

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
August 28, 2024
5:30 p.m.

Members Present: Mary Powell, Chair; Amanda Francis, Vice Chair; Gin Chandler, Treasurer; Jerri Botkin, Tracy Henke, Stephanie Huffman, Frank Pyanoe, Nate Riddle, Lt. Leslie Snyder, Jennifer Emanuel*

Members Absent: Anna Leavitt, Sonya Pulliam-Payne

Staff Present: Dr. Kimberly McClanahan, Dereck Criner, John Sandy, Tammy DuBose, Dana Fitzgerald, Kathy Kristiansen, Tina Martina, Candy Calloway, Stacie Jackson, Krista Lynch, Candace Mason, Lori McDermott, Kim Sprangel, Kathy Curry

***Denotes via Zoom**

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

ESTABLISH QUORUM: Ms. Powell established a quorum.

ELECTRONIC PARTICIPATION: Ms. Jennifer Emanuel utilized an electronic participation pass, joining from the Eastern Shore of Virginia.

MINUTES APPROVAL: Frank Pyanoe moved to approve the June 26, 2024 Board meeting minutes. Tracy Henke seconded. Gin Chandler abstained. Approved.

INTRODUCTION OF NEW BOARD MEMBER: Jerri Botkin, Highland County Representative

INFANT & TODDLER CONNECTION (ITC) PRESENTATION: Stacie Jackson, Assistant Director of Developmental Services, shared an ITC presentation. Highlights include:

- The ITC Team includes: Kim Sprangel, Lori McDermott, Candace Mason, Deb McGovern, and Thorn Baez
- The Early Intervention Team includes: Stacie Jackson, Lori McDermott, Kim Sprangel, Candace Mason, Deb McGovern, Thorn Baez, Kelsey Conlan, Sage Johannessen, Kerri Manthey, Teresa Andrews, Emily Egan, Sarah James, Dr. Pam Stephenson, and Amber Smith
- **IDEA Part C:** provide supports and services to children and their families, ages birth to 3 who are experiencing some type of developmental delay
- **FOCUS:** increase child's access to family/community activities; occur in a child's natural learning environment; support parent/caregivers in supporting their child
- **Coaching in Early Intervention:** improve existing knowledge and practices within each family; help the family develop new skills; promote continuous self-assessment and learning on the part of the family
- **Regulations:** natural learning opportunities; routines; family centered; cost
- **Eligibility Criteria:** developmental delay; atypical development; diagnosis that has a high probability of a developmental delay
- **About Our Families:** opened October 2010 – 32 families, Cities of Staunton and Waynesboro, current annual average – 95-105 families
- **Services:** audiology; developmental; family training, counseling and home visits; health; medical (for diagnosis or assessment only); nursing; nutrition; occupational therapy; physical therapy; psychological; service coordination; sign language and cued language; social work; speech lingual pathology; transportation and related costs; vision. Services and number of children receiving services August 1, 2023 – August 1, 2024: Service Coordination 179; Developmental Services 52; Occupational Therapy 41; Speech 101; Physical Therapy 66, Other (Vision, Audiology) 2
- **Graduates:** success stories about graduates were shared.

EXECUTIVE DIRECTOR'S REPORT: Dr. Kim McClanahan commented on the August 28, 2024 Executive Director's Report that was shared electronically with Board members.

Dr. McClanahan asked Dereck Criner to speak on VCSB paid internships. Mr. Criner said that VCSB has the goal to create paid internships. Ten positions were carved out for the FY2025 Budget. Discussions have been held regarding compensation for individuals who will oversee interns and for individuals providing clinical supervision. He said the numbers are being finalized and are due to DBHDS next week. Amanda Francis asked if the paid internships were for a targeted group. Mr. Criner stated that it is planned to be all clinical with a goal of attracting applicants particularly as it relates to Crisis Services. Ms. Henke asked about VCSB staff's familiarity with the Governor's Right Help Right Now concept. Dr. McClanahan responded. She said that mobile Crisis is a big issue right now; that in regard to the Marcus Alert, Augusta County will implement due to its size. VCSB is scheduled to go live in 2026.

Dr. McClanahan said that during New Board Member Orientation she invited each member to have a lunch meeting with her to get to know them better and told other Board Members she would enjoy a lunch meeting with them as well.

Dr. McClanahan said that Anna Leavitt sent the Executive Leadership Team (ELT) the results from the Cultural Review Committee. ELT has not had a chance to communicate with the Ad hoc Committee members about items, however, plan to do that before the September Board meeting.

COMMITTEE REPORTS: Ms. Chandler, Treasurer, stated that the August 28, 2024 Fiscal Oversight Committee was canceled due to lack of a quorum.

