

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
December 4, 2024
5:30 p.m.

Members Present: Mary Powell, Chair; Gin Chandler, Treasurer; Jerri Botkin, Jennifer Emanuel, Amanda Francis, Tracy Henke, Nate Riddle, Sonya Pulliam-Payne

Members Absent: Stephanie Huffman, Frank Pyanoe, Lt. Leslie Snyder

Visitors: Megan Argenbright, Addison Roeschley

Public Guest: Jennifer McDonald*

Staff Present: Dr. Kimberly McClanahan, John Sandy, Candy Calloway, Dereck Criner, Tammy DuBose, Dana Fitzgerald, Kathy Kristiansen, Tina Martina, Krista Lynch, Natalie Taylor-Bell, Sarah Neilson, Annette Rood, 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.

MINUTES APPROVAL: Tracy Henke moved to approve the October 23, 2024 Board meeting minutes. Sonya Pulliam-Payne seconded. **Approved.**

FY2024 AUDIT REVIEW:

- Megan Argenbright and Addison Roeschley of Brown Edwards presented the FY2024 Audit of which electronic and hardcopies were shared with Board members. Ms. Argenbright stated that the FY2024 Audit was issued in October 2024. Significant improvements were made since the FY2023 Audit; there were no internal control findings, no state compliant findings, and no federal compliant findings. She said there were all good things. She stated that a clean unmodified opinion was issued. Ms. Argenbright gave recognition to Mr. Criner and the Accounting team for their efforts.
- **Gin Chandler stated that the recommendation coming out of the Fiscal Oversight Committee meeting is approval of the FY2024 Audit as presented by Brown Edwards. Approved.**

CHILD & FAMILY SERVICES PRESENTATION: Sarah Neilson and Annette Rood shared a Child & Family Services presentation. Highlights include: the structure consists of Intensive Care Coordination (ICC), School-based Outpatient team, and Office-based Outpatient team. ICC serves youth and families with complex, challenging behavioral health issues; characterized by facilitation and coordination that extends beyond case management activities. Child & Family Outpatient Services offer individual, family, intakes, and groups; VOICES, co-occurring mental health/substance use, and elementary and teen anger management groups in the office; psychoeducation groups in schools; and EMDR, A-CRA, play therapy.

EXECUTIVE DIRECTOR'S REPORT: Dr. Kim McClanahan commented on the December 4, 2024 Executive Director's Report that was shared electronically with Board members.

COMMITTEE REPORTS:

Fiscal Oversight Committee:

- **FY2025 Holiday Bonus**
 - Ms. Chandler stated that the Fiscal Oversight Committee recommends the approval of the tier-based (\$150-\$600) FY2025 Holiday Bonus for staff totaling \$80,828.85. **Approved.**
- **FY2025 October Financial Report**
 - Electronic and hard copies of the October 2024 Financial Report were shared with Board members. John Sandy stated that VCSB has a healthy Balance Sheet with Fund Balance and Surplus. He shared the following highlights:

- Balance Sheet: October 2024 was closed. Total Assets ~ \$27.3m, the largest assets that have accrued are related to the First Street renovation project and computer software; Total Liabilities ~ \$7.4m. Total Fund Balance ~ \$19.3m with Year-to-Date Income ~ \$593,000.
- Budget to Actual: Surplus \$593,000; this is a result of lower-than-expected expenditures of Wages & Benefits due to vacancies.
- Income Statement: Net Revenue more than \$2.68m; Total Operating Expenditures ~ \$2.4m; Total Surplus ~ \$250,000; a large improvement from September due to vacancy savings.
- **Ms. Chandler stated that the motion coming out of the Fiscal Oversight Committee is to approve the FY2025 October financial report as presented. Approved.**

NEW BUSINESS:

- None.

OLD BUSINESS:

- **First Street ICF Group Home Update:** Ms. Tina Martina shared pictures of the updated water and sewer project. The hydrant and fire department connector were installed. Awaiting approval of final design plans. She will be reaching out to Lee Building to schedule a timeline for interior renovations.

CLOSED SESSION

Ms. Powell 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. Chandler seconded. Approved.

Ms. Powell 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. Chandler seconded. Approved.

So Certified:

- ✓ **Jerri Botkin**
- ✓ **Jennifer Emanuel**
- ✓ **Nate Riddle**
- ✓ **Gin Chandler**
- ✓ **Mary Powell**
- ✓ **Amanda Francis**
- ✓ **Tracy Henke**
- ✓ **Sonya Pulliam-Payne**

ADJOURNMENT: Ms. Powell moved to adjourn. Ms. Chandler seconded. Motion carried.

Respectfully submitted:
Kathy Curry