

**VALLEY COMMUNITY SERVICES BOARD**  
**April 25, 2018**  
**7:00 p.m. – 85 Sanger’s Lane, Staunton, VA**

**Members Present**

Mike Hamp, Chair  
 Phil Floyd, Vice Chair  
 Dan Sullivan, Treasurer  
 Susan Richardson  
 Sarah Rexrode  
 John Hartless  
 Miranda Ball  
 Mary Miller  
 Linda Czyzyk  
 Aaron LeVeck

**Members Absent**

Deborah Pyles  
 Amber Lipscomb  
 Cynthia Burnett  
 Lisa Dunn  
 Misty Cook

**Staff Present**

Dave Deering  
 Tammy DuBose  
 Phil Love  
 Kathy Kristensen  
 Tina Martina  
 Lauren Gearhart

**Visitors**

Richard J Heinrich Jr.

<b>CALL TO ORDER</b>	Chair, Mike Hamp, called the meeting to order at 7:00 pm.
<b>ESTABLISH QUORUM</b>	Mr. Hamp established a quorum.
<b>APPROVAL OF MINUTES</b>	<b>Dan Sullivan motioned to approve the March 28<sup>th</sup> Board Minutes. Miranda Ball seconded. Motion carried.</b>
<b>PUBLIC COMMENT</b>	No public comments.
<b>EXECUTIVE DIRECTOR’S REPORT:</b> (Handout distributed)	The Executive Report was emailed to members prior to the meeting. <ul style="list-style-type: none"> <li>• Mr. Deering announced that Dr. Hughes Melton was named the new DBHDS Commissioner. Mr. Deering asked Sarah Rexrode to comment on legislative updates. Ms. Rexrode reviewed information that was shared with DSS.</li> </ul>
<b>REPORTING COMMITTEES</b>  Please review committee minutes for detailed information  PowerPoint available upon request.	<p><b><u>Finance Committee:</u></b> Met on April 17<sup>th</sup>. A quorum was not present. Dan Sullivan reviewed topics.</p> <ul style="list-style-type: none"> <li>• <u>Financials-</u> Mr. Sullivan reported a surplus of \$22,973 for March and a YTD surplus of \$72,544.</li> <li>• <u>March Productivity Reports-</u> Staff shortages continue to impact revenues.</li> <li>• <u>Volume &amp; Payor Mix-</u> Mr. Sullivan shared that March statistics were good given the inclement weather days and Spring Break which affected TDT revenue.</li> <li>• <u>ICF Cost Analysis-</u> Mr. Sullivan stated that reimbursement for the FY2017 Medicaid Cost Report is expected in May 2018 in the amount of \$431,744.</li> <li>• <u>Parking Expansion at Sanger’s Lane-</u> Mr. Deering shared that the county is reviewing information to determine if the runoff pond will be adequate to handle the additional runoff that may occur with the new parking areas.</li> </ul> <p><b>John Hartless motioned to accept the March Financial Reports as presented. Linda Czyzyk seconded. Motion carried.</b></p> <p><b><u>Human Resource Committee:</u></b> Met on April 12<sup>th</sup>. A quorum was not present. Susan Richardson gave overview of the meeting.</p> <ul style="list-style-type: none"> <li>• The committee reviewed and/or revised the following policies.                     <ul style="list-style-type: none"> <li>○ Wearing and Caring for Fobs, 1E</li> <li>○ Domestic Partner Status, 6N</li> <li>○ Civil Leave, 7L</li> </ul> </li> </ul>

Please review committee minutes for detailed information

- Religious Leave, 7O
- Shared Leave, 7T
- Bereavement Leave, 7U

**Ms. Richardson motioned to approve the revisions and reaffirmation of the policies as presented. Mr. Sullivan seconded. Motion carried.**

- The committee reviewed the FY2019 Holiday Schedule. There were no proposed changes to the number of holidays provided. **Ms. Richardson motioned to approve the FY2019 Holiday Schedule as presented. Ms. Ball seconded. Motion carried.**
- Ms. Richardson shared that the 12-month turnover rate decreased from 31.1% to 28.1%.
- Ms. Richardson noted that the committee was notified of the resignation of the Medical Director, Dr. Cindy Sherwood, effective June 22, 2018.
- The committee reviewed the restructuring of the Client Services program which resulted in a savings of approximately \$10,000 to the agency.

**Quality & Compliance Committee:** Met on April 12<sup>th</sup>. Mr. Floyd gave an overview of the topics discussed. Mr. Floyd encouraged members to read the committee minutes.

- Mr. Floyd shared information from the presentation given by staff from the Program for Assertive Community Treatment (PACT). Mr. Floyd noted a comment from Dr. Sherwood in which she referred to PACT as “a hospital without walls”. Mr. Floyd shared that the PACT program has been at VCSB for over 20 years. Mr. Floyd commented that the staff really did a great presentation. Mary Miller shared that she thought the presentation was marvelous and very thorough for her as a new board member.
- March Volumes- There were 2,505 clients seen during the month of March, which was a record high.
- Human Rights- There were four human rights investigations in March; all were unfounded.
- Compliance- Mr. Floyd noted a Medicaid payback of \$5,646, due to seven charts being out of compliance for the Clubhouse program.
- Emergency Services Report- There were 471 Crisis Intervention Services, 51 admission facilitations and bed searches, and 37 ECO/TDOs executed.
- Developmental Services- Mr. Floyd reported that seven ICF staff completed the 6-hour gastrostomy tube training and ten additional staff will also receive the training.
- Medical Services- Mr. Floyd shared the sad news that Dr. Cindy Sherwood was resigning from her position as Medical Director and PACT Psychiatrist. Dr. Sherwood has accepted a position at Western State Hospital (WSH).

**Communication and Advocacy Committee:** Met prior to tonight's meeting. Ms. Rexrode gave an overview of the meeting.

- Ms. Rexrode welcomed Aaron LeVeck to the committee.
- The committee discussed legislative updates.
- The committee continued to revise the Board Member Position Description; this will be presented at the May meeting.
- The committee will begin working on Board Policies and Procedures at the May meeting.

**Executive Committee:** The committee met on April 17<sup>th</sup>. Mr. Hamp noted that most topics of the committee were previously covered tonight by other committees.

- Mr. Hamp commented that Mr. Deering presented a request to form a non-profit, tax exempt corporation to support the operations of VCSB. This would allow VCSB to take advantage of opportunities that are only available to 501(c) (3) organizations. Mr. Hamp shared that the Executive Committee authorized staff to proceed with exploring the process and cost of creating a 501(c)(3).

<b>OLD/NEW BUSINESS</b>	Mr. Hamp announced that he is in the process of appointing members to the Nominating Committee. The committee will then present a slate of officers at the May board meeting.
<b>MEETING ADJOURNED</b>	<b>Mr. Hartless motioned to adjourn. Ms. Czyzyk seconded. Motion carried.</b>

**The Next Scheduled Meeting of the Board of Directors is May 30, 2018.**

**Respectfully Submitted,  
Tammy DuBose**