

VALLEY COMMUNITY SERVICES BOARD
March 28, 2018
7:00 p.m. – 85 Sanger’s Lane, Staunton, VA

Members Present

Phil Floyd, Vice Chair
 Dan Sullivan, Treasurer
 Susan Richardson
 Sarah Rexrode
 Cynthia Burnett
 Miranda Ball
 Deborah Pyles
 Lisa Dunn
 John Hartless
 Mary Miller

Members Absent

Misty Cook
 Amber Lipscomb
 Aaron LeVeck
 Mike Hamp
 Linda Czyzyk

Staff Present

Dave Deering
 Tammy DuBose
 Phil Love
 Kathy Kristensen
 Tina Martina
 Lauren Gearhart

Visitors

Richard J Heinrich Jr.
 Amanda Spengles

CALL TO ORDER	Vice Chair, Phil Floyd, called the meeting to order at 7:00 pm.
ESTABLISH QUORUM	Mr. Floyd established a quorum. Mr. Floyd commented on the new format for the meeting, noting that agenda briefings and related information will be projected during the meeting.
APPROVAL OF MINUTES	John Hartless noted that he did not attend the February meeting. Minutes will be corrected. Cindy Burnett motioned to approve the February 28th Board Minutes. Susan Richardson seconded. Three members abstained. Motion carried.
PUBLIC COMMENT	Mr. Floyd noted that visitor Richard J. Heinrich Jr. was in attendance. Mr. Floyd added that he had the opportunity to speak with Mr. Heinrich prior to the meeting. There were no additional public comments.
EXECUTIVE DIRECTOR’S REPORT: (Handout distributed)	The Executive Report was emailed to members prior to the meeting. <ul style="list-style-type: none"> Mr. Deering shared that laptops will be provided for future Board meetings. All materials for the meeting will be preloaded for members to refer to if needed. There were no questions regarding Mr. Deering’s Executive Report.
REPORTING COMMITTEES Please review committee minutes for detailed information PowerPoint available upon	Finance Committee: Met on March 20 th . Dan Sullivan reviewed topics. <ul style="list-style-type: none"> Financials- Mr. Sullivan reported a surplus of \$117,898 for February and a YTD surplus of \$49,478. Mr. Sullivan announced that operationally, VCSB had a \$74,042 surplus after prorating the local match revenue. February Productivity Reports- Staff shortages continue to impact revenues. Volume & Payor Mix- Mr. Sullivan shared that February statistics were notably high given the short month and the inclement weather days. ICF Cost Analysis- Mr. Sullivan stated the ICFs continue with a positive combined revenue/cost balance of \$360,282. Reimbursement for the FY2017 Medicaid Cost Report is expected in May 2018 in the amount of \$431,744. Mr. Sullivan motioned on behalf of the Finance Committee to accept the February Financial Reports as presented. Motion carried. <ul style="list-style-type: none"> DS Day Support Proposal- Mr. Sullivan stated that the motion to execute the lease for the subdivided property at Green Hills Drive was tabled at the February meeting. Mr. Sullivan moved to remove this motion from the table for further discussion. Mr. Hartless seconded. Motion carried. Mr. Sullivan explained that the Finance Committee discussed the proposal and reviewed additional information. Mr. Sullivan

request.

Please review committee minutes for detailed information

asked members to refer to the Lease Business Analysis on page 44 of their Board packet. Reviewing the analysis, it appears that combining the two programs and moving the programs to the Green Hills Property will reduce loss by approximately \$30,000. Mr. Sullivan reviewed topics of concern from the February meeting.

- Concern of timeline for occupancy- Mr. Sullivan explained that this would be a concern for any property due to length of time to complete renovations.
- Concern for safety due to the busy highway- Mr. Sullivan stated that it would be difficult to find a location that is not close to a highway and noted that the current location at Richmond Road is extremely close to the road. Mr. Sullivan stated that additional security alerts, stops, and alarms will be in place at the Green Hills Property. Tina Martina, Director of Developmental Services, noted that Licensing will make multiple visits to the site for inspections before awarding the license and then continue to do site visits.
- Availability of current locations- CPP located on Richmond Road is on a month to month lease which could end at any time. It would be difficult to find an emergency facility for the programs and services may have to be suspended if that were to occur.
- Condition of the current CPP location- This facility is old and in need of repairs. Mr. Sullivan stated that the clients deserve a better location.
- Expansion of Services- The new locations will allow expansion of the programs as well as the addition of new services.

Ms. Martina presented a diagram of the building explaining what services will be provided in each area of the building. Questions followed regarding the diagram. It was noted that there is an area of the building that is still available for lease.

