

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
May 25, 2022
5:30 p.m.

Members Present: Dan Sullivan, Chair; Debbie Pyles, Vice Chair; Debra Freeman-Belle, Treasurer; Cynthia Burnett, Misty Cook, Emily Malcolm, Ross Parker, Mary Powell, Lisa Shiflett, Leslie Snyder, Nitch Narduzzi*

Members Absent: Linda Czyzyk, Anna Leavitt

Staff Present: Dr. Kimberly McClanahan, Tammy DuBose, Dereck Criner, Dr. Devin Foster, Dana Fitzgerald, Kathy Curry, Dr. Jack Barber*, Candy Calloway*, Kathy Kristiansen*, Jane Fetterman*

***Denotes via Zoom**

CALL TO ORDER: Chair, Dan Sullivan, called the meeting to order at 5:31 pm.

ESTABLISH QUORUM: Mr. Sullivan established a quorum.

ELECTRONIC PARTICIPATION: Mr. Sullivan stated that Nitch Narduzzi had been approved to participate remotely from her home in Staunton, Virginia, due to a medical condition.

PUBLIC COMMENT: No public comment.

MOMENT OF SILENCE: Mr. Sullivan asked for a moment of silence in honor of the Robb Elementary School Shooting victims and families in Uvalde, Texas.

MINUTES: Mary Powell moved to approve the amended April 27, 2022 Board minutes to reflect Misty Cook as being in attendance. Debbie Pyles seconded. Motion carried. Cynthia Burnett and Lisa Shiflett abstained.

ELECTRONIC COMMUNICATION POLICY: Mr. Sullivan said the policy was examined by the Board attorney and by the City of Staunton attorney. Ms. Narduzzi expressed her appreciation of the reformation of the new policy to be in compliance with state law. Ms. Narduzzi said she would like to continue the conversation about the application and processes of this policy at Valley. Mr. Sullivan said it would be discussed under Old Business. The Executive Committee recommended the approval of the new "Participation in Meetings by Electronic Communication Policy". **Approved.**

EXECUTIVE DIRECTOR'S REPORT: Dr. McClanahan commented on her 4.27.2022 report that was shared electronically with members. Ms. Narduzzi asked that with the Augusta County Commonwealth Attorney Office working on the Law Enforcement Assisted Diversion (LEAD) Program and with the recent start of the Deflection Program, which is in alignment with some of the Marcus Alert priorities, is there going to be collaboration between Valley and the Blue Ridge Criminal Justice Board or the Augusta County Commonwealth Attorney's Office on brainstorming about what we can do? Dr. McClanahan replied that Valley will be because the CSB is integral to this process and to the law. She will be talking with our Augusta County Board members here and Mr. Tucker is taking her to meet law enforcement officials. Ms. Kristiansen said Mr. Tucker collaborates with the Criminal Justice Board and we already collaborate with the LEAD Program. Ms. Narduzzi expressed her appreciation for the information and said it would be a great opportunity to team up to ask for funding from our state representatives. Dr. McClanahan said there is already funding available for Marcus Alert; the CSBs who are piloting it, which is one CSB per region, for the first year, each got \$600,000 to help stand it up, and it is our understanding that as more CSBs stand up these programs, they will get an equal amount of money. Ms. Narduzzi commented how wonderful it was that staff provided services at the Warm Shelter and asked Dr. McClanahan to thank staff for that.

COMMITTEE REPORTS: Please see full reports enclosed.

Finance Committee: Mr. Criner presented the April Financials.

- FY2022 April Total Cash: \$9,876,823.34.
- April 30, 2022 year-to-date Budget to Actual: Net Surplus \$3.2 million.
- Income Statement: July through March Revenue has remained in the \$2 to \$2.2 million range consistently in FY2022.
- April Revenue has an increase to \$3.6 million.
- **Mr. Sullivan asked for a vote to approve the financial report as presented. Approved.**

Budget Proposal: Mr. Criner presented the FY2023 budget proposal.

