

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
December 6, 2023
5:30 p.m.

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

Members Absent: Ross Parker

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

***Denotes via Zoom**

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

ESTABLISH QUORUM: Ms. Powell established a quorum.

MINUTES: Dan Sullivan moved to approve the October 25, 2023 Board meeting minutes. Frank Pyanoe seconded. Amanda Francis abstained. Motion carried.

EXECUTIVE DIRECTOR'S REPORT: Dr. Kim McClanahan commented on her 12.6.2023 Executive Director's Report that was shared electronically with Board members.

COMMITTEE REPORTS: Please see full reports enclosed.

Fiscal Oversight Committee:

- Dereck Criner shared the FY2024 October Financials. Hardcopies were shared with Board members. Highlights include:
 - Balance Sheet: Total Assets \$22,599,286.55; Total Liabilities & Equity \$22,599,286.55; Total Cash \$16,358,647.74.
 - Budget to Actual: Gross Charges \$4,862,679; Wages & Benefits \$5,478,422; Surplus \$1,716,025.
 - Income Statement: Net Revenue \$9,562,269; Total Operating Expenses \$7,846,244; Surplus \$1,716,025.
- **The Fiscal Oversight Committee recommended the approval of the FY2024 October Financial Report as presented. Approved.**
- **The Fiscal Oversight Committee recommended the approval of five School-Based Child Mental Health Case Manager positions within Augusta County Schools. Approved.**

CONSENT AGENDA: Debra Freeman-Belle recommended approval of the Consent Agenda as presented. Motion carried.

NEW BUSINESS:

- **Executive Search Firm:** Baker Tilly was selected as the Executive Recruiter to conduct a nationwide search for a Finance Director.
- Dr. McClanahan shared that hardcopies of the second edition of Valley Voice are in the Board packet.
- Dr. McClanahan said that a copy of the updated VCSB Committee Assignments list is included in the Board packet.
- Dr. McClanahan shared that she had an interview with Patrick Hite of the Staunton News Leader regarding the Crisis Receiving Center and that news article is included in the Board packet.

OLD BUSINESS:

- **Update of Representative Payee Fee:** Dr. McClanahan shared that three years ago the Board voted to charge a \$30 fee to appropriate beneficiaries; the letters went out Friday, December 1st, so it will begin in January. She stated that it will be monitored closely for the first few months.

- **Crisis Receiving Center/Crisis Stabilization Unit-Detoxification (CRC/CSU-D) Update:** Dr. McClanahan stated that she received a follow-up email from DBHDS in the last few days and again today about looking at property. A visit is being set up with DBHDS to obtain their input with the state possibly donating a couple of acres to the project. Mr. Sullivan stated that he attended the State Board Meeting and he said the outlook is good that the project will happen. Mr. Sullivan shared informational handouts from that meeting with VCSB Board members, and he will also email copies to Board members. He stated that there is a lot of work being done to ensure that the governor will establish focus on behavioral health which includes the CRCs/CSUs. They have a strategic plan. He said if legislation finds the money, the outlook is good that the project will happen, and information indicates VCSB is high on the priority list.
- **Update on Bylaws:** Mr. Sullivan shared that at the state meeting, they approved their Freedom of Information Act (FOIA) rules that were vetted by the Attorney General. Mr. Sullivan is going to put those together, so VCSB Bylaws can be in conformance with those. The Bylaws will be shared with Board members for their review thirty days prior to the January 24th Board meeting; Board members will then vote on the Bylaws at the January Board meeting.
- **Orchard Lane Update:** Tina Martina shared that the renovations are on target. They ran into an issue with sewer lines. Roger Ramsey is heading up the project to resolve the issue. The goal is to move people in by September or October of 2024.
- **Update on Day Support:** Ms. Martina shared that she and Krista Lynch, Assistant Director of Developmental Services – Residential and Day Services, had their first meeting and the first person will be in services on December 20th. There were six initial referrals that were sent out to the Support Coordinators, and services are happening, with five to six individuals ready to start. She said Johanna Woodard is the Qualified Intellectual Disability Professional; she handles authorizations, billings, and treatments; on board December 1st. Alice Earhart, Direct Care Professional (DCP), was previously in our in-home services, and will provide direct care services.

ADJOURNMENT: Ms. Francis moved to adjourn. Lt. Leslie Snyder seconded. Motion carried.

Respectfully submitted:
Kathy Curry