

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
October 23, 2024
5:30 p.m.

Members Present: Mary Powell, Chair; Gin Chandler, Treasurer; Jerri Botkin, Jennifer Emanuel, Tracy Henke, Stephanie Huffman, Frank Pyanoe, Nate Riddle, Lt. Leslie Snyder, Sonya Pulliam-Payne

Members Absent: Amanda Francis

Visitor: Dan Sullivan

Staff Present: Dr. Kimberly McClanahan, Dereck Criner, John Sandy, Tammy DuBose, Kathy Kristiansen, Tina Martina, Candy Calloway, Natalie Taylor-Bell, Laura Andre, Sandra Buckland, Olivia Gillies, Rachel Foster, Jamie Moore, Jeff Robbins, Kathy Curry, Dana Fitzgerald*, Shannon Johnson*

***Denotes via Zoom**

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

ESTABLISH QUORUM: Ms. Powell established a quorum.

MINUTES APPROVAL: Frank Pyanoe moved to approve the August 28, 2024 Board meeting minutes. Stephanie Huffman seconded. Approved.

OFFICE-BASED ADDICTION TREATMENT (OBAT) PRESENTATION: Jeff Robbins shared an OBAT presentation focusing on the mobile unit. He said it will allow OBAT to provide their services out in the community to individuals who do not have access to services or who have limited transportation. There is the capacity to provide online services but that misses a lot in terms of body mechanics that an individual conveys, and it is good for an individual to have a place to go. He introduced team members Natalie Taylor-Bell, Sandy Buckland, Rachel Foster, Jamie Moore, and Shannon Johnson* who also shared information about OBAT. The OBAT team then took the Board members on a tour of the mobile unit.

EXECUTIVE DIRECTOR'S REPORT: Dr. Kim McClanahan commented on the October 23, 2024 Executive Director's Report that was shared electronically with Board members.

- **MEDICAL INSURANCE RENEWAL:** Dereck Criner shared that the medical insurance renewal was received from Anthem. There will be no cost increase for employees for 2025. As in the past, employees are notified that in the future there may be a cost increase to employees. The plan will be going from a 3-choice deductible plan to a 2-choice deductible plan to keep the cost down. The dental plan came back at a 98% utilization rate; the increase is 18%; net increase of ~\$18,000.
- Dr. McClanahan announced that Candy Calloway received a promotion to an executive leadership position, beginning November 1st, as Director of Behavioral Health Community-based Services. This is a result of some restructuring in the Behavioral Health Division in order to distribute the administrative burden more equitably.

COMMITTEE REPORTS: Hardcopies were shared with Board members. John Sandy stated that FY2024 is ending in very good shape and that it is a testament to the staff who have been here, the executive director, and the leadership team. That progress has been continued in August. He shared the following highlights:

- **FY2025 August Financials:** Total assets were projected to improve slightly versus FY2024 and liabilities were also projected to increase. Assets greatly out number liabilities. Total fund balance was projected to increase at ~ 17%. He referred members to budget-to-actuals in their packets. Surplus as of August 31st was projected to be \$266,756. Wages & Benefits were slightly under budget typically due to vacancy savings; the team has been working strongly to fill vacancies. Total operating expenditures were below the adopted FY2025 budget. There was a slight deficit in August mostly related to gross charges. Professional charges were up.
- **FY2025 September Financials:** Fund balance is strong and there is a surplus. As discussed by Dr. McClanahan, work will be done on the CIP project, so the fund balance is out there, but should the Board and the leadership team agree, moving

forward, there will be some reduction of the Fund Balance. Once that project is fully operational, reimbursement will be brought in. The state has pledged \$9.6m in writing. Budget-to-Actual Surplus projected at \$343,000 plus. Gross charges are down by ~\$1m from August levels. With vacancies, some of those positions that would bring in reimbursement revenue have not been filled. Projecting a slight surplus of \$76,571. The deficit from August is gone. Other fees have stabilized. Wages & Benefits are greater in July and August.

- **Ms. Chandler stated that the motion coming out of the Fiscal Oversight Committee is to approve the FY2025 August and September financial reports as presented. Motion carried.**
- **Ms. Chandler stated that there is also a motion coming out of the Fiscal Oversight Committee to proceed with the purchase of the Lifecore property. Motion carried.**

NEW BUSINESS:

- **Title VI Approval:** Tammy DuBose stated that electronic copies were sent to the Board of Directors in September, however, that meeting was canceled. They were sent electronically again in October for the Board's review. She said that Title VI is part of the Civil Rights Act and VCSB has to provide a plan and procedure because VCSB receives funding from the Virginia Department of Rail and Public Transportation (DRPT) for our grant vehicles. It has to be updated every three years and get approved. She asked for approval from the Board.
- **Nate Riddle moved to approve Title VI plan and procedure as presented. Jennifer Emanuel seconded. Approved.**

OLD BUSINESS:

- **FY2024 Audit Update:** Mr. Criner shared that the draft report was received a couple of weeks ago, and there were no findings; it was clean. It is planned for Brown Edwards to be at the December 4th meeting.
- **First Sreet ICF Group Home Update:** Ms. Martina shared a presentation. They are in the process of searching for a specialized meter that has to connect to the fire hydrant. Upon exploratory digging, an abandoned septic tank was found with 600 gallons of sewer; it was pumped and will be filled with rock. The digging is almost complete. It could take 30 to 90 days to install everything.
- **Trunk or Treat:** Ms. Martina announced that the Trunk or Treat event is at Greenstone October 24th from 5:30pm to 7pm.

Ms. Powell announced that there are no meetings in November. There will be a combined November/December Board meeting on December 4th.

ADJOURNMENT: Jerri Botkin moved to adjourn. Mr. Pyanoe seconded. Motion carried.

Respectfully submitted:
Kathy Curry