

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
June 26, 2024
5:30 p.m.

Members Present: Ross Parker, Chair; Mary Powell, Vice Chair; Anna Leavitt, Treasurer; Misty Cook, Jennifer Emanuel, Amanda Francis, Tracy Henke, Stephanie Huffman, Sonya Pulliam-Payne, Lt. Leslie Snyder, Dan Sullivan, Nate Riddle*

Members Absent: Jerri Botkin, Gin Chandler, Frank Pyanoe

Staff Present: Dr. Kimberly McClanahan, Dereck Criner, Barbara Kite, John Sandy, Tammy DuBose, Kathy Kristiansen, Tina Martina, Krista Lynch, Candy Calloway, Patti Armstrong, Lydia Campbell, Miranda Amick, Cody Rexrode, Jessica Orren, Kathy Curry, Dana Fitzgerald*

Visitor: Mr. Hausrath

***Denotes via Zoom**

CALL TO ORDER: Ross Parker, Chair, called the meeting to order at 5:30pm.

ESTABLISH QUORUM: Mr. Parker established a quorum.

ELECTRONIC PARTICIPATION: Mr. Nate Riddle utilized an electronic participation pass, joining from Kentucky.

INTRODUCTION OF NEW DIRECTOR OF FINANCE: Dr. Kim McClanahan introduced John Sandy who comes from Loudon County and brings an amazing amount of expertise to VCSB.

RECOGNITION OF DEPARTING BOARD MEMBERS: Dan Sullivan and Misty Cook were recognized for their years of service and were presented with service awards.

Mr. Parker announced that he is resigning from the Board of Directors due to competing obligations from his employment.

MINUTES: Anna Leavitt moved to approve the May 22, 2024 Board meeting minutes. Dan Sullivan seconded. Motion carried.

VCSB DIVERSITY, EQUITY, AND INCLUSION (DEI) SURVEY PRESENTATION: Dr. Amy Thelk shared a VCSB DEI Survey presentation. Highlights include overview included methodology, demographics of respondents, findings from each section, and lessons learned. She discussed the findings from each section, including Attitudes and Culture, Hiring, Recruitment and Support, Professional Development Opportunities, Evaluation and Promotion, Immediate Supervisor, Belonging, Discrimination and Harassment. Lessons learned include new employees may have limited experiences on which to base responses, different access to information; overall, VCSB is regarded as an inclusive and supportive place to work, comments provide further insight – dissatisfaction low but that input is valuable.

Mr. Parker stated that the Ad Hoc Cultural Review Committee has looked at those documents, met with the JEDI Committee, spoke with different individuals, and findings were consistent with Dr. Thelk's findings. He said that transparency is needed, and the Board and the Leadership team need to be more accessible. Tracy Henke asked about a demographic breakdown of individuals utilizing services as compared to the percentages of people who are staff to see if staff representation is equivalent with client representation. Discussion was held regarding this.

PEER RECOVERY SPECIALISTS (PRS) PRESENTATION: Miranda Amick, Cody Rexrode, and Jessica Orren shared a PRS presentation. Highlights included:

- Per the SAMSHA website: "Peer support workers are people who have been successful in the recovery process who help others experiencing similar situations. Through shared understanding, respect, and mutual empowerment, peer support workers help people become and stay engaged in the recovery process and reduce the likelihood of relapse. Peer support

services can effectively extend the reach of treatment beyond the clinical setting into the everyday environment of those seeking a successful, sustained recovery process.”

- At VCSB, there is an array of PRS services to fit the needs of anyone who walks through the door: Mental Health, ARTS (Addiction Recovery Treatment Services), PSH (Permanent Supportive Housing), Veteran, Youth Support Partner, Family Support Partner, OBAT (Office Based Addiction Treatment), CITAC (Crisis Intervention Team Assessment Center).

EXECUTIVE DIRECTOR’S REPORT: Dr. Kim McClanahan commented on the June 26, 2024 Executive Director’s Report that was shared electronically with Board members.

Dr. McClanahan announced that the Town Hall meeting will be taking place at the Best Western in Waynesboro on Thursday, June 27th, from 1:30pm to 4:30pm and invited Board members to attend. She shared that the Crisis Intervention Team Assessment Center (CITAC) is up and running and it is going well. She said they are excited about being able to help with the overcrowding of the emergency department. She also shared that staff thank the Board very much for the bonus.

COMMITTEE REPORTS: Please see full reports enclosed.

