

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
March 22, 2023
5:30 p.m.

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

Members Absent: Jeremy Leach

Staff Present: Dr. Kimberly McClanahan, Dereck Criner, Kathy Curry, Tammy DuBose, Leah Hale, Kathy Kristiansen, Tina Martina, Jane Fetterman*, Dana Fitzgerald*

***Denotes via Zoom**

CALL TO ORDER: Chair, Ross Parker, called the meeting to order at 5:34 pm.

ESTABLISH QUORUM: Mr. Parker established a quorum.

ELECTRONIC PARTICIPATION: Emily Malcolm stated she is participating from her office in Monterey and is using one of her virtual participation passes.

PUBLIC COMMENT: No public comment.

MINUTES: Leslie Snyder moved to approve the February 22nd Board meeting minutes. Frank Pyanoe seconded. Approved.

PROGRAM PRESENTATION: Leah Hale shared a Veteran Support presentation. Highlights included:

- Veteran Support Services:
 - Provide networking to the Veterans Administration (VA) system for Veterans and their families.
 - Advocate for Veterans and their families.
 - Provide support to Veterans and their families.
 - Support Community Service Board involvement with state and regional legislative endeavors that support Veterans and their families.
 - Connect Veterans and their families with resources and outside organizations.

EXECUTIVE DIRECTOR'S REPORT: Dr. Kim McClanahan commented on her 3.22.2023 report that was shared electronically with members.

Anna Leavitt asked where VCSB stood in regard to face-to-face services. Kathy Kristiansen responded that services are being provided face-to-face in outpatient, especially Child & Family, and with Adults; there are two Intensive Outpatient (IOP) services that are in person. Adults prefer virtual, and there is a waiting list for IOP because they prefer virtual. Pre-screenings are performed virtually.

Dr. McClanahan noted that there has been some discussion regarding civil commitment interviews being completed by telehealth rather than in person at Augusta Health (AH). VCSB staff continue to work with AH Emergency Department staff to ensure appropriate evaluations for those in need.

COMMITTEE REPORT: Please see full report enclosed.

Finance Committee:

- Dereck Criner, Interim Director of Finance, shared the FY2022 Year-End and FY2023 January and February Financials. Adjustments were made in the FY2022 Year-End Financials that were identified by the auditors. Highlights include:
 - FY2022 Year-End Balance Sheet: Total Cash \$10,586,901.73; Total Assets \$16,083,941.66; Total Liabilities & Equity \$16,083,941.66. Adjustments: the balance sheet had a total net positive impact of 2.34% overall; on the balance sheet there are now two line items – one on the Assets & Liabilities which is Leases, a result of the GASB No. 87 changes; there is not a prior year's comparison; the auditors provided that

comparison in the FY2022 Financial Audit Report. Income Statement Adjustment: from \$3.8 million Surplus to \$4.2 million Surplus – the majority of that is nested in the Wages & Benefits category due primarily to half a million dollar adjustment to OPEB (Other Postemployment Benefits) that the auditors made.

- o FY2023 January Balance Sheet: Total Cash \$11,941,879.62; Total Assets \$16,810,287.60; Total Liabilities & Equity \$16,810,287.60. Revisions to Income Statement: Net impact approximately \$10,000 because several adjustments were made, cleaned up Deferred Accounts and created Accounts Receivable Balances for the Federal Funds.
- o FY2023 February Balance Sheet: Total Cash \$13,027,535.10; Total Assets \$17,400,786.19; Total Liabilities & Equity \$17,400,786.19; Year-To-Date: Surplus \$2.2 million. FY2023 Budget Projections versus Actuals have been good.
- **The Fiscal Oversight Committee recommended approval of the updated FY2022 Year-End and FY2023 January and February Financial Reports. Approved.**

NEW BUSINESS:

