

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
March 27, 2024
5:30 p.m.

Members Present: Ross Parker, Chair; Mary Powell, Vice Chair; Anna Leavitt, Treasurer; Gin Chandler, Misty Cook, Amanda Francis, Stephanie Huffman, Sonya Pulliam-Payne, Frank Pyanoe, Lt. Leslie Snyder, Dan Sullivan

Members Absent:

Staff Present: Dr. Kimberly McClanahan, Tammy DuBose, Kathy Kristiansen, Tina Martina, Barbara Kite, Nat Leonhard, Airiana Campbell, Kathy Curry, Candy Calloway*

***Denotes via Zoom**

CALL TO ORDER: Ross Parker called the meeting to order at 5:30 pm.

ESTABLISH QUORUM: Mr. Parker established a quorum.

MINUTES: Mary Powell moved to approve the February 28, 2024 Board meeting minutes. Frank Pyanoe seconded. Motion carried.

PRESENTATION: Nate Leonhard, Quality & Compliance Manager, introduced his coworker, Airiana Campbell, Quality Assurance Specialist. A Quality Assurance & Compliance presentation was shared. Highlights include:

- Compliance protects the agency and clients served.
- Must be in compliance with DBHDS regulations, Code of Virginia, Department of Medical Assistance and the MCOs (Managed Care Organizations), Office of Human Rights, HIPAA, and licensing.
- Identifying & Mitigating Risks: Weekly QA (Quality Assurance) meetings to review every serious incident report, identify trends and discuss ways to mitigate risk of harm, complete a root cause analysis for all reportable events, quarterly meetings with Quality Improvement Committee to review quarterly trends, areas of risk, quality of service, objectives for improvement, monthly safety inspections of physical site, and monthly emergency preparedness drills.
- Payer Compliance: DMAS (Department of Medical Assistance Services) manual informs minimum service expectations required to be able to receive reimbursement for services. The DMAS manual details the documentation and information that is required to be collected at intake, quarterly, and at each contact, and how often contacts must be. QA helps develop audit tools based around the manuals. Frequent chart auditing is common.
- Compliance with applicable laws & regulations: Equal Employment Opportunities Act, ADA (Americans with Disabilities Act) Requirements, HCBA (Home and Community-Based Alternatives) Waiver settings subject to these regulations, VA Department of Health, VA Department of Professions, statewide building code, uniform statewide fire prevention code.
- The Quality & Compliance Team consists of Airiana Campbell, Quality Assurance Specialist for Developmental Services (DS); Dana Fitzgerald, Quality & Compliance Director; and Nat Leonhard, Quality and Compliance Manager.

EXECUTIVE DIRECTOR'S REPORT: Dr. Kim McClanahan commented on the 3.27.2024 Executive Director's Report that was shared electronically with Board members.

- Anna Leavitt asked about the status of the 501c3. Ms. Tammy DuBose responded that the long form is prepared to be filed with the federal government. It is at the lawyer's office and everything has been reviewed. She expects to hear from the lawyer by Thursday, March 28th, then everything is ready to be filed. VCSB still has the \$10,000 offer from the bank which will help expedite the application process.

COMMITTEE REPORTS: Please see full reports enclosed.

Fiscal Oversight Committee:

- Barbara Kite shared the FY2024 February Financials. Hardcopies were shared with Board members. Highlights include:
 - DBHDS Audit Reviews came back very positive.
 - Financial Audit: There have been policies and procedures put in place; the results of that should manifest next year.
 - The Accountant has received proper training. She suggested hiring a Junior Accountant to help support the Accounting Department.
 - Balance Sheet: Total Assets \$23,964,005.49; Total Liabilities & Equity \$23,964,005.49; Total Cash \$17,538,264.62.
 - Budget to Actual: Gross Charges \$9,477,350; Wages & Benefits \$11,562,588; Surplus \$2,360,515.
 - Income Statement: Net Revenue \$18,626,905; Total Operating Expenses \$16,266,390; Surplus \$2,360,515.
- **The Fiscal Oversight Committee recommended the approval of the FY2024 February Financial Report. Approved.**

NEW BUSINESS: None.

OLD BUSINESS:

- **Update on Director of Finance Search:** Dr. McClanahan shared that there are two finalists. An offer will be made to candidate #1, and if that person declines, candidate #2 is an acceptable candidate.
- **Crisis Receiving Center/Crisis Stabilization Unit-Detoxification (CRS/CSU-D) Update:** Shared in the ED Report.
- **Community Participation Program 2.0 (CPP2.0) Update:** Ms. Martina stated that there are currently four individuals enrolled in the program; person number five is on the way. There is still just one employee. First round of applications, we interviewed about five or six; got down to three that did not pan out. The position was reposted and 46 applications were received; they were screened; now down to 15, and ready to schedule interviews. She is anxious to get a second employee, so the program can serve more clients. Medicaid authorizations are through. Billing is hung up in the security breach. The Reimbursement team is helping to get things built. Vector Industries has given VCSB a 3-month grace period for rent. The previous rent was \$3,300/month; current rent \$850/month; a significant savings. She said that Vector Industries has been phenomenal partners. Clients are committed to helping with the Little Food Pantry.
- **Orchard Lane Update:** Ms. Martina said that they received their approval from VDOT and Augusta Water. She gave recognition to Adrienne Moats, Purchasing Agent, for her diligent work with the IFB (Invitation For Bid) process. Ms. Martina hopes the IFB will be out by the end of this week. There is a June target line. She notified the Greenstone Residence Board and South River Property Managers of the project status which is at 50%. The ICF (Intermediate Care Facility) Team has a transition plan meeting on May 8th.
- **Executive Committee Bylaws Update:** Mr. Sullivan stated that the Bylaws are close to being finalized.
- Dr. McClanahan asked for the Board's consideration of changing the off month from August to July, as it would be helpful to the Finance team.

ADJOURNMENT: Ms. Powell moved to adjourn. Ms. Leavitt seconded. Motion carried.

Respectfully submitted:
Kathy Curry