

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
June 28, 2023
5:30 p.m.

Members Present: *Ross Parker, Chair; Dan Sullivan, Vice Chair; Debra Freeman-Belle, Treasurer; Misty Cook, Amanda Francis, Stephanie Huffman, Sonya Pulliam-Payne, Mary Powell, Frank Pyanoe, Leslie Snyder

Members Absent: Anna Leavitt, Emily Malcolm

Visitor: Bill Hausrath

Staff Present: Dr. Kimberly McClanahan, Dereck Criner, Kathy Curry, Tammy DuBose, Dana Fitzgerald, Barbara Kite, Krista Lynch, Tina Martina, Melanie Wingfield, *Candy Calloway, *Melissa Doyle, *Kathy Kristiansen

***Denotes via Zoom**

ELECTRONIC PARTICIPATION: Chair, Ross Parker, stated he is using his electronic participation pass and attending from 55 Water Street, New York.

CALL TO ORDER: Mr. Parker called the meeting to order at 5:34 pm.

ESTABLISH QUORUM: Mr. Parker established a quorum.

MINUTES: Mary Powell moved to approve the May 24, 2023 Board meeting minutes. Dan Sullivan seconded. Approved.

EXECUTIVE DIRECTOR'S REPORT: Dr. Kim McClanahan commented on her 6.28.2023 report that was shared electronically with members. Highlights included:

- VCSB was awarded the grant to buy an RV to implement Mobile Medication Assisted Treatment (MAT) to those who cannot come into the office.
- VCSB received the \$10,000 grant from the Community Foundation and the \$30,000 DBHDS Jumpstart Grant for VCSB Intellectual or Developmental Disabilities (IDD) Program version 2 Community Engagement.

INTRODUCTION OF BILL HAUSRATH: Dr. McClanahan introduced Bill Hausrath, Realtor. Mr. Hausrath stated that the land being considered for purchase for the Crisis Receiving Center/Crisis Stabilization Unit-Detoxification (CRC/CSU-D) is fairly level, has utilities, and is in a good location being less than a mile from Augusta Health. He shared details of the feasibility study process. Due to the length of time it will take to receive funding, he suggested a 270-day feasibility period. If the property owners agree to the price and the purpose of the property, the property is taken off the market for 270 days and VCSB would go through the feasibility process. A deposit is required to demonstrate good faith and financial wherewithal. If VCSB would decide during the feasibility phase not to proceed with the purchase, VCSB would be refunded the deposit and will not be obligated to purchase the property.

Mr. Parker stated that there is little risk as we look at this, at least from the \$125,000. The \$25,000 deposit shows a good faith effort to the state that VCSB has picked land that is ready to develop and will not have major construction needs in terms of utilities and building out infrastructure; it is a great location, so it strengthens VCSB's argument, and, as was discussed in the Fiscal Oversight Committee, if after 9 months we have not heard anything back or we are not comfortable spending \$25,000 to keep it going, then we could pull out. The submission is in, so the grant request is in. If we cannot get a definitive answer in 9 months, then we should pull out and revisit. This does not impact the ability to also stand up the "proof of concept" idea at Sanger's Lane. If we can use other portions of this funding that we currently have just to stand that up, this would really just be a hold on that \$25,000 while we wait to see if we get funding from the state. He said this shows this is something we truly want to do for our community and this will be a huge win for all the localities that we serve. He said that putting a \$25,000 deposit down that we can get back while we wait to see what comes of the proposal that is already submitted is a fair endeavor to show

that we are ready and willing to make this commitment. Mr. Sullivan addressed the Chair that he would like to call the question instead of waiting on the vote. **Mr. Parker stated that the initial vote out of the Fiscal Oversight Committee was to approve the funding for \$25,000 to lock in the property while we perform the 270-day review. Motion carried, with one nay vote from Misty Cook.**

COMMITTEE REPORT: Please see full report enclosed.

Fiscal Oversight Committee:

- Dereck Criner, Interim Director of Finance, introduced Barbara Kite, Financial Consultant from SHINE Management, Inc., who joined VCSB on June 5th. He shared the FY2023 May Financials. Highlights include:
 - Operating Account \$13.2 million; Balance Sheet balanced; Fund Balance \$10.7 million; Year-To-Date Income \$3.2 million; Year-End Fund balance \$13.9 million.
 - Budget to Actual: Gross Charges Year-To-Date \$13.7 million; Wages & Benefits Year-To-Date approximately \$13.5 million against a Year-To-Date Budget of \$13.8 million. We are continuing to hire.
 - Income Statement: Month-to-month fairly consistent; salary numbers are up in March, April, and May due to new hires.
 - **The Fiscal Oversight Committee recommended approval of the FY2023 May Financial Report as presented. Motion carried.**
- Mr. Criner shared the FY2024 Budget Proposal of which hardcopies were shared with committee members. Highlights include:
 - A side by side view of the FY2023 Budget and proposed FY2024 Budget with Option 1 without Market Equity Adjustment with the Cost of Living Adjustment (COLA) 5% increase and Option 2 with Market Equity Adjustment and 5% COLA was provided. The recommendation that came out of the Fiscal Oversight Committee is Option 2; that leaves a projected year-end Surplus of \$634,000.
 - **The Fiscal Oversight Committee recommended approval of the FY2024 Budget Option 2 with market equity adjustment. Motion carried.**

