

**Valley Community Services Board**  
**85 Sanger's Lane, Staunton, VA**  
**February 28, 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, Frank Pyanoe, Lt. Leslie Snyder, Dan Sullivan

**Members Absent:** Sonya Pulliam-Payne

**Staff Present:** Dr. Kimberly McClanahan, Dereck Criner, Tammy DuBose, Kathy Kristiansen, Tina Martina, Candy Calloway, Kelli Dunkum, Barbara Kite, Krista Lynch, Amanda O'Connell, Kathy Curry, Dana Fitzgerald\*

**\*Denotes via Zoom**

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

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

**MINUTES:** Mary Powell moved to approve the January 24, 2024 Board meeting minutes. Misty Cook seconded. Motion carried.

**PRESENTATION:** Kelli Dunkum and Amanda O'Connell shared a Child Mental Health Case Management Services presentation. Highlights include:

- Child Case Management serves children ages 3-17; ages 3-7 must meet at risk of SED (serious emotional disturbance) criteria; ages 8-17 must meet SED criteria. Case Management helps families identify barriers to success and addresses barriers.
- Clients are served by Case Managers who make referrals, provide monitoring/support through collaboration with community providers and assist the family in developing a discharge plan in an effort for them to continue to be successful without services and/or have the knowledge to access community-based supports independently.
- Community Based Child Case Managers carry caseloads of 32.
- School-based services began at the start of the 2023-2024 school year in Staunton City Schools; the program went from 20 to 80 students. Will be in Augusta County Schools April 2<sup>nd</sup>. Plan to be in Waynesboro City Schools in April 2024.

**EXECUTIVE DIRECTOR'S REPORT:** Dr. Kim McClanahan commented on her 2.28.2024 Executive Director's Report that was shared electronically with Board members. She requested that Tammy DuBose share information regarding Brite Bus Transit Services.

- Dr. McClanahan said that VCSB has been in contact with Brite Bus Transit Services to see if the bus can come up to Sanger's Lane to pick up and drop off clients versus stopping at the intersection of Jefferson Highway and Sanger's Lane, leaving clients to walk up the hill. Ms. DuBose said she met with Brite Bus Transit Services and they drove the Afton Express Commuter Bus on the VCSB parking lot to determine the best route for client pick up and drop off. Ms. DuBose will be attending their Board meeting on March 15<sup>th</sup> to see if approval has been received. If approved, they will come to the Sanger's Lane parking lot three times a day: 8am, 12pm, and 5pm, Monday through Friday. It will be monitored, and if it goes well, it will go to an every hour schedule. There is no fee at this time, however, when the service goes to every hour, there will be a fee for the partnership with them.
- Dr. McClanahan reminded Board members that the 2024 General Assembly Crossover Summary of Actions was shared with them electronically for their review.

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

**Fiscal Oversight Committee:**

- Barbara Kite shared the FY2024 January Financials. Hardcopies were shared with Board members. Highlights include:
  - Balance Sheet:
    - Other Receivables show grant money asked for reimbursement on the Federal side.
    - Net Revenue is nearly on target.
    - Salaries: all positions are not filled.
    - Staff training: there is money for training that needs to be utilized.
    - Total Assets \$23,565,044.36; Total Liabilities & Equity \$23,565,044.36; Total Cash \$16,936,678.49.
  - Budget to Actual: Gross Charges \$8,449,987; Wages & Benefits \$9,987,727; Surplus \$2,331,548.
  - Income Statement: Net Revenue \$16,429,325; Total Operating Expenses \$14,097,777; Surplus \$2,331,548.
- **The Fiscal Oversight Committee recommended the approval of the FY2024 January Financial Report. Approved.**

- **FY2023 Audit Update.** Mr. Criner stated that VCSB is awaiting the Independent Audit Report. It should be available next month. The Adjustment Journal Entries were received. Net impact in VCSB's favor of approximately \$1.7M, including approximately \$400,000 recovered from prior year federal awards and a \$1.2M adjustment to the net pension liability.

