

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
July 26, 2023
5:30 p.m.

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

Members Absent: Emily Malcolm, Leslie Snyder

Public Guest: Mr. Heinrich

Staff Present: Dr. Kimberly McClanahan, Dereck Criner, Tammy DuBose, Dana Fitzgerald, Kathy Curry, Barbara Kite, Krista Lynch, Sandy Buckland, Shannon Johnson, Jeff Robbins, *Natalie Taylor-Bell, *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: Sonya Pulliam-Payne stated that she is using her electronic participation pass and attending from Waynesboro, Virginia.

MINUTES: Mary Powell moved to approve the June 28, 2023 Board meeting minutes. Frank Pyanoe seconded. Anna Leavitt abstained. Approved.

PUBLIC COMMENT: Mr. Heinrich commented on staff turnover at VCSB, his relative's bill, and change in his relative's caseworkers. He also voiced concern for other clients who may have similar circumstances. Discussion ensued regarding his concerns. Dr. Kim McClanahan, staff members present, and Board members responded that his concerns would be addressed. Mr. Parker also referred Mr. Heinrich to view resources on the VCSB website.

PROGRAM PRESENTATION: Shannon Johnson, Jeff Robbins, and Sandy Buckland shared an Office-Based Addiction Treatment (OBAT) presentation. Highlights include:

- Current team members are Jeff Robbins, Sandy Buckland, Shannon Johnson, Keith Johnson, and Zed Kosowitz.
- OBAT treatment outline includes: induction phase, stabilization phase, and maintenance phase.
- Searching for individuals with recent/pending release from corrections system, recent/pending discharge from inpatient recovery center/hospitalization, history of poor adherence to medication regimen, comorbid alcohol use disorder/opioid use disorder (AUD/OD) and possible methamphetamine abuse, engaged in some drug courts – cannot take Suboxone, already detoxed/completed acute opioid withdrawal, history of OUD, risk for relapse, currently opioid naïve, and planning or engaged in medication-assisted treatment (MAT) taper.
- Provide MAT, i.e., Suboxone and Vivitrol to individuals.
- OBAT Mobile Unit will be Americans with Disabilities Act (ADA) compliant including a wheelchair lift. Will continue working with Augusta Health Mobile Clinic until the VCSB unit arrives including areas of Verona, Craigsville, Disciples Kitchen, The Mission, and other sites to be determined. Exact sites for unit to be determined but will include Augusta Health Mobile Clinic sites, Highland County, and other high-risk areas.

EXECUTIVE DIRECTOR'S REPORT: Dr. McClanahan commented on her 7.26.2023 report that was shared electronically with Board members. Highlights include:

- VCSB received excellent feedback from DBHDS regarding the Crisis Receiving Center/Crisis Stabilization Unit-Detoxification (CRC/CSU-D). She attended a stakeholders' meeting in Waynesboro and was informed that The Department

is committed to the project; they would like for VCSB to build the CRC/CSU-D. She was informed that VCSB should not expect the full \$26 million to come from DBHDS, and, to date, there is no signed state budget.

- She attended the Monday evening Waynesboro City Council meeting and the CRC/CSU-D project was discussed and well received.
- Mike Staley from WHSV-TV asked Dr. McClanahan for an interview regarding the CRC/CSU-D project, and she was on WHSV-TV 5 and 6 o'clock news. She said VCSB received an email from someone who had watched the interview and thought it was great and wanted to know where the Crisis Receiving Center was in Harrisonburg and Dr. McClanahan responded to the email.
- Dr. McClanahan and Tina Martina were interviewed by WHSV-TV regarding the VCSB Intermediate Care Facility (ICF) staffing crisis. Subsequent to that a job fair was held at VCSB. VCSB will be hiring potentially nine employees to fill the fourteen open ICF positions.

COMMITTEE REPORTS: Please see full reports enclosed.

Fiscal Oversight Committee:

- Dereck Criner, Interim Director of Finance, shared the FY2023 June Financials. Hardcopies were shared. Highlights include:
 - Balance Sheet: Total Assets \$19,825,500.48; Total Liabilities & Equity \$19,825,500.48, Operating Account \$14,228,073.16.
 - Budget to Actual: Gross Charges \$14,816,540; Wages & Benefits \$14,844,321 with unspent amount of \$246,880; Surplus \$3.48 million.
 - Income Statement: Net Revenue \$25,881,290; Total Operating Expenses \$22,398,517. Professional Services over a 12-month period approximately \$200,000 each month except June \$565; this reflects a revised allowance for Doubtful Accounts policy per the auditors' recommendations resulting in a correction in our favor of approximately \$200,000.
 - **The Fiscal Oversight Committee recommended approval of the FY2023 June Financial Report subject to audit corrections. Approved.**
- During the Fiscal Oversight Committee meeting, Barbara Kite recommended that a search for a Chief Financial Officer start immediately. **The Fiscal Oversight Committee recommended approval of greenlight to start looking for an executive search firm to search for a Chief Financial Officer. Motion carried.**
- **The Fiscal Oversight Committee recommended approval of the FY2024 Fee Schedule subject to any changes from Department of Medical Assistance Services (DMAS) including the ICC fees that are set by DMAS. Approved.**

