

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
April 26, 2023
5:30 p.m.

Members Present: Ross Parker, Chair; Dan Sullivan, Vice Chair; Debra Freeman-Belle, Treasurer; Amanda Francis, Stephanie Huffman, Anna Leavitt, Emily Malcolm, Mary Powell, Frank Pyanoe, Jeremy Leach*, Sonya Pulliam-Payne*

Members Absent: Misty Cook, Leslie Snyder

Staff Present: Dr. Kimberly McClanahan, Dereck Criner, Kathy Curry, Tina Martina, Angel Cooper, Candy Rankin, Sarah Neilson, Candy Calloway*, Jane Fetterman*, Dana Fitzgerald*, Kathy Kristiansen*

***Denotes via Zoom**

CALL TO ORDER: Chair, Ross Parker, called the meeting to order at 5:34 pm.

ESTABLISH QUORUM: Mr. Parker established a quorum.

ELECTRONIC PARTICIPATION: Jeremy Leach stated he is participating from his Staunton office and is using his second virtual participation pass. Sonya Pulliam-Payne stated she is joining from her home in Waynesboro.

MINUTES: Debra Freeman-Bell moved to approve the March 22nd Board meeting minutes. Frank Pyanoe seconded. Approved.

PROGRAM PRESENTATION: Ms. Martina introduced Candy Rankin, Sponsored Residential Program Supervisor. Candy Rankin introduced team member, Angel Cooper, Community Living Specialist (CLS). Ms. Rankin shared a Sponsored Residential Services presentation, and highlights included:

- The mission is to provide individuals with developmental disabilities, including intellectual disabilities, a home in a family setting where they are treated as family members with all the associated privileges and responsibilities.
- Sponsored Residential staff and Relief Sponsors ensure that the health and safety needs of individuals are met and that learning opportunities are provided for them to develop and enhance independent living skills. They also ensure that the individuals live, work, and spend their time with fellow community citizens to facilitate the development of relationships and independence.
- Sponsored Residential is a Medicaid Waiver Service and is under the Community Living Waiver; therefore, funding is received through Medicaid.
- VCSB contracts with our Sponsors and our Relief Sponsors to provide placements for adults with intellectual disabilities.
- Licensing allows for each CLS up to 15 homes which can be as many as 30 to 50 people.

EXECUTIVE DIRECTOR'S REPORT: Dr. Kim McClanahan commented on her 4.26.2023 report that was shared electronically with members. She shared highlights regarding the 501c3. VCSB received a pledge for the \$10,000 grant from First Bank & Trust which will help Valley move forward. Board members are needed for Valley Community Outreach (VCO). Dr. McClanahan pointed out that hardcopies of the Crisis Receiving Center/Crisis Stabilization Unit PowerPoint presentation, as well as an updated Acronym list, were included in the Board packet.

COMMITTEE REPORT: Please see full report enclosed.

Finance Committee:

- Dereck Criner, Interim Director of Finance, shared the FY2023 March Financials. Highlights include:
 - o FY2023 March Balance Sheet: Total Cash \$13,390,985.18; Total Assets \$17,665,622.26; Total Liabilities & Equity \$17,665,622.26. Mr. Criner pointed out that on the Balance Sheet, there are a couple of areas that we are giving

constant attention and that is the Clients Receivable and Other Receivables on the Asset side and the Other Liabilities on the Liability side. These are accounts that can and do fluctuate month to month; the Accounting team spent a good amount of time reviewing those and running reports. No significant concerns. There has been an issue with some recognition of Gross Charges Revenue of approximately \$377,000 that is being discussed with Credible. The money eventually gets applied correctly; it just takes a longer period of time.

- o Budget to Actual: Net Revenue \$18,946,253; Total Operating Expenses \$16,883,496; Wages & Benefits \$60,812 over budget. Overall, tracking well. The big gap on Budget is in Gross Charges of approximately \$2 million. A little more than half of that is related to an error made in misjudged Revenue coming in this fiscal year that actually came in the prior fiscal year of money that we were owed for charges. Year-to-Date, there is a surplus of \$2 million compared to a budget of \$3 million.
- o Income Statement: Net Revenue \$18,946,253; Total Operating Expenses \$16,883,496.
- **The Fiscal Oversight Committee recommended approval of the FY2023 March Financial Reports. Motion carried.**
- **Holiday Proposal:** Dr. McClanahan shared that the Fiscal Oversight Committee approved two additional holidays beginning with FY2024. She shared that the new holidays are New Year's Eve and a floating holiday. **The Fiscal Oversight Committee recommended approval of adding New Year's Eve and a floating holiday for the next fiscal year. Motion carried.**

Compliance Committee: Mr. Sullivan stated the committee did not have a quorum. The next meeting will be July 24th.

