

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
October 25, 2023
5:30 p.m.

Members Present: Ross Parker, Chair; Mary Powell, Vice Chair; Gin Chandler, Misty Cook, Stephanie Huffman, Emily Malcolm, Frank Pyanoe, Lt. Leslie Snyder, Dan Sullivan

Members Absent: Anna Leavitt, Treasurer; Debra Freeman-Belle, Amanda Francis, Sonya Pulliam-Payne

Visitor: Intermediate Care Facility (ICF) Resident

Staff Present: Dr. Kimberly McClanahan, Dereck Criner, Tina Martina, Barbara Kite, Shauna Douglass, Rachel Lockett, Krista Lynch, Kathy Curry, Tammy DuBose*, Dana Fitzgerald*, Kathy Kristiansen*

***Denotes via Zoom**

CALL TO ORDER: Ross Parker called the meeting to order at 5:33 pm.

ESTABLISH QUORUM: Mr. Parker established a quorum.

MINUTES: Mary Powell moved to approve the September 27, 2023 Board meeting minutes. Frank Pyanoe seconded. Misty Cook abstained. Motion carried.

INTRODUCTION OF NEW MEMBER: Mr. Parker introduced Gin Chandler, new member from Staunton.

PROGRAM PRESENTATION: Tina Martina introduced Rachel Lockett, ICF Services Assistant Manager; Shauna Douglass, ICF Services Supervisor; and an ICF resident. Ms. Lockett and Ms. Douglass shared an ICF/IID (Individuals with Intellectual Disabilities) presentation. Highlights include:

- An ICF/IID is an Intermediate Care Facility for Individuals with Intellectual Disabilities. It is an optional Medicaid benefit that allows each state to provide comprehensive and individualized healthcare and rehabilitation services to individuals to enhance their functional status and independence.
- Greenstone, est. 1989, and Grandview, est. 2004, ICFs are licensed by the Department of Behavioral Health & Developmental Services (DBHDS) and certified by the Center for Medicare Services (CMS) as ICFs for the intellectually disabled. The programs are funded by the Virginia Department of Medical Assistance Services (DMAS).
- The mission of the ICF/IID Services is to provide residential services that allow individuals to remain in their home community and live with as much dignity and independence as possible. Each individual is provided with a personalized array of services and supports that build on their unique strengths.
- Individuals must be at least 18 years of age, have a diagnosis of intellectual disability (ID) and require ICF/IID level of care.
- Direct Support Professionals (DSPs) are skilled professionals who provide supports for person-centered active treatment and hands on care to the individuals served, assure individuals' needs are met, safety is maintained, maintain cleanliness of the homes, and meet regulatory requirements.

EXECUTIVE DIRECTOR'S REPORT: Dr. Kim McClanahan commented on her 10.25.2023 Executive Director's Report that was shared electronically with Board members.

COMMITTEE REPORTS: Please see full reports enclosed.

Fiscal Oversight Committee:

- Barbara Kite, Financial Consultant, shared the FY2024 September Financials. Hardcopies were shared with Board members. She gave a shout out to the Reimbursement Team for doing a great job. Highlights include:
 - Balance Sheet: Total Assets \$21,763,006.30; Total Liabilities & Equity \$21,763,006.30; Operating Cash \$14,993,852.20.
 - Budget to Actual: Gross Charges \$3,633,749; Wages & Benefits \$4,041,844; Surplus \$1,146.218.

- Income Statement: Net Revenue \$6,958,164; Total Operating Expenses \$5,811,946; Surplus \$1,146,218.
- **The Fiscal Oversight Committee recommended approval of the FY2024 September Financial Report. Motion carried.**
- Ms. Kite shared that she and Mr. Dereck Criner are working on a concise Financial Summary to share with the full Board.
- **FY2024 Capital Budget Policies & Procedures and Capital Budget:** Ms. Kite commented on the Capital Budget Policies & procedures and Capital Budget. Hardcopies were shared with Board members. A discussion was initiated regarding the Capital Expense threshold of \$5,000. Ms. Cook expressed her concern regarding last year's leases being an issue with the audit and questioned if a discussion had been had with the auditors. Mr. Criner said that a conversation had been had with the auditors. Ms. Cook recommended a threshold of \$10,000. Discussion ensued regarding the threshold and GASB 87. Ms. Cook questioned if the policy addresses a limit on capital that has to be brought to the Board. Mr. Criner responded that there are two separate policies that address that, in part; one is the Fixed Assets and Capital Expense Policy which is under review and pending update. The other is the Procurement Policy that was revised in December 2022. Further discussion took place.
- **The Fiscal Oversight Committee recommended approval of the FY2024 Capital Budget. Motion carried.**
- **Health Insurance.** Mr. Criner shared that the total increase of the health insurance renewal is approximately 27%. There is no increase for dental insurance; vision will be moved from Ameritas to Anthem; an increase of 15% had been budgeted for; over the course of FY2023 realized an unexpected windfall of \$289,409. Mr. Criner recommended that VCSB absorb the additional cost of \$88,944.
- **The Fiscal Oversight Committee recommended approval of the Health Insurance Renewal with VCSB absorbing the full cost of the increase, using the 15% that was budgeted, the \$289,409 windfall, and assume the remaining \$88,944 out of the Operating Budget. Motion carried.**

