

VALLEY COMMUNITY SERVICES BOARD
March 27, 2019
5:30 p.m. – 85 Sanger’s Lane, Staunton, VA

Members Present

Phil Floyd, Chair
Sarah Rexrode, Vice Chair
Dan Sullivan, Treasurer
Miranda Ball
Lisa Dunn
John Hartless
Misty Cook
Mary Miller
Linda Czyzyk
Cynthia Burnett
Susan Richardson
Nichole Nicholson

Members Absent

Mike Hamp
Deborah Pyles
Aaron LeVeck
Amber Lipscomb

Staff Present

Dave Deering
Tammy DuBose
Dr. Steven Kessler
Lauren Gearhart
Kathy Kristiansen
Dana Fitzgerald
Pat Lancey
Michele Mathis, Contract Staff

Visitors

CALL TO ORDER	Chair, Phil Floyd, called the meeting to order at 5:30 pm.
ESTABLISH QUORUM	Mr. Floyd established a quorum.
PUBLIC COMMENT	No public comment.
REPORTS	<p><u>Executive Director’s Report:</u></p> <ul style="list-style-type: none"> Mr. Deering updated the Board on the CFO search. Mr. Deering explained the application selection process. Through established criteria the pool of 15 applicants was narrowed to five. Three of those accepted interviews. After interviews, two candidates were selected for second level interviews. The next step will be Board involvement, set for next week. <p><u>Finance Committee:</u> The committee met on March 19th in a combined meeting with the Executive Committee. Dan Sullivan gave an overview.</p> <ul style="list-style-type: none"> <u>Financials-</u> Mr. Sullivan shared that the balance sheet has changed significantly. A major change is due to GASB Statement No.75. VCSB is required to include Other Post Employment Benefit (OPEB) Liability even though VCSB employees do not have this benefit. This is in the amount of \$816,000. <u>Income Statement-</u> February ended with a surplus of \$58,510.00 with a YTD deficit of \$188,566. Mr. Sullivan noted that the reports, showing the number of clients and the number of services for each month, will become available again starting next month. <u>FY18 Audit-</u> Mr. Sullivan gave an update noting that all cash/bank reconciliations were current. There are still 52 other accounts in which more time is needed to research and reconcile. <p>Mr. Sullivan motioned on behalf of the Finance Committee to approval the February Financials as presented. Motion carried.</p> <p><u>Human Resource Committee:</u> Met on March 7th. Ms. Richardson reviewed topics that require Board approval.</p> <ul style="list-style-type: none"> <u>Position Requests-</u> Ms. Richardson presented justification for the following positions, stating that the committee reviewed and approved the requests. The Finance and Executive Committees also reviewed the requests. <ul style="list-style-type: none"> Request for a Service Coordinator within Mental Health Case Management. Request for one additional Intensive Care Coordination (ICC) Coordinator. Request for one additional Therapeutic Day Treatment (TDT) Specialist position. <p>Misty Cook asked for a report showing the positions that have been approved in the last year</p>

<p>Please review committee minutes for detailed information</p>	<p>and the revenue they have produced. Mr. Deering stated that a report is done twice a year and was presented this past fall. Ms. Cook asked if it could be presented again with updates. John Hartless asked about the children’s summer program. Kathy Kristiansen explained that VCSB previously operated the Camp Excel program, however that program was closed last year and a summer TDT program took its place.</p> <p>Ms. Richardson motioned to approve the three positions. Motion carried</p> <ul style="list-style-type: none"> Employee Survey- Mr. Deering reviewed the Employee Satisfaction and Engagement Survey, noting that participation was 85%. Mr. Deering shared that he is meeting with departments individually, to review their results. <p>Quality & Compliance Committee: The committee met on March 14th. Mr. Floyd shared a few meeting topics.</p> <ul style="list-style-type: none"> Mr. Floyd stated that Erin Botkin, Prevention Coordinator, presented information regarding the services provided through the Prevention Program. Ms. Botkin shared information regarding trainings, tools, and presentations that are all part of the program. Mr. Floyd, as well as other committee members, praised Ms. Botkin for the outstanding work that the program does. Mr. Floyd suggested that members read the committee minutes for additional details about the Prevention Program. The committee reviewed one Human Rights investigation during February; the report was unfounded. Mr. Floyd shared he was proud to report that for a second month there were no paybacks to report. Mr. Deering showed a picture of the construction site for the new High Tech Salon facility. Once this facility is built and their current facility is remodeled, the ID/DD Day Programs will be consolidated and moved to the Green Hills Drive location. Mr. Deering added that he would show a new picture each month to show progress. Mr. Deering indicated that it will likely be summer of 2020 before the move will take place. Ms. Cook commented on the urgency previously expressed regarding the need for a new facility for the two programs. Lisa Dunn added that the concern for delays were discussed when the decision was made to lease the Green Hills property. Ms. Cook suggested that other options for a facility should still be pursued. Mr. Floyd promised monthly updates on the progress. <p>Communication and Advocacy Committee: Met prior to tonight’s meeting.</p> <ul style="list-style-type: none"> Ms. Rexrode shared that the presentation for advocating for the 10% match with the localities is finally complete. Mr. Deering is arranging times to make the presentation at each locality. Ms. Rexrode shared that Mr. Deering will plan to meet with the localities three times a year. <p>Executive Committee: Met on March 19th with the Finance Committee. Mr. Floyd stated that topics were discussed by other committees tonight. Mr. Floyd commended all committees for their hard work each month. Mr. Floyd added that the Executive Committee is working on a performance evaluation for the Executive Director in accordance with the bylaws. Mr. Floyd shared that the nominating committee will be appointed at the April meeting.</p>
<p>CONSENT AGENDA ITEMS</p>	<ul style="list-style-type: none"> <i>Request approval of March 27, 2019 Board Meeting Minutes.</i> <p>Mr. Floyd asked for a motion to approve the above consent agenda item. Lisa Dunn motioned to approve. Cynthia Burnett seconded. Motion carried.</p>
<p>MEETING ADJOURNED</p>	<p>Mr. Hartless motioned to adjourn. Ms. Rexrode seconded. Motion carried.</p>

The Next Scheduled Meeting of the Board of Directors is April 24, 2019 at 5:30 pm

Respectfully Submitted, Tammy DuBose