

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
September 24, 2025
5:30 p.m.

Members Present: Mary Powell, Chair; *Amanda Francis, Vice Chair; Gin Chandler, Treasurer; Amanda Kaufman, Frank Pyanoe, Mike Hamp, Stephanie Huffman, Nate Riddle, Tracy Henke, Lt. Leslie Snyder, Jennifer Emanuel

Members Absent: Sonya Pulliam-Payne, Jerri Botkin

Staff Present: Dr. Kimberly McClanahan, Tammy DuBose, Dana Fitzgerald, Candy Calloway, John Sandy, Dereck Criner, Tina Martina, Krista Lynch, Kathy Baker

***Denotes via Zoom**

CALL TO ORDER: Chair, Mary Powell called the meeting to order at 5:30pm.

ESTABLISH QUORUM: A quorum was established by Ms. Powell.

VIRTUAL PARTICIPATION: Amanda Francis was participating from Staunton and requested to use a virtual participation pass.

MINUTES APPROVAL: Frank Pyanoe made a motion to approve August 27, 2025, Board meeting minutes. Tracy Henke seconded. Motion carried. Leslie Snyder and Jennifer Emanuel abstained.

PRESENTATION: Ms. Kathy Baker, Deaf Services Regional Coordinator, shared a PowerPoint presentation regarding the following:

- History for Deaf Services and Mental Health Services beginning in 1955 through present
- Regional Coordinators throughout Virginia and their roles
- Ms. Baker explained her role at VCSB as well as her roles throughout Virginia

Frank Pyanoe asked which region had the most deaf clients. Ms. Baker explained it was Northern Virginia, which also has the highest number of deaf-blind clients also. She added that our region has the next, mostly due to the Virginia School for the Deaf and Blind (VSDB) being close by. Tracy Henke asked about any movement in the school system to introduce American Sign Language (ASL) as a language option. Ms. Baker shared that the Waynesboro school system does provide it as well as Fredericksburg. Amanda Francis added that Staunton City schools also provide ASL option.

COMMITTEE REPORTS:

Fiscal Oversight Committee: Ms. Gin Chandler asked John Sandy to present the financials.

FY2025 July Financial Report: Revised hardcopies were shared with Board members. Mr. John Sandy shared the following highlights.

Balance Sheet: July 2025

- Total Assets were more than \$30.8M for July FY 2026 which exceeded the same month for FY 2025 by 13.3%.
- Purchase of the CRC land, vehicles and construction in progress led the way
- Total Liabilities for July FY 2026 were more than \$7.9M, or nearly 14% greater than July FY 2025, or \$972,405.
- Higher than normal Other Liabilities led the way (17% increase)
- Total Ending Fund Balance as of the end of July FY 2026 was nearly \$22.9M with a YTD Income of negative 28,496 which equates to more than \$22.8M.
 - Represents more than a 16.3% increase from July FY 2025

- Note: Much of the \$22.8M in Total Fund Balance is nonexpendable (cannot be used for discretionary purposes), some are designated (e.g., \$1.5M set aside by the Board in June 2024) and some remain undesignated and may be used for one-time purposes such as the new CRC/CSU-D.
- Rinse/Repeat: Best Practice is to expend Fund Balance on one-time uses, or for a Fiscal Reserve to weather financial crisis. But even this Fund Balance should eventually be replaced.

Budget to Actual: FY2026 (July 2025)

- Slight deficit over budget of \$28,497, which equates to approximately 1% of total expenditures for the month, which was an estimated \$177,705 surplus for this fiscal month.
- Revenue was below the budget projections adopted for the month by 16% and spending was approximately 9% above projections.
- This was due to some challenges with reimbursements
- Keep in mind that VCSB's budget projections are mostly a 12-month equalized projection, or the total estimated surplus divided by 12 equal period for each fiscal month. There will be some variability throughout the year based upon large purchases, revenues allocations (grants reimbursements and otherwise)
- Also, please note this sometimes occurs early in the fiscal year due to time it takes to get positions on-board and fully functioning from a reimbursement revenue standpoint.
- VCSB revenue for July FY 2026 was less than what it received for July FY 2025 by about 3%, while total expenditures were about 13% lower than FY 2025 Actuals for this same month.

Income Statement: (month to month) July 2026

- Net Revenue was approximately \$2.44M and decreased by nearly \$153,293 from June 2025 (FY 25) to July 2025 (FY 26), or nearly 6%.
- Total Operating Expenditures were nearly \$2.47M for July 2025 (FY 2026) and declined from June 2025 (FY 2025) to levels of \$2.55M. The decrease was \$82,739 from June 2025, or 3.2%.
- The total deficit for July 2025 (FY 2026) was \$27,946 compared to a slight surplus of \$42,608 for the month of June 2025 (FY 2025).

August Financial Reports.

Balance Sheet- August 2025

- Total Assets were more than \$30.9M for FY 2026 or \$4.6M greater than what was evident for the same month in FY 2025, or an improvement of 16%.
- Total Liabilities were more than \$7.9M which represented a nearly 13.8% increase from FY 2025 at the same period (August).
- Accounts payable and other liabilities led the way.
- Total FY 2026 Ending Fund Balance at August month-end was nearly \$22.9M with a YTD Income of \$109,428 which equates to nearly \$23M.
 - Represented more than an 17.4% from FY 2025 August.