Compliance Committee:

- Mr. Sullivan shared that the committee met on October 23rd; there was a quorum; VCSB is currently going through many audits. Ms. Dana Fitzgerald reported that there is one Human Rights Investigation under review, Adult Protective Services (APS) is involved, as well as Licensing and Human Rights. Ms. Fitzgerald said she would have more to share at the December 6th Board meeting.
- **Lt. Leslie Snyder moved to approve the July 24th, 2023 Compliance Meeting Minutes. Mr. Pyanoe seconded. Motion carried.**

Service Delivery Oversight Committee: Dr. McClanahan shared that the October 24, 2023 Service Delivery Oversight Committee meeting was canceled due to not having a quorum. Ms. Powell asked that the information packets that had been prepared for the committee meeting be included in the Board packet. Ms. Powell stated that currently there are only two committee members and the goal is to acquire more members. A discussion was held regarding that.

NEW BUSINESS:

- **Bylaws:** Dr. McClanahan stated that the Bylaws need to be reviewed every two years by the Executive Committee members. A discussion was held regarding having a virtual meeting. Mr. Parker requested that the current Bylaws be sent to the full Board.
- **Holiday Bonus:** Mr. Criner shared that the amount of the holiday bonus for this year is \$123,528.85; an amount of \$37,300.86 is covered by a Federal Award; remaining balance is \$86,227.99.
- **The Fiscal Oversight Committee recommended to accept the proposal for the Holiday Bonus with \$86,227.99 coming out of the Fund Balance. Motion carried.**
- **VCSB Client Satisfaction Survey:** Ms. Fitzgerald shared that there was a much better turnout than the previous year. The survey ran for three months versus for one month. Hardcopies were shared with the Board. She shared that the Office-Based Addiction Treatment (OBAT) Team worked diligently to encourage their clients to respond.

OLD BUSINESS:

- **501c3 Documents:** Dr. McClanahan shared that the Fiscal Committee authorized the formation of Valley Community Outreach. Mr. Parker said VCSB has control over the charity and there can be no walk-away.
- **Crisis Receiving Center/Crisis Stabilization Unit-Detoxification (CRC/CSU-D) Update:** Dr. McClanahan stated that there is no current update.
- **Update on Credible Billing:** Dr. McClanahan shared that VCSB hired two Reimbursement Specialists; the team is being increased so that VCSB will be able to fully depart from Credible Billing and have an In-House Billing Team.
- **Day Support Partnership with Vector Industries Update:** Ms. Martina introduced Krista Lynch, Assistant Director of Developmental Services. She said when the Developmental Services Department was restructured, part of that was creating two Assistant Director positions. Ms. Lynch is over Residential and Day Services and Assistant Director, Stacie Jackson, is

over Infant & Toddler Services and Support Coordination. A Conditional Use Permit was obtained for the property. The Documentation Specialist will start on November 1st. VCSB received a \$10,000 Community Foundation Grant and received one third (\$30,000) of the Jumpstart Grant. The Conditional License from DBHDS was received. The Provider Agreement with DMAS was confirmed; they are open and active and ready to resume billing. She recognized Ms. Fitzgerald and her Team and the Reimbursement Team for helping to make sure the Billing Matrix has the new rates and that these services are a part of the 12.5% rate increase that Waiver Services received; the new rates are in there and set up with Credible. She met with Vector Industries and they are installing additional lighting and cameras for a security system. Ms. Lynch submitted the Home and Community Based Services Self-Assessment required by DMAS in order to be able to bill for services. Will have two new staff members next Monday and Tuesday - Day Services Engagement Specialists. There are a couple of individuals interested in the program and ready to begin receiving services.

- **Update on Orchard Lane:** Ms. Martina said all is on track with the original timeline, the goal is to license the new location by October 1, 2024 and enroll individuals there. Approximately \$200,000 has been spent on the project to date. The building structure is strong and well built. There have been challenges on the property; the rock wall was not structurally sound or safe, so it was torn down and it will be replaced with a concrete wall with a rock veneer – a cost of approximately \$75,000. The oil was removed from the oil tank and they are getting ready to remove it; VCSB will be credited for the oil. Piping and sewage was an issue; tree roots were growing into the piping; it had to be replaced; the cost for pipes was \$53,872; land survey for the waterline was \$8,750, and Roto Rooter charged approximately \$765. Installation for natural gas is \$58,943. Met with Design vision Inc., and made decisions on appliances, fixtures, lighting, making sure ADA standards are met. The letter of Intent was submitted to the Virginia Department of Health on October 24th.
- **Financial Consultant Update:** Ms. Kite shared that the Accounting Department is being revamped, employees are being cross trained, and receiving additional training. The Accounting Team is improving communication and having monthly meetings with Fund Managers regarding spending.

Mr. Parker reminded everyone that there will be no November Board meeting; there will be a combined November/December meeting on December 6th.

MEETING ADJOURNED: Lt. Snyder moved to adjourn. Mr. Pyanoe seconded. Motion carried.

Respectfully submitted:
Kathy Curry