

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
September 27, 2023
5:30 p.m.

Members Present: Ross Parker, Chair; Mary Powell, Vice Chair; Anna Leavitt, Treasurer; Amanda Francis, Stephanie Huffman, Emily Malcolm, Frank Pyanoe, Dan Sullivan, *Debra Freeman-Belle, *Sonya Pulliam-Payne

Members Absent: Gin Chandler, Misty Cook, Lt. Leslie Snyder

Staff Present: Dr. Kimberly McClanahan, Dereck Criner, Kathy Curry, Tammy DuBose, Dana Fitzgerald, Barbara Kite, Candy Calloway, Rebecca Everson, Alexis Ferry, Krista Lynch, *Kathy Kristiansen

***Denotes via Zoom**

CALL TO ORDER: Ross Parker called the meeting to order at 5:35 pm.

ESTABLISH QUORUM: Mr. Parker established a quorum.

ELECTRONIC PARTICIPATION: Debra Freeman-Belle stated that she is using her electronic participation pass and is attending from her home in Waynesboro, Virginia. Sonya Pulliam-Payne stated that she is using her electronic participation pass and attending from her home in Waynesboro, Virginia.

ANNUAL TRAINING: Board member position description documents were shared with each Board member. Mr. Parker asked each member to sign their position description document which indicates their understanding of their duties and testament that they completed the Freedom of Information Act (FOIA) and the Conflict of Interest (COI) trainings.

MINUTES: Mary Powell moved to approve the July 26, 2023 Board meeting minutes. Anna Leavitt seconded. Motion carried.

PROGRAM PRESENTATION: Alexis Ferry, Assertive Community Treatment (ACT) Team Lead, and Rebecca Everson, ACT Co-Lead shared an ACT presentation. Highlights include:

- TMACT (The Tool for Measurement of ACT Transition). July 2022, the team transitioned from PACT (Program of Assertive Community Treatment) to ACT to have more consistent treatment guidelines across the state of Virginia and improve fidelity.
- Small ACT group at maximum capacity of 50 clients. Clients must be over the age of 18 and be diagnosed with a serious and persistent mental illness (schizophrenia, schizoaffective, or bipolar type) with unsuccessful traditional outpatient services.
- ACT supports the community through treatment, support, engagement, and psychosocial rehabilitation. ACT accepts direct referrals from state hospitals or jail settings, or potential clients can be screened through open access at VCSB.
- ACT Crisis Line/Medication Prompts. Rotating schedule of staff who assist with crisis calls and evening medication prompts.
- Staff Day/Community Day. Weekly, a staff member travels into the community to meet ACT clients. Dr. Barber meets clients in their place of residence twice a month; completes 30% or more of his appointments in the community.
- Consistently met or surpassed productivity requirements for calendar year 2023.
- Currently serving 45 clients in the community.
- Graduation is framed around the overall process of the client's recovery.
- Amanda Francis questioned the percentage of families engaged with clients. Ms. Ferry responded that approximately 20% of clients have families that are actively engaged.
- Ms. Leavitt questioned if there are services to support family. Ms. Ferry replied that there is support provided for family; there is an option for family therapy. Kathy Kristiansen added that they can also be referred to NAMI (National Alliance on Mental Illness).

EXECUTIVE DIRECTOR'S REPORT: Dr. McClanahan commented on her 9.27.2023 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 August and July Financials. Hardcopies were shared with Board members. Highlights include:
 - August Balance Sheet: Total Assets \$20,728,554.00; Total Liabilities & Equity \$20,728,554.00; Operating Cash \$15,094,004.88. July Balance Sheet: Total Assets \$20,238,737.72; Total Liabilities & Equity \$20,238,737.72; Operating Cash \$14,593,808.38.
 - August Budget to Actual: Gross Charges \$2,449,477.00; Wages & Benefits \$2,671,328.00; Surplus \$749,512.00. July Budget to Actual: Gross Charges \$1,154,330.00; Wages & Benefits \$1,327,245.00; Surplus \$394,812.00.
 - August Income Statement: Net Revenue \$4,569,358.00; Total Operating Expenses \$3,819,846.00. July Income Statement: Net Revenue \$2,278,728; Total Operating Expenses \$1,883,916.00.
 - **Dan Sullivan moved to approve the FY2024 July and August Financial Reports. Frank Pyanoe seconded. Motion carried.**

NEW BUSINESS:

- **501c3 Documents.** Dr. McClanahan shared that a lawyer has been engaged regarding the charity organization. She shared that it is ready at the state level; waiting on the IRS to do its part. Incorporation papers and bylaws will be shared electronically with Board members. Her goal is to have everything ready to be voted on at the October Fiscal Oversight Committee meeting.

OLD BUSINESS:

- **Update on Crisis Receiving Center/Crisis Stabilization Unit-Detoxification (CRC/CSU-D).** Dr. McClanahan shared that there is a continued search for property.
- **Credible Billing Update.** Plan to contract with Credible Electronic Health Record (EHR) for another five years. VCSB is contracting with Credible Billing for one more year while building the In-House Reimbursement Team; two reimbursement specialists have been hired.
- **Update on Day Support Partnership with Vector Industries.** Going well, received license. Krista Lynch stated that the goal is to be ready by October.
- **Orchard Lane Renovation Update.** Krista Lynch shared that the project is going well.
- **Financial Consultant Update.** Ms. Kite shared the following highlights:
 - Reviewed and updated necessary policies and procedures.
 - Based upon Allowance for Doubtful Accounts, calculated the June 30, 2023 balance.
 - Per the auditors' request, updated previous year's narratives of description of process flows in several areas for FY2023.
 - Provided auditors with the general ledger account number for deposits of cash received from the state.
 - The Accounting Team received Great Plains Fixed Assets Module training.
 - A meeting was had with each member of the Accounting Team to discuss accounting duties.
 - Recommended that a check scanner be installed on the Accountant's computer.
 - She has the goal to obtain access to the federal awards WebGrants website, so can compare balances.
 - Realigning September month end closing process between the Accountant and the Senior Accountant for efficiency.
 - Revised the month end health insurance reconciliation. VCSB has no remaining self-funded liabilities.
 - She reiterated her recommendation that VCSB hire a Recruitment firm to begin the nationwide search for a Director of Finance. Mr. Parker plans to discuss the cost for the Executive Recruitment firm at October's Fiscal Oversight Committee meeting.
 - Mr. Criner gave recognition to Ms. Kite for the great work she is doing.
- **Cultural Review Committee.** There was no quorum. Mr. Parker recognized Mr. Criner for his hard work getting requested reports to the committee.

MEETING ADJOURNED: Ms. Leavitt moved to adjourn. Mr. Sullivan seconded. Motion carried.

Respectfully submitted:
Kathy Curry