

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
May 22, 2024
5:30 p.m.

Members Present: Ross Parker, Chair; Mary Powell, Vice Chair; Anna Leavitt, Treasurer; Gin Chandler, Misty Cook, Jennifer Emanuel, Tracy Henke, Stephanie Huffman, Frank Pyanoe, Nate Riddle, Lt. Leslie Snyder, Dan Sullivan, Sonya Pulliam-Payne

Members Absent: Amanda Francis

Staff Present: Dr. Kimberly McClanahan, Dereck Criner, Tammy DuBose, Dana Fitzgerald, Kathy Kristiansen, Barbara Kite, Krista Lynch, Alice Earhart, Candy Calloway*, Kathy Curry

Visitors: CPP2.0 (Community Participation Program 2.0) resident and resident's mom

***Denotes via Zoom**

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

ESTABLISH QUORUM: Mr. Parker established a quorum.

INTRODUCTION OF NEW MEMBER: Tracy Henke, Waynesboro representative.

MINUTES: Mary Powell moved to approve the April 24, 2024 Board meeting minutes. Frank Pyanoe seconded. Mr. Parker abstained. Motion carried.

CPP2.0 PRESENTATION: Krista Lynch introduced a CPP2.0 resident and his mom, and Client Engagement Specialist, Alice Earhart. The resident and his mom demonstrated their enthusiasm regarding the program reopening. Ms. Earhart shared the activities that residents are involved in, such as the Little Food Pantry at VCSB and Disciples Kitchen. She said that she and the residents are thrilled to be able to give back by helping others and to be able to get out in the community. She said that the parents of the individuals have expressed their appreciation to her. Ms. Lynch stated that they are waiting for their application to go through with the SPCA, so they can begin their training with them.

EXECUTIVE DIRECTOR'S REPORT: Dr. Kim McClanahan commented on the May 22, 2024 Executive Director's Report that was shared electronically with Board members.

Dr. McClanahan shared that VCSB is going to be having the first Employee Townhall event in many years. It will be held on Thursday, June 27th, from 1:30pm to 4:30pm, at the Best Western in Waynesboro, and Board members are invited.

She stated that staff is very grateful for the additional holidays that the Board approved.

Mr. Sullivan asked when the next Crisis Receiving Center (CRC) meeting will be. Dr. McClanahan shared that the next meeting is June 4th. Ms. Leavitt questioned who is on the 501c3 committee. Dr. McClanahan stated that members are herself as ex officio; Dan Sullivan, Chair; Lynn Harris, Secretary; Tammy DuBose, Dereck Criner, Gin Chandler, and Mary Powell. She said that members will need to be reappointed at the June meeting.

COMMITTEE REPORTS: Please see full reports enclosed.

Fiscal Oversight Committee: Ms. Leavitt reported that there was no quorum for the Fiscal Oversight Committee meeting and asked Barbara Kite to present the April finances.

- **FY2024 April Financials:** Hardcopies were shared with Board members. Barbara Kite stated that overall VCSB is doing well. Highlights include:
 - Balance Sheet: Accounts Receivable \$2.6m; Total Assets \$25,822,279.04; Total Liabilities & Equity \$25,822,279.04; Total Cash \$18,110,336.06.
 - Budget to Actual: Gross Charges \$12,000,686; Wages & Benefits \$14,617,455; Surplus \$2,698,530.
 - Income Statement: Net Revenue \$23,317,552; Total Operating Expenses \$20,619,022; Surplus \$2,698,530.
- **Mr. Parker stated that the recommendation coming out of the Fiscal Oversight Committee is to approve the FY2024 April Financial Report as presented. Motion carried.**