Budget to Actuals- FY2026 (August 2025)

- Currently running a YTD surplus of \$109,427, which improved from July 2025. August FY 2026 ended with a surplus of \$109,427, which is lower than projected for the FY 2026 Adopted Budget projection for August of \$355,412 but still strong.
- VCSB performed better during August FY 2026 than FY 2025 Actuals for the same month for Net Revenue (3.5% increase) & spent more than FY 2025 Actuals (7% increase) for this same comparison.
- Total surplus \$109,427 for August FY 2026 is lower than the surplus generated for FY 2025 for the month of August, which was \$266,206.

Income Statement (month to month) August 2025

- Net Revenue for August 2025 was approximately \$2.5M which is slightly favorable compared to July 2025 which sat at \$2.4M), a 3% improvement with other revenue and miscellaneous revenue leading the way.
- Total Operating Expenditures sat at nearly \$2.47M for August 2025 (FY 2026) which was a decrease of 3.7% from the previous month of July FY 2026 with wages and benefits and professional services leading the way.
- The total surplus for August 2025 (FY 2026) was \$137,924 compared to a slight deficit of \$27,946 for the month of July 2025 (FY 2026), a sizable improvement.

Ms. Chandler made a motion on behalf of the Fiscal Oversight Committee to approve the July and August Financial Reports as presented. Motion carried.

Ms. Chandler made a motion on behalf of the Fiscal Oversight Committee to approve the August 27, 2025, Fiscal Oversight Committee Meeting minutes. Motion carried.

FY25 Financial Audit Update:

Mr. Sandy shared that the audit is close to being finished and most of the requested data has been submitted. There are two single audits that require federal information that the auditors are still waiting for. The auditors may be ready to present at the October Board meeting.

Healthcare Insurance Renewal

Dereck Criner shared some good news regarding calendar year 2026 Healthcare renewal. After negotiations between McGriff and Anthem, an overall increase of 3.42% was agreed upon with a \$64,000 rebate. With the rate rebate, the increase is really about 1.5% increase. We also decided to move our dental insurance to Anthem.

EXECUTIVE DIRECTOR'S REPORT: Dr. McClanahan commented briefly on September 24, 2025, Executive Director's Report that was shared electronically with Board members.

- Discussion continues at the VACSB regarding Certified Community Behavioral Health Clinics (CCBHC).
- Medicaid Redesign continues. VCSB is currently not intending to participate in the re-design as our services fall out of the realm. However, we will comply with the updated case management regulations that will come into play in July 2026.
- Still waiting on final plans for CRC building design.
- DBHDS wants us to have a groundbreaking ceremony for the CRC/CSU-D prior to year end.
- Working on a grant proposal with Anna Leavitt at CAPSAW for Opioid Abatement Authority.
- Invited Board members to Staff Appreciation on November 14th.

Mr. Sandy added that we are in final negotiations with an A&E firm for the CRC project.

NEW BUSINESS:

Board Member Annual Training:

Tammy DuBose shared that she sent the annual training to members via email. Members have until next month to complete the training at which time a Board Member Position Description will be signed. Ms. DuBose asked for a “so certify” from members that had completed the training. The remaining members will be asked to “so certify” at the October meeting.

2025 Employee Engagement Survey:

Mr. Criner shared that the survey results were just received last week so we haven’t had the chance to analysis completely; however, they look promising. We had 72% of employees complete the survey, we feel this may be contributed to a faulty link for the site. The survey was roughly 60 questions. Of those that took the survey, 77% agreed or strongly agreed with questions asked. Once we’ve studied the data, we can provide a report.

VCO (501c3) Update:

Dr. McClanahan shared that the VCO Board met yesterday. The Board talked about participating in the groundbreaking for the CRC. Ms. Chandler added that the Board talked about fund raising and asked for any ideas that others may have.

Client Survey:

Dana Fitzgerald shared that the client survey started on September 1st. It will be open for three months. It’s the same survey we’ve had in the past. We added three additional questions that were more related to visible role models from diverse backgrounds, sensitivity to sexual identity/orientation, and gender identity. Ms. DuBose share the flyer with Board members, please share as you wish.

OLD BUSINESS:

• **Update on First Street Home:**

Tina Martina gave an update on the progress of construction and focused on the additional cost of paving the back parking lot, that has a trench across it. As requested at the last Board meeting, Ms. Martina asked for additional quotes. Owen Construction gave a bid of \$37,000 and Josh Paving was not interested in giving a bid. Moffitt Paving is the company that was discussed last month who are currently contracted with Lee Building for the regular paving at First Street and their bid is \$18,307, which was shared last month. Ms. Martina shared that items from Greenstone that are no longer needed have been sold and that has yielded over \$7,000. After discussion, it was decided to proceed with the paving. Ms. Kaufman asked if there was a funding source for this and Dr. McClanahan commented there was not. Ms. Martina shared information on how the reimbursement process works with the cost report for the ICFs. **Mr. Hamp made a motion to approve the \$18,307 (quote) for paving the back parking lot, which includes the trench. Mr. Pyanoe seconded. Motion carried.** Mr. Pyanoe asked about ribbon cutting dates. Ms. Martina indicated the plan was to have several different ones starting in December. Ms. Martina invited members to the last Trick or Treat at the Greenstone Residence, October 23rd from 5:30-7:00.

ADJOURNMENT: Mr. Riddle made a motion to adjourn. Ms. Henke seconded. Motion carried.

Respectfully submitted:

Tammy DuBose