- **SESCO Management Consultation:** Mr. Criner shared that VCSB consulted with SESCO to review the compensation program which includes an analysis of all positions using a 15-factor system. He gave acknowledgement to the Leadership Team members who have been involved in this project.
- **Employee Engagement Survey:** Mr. Criner gave an update. There was great feedback with an employee participation rate of approximately 90%; 183/204 employees. A team of employees will analyze the data, and a formal summary is being drawn up of the overall organization and of each of the individual departments. Focus groups are being created which will review the information with employees directly. The survey consisted of three core sections: Culture, Work Environment, and Compensation and Benefits. The overall score was a 4/5. Fifty-four percent of employees have looked for opportunities elsewhere, compensation being the highest ranking reason, followed by workload and flexibility.
- **Director of Finance Search Update:** Mr. Parker announced there will be a closed session following Dr. McClanahan's 501c3 update just to align more closely on the exact requirements from the Board.
- **Representative Payee Program:** Dr. McClanahan shared that the Representative Payee employee has submitted her notice of resignation for January 2024. The Fiscal Oversight Committee's consensus was that this is a part of VCSB's mission, so will hire and train someone, and continue the position. There will be a service fee of \$30/month; some exceptions will apply and will be outlined in a policy.
- **Credible Billing:** Dr. McClanahan stated a discussion was held regarding Credible billing services during the Fiscal Oversight Committee meeting in which she stated her goal is to build a viable in-house Billing Team; Misty Cook requested a proposal for the in-house billing, including an organizational chart and potential cost. Dr. McClanahan reported that she would bring a proposal to the table no later than the June 2023 Board meeting.

OLD BUSINESS:

- **Day Support Partnership with Vector Industries Update:** Tina Martina stated she shared the budget with the Fiscal Oversight Committee. The VCSB upfront investment is now projected at \$78,000 without the grants. The Community Foundation Grant was submitted and VCSB should hear something in May. The DBHDS Startup Grant was submitted for \$30,000; there is no response to date. ARPA (American Rescue Plan Act) funding requests to City of Staunton and City of Waynesboro were not granted. **The Fiscal Oversight Committee recommended approval of a \$78,000 upfront investment with no contingency on the grants. Approved with one nay vote from Ms. Cook.** Ms. Martina shared her appreciation to the Board.
- **Orchard Lane Update:** Ms. Martina shared that the Healthcare Operations Planned Development Team is helping develop a plan on how to transition out of one home into the next one. Invitation for Bid (IFB) process status: the Request for Qualification (RFQ) solicitation went out on February 8th. On February 27th VCSB hosted a Preproposal Conference at Orchard Lane in which four contractors attended. The bid deadline is April 3rd. She will reach out to the Virginia Department of Health regarding Life Safety Codes. There needs to be a water supply assessment due to being required to have a commercial sprinkler system.
- **501c3 Update:** Dr. McClanahan stated that a meeting will be held on March 23rd with Board member, Anna Leavitt, to gain her expertise regarding the makeup of Valley Community Outreach (VCO) Incorporating Board. A grant was submitted to a local bank with no feedback to date. Valley did not qualify for the \$15 million HRSA grant that had been discussed previously with some Board members; this grant would have been for capital projects. Grant Coordinator, Lynn Harris, is writing grants for the potential development of the Crisis Receiving Center. Mr. Sullivan

commented on the proposal going forward for the Crisis Receiving Center; stating the Board needs to make a commitment regarding funding, not just relying on other sources of funding for capital improvements. He would like a discussion to be held at a later date regarding setting aside \$2 million as a contribution to the effort. He stated it will be a payoff for the community as well as financially.

CLOSED SESSION:

Debra Freeman-Belle 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. Anna Leavitt seconded. Approved.

Ms. Freeman-Belle 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. Ms. Leavitt Seconded. Approved.

So Certified:

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

Ms. Leavitt made the motion for third party contract services for a Financial Consultant for a minimum of twelve months with a three-month overlap with the new Chief Financial Officer with the bid out by April 3rd and bids available for review by April 26th. Ms. Freeman-Belle seconded. Approved.

Ms. Leavitt made the motion that contract services for a third party Chief Financial Officer search begin six months after the contract services for a Financial Consultant begins. Ms. Freeman-Belle seconded. Approved.

Ms. Leavitt made the motion that the Ad Hoc Committee on culture, led by a third party, will have its first meeting scheduled before May and a third party to be named. Ms. Freeman-Belle seconded. Approved.

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

Respectfully submitted:
Kathy Curry