- **Proposed FY2025 Budget Review:** Hardcopies were shared with committee members. Mr. Criner shared the following highlights:
 - Gross Charges: projected revenue for vacant or proposed positions totaling approximately \$2.6m and revenue projected based on FY2022, FY2023, and FY2024 average.
 - Contractual adjustments: set at 8% of gross charges, which is an average of FY2022, FY2023, and FY2024, projected for the year.
 - Other Fees: include some, but not all increased awards from DBHDS. At this time, DBHDS is still finalizing the allocation of the funding across all CSBs. Included in this number are known, modest increases to STEP-VA programs - \$86,613 and federal block grants - \$50,000, increased compensation support from DBHDS - \$289,053, and an estimated 3% COLA for FY2025 of \$249,133 - based on data from the FY2023 CARS report.
 - Wages and benefits includes a 3% COLA and 19 new positions. Of the 19 proposed positions, 18 are revenue producing (expected to produce approximately \$1.9m/year), and 15 are funded (partial or complete funding). Also included is a 16% increase in health insurance cost and a 10% increase in dental insurance cost based on current, and improving, utilization trends.
 - Within Occupancy, a placeholder was placed for the amount of approximately \$200,000 to rent new space. VCSB is out of space.
- A discussion was held about the upcoming increasing health insurance costs.
- **DBHDS Funds for Staffing:** Mr. Criner shared hardcopies with Board members of a chart showing past bonuses awarded to staff. For the last four years, VCSB has posted very large surpluses. VCSB has spent the money on staff, i.e., market increase, COLAs for the past three years, and holiday bonuses. There still remains a huge surplus, partly due to revenue generating positions being vacant – not generating revenue and also not generating costs. Over the last few years, starting with 2022 in particular, DBHDS provided to VCSB a sum of \$1.1m to support salary and benefits, and VCSB is obligated to spend that and show that it has been spent. He proposed that staff be awarded a one-time bonus of 5% of their annual salary, which is a total cost of \$725,000. Mr. Parker stated that the money should be reinvested, and the financial goals that VCSB has been striving to achieve over the last couple of years have certainly come to fruition; and, speaking on behalf of the Board, putting as much as can be toward VCSB employees is exactly how they would like to see some of the money spent.
- **Mr. Parker stated that the recommendation that came out of the Fiscal Oversight Committee is to approve a one-time bonus of 5% of staff’s annual salary up to a total of \$725,000. Mary Powell abstained. Jennifer Emanuel abstained. Approved.**

NEW BUSINESS:

- **Nominating Committee:** Ms. Leavitt presented the FY2025 Proposed Slate of Officers:
 - Mary Powell, Chair
 - Amanda Francis, Vice Chair
 - Gin Chandler, Treasurer
- Mr. Parker invited other nominations. There were none at this time. Ms. DuBose stated that the floor would be open to other nominations as well at the June 26, 2024 Board meeting.

OLD BUSINESS:

- **Orchard Lane Update:** Ms. Lynch stated that the project is still at a standstill with water and sewer challenges. A second Invitation for Bid (IFB) for water and sewer was sent out; three bids were received. Atkins Excavating Inc., of Greenville, VA, was awarded the bid. She said the project is back to square one with the water and sewer design approval, as the gas line has to be moved. In communication with the representative from Augusta Water, who has the authority to make the final decision, he said if it can be proved that all possible options have been explored, then Augusta Water can approve, as a last resort, the discussed placement plan. The representative is confident it can be proved. Atkins Excavating Inc. has agreed to continue to accept the water and sewer installation project and is involved in current communication.
- **Executive Committee Bylaws Update:** Ms. DuBose stated that a hardcopy of the bylaws draft was shared with Board members. She asked that members review them and let her know of any questions or suggestions they may have. She stated the bylaws must be finalized and sent to Board members for review two weeks prior to the Board meeting in order to be approved at the meeting.
- Ms. DuBose shared that VCSB now has Americans with Disabilities Act (ADA) compliant automatic doors. She said that an employee’s service dog pushes the automatic door pad to open the door for her. She said the automatic doors are beneficial to other ADA staff as well.

ADJOURNMENT: Misty Cook moved to adjourn. Ms. Powell seconded. Motion carried.

Respectfully submitted:
Kathy Curry