- Revenue Projections: John Montoro, consultant from the VML VACO Group, has looked at our revenue streams from previous years and has prepared an FY2023 Revenue Projection of \$24,717,705, that is compared to the FY2021/FY2022 Actual of \$23,627,697. Disability Services Gross Charges include Cost Report reimbursement for the ICFs Increases (\$338,404) and uncollected revenue pending for Disability Services is approximately \$1,000,000.
- Anticipated Department of Behavioral Health Developmental Services (DBHDS) Cost of Living Adjustment (COLA) is anticipated at \$165,000.
- Wage and Benefit Expenses: A 5% COLA for non-ICF positions and a 5% Cost of Living Adjustment plus market equity adjustment for ICF program positions, both effective July 1. There is a request for 14 new positions; 10 of the new positions are revenue generating positions.
- Total requests for new and ongoing expenditures: Retention \$50,000, includes plans to invest in our culture; training \$62,678, recruitment \$123,132, client engagement \$13,700, and new Human Resource Management System (HRMS) platform \$110,000.
- Dr. Devin Foster commented on what a great job Mr. Criner has done with the proposed budget and that the proposed budget is based on a guesstimate from past data. He welcomed questions from the Board and said his door is always open.
- Mr. Criner stated that an in-depth review of current salaries and compensation is being held. Four different benchmarks are being utilized. We are taking the Bureau of Labor Statistics (BLS) National Wage data and going through each of the Virginia Metropolitan Statistical areas and pulling out the data for the positions that we have based on their occupational codes. More specific to our role, the Virginia CSB (VACSB) Wage Survey does an overall comparison by size and by budget of all the CSBs. We are close to averages in many areas and there are some positions that are off target by 14%. Roughly 3% of our wages and benefits budget would be set aside for market equity adjustments for those positions to bring them up to the average level; that comes out to approximately \$448,450. Ms. Freeman-Belle asked about a worse-case scenario budget. Mr. Sullivan said that was not necessary, as the budget proposal is a living document.
- Mr. Criner requested that the FB&T Mortgage loan balance of \$648,478.14 be paid off. This was previously discussed and approved at the Fiscal Oversight Committee. **Mr. Sullivan stated that the motion was coming from the committee and did not need to be seconded. All were in favor. Motion carried.**

Nominating Committee: Ms. Pyles, on behalf of the Nominating Committee, presented the slate of officers for FY2023: Debra Freeman-Belle, Treasurer; Vice Chair, Dan Sullivan; and Chair, Ross Parker. Ms. Pyles asked for any additional nominations from the floor. The slate will be voted on at the June Board meeting.

Service Delivery Oversight Committee: Ms. Powell shared that the committee is continuing to work on program measures. She said the committee welcomes suggestions from the Board.

Compliance Committee: Ms. Pyles stated there is no report as the committee did not meet.

OLD/NEW BUSINESS:

- Dr. McClanahan shared the Brown-Edwards Audit report and said auditors asked the Board to review it and to report to them if they found any evidence of fraud.
- Ms. Shiflett recognized Ms. Calloway and Ms. Kristiansen for their support and collaboration regarding a traumatic event at her facility.

CLOSED SESSION: Ms. Pyles stated, "I move that the VCSB Board of Directors go into closed session pursuant to Section 2.2.-3711(A)(1) of the Code of Virginia, as amended, to discuss a specific appointee and to protect the privacy of the individual." Ms. Freeman-Belle seconded. Motion carried.

Ms. Pyles stated, "I move that the VCSB Board of Directors reconvene in open session and that only public business matters lawfully exempted from open meeting requirements and only such business matters as identified in the motion by which the closed meeting convened were heard, discussed, or considered." Ms. Freeman-Belle seconded. Motion carried.

So Certified:

- ✓ Dan Sullivan, Chair
- ✓ Debbie Pyles, Vice Chair
- ✓ Debra Freeman-Belle, Treasurer
- ✓ Cynthia Burnett
- ✓ Misty Cook
- ✓ Emily Malcolm
- ✓ Ross Parker
- ✓ Mary Powell
- ✓ Lisa Shiflett
- ✓ Leslie Snyder

Mr. Sullivan moved to approve the accommodation agreed upon during closed session. By a show of hands, the motion carried by a vote of 5 to 4.

MEETING ADJOURNED: Ms. Powell moved to adjourn. Ms. Cook seconded. Motion carried.

Respectfully Submitted:
Kathy Curry