

**Valley Community Services Board**  
**85 Sanger's Lane, Staunton, VA**  
**July 24, 2019**  
**5:30 p.m.**

**Members Present**

Phil Floyd, Chair  
 Sarah Rexrode, Vice Chair  
 Mike Hamp, Treasurer  
 Susan Richardson  
 Dan Sullivan  
 Linda Czyzyk  
 Lisa Dunn  
 Debbie Pyles  
 Misty Cook  
 Miranda Ball  
 Cynthia Burnett  
 John Hartless  
 Nichole Nicholson  
 Anna Leavitt

**Members Absent**

Aaron LeVeck

**Staff Present**

Dave Deering  
 Tammy DuBose  
 Dr. Steven Kessler  
 Kathy Kristiansen  
 Lauren Gearhart  
 Tina Martina  
 Pat Lancey  
 Dawn Garrison

**Visitors**

<b>CALL TO ORDER</b>	Chair, Phil Floyd, called the meeting to order at 5:30 pm.
<b>ESTABLISH QUORUM</b>	Mr. Floyd established a quorum. Mr. Floyd shared that Mary Miller has decided not to renew her term on the Board.
<b>PUBLIC COMMENT</b>	No Public Comment.
<b>WELCOME NEW BOARD MEMBER</b>	Mr. Floyd welcomed Anna Leavitt to the Board. Ms. Leavitt is filling the Staunton seat vacated by Susan Richardson. Ms. Leavitt is the Director of CAPSAW. Board members introduced themselves.
<b>COMMITTEE REPORTING</b>	<p><b><u>Finance Committee:</u></b> Met on July 16<sup>th</sup>. Mike Hamp asked Pat Lancey to report.</p> <ul style="list-style-type: none"> <li>• May Financial Reports- Ms. Lancey shared that May ended with a surplus of \$5,000 with a YTD surplus of approximately \$77,000. Ms. Lancey noted increases in costs from May 2018 to May 2019 in supplies, professional services, and miscellaneous expenses. Ms. Lancey shared that all bank reconciliations are completed through May 31<sup>st</sup> with June in process. Additionally, Account Receivable postings to General Ledger reconcile with the balance through May 31<sup>st</sup> with June in process. Ms. Lancey added that grant reconciliations for the year are underway and Deferred Revenue reconciliation is in process for year-end; remaining reconciliations will begin on July 15<sup>th</sup>. Mr. Deering commented that June Financials are typically affected negatively due to the school year ending. <b>Mr. Hamp motioned for approval of the May Financial Reports. Motion carried.</b></li> <li>• Mr. Deering gave a brief update on STEP-VA.</li> </ul> <p><b><u>Human Resource Committee:</u></b> Met on July 11<sup>th</sup> and reviewed the following.</p> <ul style="list-style-type: none"> <li>• Ms. Burnett shared that the 12-month turnover rate is 25% and continues to trend downward.</li> <li>• Lauren Gearhart, HR Director, provided the committee with a copy of the HR portion of the FY2019/2020 Performance Contract.</li> <li>• Ms. Burnett shared that Susan Richardson will stay on the committee as a community member.</li> </ul>

**Please review  
committee minutes  
for detailed  
information**

**Quality & Compliance Committee:** Met on July 11<sup>th</sup>. Mr. Floyd reviewed an excerpt from the committee meeting that outlined the Permanent Supportive Housing (PSH) presentation. Mr. Floyd talked about the PATH program and how staff go into encampments to help the homeless. Debbie Pyles and Linda Czyzyk shared that they felt the presentation was enlightening. Mr. Floyd pointed out to members that an update on the Green Hills property is included in the minutes.

**Communication and Advocacy Committee:** The committee met prior to tonight's meeting. Ms. Rexrode noted that the committee reviewed an updated presentation for Mr. Deering to present to the localities. Ms. Rexrode added that the committee is planning to schedule a meeting and invite local government officials, legislators, and legislative candidates. Ms. Rexrode added that the committee is looking at a date of August 20<sup>th</sup>. Ms. Rexrode stated that the annual Board training will be conducted in October instead of September. Mr. Floyd noted that Board members' position descriptions have been completed and ready to be signed.

**Consent Agenda:** Mr. Floyd asked for a motion to approve the consent agenda for the June 26, 2019 Board Meeting minutes. **Ms. Pyles motioned to approve the consent agenda. Ms. Czyzyk seconded. Motion carried.** Anna Leavitt abstained.

**Executive Committee:** Met on July 16<sup>th</sup>. Mr. Floyd shared that all topics of that meeting have been discussed tonight.

**Mr. Floyd stated the following.**

**I move that the Valley Community Services Board of Directors go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia, as amended, to discuss personnel matters related to specific individuals and to protect the privacy of the individuals in personnel matters. Ms. Czyzyk seconded. Motion carried.**

**Mr. Floyd stated the following.**

**I motion that the Valley Community Services 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. Burnett seconded. Motion carried.**

So Certified:

- ✓ Phil Floyd,
- ✓ Sarah Rexrode
- ✓ Mike Hamp
- ✓ Dan Sullivan
- ✓ Deborah Pyles
- ✓ Linda Czyzyk
- ✓ Miranda Ball
- ✓ Misty Cook
- ✓ Cynthia Burnett
- ✓ Nichole Nicholson
- ✓ John Hartless
- ✓ Aaron Leveck
- ✓ Anna Leavitt

<p><b>OLD/NEW BUSINESS</b></p>	<ul style="list-style-type: none"> <li>• Ms. Pyles asked to revisit the election of officers from the June meeting. Ms. Pyles reminded members that she had participated via phone and wasn't present at the meeting. She added that she felt like something just didn't feel right. Ms. Pyles shared as Chair of the Nominating Committee she was surprised that she wasn't aware that someone else was interested in the Treasurer position. Ms. Pyles inquired as to why there was an additional nomination from the floor and asked if it had been discussed prior to that night. Ms. Czyzyk commented that she did not know about the nomination until it was presented and that the decision for her vote was private. Sarah Rexrode commented that she spoke with Mr. Hamp prior to the meeting to ask him about the nomination. Ms. Rexrode also stated her reason for the vote was private. Mr. Hartless shared that he had seconded the motion last month and he had not discussed it prior to that, he added his decision was private.</li> <li>• Mr. Floyd reminded members that there is no August meeting.</li> </ul>
<p><b>MEETING ADJOURNED</b></p>	<p><b>Ms. Czyzyk motioned to adjourn. Ms. Burnett seconded. Motion carried.</b></p>

**The Next Scheduled Meeting of the Board of Directors is September 25, 2019 at 5:30 pm**

**Respectfully Submitted,  
Tammy DuBose**