

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
December 7, 2022
5:30 p.m.

Members Present: Ross Parker, Chair; Dan Sullivan, Vice Chair; Debra Freeman-Belle, Treasurer; Misty Cook, Anna Leavitt, Sonya Pulliam-Payne, Mary Powell, Frank Pyanoe, Leslie Snyder

Members Absent: Stephanie Huffman, Emily Malcolm, Nitch Narduzzi

Staff Present: Dr. Kimberly McClanahan, Dr. Devin Foster, Dereck Criner, Kathy Curry, Dana Fitzgerald, Krista Lynch, Candy Calloway, Melissa Doyle*, Tammy DuBose*, Jane Fetterman*, Kathy Kristiansen*, Tina Martina*

***Denotes via Zoom**

CALL TO ORDER: Chair, Ross Parker, called the meeting to order at 5:32 pm.

ESTABLISH QUORUM: Mr. Parker established a quorum.

PUBLIC COMMENT: No public comment.

MINUTES: Mary Powell moved to approve the October 26th Board meeting minutes with the correction of spelling of the name Deborah to Debra. Frank Pyanoe seconded. Approved.

PROGRAM PRESENTATION: Krista Lynch, Developmental Services (DS) Manager, shared a DS Program presentation, highlighting the DS Support Coordination services (DSSC). Hardcopies were shared with Board members. Highlights included: Role is to link individuals to services and supports in the community, monitor those services and supports, and assess to see if there are any other services to which individuals may need access. This is performed through at least monthly contacts with individuals who are served, their family members, and providers who support them. Current numbers as of 12.6.2022: total individuals served 647, total individuals on Developmental Disabilities Waiver 377, total individuals on Developmental Disabilities Waiver Waiting List 219. Dan Sullivan made the comment the reason for the waiting list is because of funding. Ms. Lynch shared the funding comes from the General Assembly (GA) and slots become available only when the GA funds slots. Ms. Lynch and Tina Martina recognized their team for their hard work and dedication. Dr. Kim McClanahan shared her appreciation of the DS team.

EXECUTIVE DIRECTOR'S REPORT: Dr. McClanahan commented on her 12.7.2022 report that was shared electronically with members.

COMMITTEE REPORTS: Please see full reports enclosed.

Finance Committee:

- Dr. Devin Foster shared the FY2023 October Financials:
 - Balance Sheet: Total Cash \$11.2 million, Total Other Assets \$15.4 million, Total Liabilities \$15.4 million.
 - Actual: Net Revenue \$2.1 million, Total Operating Expense \$1.8 million, Surplus \$305,000, Total Year Surplus \$716,000.
 - Actual and Budget: Net Revenue \$2.1 million, Total Operating Expense \$1.8 million, Surplus \$305,000, Budget Gross Revenue \$1.3 million, Actual Gross Revenue \$1.2 million.
 - Year-to-Date: Net Revenue \$8.3 million, Total Operating Expense \$7.6 million, Surplus \$716,000.
 - **The Fiscal Oversight Committee recommended approval of the October Financials. Approved.**

- Ms. Martina shared the Orchard Lane Project update: Electronic and hard copies of the projected budget were shared with the committee. Overall renovation budget projected at an estimated \$819,767; with mechanical and electrical alternatives total projected budget approximately \$841,889. Mr. Sullivan asked what the projected revenue for the facility would be. Ms. Martina said the current charge is a rate of \$820/bed/day; it fluctuates per year. If 6-bed \$4,920/month, approximately \$1.8 million/year. Ms. Martina requested approval to send out a Request for Proposal (RFP). Tammy DuBose said once the Board approves the RFP and that is sent out, then hopefully will get some offers in and see how many contractors are interested. Plan to have an update next month. **The Fiscal Oversight Committee recommended approval of the RFP process. Approved.**
- Dereck Criner shared the Holiday Bonus proposal. Electronic and hard copies were shared with the Board. **The Fiscal Oversight Committee recommended approval of the Holiday Bonus. Approved.**

Compliance Committee: No report.

Service Delivery Oversight Committee: Ms. Powell stated the committee made a decision on what material would be reviewed and the committee will meet quarterly with the next meeting scheduled for April 25, 2023.

OLD/NEW BUSINESS: None.

MEETING ADJOURNED: Leslie Snyder moved to adjourn. Debra Freeman-Belle seconded. Motion carried.

Respectfully submitted:
Kathy Curry