

VALLEY COMMUNITY SERVICES BOARD
October 24, 2018
5:30 p.m. – 85 Sanger’s Lane, Staunton, VA

Members Present

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

Members Absent

Staff Present

Dave Deering
 Tammy DuBose
 Greg Gutmeir
 Lauren Gearhart
 Kathy Kristiansen
 Dana Fitzgerald
 Dr. Steven Kessler

Visitors

CALL TO ORDER	Chair, Phil Floyd, called the meeting to order at 5:30 pm.
ESTABLISH QUORUM	Mr. Floyd established a quorum. All Board members were present.
INTRODUCTION OF NEW MEMBER	Mr. Floyd asked Susan Richardson to introduce Nichole Nicholson. Ms. Nicholson has served on the Personnel Committee for three years as a community member. She is the Human Resource Director for the City of Waynesboro. Ms. Nicholson was welcomed by all.
PUBLIC COMMENT	No public comment.
REPORTS Please review committee minutes for detailed information	<p>Mr. Floyd explained the new meeting format that includes a consent agenda. Mr. Floyd added that it is important for members to read all the information in advance of the meeting so that the consent agenda can be efficient.</p> <p><u>Executive Director’s Report:</u> Mr. Deering reported on the following.</p> <ul style="list-style-type: none"> • Mr. Deering shared that staff are working very hard to be prepared to assist clients with signing up for Medicaid Expansion. • Mr. Deering commented that staff are still being trained for the DLA 20. • Mr. Deering was excited to announce that the eight apartments at Johnson Street owned by Valley Supportive Housing (VSH) will be available on December 1st. These apartments will be available to Valley clients through the Permanent Supportive Housing (PSH) Grant. <p><u>Finance Committee:</u> The committee met on October 16th. Dan Sullivan gave a brief report.</p> <ul style="list-style-type: none"> • <u>Financials-</u> September Financials show a deficit of \$134,326 and a YTD deficit of \$514,953. Revenue was \$288,000 below prior year; however, revenues of \$ 200,000 for the Cost Report and \$ 205,000 for Same Day Access were both recorded in September 2017, which inflated the revenue for that time. Revenue for MH Case

Management showed an increase of \$215,000 from prior year.

- **FY18 Financial Audit-** Greg Gutmeir shared that we are using the assistance of both an external consultant and accountant to help with reconciliations. Mr. Gutmeir commented that January has been completed, but there are still five months to go and there are still outstanding items that need to be sent to the auditors. Mr. Sullivan shared that Mr. Gutmeir will be changing some of the accounting processes from how they have been done in the past. A discussion followed regarding accrual accounting and cash basis. All agreed it should be accrual and not cash. Mr. Deering stated that the former CFO and the auditing firm did talk about the accounting for ICFs and an agreement was made on how to account for the cost reports for the ICFs. John Hartless added that he also recalls that conversation. Ms. Burnett shared that she recalls that at a previous meeting, the Board had asked that the ICFs be reported differently to help understand the reports. Mr. Gutmeir explained that he has a methodology of how to proceed that would help with being able to better determine the cost reporting. Amber Lipscomb asked for an explanation on why the Medicaid paybacks happen and how they are recorded in the financial reports. Mr. Deering shared that paybacks result when a service is provided and we are reimbursed for that service, but then discover the necessary paperwork associated with that claim was not completed correctly or in a timely manner. Mr. Gutmeir stated it is reflected in the contractual adjustment line. Ms. Lipscomb pointed out that the amount reported is high enough to cover the cost of the two salaries that were previously requested for the Quality and Compliance Department. Mr. Floyd shared that the discussion for the two positions has been tabled at this time while other resources are being explored. Mr. Deering added that staff are working with Pinnacle to develop reports and triggers that will help with identifying when required information is missing from the client record. Aaron LeVeck inquired about the amount of the most recent paybacks. Mr. Gutmeir stated it was \$87,000.
- Mr. Hamp and Mr. Floyd both pointed out that the agency has yearly audits by an external auditing firm and the audits have always been good. VCSB receives an “unqualified opinion” each year.

Human Resource Committee: Met on October 10th. Ms. Richardson shared the following.

- **Position Requests-** Ms. Richardson shared that the committee reviewed and approved the requests for a Housing Case Manager and a Housing Specialist. These positions are required for the PSH grant. This request was also reviewed and supported by the Finance and Executive Committee.

Quality & Compliance Committee: The committee met on October 11th. Mr. Floyd shared one topic from that meeting.

- **Green Hills Drive-** Mr. Floyd gave an overview of the process that was involved in making the decision to combine the DS Day Support Programs and move the programs to a new facility. The property owner is currently working on modifications and upgrades to the building to minimize the length of time required to prepare the building once the property owner has moved to their new location. The target date for the DS Day Support Programs to move to the Green Hills Drive location is June 2019.

Communication and Advocacy Committee: Met prior to tonight's meeting.

- Ms. Rexrode shared that the committee is working on a framework to use for Board communication with the governing bodies for throughout the year, not just at Performance Contract time. Ms. Rexrode pointed out that they are going to focus on some of the positive things that are happening at Valley. Primary Care Screening Assessment and the Permanent Supportive Housing Program will be the two main topics.

Executive Committee: The committee met on October 16th. Mr. Floyd stated that all topics from the meeting were covered tonight.

- Mr. LeVeck inquired about how the Human Rights investigations were conducted.

	<p>Dana Fitzgerald, Director of Quality and Compliance, explained that the investigations are done internally and reported to external agencies as required. If investigations rise to the level that additional resources need to be involved, then they are contacted at that time.</p> <ul style="list-style-type: none"> • Mr. Floyd added an additional comment from the Q&C Committee report regarding the presentation of Transcranial Magnetic Stimulation (TMS). Mr. Floyd suggested that members review the materials in the committee minutes that give details about this treatment option.
CONSENT AGENDA ITEMS	<ul style="list-style-type: none"> • <i>Request Approval of September 26, 2018 Board Meeting Minutes.</i> • <i>Request Approval of September Financial Reports.</i> • <i>Request Approval of two positions to support the Permanent Supportive Housing (PSH) Grant.</i> <p>Mr. Floyd asked for a motion to approve the above consent agenda items. Linda Czyzyk motioned to approve. Deborah Pyles seconded. Mary Miller abstained. Motion carried.</p>
ACTION ITEM	<ul style="list-style-type: none"> • <u>Discuss and Request Approval of Revised Bylaws.</u> Ms. Rexrode reminded members of last month's discussion to revise the bylaws to remove the meeting date from the bylaws. Ms. Rexrode read the revision. Mr. Hartless motioned to approve the revised bylaws. Lisa Dunn seconded. Motion carried. Mr. Floyd commented that the meeting time and date will be discussed further at the December Board meeting.
MEETING ADJOURNED	Ms. Dunn motioned to adjourn. Ms. Burnett seconded. Motion carried.

The Next Scheduled Meeting of the Board of Directors is December 5, 2018 at 5:30 pm

**Respectfully Submitted,
Tammy DuBose**