

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
May 22, 2019
5:30 p.m.

Members Present

Phil Floyd, Chair
 Sarah Rexrode, Vice Chair
 Dan Sullivan, Treasurer
 Susan Richardson
 Mike Hamp
 Deborah Pyles
 Lisa Dunn
 Amber Lipscomb
 Mary Miller
 Misty Cook
 Cynthia Burnett
 John Hartless
 Nichole Nicholson
 Aaron LeVeck

Members Absent

Miranda Ball
 Linda Czyzyk

Staff Present

Dave Deering
 Tammy DuBose
 Dr. Steven Kessler
 Lauren Gearhart
 Kathy Kristiansen
 Dana Fitzgerald
 Pat Lancey
 Charles Garber

Visitors

Patricia Sites

CALL TO ORDER	Chair, Phil Floyd, called the meeting to order at 5:30 pm.
ESTABLISH QUORUM	Mr. Floyd established a quorum.
PUBLIC COMMENT	Mr. Floyd asked for public comment. Patricia Sites introduced herself. She is a registered nurse enrolled at UVA and doing a project on opioid addiction. Ms. Sites commented that she saw our webpage and the article regarding the OBOT program and wanted to attend to learn more about what services are available in the community. Mr. Floyd shared that Kathy Kristiansen, Director of Behavioral Health and Dr. Stephen Kessler, Medical Director, would be great resources for her.
ADDITIONAL INFORMATOIN	<p><u>FOIA:</u></p> <p>Mr. Floyd reviewed a slide from last year's annual Board member training that was related to Freedom of Information Act (FOIA). Mr. Floyd added that he wanted the Board to be aware that following last week's Finance Committee meeting, Dan Sullivan, Board Treasurer, made a FOIA request for financial information. Mr. Floyd reviewed Mr. Sullivan's request and stated that Tammy DuBose, Director of Administrative Services, and Dana Fitzgerald, Director of Quality and Compliance, will gather the information for the request. Mr. Floyd stated that Mr. Sullivan will share the information from the request with the Board.</p> <p>Mr. Floyd shared that the Q&C Committee did not meet in May, but he wanted to share that he was notified that there is an indication of a payback and that it will be presented to the Q&C Committee in June and then relayed to the Board at the June 26th Board meeting.</p> <p>Mr. Floyd acknowledged Tammy DuBose for the accomplishment of receiving her Virginia Contracting Master's (VCM) certification.</p>

REPORTS

Please review committee minutes for detailed information

Nominating Committee: Mr. Floyd reviewed Article VII from the bylaws. Mr. Floyd asked Debbie Pyles to present the Slate of Officers. Ms. Pyles shared the following:

Chair- Phil Floyd
Vice Chair- Sarah Rexrode
Treasurer- Misty Cook

Ms. Pyles announced that nominations will be taken from the floor at the June meeting. Ms. Cook stated that she excused herself from the Nominating Committee during the discussion of her nomination.

Finance Committee: Mr. Sullivan stated that the March reports have been fully reviewed by the committee and no changes has been made. Mr. Sullivan stated that YTD is still at a deficit, but it's expected to be a surplus in April.

Mr. Sullivan motioned on behalf of the Finance Committee to approve the March Financial Reports as presented. Motion carried.

Update on Audits- Mr. Sullivan asked for a follow up on the ongoing audits. Charles Garber, CFO, shared that information for the ICF Medicaid Audits are being submitted as required. Pat Lancey, Accounting Manager, added that information for the FY19 Financial Audit is being gathered and that the deadline has been pushed back by a week. The auditors will be onsite on May 28th. Mr. Garber stated that we asked PB Mares for an extension because of all the other audits being conducted as well as the budget. Mr. Garber added that the new deadlines are being met and that the requested information will be available by the 28th. Mr. Sullivan asked about the schedule for the FY19 audit. Misty Cook asked if the information was going to be sent to the auditors prior to their arrival. Ms. Cook expressed concern with extending the dates; explaining that the auditors set deadlines and set their work schedules according to those deadlines and expect documentation prior to the deadlines. Ms. Cook stated that starting the audit with late information will put us in the same situation as last year. Mr. Deering assured members that the FY19 Financial Audit will be completed on time and reported at the October Board meeting as it always was prior to last year.

FY2020 Budget- Mr. Sullivan shared that members from the Finance and Executive Committees met with Executive staff and reviewed the budget assumptions in detail. Mr. Sullivan shared information regarding the increase in revenues and expenses. Mr. Sullivan shared information showing new positions that are being added to the budget. Mr. Sullivan added that these positions will still need Board approval. Mr. Hamp and Mr. Hartless agreed that the budget meeting with Executive staff was very informative and helpful. Ms. Rexrode added that she really appreciates the work of the Executive staff in preparing a thorough budget. The FY2020 Budget will be presented for approval at the June meeting.

Mr. Sullivan stated the following:

I move that the Board of Directors of the Valley Community Services Board 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. Pyles seconded. Motion carried.

Mr. Sullivan stated the following:

I motion that the Board of Directors of the Valley Community Services Board 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. Mr. Hamp seconded.

	<p>Motion carried.</p> <p>So Certified:</p> <ul style="list-style-type: none"> ✓ Phil Floyd ✓ Sarah Rexrode ✓ Dan Sullivan ✓ Susan Richardson ✓ Mike Hamp ✓ Deborah Pyles ✓ Lisa Dunn ✓ Mary Miller ✓ Misty Cook ✓ Cynthia Burnett ✓ John Hartless ✓ Nichole Nicholson ✓ Aaron LeVeck <p>Amber Lipscomb left during closed session and did not vote.</p> <p><u>Executive Committee:</u> Executive Committee business was conducted in closed session. Mr. Floyd stated that the consensus of the Executive Committee at that time was to renew the Executive Director’s contract for FY2020. Ms. Cook asked if it was unanimous, Mr. Floyd stated that it was not. Mr. Hartless asked to call the question. Mr. Floyd motioned to renew Mr. Deering’s contract. Mr. Sullivan, Ms. Pyles and Ms. Cook voted again the motion. Motion carried nine to three.</p> <p><u>Human Resource Committee:</u> Did not meet.</p> <p><u>Quality & Compliance Committee:</u> Did not meet.</p> <p><u>Communication and Advocacy Committee:</u> Met prior to tonight’s meeting. Ms. Rexrode shared that Sherea Hallberg, Media Relations Specialist, presented at the committee. Ms. Hallberg presented data from VCSB’s social media accounts. There were 3,849 searches for VCSB on Google last month.</p>
<p>CONSENT AGENDA ITEMS</p>	<p>May Executive Director’s Report C&A Committee Report April 24, 2019 Board Meeting Minutes.</p> <p>Mr. Hamp motioned to approve the above agenda items. Ms. Burnett seconded. Motion carried. Ms. Miller and Mr. Hartless abstained because they were not at the April Board Meeting.</p>
<p>MEETING ADJOURNED</p>	<p>Ms. Rexrode motioned to adjourn. Ms. Pyles seconded. Motion carried.</p>

The Next Scheduled Meeting of the Board of Directors is June 26th at 5:30 pm

**Respectfully Submitted,
Tammy DuBose**