Nominating Committee: Mr. Sullivan stated that the FY2024 Slate of Officers that was proposed last month was for Chair, Ross Parker; Vice Chair, Amanda Francis; and Treasurer, Anna Leavitt. He said that nominations were asked for last month, and after discussion, there were none, but nominations will be entertained today. Ms. Powell said she would like to be added to the ballot for Vice Chair. Mr. Sullivan confirmed that Ms. Powell nominated herself for Vice Chair. He said that voting would be via paper ballot and informed members of paper ballot instructions. He said that he received a ballot via text from Mr. Parker. Mr. Sullivan and Mr. Pyanoe left the room to count the paper ballots. Upon their return, Mr. Sullivan announced the results of the ballot votes for the FY2024 Slate of Officers: Chair, Ross Parker; Vice Chair, Mary Powell; and Treasurer, Anna Leavitt.

NEW BUSINESS:

- Ms. Debra Freeman-Belle stated that Mr. Criner had shared a capital improvement plan at the Fiscal Oversight Committee meeting.

OLD BUSINESS:

- **Crisis Receiving Center/Crisis Stabilization Unit (CRC/CSU) Update:** Dr. McClanahan referred to Mr. Hausrath's earlier presentation regarding the property being considered for purchase. VCSB's proposal was submitted with 15 letters of support, including all of our legislators and each locality. She recognized Augusta Health for all their help. She also recognized Sherriff Smith for his support. She said since there is still no state budget, it is unknown as to VCSB's chance of receiving the \$30 million requested. She said she would keep the Board updated and thanked everyone for their help.
- **The Fiscal Oversight Committee recommended transferring \$1.5 million from the Operating Fund Balance to the Deferred Account Reserve for the CRC/CSU-D. Motion carried, with one nay vote from Ms. Cook.**
- **Update on Credible Billing:** Dr. McClanahan stated that they have considered slowing the process of terminating the contract with Credible Billing. She recognized the great VCSB Reimbursement Team; however, pointed out the need to have the Billing Team in place by October 2023 and said if the Billing Team is in place by October, then VCSB will give notice to Credible to end the Billing Contract in March 2024; however, if VCSB needs more time, the contract can be extended for a year.

- **Day Support Partnership with Vector Industries Update:** Ms. Tina Martina shared that VCSB is in contract negotiations with Vector Industries' insurance carrier, which has held up licensing; however, a licensing packet is ready to go to DBHDS Office of Licensing. Once we have licensing then we have to get a Department of Medical Assistance Services (DMAS) provider or group. As part of the grants, we have to have signed commitments from individuals who are in the wings ready to start the program. There are two individuals who have committed – one for Community Engagement and one for Community Coaching who are willing along with their guardians to sign off. Krista Lynch, IDD Support Coordination Manager; and Lynn Harris, Grant Coordinator, received the \$10,000 grant check; it has been deposited. The \$30,000 for the Jumpstart Grant was submitted today and Ms. Harris requested 25% of that with the goal of using that for recruiting and training. Mr. Sullivan stated there was a question from the Chair asking if individuals from assisted living facilities could use this program. Ms. Martina said she will look into it and give an updated report.
- **Update on Orchard Lane Renovation:** Ms. Martina shared that they are having contract reviews with attorneys and insurance carriers regarding language. She gave recognition to Adrienne Moats, Purchasing Agent, for her hard work, and said she has sold a majority of the furniture from Orchard Lane. She had a meeting with Design Vision, Inc. regarding measurements, Americans with Disabilities Act (ADA) requirements, and adequate bedroom space.
- **Financial Consultant Comments:** Barbara Kite, Financial Consultant, gave recognition to Mr. Criner, Interim Director of Finance, for his work, effort, and due diligence. She shared that she is short-term and her recommendation to the Fiscal Oversight Committee is to start searching and using a recruiting firm that specializes in this type of accounting and start recruiting for a Director of Finance soon. Ms. Kite spoke with the Accounting Department staff and they said they are frustrated and in need of a leader. Mr. Sullivan shared his appreciation to Ms. Kite for coming on board. Mr. Sullivan asked Ms. Kite if she is recommending a nationwide search. She confirmed that she is.

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

Respectfully submitted:
Kathy Curry