**NEW BUSINESS:** None.

**OLD BUSINESS:**

- **Director of Finance Search Update:** Mr. Criner shared that the total applicant count was 19 and Baker Tilly identified five semi-finalists. Mr. Parker asked should any of the candidates fall through if there are other qualified candidates. Mr. Criner said that there are other candidates in the pool who have gone through a rigorous screening process.
- **Update on Representative Payee Fee:** Dr. McClanahan said the Representative Payee employee reported that the second month went very smoothly; she did not receive any complaints from clients. VCSB is bringing in approximately \$48,000/year. Dr. McClanahan said it is being monitored very closely to make sure a fee is not being charged to those who cannot afford it. Mr. Parker questioned clients being given outside options for Representative Payee services. Dr. McClanahan said clients were given other choices, and that VCSB lost a few who turned over services to a family member or other Representative Payees. Representative Payee services elsewhere charged a fee of \$54/month.
- **Crisis Receiving Center/Crisis Stabilization Unit-Detoxification (CRC/CSU-D) Update:** Please see ED report.
- **Update on Vector Industries:** Ms. Martina requested that the program name be referred to as Community Participation Program 2.0 (CPP2.0) going forward. Krista Lynch is the Assistant Director of the program. There are three individuals enrolled in the program; persons four and five are in the process. Staff #1 will be at capacity soon, so need employee #2; have two upcoming interviews. These clients have been in our service before and are excited the program is back. Medicaid billing went through. Ms. Lynch and her team are working with Reimbursement to set up in Credible. The day room is set up; the Vector team has been very supportive. Vehicles are onsite. Community opportunities are being set up; clients participate in the Little Food Pantry.
- **Orchard Lane Update:** Ms. Martina said that there was a complication with sewer and water. On February 16<sup>th</sup>, a meeting was called at Orchard Lane with Augusta Water, VDOT, EGS & Associates Engineer, Ms. Martina, Mr. Ramsey, and an impacted neighbor and they created a resolution. The VDOT and Augusta Water representatives and the engineer designed a draft that is being presented to Augusta County and VDOT for approval. Lee Building stated that it is about 50% through; waiting for water and sewer to be connected; working on other projects. Ms. DuBose's team – Mr. Ramsey and Ms. Moats, Dr. McClanahan, and Ms. Martina engaged in conversations regarding once the water and sewage plan is approved, will contract with a vendor to do the work. Augusta Water and VDOT must come back to review it to make sure it meets specifications of the approved plan and then the project will be considered complete. Ms. Moats is working with the engineer to get the specifications and have the Request for Proposals (RFP) ready, so when the design is approved, she will post it. Procurement confirmed that we can notify vendors when it has been posted and encourage them to put in a proposal. Ms. Martina gave recognition to Ms. Moats for her amazing work. Ms. Martina stated there was an issue with the generator and reached out to the Virginia Department of Health (VDH); the life safety code inspector sent approval for the generator specifications. The gas lines have been laid; it is possible the gas lines will need to be shifted to make room for water and sewage. There may be an additional charge. Decisions have been made with Design Vision Inc. regarding flooring, cabinets, and plumbing. Intermediate Care Facility (IFC) leadership and Dr. Susan Elmore have been working on the Greenstone transition plan.
- **Consultant Update:** Hardcopies were shared with Board members. Barbara Kite shared the following highlights:
  - Recommended a grant list which she has been working on; it requires ongoing maintenance.
  - Currently there are two accountants. Ms. Kite has been training the Senior Accountant the past few months. Accounting duties were split between the Senior Accountant and the Accountant.
  - There have been discussions regarding hiring a Junior Accountant. A job description was drafted for the position. Dr. McClanahan questioned if the Junior Accountant position is incorporated in the FY2025 budget. Mr. Criner confirmed that it is.
- **Executive Committee Bylaws Update:** Mr. Sullivan is working on FOIA (Freedom of Information Act), and then the Bylaws will be ready for the Board's review. He asked Board members to consider possible accommodations that may be required for new Board members.
- **Update on Credible:** Reupped a 5-year contract with Credible EHR (electronic health record). Credible Billing contract is at an end and is supposed to be reupped on a year-to-year basis, in which VCSB had planned to contract for another year while getting the in-house Reimbursement Team built, however, they sent a 5-year contract for billing which Dr. McClanahan refused to sign and met with one of VCSB's attorneys; Credible then sent a 5-year contract with the option to terminate after one year. Dr. McClanahan stated that VCSB plans to build a robust in-house Reimbursement Team, and then will terminate the Credible Billing contract on February 28, 2025. Mr. Parker questioned the notice requirement. A 90-day notice is required to terminate the Billing contract.

**ADJOURNMENT:** Lt. Leslie Snyder moved to adjourn. Amanda Francis seconded. Motion carried.

Respectfully submitted:  
Kathy Curry