- **FY2024 June & FY2025 July Financials:** Hardcopies were shared with Board members. John Sandy introduced himself and thanked the Board for their time. He stated that the agency is doing well financially. He said the last fiscal year was just closed. VCSB has a healthy Balance Sheet, a healthy Fund Balance, and a Surplus. He gave recognition to Mr. Criner who has been serving in the Director of Finance capacity for the past several years and said he has done a wonderful job. He said the agency is heading in the right direction financially. He shared the following highlights:
 - FY2024 Year-To-Date Balance Sheet: Total Assets \$25,887,360.21; Total Liabilities \$7,879,811.50; Total Fund Balance \$16,033,275.78; Income: \$1,974,272.93.
 - FY2024 Year-To-Date Budget to Actual: Surplus \$1,978,539.
 - FY2024 Year-To-Date Income Statement: Net Revenue \$27,988,342; Total Operating Expenses \$26,009,803; Surplus \$1,978,539.
 - FY2025 July Balance Sheet: we are expecting a healthy Balance Sheet and Fund Balance. Projections are in line. He gave recognition to Mr. Criner and his team for doing a very good job as well as to the Leadership Team in terms of managing the budget and managing what was projected. Total assets are projected to improve slightly by nearly 2%. Total Liabilities are projected to increase slightly by about 2.4%. Total Fund Balance is projected to increase by about 2% over the year end levels.
- FY2025 July Income Statement: Surplus \$329,092.
- **Mr. Pyanoe moved to approve the FY2024 June (End of Year) and FY2025 July Financial Reports as presented. Ms. Francis seconded. Motion carried.**

ANNUAL TRAINING: Ms. Powell asked committee members to sign the committee position description hardcopy that was handed out which includes their attestation of having completed annual training.

NEW BUSINESS:

- **FY2024 Audit Update:** Mr. Criner shared that the FY2024 Audit is going fantastic.

OLD BUSINESS:

- **Update on CPP2.0:** Ms. Tina Martina shared that CPP2.0 is going well. The program needs a second staff member. They are getting ready to go through round four of applications and have had challenges with the interview process. She gave recognition to Alice Earhart, Day Services Specialist. The clients and their families speak highly of her. She has been a strong ambassador for the program. Ms. Martina asked individuals to spread the word regarding the open CPP2.0 Direct Support Professional position.
- **Orchard Lane Update:** Ms. Martina stated that it has been eight long months. They started the process regarding the water & sewer line, and because of it being an intermediate care facility (ICF), there are regulations that there has to be a sprinkler system and there has to be a fire hydrant close to the facility for safety purposes. Another new water line had to be placed. They started work officially today, August 28, 2024. Ms. Martina gave recognition to Adrienne Moats, Purchasing Agent, for all her hard work regarding the procurement process.

- **Update on Expansion Property:** Dr. McClanahan said that they received the “go ahead” from the Board to buy the property on Commerce with a \$25,000 down payment; the offer was not accepted. They went into contract with somebody else, that fell through, and the property is back on the market. She said VCSB is desperately in need of space.
- Dr. McClanahan pointed out that there is a farewell letter from Financial Consultant, Barbara Kite, in the Board Packet. Dr. McClanahan expressed her enthusiasm regarding Mr. Sandy being onboard.
- **Approval of Bylaws:** Ms. Tammy DuBose stated that she sent the Bylaws to Board members electronically about two weeks ago for review and did not receive any feedback or edits. Ms. Powell entertained a motion to approve the Bylaws and the Resolution. **Mr. Pyanoe moved to approve the Bylaws and Resolution. Stephanie Huffman seconded. Motion carried.**
- **Board Committee Assignments:** Ms. Powell stated that hardcopies of Board committee assignments were handed out. She said that if members had questions or complaints to let her know.

CLOSED SESSION

Mr. Pyanoe 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.

Mr. Pyanoe 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. Ms. Henke seconded.

SO CERTIFIED:

- ✓ Tracy Henke
- ✓ Leslie Snyder
- ✓ Stephanie Huffman
- ✓ Amanda Francis
- ✓ Mary Powell
- ✓ Gin Chandler
- ✓ Frank Pyanoe
- ✓ Nate Riddle
- ✓ Jerri Botkin
- ✓ Jennifer Emanuel

Lt. Leslie Snyder moved that VCSB staff be authorized to enter into a contract for the purchase of property for the future VCSB Crisis Stabilization/Receiving-Detoxification Center and that staff be authorized to place a deposit of \$25,000 as required per this contract understanding that staff will bring back for future Board of Directors action the total cost for final purchase of the property, if the contract is accepted. Mr. Pyanoe seconded. Motion carried.

ADJOURNMENT: Ms. Francis moved to adjourn. Lt. Snyder seconded. Motion carried.

Respectfully submitted:
Kathy Curry