

**VALLEY COMMUNITY SERVICES BOARD**  
**May 30, 2018**  
**7:00 p.m. – 85 Sanger’s Lane, Staunton, VA**

**Members Present**

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

**Members Absent**

Linda Czyzyk  
 Miranda Ball

**Staff Present**

Dave Deering  
 Tammy DuBose  
 Kathy Kristensen  
 Tina Martina  
 Lauren Gearhart  
 Dr. Cindy Sherwood  
 Chuck Carlton

**Visitors**

<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>Lisa Dunn motioned to approve the April 27<sup>th</sup> Board Minutes. Debbie Pyles seconded. Motion carried.</b>
<b>PUBLIC COMMENT</b>	No public comments. Mr. Hamp welcomed Chuck Carlton, Acting CFO, to the meeting.
<b>EXECUTIVE DIRECTOR’S REPORT:</b> (Handout distributed)	The Executive Report was emailed to members prior to the meeting. <ul style="list-style-type: none"> <li>Mr. Deering announced that the Senate did pass a budget today that included Medicaid Expansion. Mr. Deering stated that the expansion would mean that CSBs would lose 14 million dollars in State General Funds in the first year and then another 26 million in the second year. The actual number of VCSB clients that the expansion will affect is not known.</li> </ul>
<b>REPORTING COMMITTEES</b>  Please review committee minutes for detailed information	<b>Finance Committee:</b> Met on May 29 <sup>th</sup> . Dan Sullivan reviewed topics. <ul style="list-style-type: none"> <li><b>Financials-</b> Mr. Sullivan reported a surplus of \$143,454 for April and a YTD surplus of \$215,998. Mr. Sullivan shared that Mental Health Outpatient has shown an increase in revenue due to the transition from individual therapy to a group therapy model.</li> <li><b>ICF Cost Analysis-</b> Mr. Sullivan stated that reimbursement for the FY17 Medicaid Cost Report was received in the amount of \$431,744. A payment of \$338,027 was also received for FY18.</li> <li><b>501(c)3-</b> Mr. Deering shared that he spoke with P.B. Mares regarding assistance with establishing a 501(c)3.</li> <li><b>Turnover Rate-</b> Mr. Sullivan shared that the Finance Committee had asked for a more detailed report regarding the agency’s turnover rate. Ms. Gearhart reviewed a PowerPoint which identified each department’s turnover as well as the reasons stated for ending employment.</li> <li><b>Parking Expansion at Sanger’s Lane-</b> Mr. Deering shared that Balzer &amp; Associates has completed the calculations for the retention pond and the next step is for Balzer &amp; Associates to draw a new site plan to be filed with an application for a construction</li> </ul>

Please review committee minutes for detailed information

permit.

- **FY19 Operating Budget-** The committee reviewed the Proposed VCSB FY19 Operating Budget and assumptions. The Virginia General Assembly has yet to pass a budget for the FY19; therefore, state and local funding for the draft budget is unknown.

**John Hartless motioned to accept the April Financial Reports as presented. Ms. Pyles seconded. Motion carried.**

**Human Resource Committee:** Met on May 17<sup>th</sup>. Ms. Richardson gave an overview of the meeting.

- The committee reviewed and revised the following policies.
  - 7R- Paid Time Off (PTO)
  - 2L- Tuberculosis Screening for Employees, Intern and Volunteers
  - 3H, Pay Practices Policy

**Ms. Richardson motioned to approve the revised policies as presented. Motion carried.**

- The committee reviewed a proposal for two new positions for TDT.
  - The request is for (1) Behavioral Specialist and (1) Lead Clinician, both for Cassell Elementary School. Based on estimated caseloads, the projected revenue exceeds the estimated salary and benefit expenses. **Ms. Richardson motioned to approve the two new TDT positions. Motion carried.**
- The committee discussed the need to reinstate the PACT Assistant position. This position was abolished and duties assigned to other staff. Through discussion with staff from DBHDS, VCSB staff was informed that the PACT Assistant position is a requirement for licensing of the PACT program. **Ms. Richardson motioned to reinstate the position. Motion carried.**

**Quality & Compliance Committee:** Did not meet.

**Communication and Advocacy Committee:** Met prior to tonight's meeting. Ms. Rexrode gave an overview of the meeting.

- The committee discussed legislative updates. Ms. Rexrode shared that the budget is expected to be passed by the Governor tonight.
- Ms. Rexrode shared that the Board received letters from Senator Hanger and Delegate Landes in response to the PACT funding request that was sent to them.
- The committee is beginning work on Board Policies and Procedures.
- The committee revised the Board Member Position Description. Ms. Rexrode asked for comments. Cynthia Burnett commented that the summary statement appeared to be more of a purpose statement. Ms. Rexrode noted the change from summary to purpose. **Ms. Rexrode motioned to adopt the Board Member Position Description as amended. Motion carried.**

**Executive Committee:** The committee met on May 17<sup>th</sup>. Mr. Hamp noted that most topics of the committee were previously covered tonight by other committees.

**Nominating Committee:** The committee met on May 17<sup>th</sup> and then again via email. Ms. Dunn presented the following slate of officers:

- Chair, Phil Floyd
- Vice Chair, Sarah Rexrode
- Treasurer, Dan Sullivan

Ms. Dunn asked for additional nominations from the floor. With no additional nominations, Mr. Hamp stated that the slate would be voted on at the June board meeting.

<b>OLD/NEW BUSINESS</b>	No additional business.
<b>MEETING ADJOURNED</b>	<b>Ms. Richardson motioned to adjourn. Ms. Pyles seconded. Motion carried.</b>

**The Next Scheduled Meeting of the Board of Directors is June 27, 2018.**

**Respectfully Submitted,  
Tammy DuBose**