Fiscal Oversight Committee:

- **FY2024 May Financials:** Hardcopies were shared with Board members. Barbara Kite stated that overall VCSB is doing well. Highlights include:
 - A proposal was made to move the \$5,518,673.63 balance of the Money Market Reserve to a designated Fund Balance as a Reserve account.
 - Balance Sheet: Total Assets \$25,205,276.85; Total Liabilities & Equity \$25,205,276.85; Total Cash \$18,490,816.81.
 - Budget to Actual: Gross Charges \$13,312,637; Wages & Benefits \$16,859,028; Surplus \$2,087,387.
 - Income Statement: Net Revenue \$25,675,646; Total Operating Expenses \$23,588,259; Surplus \$2,087,387.
- **Mr. Parker stated that the recommendation coming out of the Fiscal Oversight Committee is to approve the FY2024 May Financial Report as presented. Motion carried.**
- **Mr. Parker stated that the recommendation coming out of the Fiscal Oversight Committee is to approve moving the funds in the Money Market account to a restricted designated Fund Balance. Motion carried.**
- **FY2025 Budget Proposal:** Hardcopies were shared with committee members. Mr. Criner said that the revised budget is due largely to updates to Revenue, and he shared the following highlights:
 - Gross Charges: projected revenue for vacant or proposed positions totaling approximately \$2.7m and revenue projected based using a 3-year average.
 - Contractual adjustments set at approximately 8% of gross charges, which is in line with historical performance.
 - Other Fees include the known award amounts for FY2025 from DBHDS as of May 30, 2024, including approximately \$1m in new unrestricted state funding; additional awards are anticipated to fund workforce development initiatives.
 - Wages and Benefits: COLA 3% and 16 new positions. Of the 16 proposed positions, 12 are revenue producing (expected to produce approximately \$1.1m/year), and 3 are funded. Also included is a 16% increase in health insurance and a 10% increase in dental insurance based on current and improving utilization trends.
 - Occupancy includes approximately \$200,000 for rental space in anticipation of new, much needed space.
 - Cost settlement net difference \$385,000.
- **Mr. Parker stated that the recommendation coming out of the Fiscal Oversight Committee is to approve the FY2025 Budget as proposed. Motion carried.**

NEW BUSINESS:

- **FY2024 Audit Update:** Mr. Criner shared that the auditors came to VCSB the second week of June. The auditors commented that they could see the impact of all the work that delayed the FY2023 audit, i.e., cleaning up all the federal funds in our accounts across the board, changes in how reconciliations and reimbursement requests are handled. He said there are a few requests that are still being worked on and expects to see them back toward the end of August/early September time frame for the next onsite visit; so far all is well.
- **Presentation of Proposed Slate of Officers for FY2025:** Mr. Parker stated that the proposed slate of officers are for Chair, Mary Powell; Vice Chair, Amanda Francis; and Treasurer, Gin Chandler. He opened the floor for any other nominations. There were no other nominations. **Mr. Parker called for a vote of approval of the slate of officers for FY2025 as presented. Approved.**
- **Reappointment of Valley Community Outreach (VCO) 501c3 Members:** Mr. Parker asked for a motion to reappoint current VCO 501c3 members. **Ms. Leavitt moved to reappoint the current members of the Valley Community Outreach 501c3 with the new term beginning July 1, 2024 with Dan Sullivan and Gin Chandler to serve a 4-year term; Mary**

Powell and Dereck Criner to serve a 3-year term; and Tammy DuBose to serve a 2-year term. Ms. Henke seconded. Motion carried.

- **Bank Resolution:** Mr. Parker asked for a motion for delegation of authority for bank transactions to Executive Director, Dr. McClanahan; Treasurer, Gin Chandler; Director of Finance, John Sandy; and Director of Human Resources, Dereck Criner. **Mr. Sullivan moved that delegation of authority for bank transactions be granted to Executive Director, Dr. McClanahan; Treasurer, Gin Chandler; Director of Finance, John Sandy; and Director of Human Resources, Dereck Criner. Mary Powell seconded. Approved.**
- Mr. Parker stated that he completed Dr. McClanahan’s yearly evaluation, she did a great job, and her contract was signed for another year.

OLD BUSINESS:

- **Executive Committee Bylaws Update:** Mr. Parker stated that changes are being made to the Bylaws and they will be presented at the August Board meeting for approval.

CLOSED SESSION

Ms. Leavitt moved that the Board of Directors go into closed session pursuant to Section 2.2-3711(A)(3) of the Code of Virginia, as amended, for discussion or consideration of the acquisition of real property for a public purpose. Ms. Henke seconded.

Ms. Leavitt moved that the 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. Henke seconded.

SO CERTIFIED:

- ✓ Jennifer Emanuel
- ✓ Sonya Pulliam-Payne
- ✓ Misty Cook
- ✓ Dan Sullivan
- ✓ Anna Leavitt
- ✓ Ross Parker
- ✓ Mary Powell
- ✓ Amanda Francis
- ✓ Stephanie Huffman
- ✓ Leslie Snyder
- ✓ Tracy Henke
- ✓ Nate Riddle

Mr. Parker stated that the motion coming out of closed session is the motion to allow Valley Community Services Board to enter into a commercial purchase agreement with a 90-day discovery period, putting down earnest money of \$25,000, and allowing John Sandy, the new Director of Finance, power to negotiate. Ms. Powell seconded. Motion carried. This purchase agreement is specific to the property at 500 Commerce, Staunton, for the purpose of expanding space to meet current needs.

Mr. Parker announced that there will be no July 2024 Board meeting.

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

Respectfully submitted:
Kathy Curry