- Mr. Floyd clarified that this is a new lease that came about after the Executive Leadership Team (ELT) concluded that the previously approved lease for Green Hills Property was unsustainable by the agency. After further review and changes to the lease, ELT asked for consideration of the new lease presented tonight.
- Mr. Sullivan directed attention to the updated lease. The lease is for 10 years with the option to extend the lease for two additional five year terms. The lease can be terminated with a four month prior written notice and nine months' rent after the day the notice is received.
- Deborah Pyles asked for confirmation that the renovation charge is included with the rent and not an additional charge. Ms. Martina explained that the original lease included renovations of the entire building and this lease does not include an area of the building that would have been costly to renovate due to replacing the customized windowed doors and the floor-to-ceiling windows. Lisa Dunn pointed out that on page three of the lease under section 2.01, the square footage for the lease should be 7,012 instead of 11,750. Mr. Love indicated he would get the change made. Ms. Pyles asked for assurance that the financial information presented with the proposal is correct. Mr. Love ensured it was. **Mr. Floyd motioned on behalf of the Finance Committee to support the DS Day Support Proposal as presented tonight and execution of the lease.** Mr. Floyd asked for vote by show of hands. **Motion was approved, unanimously.** Ms. Martina thanked the Board members for their support.
- Parking Expansion at Sanger's Lane- Mr. Deering reviewed a proposal to construct 24 new parking spaces in two green areas on each side of the building. Construction would involve excavating of top soil and replacing with compact stone. The new spaces will be for agency vehicles. Proposals were solicited from three local vendors. Two proposals were received with one vendor declining. The proposal presented tonight is from H.C. Eavers & Sons Excavating in the amount of \$24,425. Mr. Deering stated that the project is pending County approval that the runoff pond can sustain the increase of runoff. Ms. Burnett asked if additional handicap spaces will need to be provided. Mr. Sullivan stated that there is a set ratio for the amount of handicap spaces per total number of parking spots. Mr. Deering stated that the parking spaces are temporary. **Mr. Floyd motioned on behalf of the Finance Committee for support of the project contingent on approval from the County regarding the runoff pond. Motion carried.**

Human Resource Committee: Met on March 16th.

- Ms. Richardson reviewed information regarding the VRS 457(b) Deferred

	<p>Compensation Plan. Ms. Richardson explained that the agency's current plan is administered by MetLife. Lauren Gearhart, VCSB Human Resource Director, explained that current MetLife participants can stay with MetLife if they choose, but the VRS 457(b) will be the only plan available for new participants. Ms. Richardson motioned for approval of the resolution to adopt the VRS 457(b) Deferred Compensation Plan to replace the current plan administered by MetLife. Motion carried. Mr. Floyd will sign the resolution on behalf of the Board.</p> <p>Quality & Compliance Committee: Met on March 15th. Mr. Floyd gave an overview of the topics discussed.</p> <ul style="list-style-type: none"> • There was a founded PACT medication error in which an individual did not receive a medication. The error was due to temporary staffing in the Genoa Pharmacy located at Sanger's Lane. • There was a Medicaid payback of \$242.50 because of a late six month treatment plan review at the Clubhouse program. • The IT Department completed 161 of 165 help desk tickets in February. • Improvements to the VCSB IT network have been completed and the testing performed on March 8th indicated only one issue to resolve in which the potential for harm is minimal. • There were 395 Crisis Intervention Services provided in February which included 44 ECO/TDO bed searches. • Eighteen ICF staff will be completing a six hour gastrostomy feeding tube training course. All of the ICF staff are participating in a Defining Our Culture Movement training which focuses on eight key values. • On April 11th, VCSB staff will participate in a CSB Support Coordination Quality Improvement Review. A Quality and Risk Management Team from DBHDS will be onsite to consult and provide technical assistance on the Support Coordination processes and data reporting. <p>Communication and Advocacy Committee: Met prior to tonight's meeting.</p> <ul style="list-style-type: none"> • Ms. Rexrode stated that the position description for Board members is still under review and several changes were made at tonight's meeting. A revised position description will be presented at the May meeting. The committee started review of the Board of Directors policies. Ms. Rexrode pointed out that a handout titled Parliamentary Procedure for Meetings was placed at everyone's seat. <p>Executive Committee: The committee met on March 20th. Mr. Floyd noted that all topics of the committee were previously covered tonight by other committees.</p>
OLD/NEW BUSINESS	Mary Miller commented on the thoroughness of all the information provided for the Green Hills Property proposal which allowed for a good discussion and decision.
MEETING ADJOURNED	Ms. Dunn motioned to adjourn. Ms. Rexrode seconded. Motion carried.

The Next Scheduled Meeting of the Board of Directors is April 25, 2018.

Respectfully Submitted,
Tammy DuBose