Service Delivery Oversight Committee: Ms. Powell reported that there are ongoing staffing challenges. Behavioral Health and Developmental Services reports, Dashboard Measures, and whether VCSB is meeting the Performance Contract were shared. VCSB is doing great with measures except Same Day Access which is struggling without enough staff.

Compliance Committee: Dan Sullivan shared that there has been a reduction in incident reports. Regarding home and community-based settings, the lease individuals have with providers/homeowners must meet the tenant landlord law. Dr. McClanahan stated that letters and brochures were sent to private hospitals regarding referrals and VCSB Same Day Access process. She shared that she recently visited an Urgent Care and shared referral and same day access information with them.

NEW BUSINESS:

- **Cultural Review Committee:** Mr. Parker shared that the Cultural Review Committee had its first meeting on Monday, of which Amanda Francis is the Chair. The decision was made to meet in person on a monthly basis. If additional meetings are needed in the interim, meetings will be held via Zoom. The main focus is going to be starting with employees and clients with focus on diversity, equality, and inclusion in organization practices; analyze equality in service access for the clients in our region, assess equality in the relationship/culture between the Executive Leadership team (ELT) and the directors and employees within their departments; review current diversity metrics for the organization; assess hiring practices at the organization; define employee engagement opportunities between staff and ELT at VCSB. Social – sustaining community engagement with VCSB and supporting fair and healthy working conditions; governance, i.e., review policies/processes in place to support diversity and equality practices within VCSB; employee training regarding diversity, equality, and inclusion; what policies are in place to curb and actively prevent discrimination, bullying, and sexual harassment within VCSB. The committee would like to review provided data and draft initial findings by September 29, 2023, set internal meetings with

staff, directors, and ELT with a target two to three days' worth of interviews between November 6 – 10, 2023; present findings to full Board at the December 2023 meeting and present final findings and report to the full Board by the March 2024 meeting.

- Mr. Parker announced that there are no August committee meetings or Board meeting.
- Mr. Parker shared that the contract was signed for Dr. McClanahan to be the Executive Director for another year. He commended her on her phenomenal work.

OLD BUSINESS:

- **Update on Credible Billing:** Dr. McClanahan stated that the Fiscal Oversight Committee had asked for a proposal regarding bringing billing back in house. VCSB may continue with Credible Billing for another year. Recruitment for Reimbursement Specialists began about a month ago and there are no potential candidates. Credible has to be notified by October if VCSB wants to terminate the billing contract. She stated she will bring the proposal to the Fiscal Committee once a decision is made regarding the in-house billing plan. Mr. Parker said he anticipates there will be overlapping if VCSB proceeds with the in-house billing plan.
- **Day Support Partnership with Vector Industries Update:** Dr. McClanahan shared that VCSB has a signed contract with Vector Industries, is in the process of obtaining licensing, and the goal is to begin services as soon as the license is approved.
- **Update on Orchard Lane Renovation:** Dr. McClanahan shared that VCSB has a signed contract. VCSB Staff cleaned the building out. Adrienne Moats, Purchasing Agent, sold many items.
- **Strategic Plan:** Dr. McClanahan said as part of the VCSB Strategic Plan, there will be a quarterly shareholder VCSB newsletter, "Valley Voice," edited by Lynn Harris. It will go out in the next week or two to stakeholders, Board members, and other locations.

CLOSED SESSION:

Ms. Leavitt moved that 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 personnel matters related to specific individuals and to protect the privacy of the individuals in personnel matters. Mr. Sullivan seconded. Approved.

Ms. Leavitt moved 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. Mr. Pyanoe Seconded. Approved.

So Certified:

- ✓ Stephanie Huffman
- ✓ Amanda Francis
- ✓ Debra Freeman-Belle
- ✓ Mary Powell
- ✓ Ross Parker
- ✓ Anna Leavitt
- ✓ Misty Cook
- ✓ Frank Pyanoe
- ✓ Sonya Pulliam-Payne

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

Respectfully submitted:
Kathy Curry