Services Delivery Oversight Committee: Mary Powell reported that they had a quorum. Meeting discussion included having a Legislative Action Committee since it has been a politically aggressive year. The next meeting will be July 25th.

NEW BUSINESS:

- **Nominating Committee:** Mr. Parker proposed a Nominating Committee of three people – Frank Pyanoe, Anna Leavitt, and Dan Sullivan. There was discussion regarding Board members interacting with employees directly. Dr. McClanahan met with the Executive Leadership Team (ELT) and suggested there should be an appropriate procedure with ELT setting up interactions between Board members and staff. Ms. Leavitt stated she would like to attend employee appreciation events so that staff can get to know Board members. Board members were invited to the Employee Appreciation Luncheon on May 11th from 12pm to 2pm.
- **VCSB Website:** Dr. McClanahan projected Valley's website for Board members to view. She shared that Lynn Harris has made many positive changes to the website and most recently added Board members' pictures. She invited Board members who had not already, to have their picture taken so it could be included on the VCSB website.

OLD BUSINESS:

- **Day Support Partnership with Vector Industries Update:** Ms. Martina stated she was notified that she had to have a Conditional Use Permit and was informed that the one applied for in 2013 was still in effect, and it does not expire. She has staff committed to starting with the program, a QDDP (Qualified Developmental Disabilities Professional) and a Direct Support Professional. The Jumpstart Grant was resubmitted for \$30,000 and one of the committee members informed her the outlook is good for VCSB to receive the grant.
- **Orchard Lane Update:** Ms. Martina contacted the Virginia Department of Health (VDH) Office of Licensing and Certification regarding Life Safety Codes and they are reviewing the design. Two construction companies are interested. The panel is meeting this Friday regarding the Qualifications Review. Both companies need to pass, or she will need to start the process over. The next step will be the Monetary Bid. She gave recognition to Adrienne Moats for all of her hard work. Mr. Parker asked when there would be a general idea of the cost. Ms. Martina replied that she plans to report the monetary bid amounts at the May meeting.
- **Finance Director Search Update:** Mr. Parker stated they will be meeting tomorrow to open the proposals. There were three proposals that came in; one from Charlottesville, one from Northern Virginia, and one near Richmond. Mr. Parker notified the Board to brace for the cost. The Finance Consultant will provide an objective view on the finances per year, provide financial reports every 3 months, will be on site once a week, and will attend every Board meeting.
- **Organizational Culture Committee Update:** Mr. Parker said that the initial meeting will be in May, Monday or Tuesday before the Board meeting. Committee members are Ross Parker, Amanda Francis, Anna Leavitt, and Emily

Malcolm. He said his goals for the first meeting are to discuss committee goals, set milestones regarding reporting back to the Board, and have interviews with people they would like to meet.

- **SESCO update:** Mr. Criner reported that the initial analysis is finished and a draft report from SESCO is expected by the end of April. Simultaneously, DBHDS has pulled together a workgroup to talk about reporting efforts associated with \$50 million funding, specifically set aside for CSB salaries; encouraging feedback was received regarding this. Dr. McClanahan shared that there has not been a compensation study since 2010; she is eager for the results.
- **Employee Engagement Survey Update:** Mr. Criner shared that the survey was launched in December, and it was closed the end of January. Several volunteers helped draft the survey tool and a workgroup helped analyze results. He introduced workgroup member, Sarah Neilson, Child & Family Services Manager. Hardcopies were shared with Board members. Ms. Neilson shared highlights of the survey. The highest rated positives overall were “relationships with supervisors” and “staff understand the mission of VCSB and are proud to be a part of the mission”. The highest negative scores were pay, workload, caseload, and level of documentation. Mr. Criner referred Board members to the Career Choice section – “Reason for Staying or Leaving VCSB” – the number one reason was pay; put in context with “How frequently have you looked for jobs in the last six months?” - more than half of the organization responded they have looked at least once. Mr. Criner pointed out that there was an overall high engagement score of 4/5 and VCSB is doing well in some important markers, however, employees are still looking outside of the organization. His goal is to be certain all measures are being taken to keep VCSB employees. Dr. McClanahan shared that the overall staff vacancy rate is 17%, however, 43% in Developmental Disability Services (DDS), and overall, less than 5% turnover rate. Mr. Criner said that the 17% vacancy rate is attributed partly to DBHDS funded positions recently being created.

MEETING ADJOURNED: Ms. Powell moved to adjourn. Mr. Pyanoe seconded. Motion carried.

Respectfully submitted:

Kathy Curry