letter that Mr. Deering would send to Senators and Delegates in our catchment area.
- Ms. Rexrode shared requirements of the Performance Contract (PC) as related to Board members:
  - Members are required to review Conflict of Interest and FOIA information each year. Board policies also need to be reviewed and updated.
  - It is required that members receive monthly Board information one week prior to meeting in order to meet the requirements of the PC. It was suggested to reduce the financial information sent to the Board.

Ms. Rexrode shared that next month's C&A Committee meeting would begin at 5:30 on February 28<sup>th</sup>.

**Human Resource Committee:** Met on December 18<sup>th</sup>. Lauren Gearhart reviewed topics:

- The committee reviewed proposed revision to Policy 7Q, Administrative Leave. These revisions were recommended in the 2017 DBHDS Audit.
- The committee reviewed proposed revisions to Policy 3H, Pay Practices Policy, to add provisions for use of sign-on and referral bonuses as a recruitment tool for critical and/or hard to fill positions. Ms. Gearhart provided details of current vacancies for which the bonuses would apply. **Ms. Burnett motioned to approve the revisions to policies 7Q and 3H. Mr. Sullivan seconded. Motion carried.**
- Ms. Gearhart reviewed a proposal for a new Kitchen Support Specialist at the Greenstone Facility. This position will take over some of the duties currently performed by direct care staff. **Mr. Hartless motioned to approve the position. Ms.**

	<p><b>Burnett seconded. Motion carried.</b></p> <ul style="list-style-type: none"> <li>• Ms. Gearhart discussed the 12-month turnover rate of 30%, which is higher than normal. Discussion followed. Ms. Gearhart commented that for this fiscal year, the largest number of resignations have come from TDT and the ICFs programs.</li> <li>• Ms. Gearhart commented that there was a delay in the transition to VRS for the 457B Deferred Compensation Plan. The transition should take place next month.</li> </ul> <p><b>Executive Committee:</b> The committee met on January 23<sup>rd</sup>. Ms. Hamp noted all topics of the committee were previously covered by other committees. Mr. Hamp announced the Board would go into closed session.</p> <p>Mr. Floyd stated:  <b>I move that the Board of Directors of Valley Community Services Board go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia, as amended, to discuss personnel matters related to specific individuals and to protect the privacy of the individuals in personnel matters and Section 2.2-3711(A)(15) of the Code of Virginia, as amended, to discuss matters related to mental health records of specific individuals and to protect the privacy of the individuals in the discussion of the records. Mr. Sullivan seconded. Motion carried.</b></p> <p>Mr. Floyd stated:  <b>I move that the Board of Directors of Valley Community Services Board reconvene in open session and that only public business matters lawfully exempted from open meeting requirements and only such business matters as identified in the motion by which the closed meeting convened were heard, discussed or considered.</b></p> <p><b>Ask for roll call, so certify:</b></p> <ul style="list-style-type: none"> <li>✓ John Hartless</li> <li>✓ Linda Czyzyk</li> <li>✓ Sarah Rexrode</li> <li>✓ Cynthia Burnett</li> <li>✓ Lisa Dunn</li> <li>✓ Deborah Pyles</li> <li>✓ Dan Sullivan</li> <li>✓ Phil Floyd</li> <li>✓ Mary Miller</li> <li>✓ Aaron LeVeck</li> <li>✓ Amber Lipscomb</li> <li>✓ Mike Hamp</li> </ul>
<p><b>OLD/NEW BUSINESS</b></p>	<p>No old/new business.</p>
<p><b>MEETING ADJOURNED</b></p>	<p><b>Ms. Burnett motioned to adjourn. Ms. Pyles seconded. Motion carried.</b></p>

**The Next Scheduled Meeting of the Board of Directors is February 28, 2018.**

Respectfully Submitted,  
Tammy DuBose