

**Valley Community Services Board**  
**85 Sanger's Lane, Staunton, VA**  
**January 24, 2024**  
**5:30 p.m.**

**Members Present:** Ross Parker, Chair; Mary Powell, Vice Chair; Anna Leavitt, Treasurer; Gin Chandler, Misty Cook, Amanda Francis, Stephanie Huffman, Sonya Pulliam-Payne, Frank Pyanoe, Lt. Leslie Snyder, Dan Sullivan

**Members Absent:**

**Staff Present:** Dr. Kimberly McClanahan, Dereck Criner, Tammy DuBose, Tina Martina, Candy Calloway, Krista Lynch, Melanie Wingfield, Patti Armstrong, Kathy Curry, Dana Fitzgerald\*, Kathy Kristiansen\*

**\*Denotes via Zoom**

**CALL TO ORDER:** Ross Parker called the meeting to order at 5:31 pm.

**ESTABLISH QUORUM:** Mr. Parker established a quorum.

**ANNOUNCEMENT:** Mr. Parker shared that Debra Freeman-Belle and Emily Malcolm submitted their resignations from the Board.

**MINUTES:** Frank Pyanoe moved to approve the December 6, 2023 Board meeting minutes. Anna Leavitt seconded. Motion carried.

**EXECUTIVE DIRECTOR'S REPORT:** Dr. Kim McClanahan commented on her 1.24.2024 Executive Director's Report that was shared electronically with Board members.

**COMMITTEE REPORTS:** Please see full reports enclosed.

**Fiscal Oversight Committee:**

- Dereck Criner shared the FY2024 November and December Financials. Hardcopies were shared with Board members. Highlights include:
  - November Balance Sheet: Total Assets \$22,556,677.28; Total Liabilities & Equity \$22,556,677.28; Total Cash \$16,190,548.05. December Balance Sheet: Total Assets \$22,685,670.92; Total Liabilities & Equity \$22,685,670.92; Total Cash \$16,333,817.40.
  - November Budget to Actual: Gross Charges \$6,040,718; Wages & Benefits \$7,045,991; Surplus \$1,704,505. December Budget to Actual: Gross Charges \$7,169,221; Wages & Benefits \$8,490,823; Surplus \$1,925,230.
  - November Income Statement: Net Revenue \$11,761,489; Total Operating Expenses \$10,057,068; Surplus \$1,704,421. December Income Statement: Net Revenue \$13,929,930; Total Operating Expenses \$12,004,700; Surplus \$1,925,230.
- **The Fiscal Oversight Committee recommended the approval of the FY2024 November and December Financial Reports as presented. Approved.**
- **FY2024 Budget Adjustment Proposal.** Mr. Criner stated that the proposed adjustment includes an additional \$1M in Revenue related to the positions that have been added since the start of the fiscal year and a couple of other adjustments from increased state money. It also projects an additional approximately \$1.5M in Operating Expenses, bringing projected surplus to \$148,000; however, VCSB is trending well ahead of that projection. The adjustments include a 2% Cost of Living Adjustment (COLA) of which the state gave VCSB \$34,000. The total cost to VCSB will be \$174,000, but DBHDS also gave VCSB \$254,000 in compensation money straight from DBHDS' ongoing commitment to CSB compensation, thus, the cost of the COLA will be covered with available funds. **The Fiscal Oversight Committee recommended approval of the FY2024 Budget Adjustment Proposal as presented. Approved.**
- **FY2023 Independent Audit.** Mr. Criner stated that the Independent Audit is still underway with Brown Edwards. He said he needs the budget adjustments so that he can revise the FY2023 books. The draft report has not been seen; however, there has been communication about findings and how to address things along the way. It is anticipated that the Audit Report will be

available by the February Board meeting. It is also anticipated that the DBHDS Audit Report will be available by the February Board meeting; what has been viewed so far is a very good report.

- **Compliance Committee:** Mr. Sullivan reported that there was discussion about updating the Bylaws.
- **Service Delivery Oversight Committee:** Ms. Powell shared that a discussion was had about the VCSB building being full, finding office space for employees, and the need for creative solutions.

#### **NEW BUSINESS:**

- **Bylaws Update:** Mr. Parker stated that updates were made to the Bylaws on Tuesday. The FOIA update was sent out to Board members via email. He said the goal is to circulate the updated Bylaws to Board members via email two weeks in advance of the February Board meeting. He said the other changes were on membership requirements and there were some changes to citations in code.

#### **OLD BUSINESS:**

- **Director of Finance Update:** Baker Tilly provided an update that there are three strong qualified candidates. The review of applicants will begin on February 12<sup>th</sup>, and then from February 13<sup>th</sup> through February 27<sup>th</sup> they will work on the review process. The goal is to select semifinalists on February 28<sup>th</sup> and finalists will be selected on March 4<sup>th</sup>. Then, interviews will be scheduled. The goal is to have this closed by April. Mr. Parker stated that we will have Ms. Kite for a three-month transition period.
- **Update of Representative Payee Fee:** Dr. McClanahan shared that this is our first month of charging \$30, and the Representative Payee employee told her that 140 clients would be participating. She said they were going to keep a close eye on it for the first few months to make sure money is not being taken from those who cannot afford it.
- **Crisis Receiving Center/Crisis Stabilization Unit-Detoxification (CRC/CSU-D) Update:** Dr. McClanahan stated that there are no updates beyond that which she mentioned in her ED report.
- **Update on Day Support:** Ms. Martina shared that the first client started in December. They have a meeting with client #2 and mother tomorrow and hope to have them enrolled by the end of January. There are six additional referrals. Clients that were in the program three years ago are interested; working with eight people. There is one Direct Care Professional (DCP), Alice Earhart, who had been in the In-Home program that closed; she agreed to transition to the Intermediate Care Facility (ICF) program, and she is ready to start with Day Support; she is seasoned and well trained and will be one-on-one supports, and Johanna Woodard is the Documentation Specialist who is also well seasoned. There is a second potential DCP, however, we are waiting for the CANIS (Child and Adult Abuse and Neglect) background check report to come back. The goal is to get the infrastructure in place, so they will have the availability to take on clients and be able to start services. She said there would be a press release with the help of VCSB Grant Coordinator, Lynn Harris.
- **Orchard Lane Update:** Ms. Martina said that the renovations are on target and shared a picture presentation of the project. They are waiting on Augusta County to approve the sewer and water plan. Lee Building reported the project is 50% complete. She said it is anticipated that it will be completed the summer of 2024; however, it will take another 30 to 60 days to get licensed and get furniture set up. The goal is to have a ribbon cutting and clients moving in by early fall.
- Dr. McClanahan shared that there are articles included in the Board packet, including the press release - "Governor Glenn Youngkin Announces Key Right Help, Right Now Investments into Virginia's Emergency Room Alternatives" and the approval of VCSB Crisis Receiving Center, another article regarding the CRC - "The Future of Mental Health Crisis Treatment" featuring Robert Tucker, Assistant Director of Crisis Continuum Services, and an article regarding housing - "Brown Bag Luncheon Hope to Tackle Housing Crisis."

**ADJOURNMENT: Ms. Powell moved to adjourn. Lt. Leslie Snyder seconded. Motion carried.**

Respectfully submitted:  
Kathy Curry