

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
December 1, 2021
5:30 p.m.

Members Present

Dan Sullivan, Chair
Debbie Pyles, Vice Chair
Cynthia Burnett
Linda Czyzyk
Emily Malcolm
Ross Parker
Mary Powell

Members Absent

Debra Freeman-Belle
Anna Leavitt

Staff Present

Kim McClanahan
Dereck Criner
Kathy Curry
Tina Martina

Members Present via Zoom

Misty Cook
Nitch Narduzzi
Nichole Nicholson
Lisa Shiflett

Staff Present via Zoom

Jack Barber
Dana Fitzgerald
Kathy Kristiansen

CALL TO ORDER: Chair, Dan Sullivan, called the meeting to order at 5:33 pm.

ESTABLISH QUORUM: Mr. Sullivan established a quorum.

PUBLIC COMMENT: No public comment.

MINUTES: Debbie Pyles moved to approve the October 27 Board Meeting Minutes. Linda Czyzyk seconded. Mr. Sullivan asked for a vote to approve the October 27 Board Meeting Minutes. Approved. Cynthia Burnett abstained because she was not at the October 27, 2021 Board Meeting.

EXECUTIVE DIRECTOR'S REPORT:

State Update:

Meetings with other EDs from Region 1 (11.4.21;11.19.21); VACSB Leadership (11.5.21); STEP-VA Advisory Council (STAC) Meeting (11.10.21); Regional Programs and Services Council (11.30.21)

Main topics:

- December 1 is the day that the Regional Call Centers are to be up and functioning. Our region has contracted with a company (PRS) to perform this service for Region 1. Regions 4 and 5 are also contracting with PRS. Region 2 hasn't decided yet, although this is supposed to be "stood up" by today. Region 3 is contracting with a company called Frontier. The data platform that DBHDS is supposed to have to coordinate all of these call center functions was also supposed to be "stood up" by today, and it is not ready and will not be ready until January, 2022. As far as the process for referrals out of the call center, all of the CSBs in this region will be conducting business as usual until further notice. Our first Marcus Alert CSB, Rappahannock-Rapidan, is supposed to have its PSAPS (public safety access points), or dispatchers, have MOUs with the call center. To date, none in the Rappahannock-Rapidan area have signed MOUs.
- Regional services will be conducted out of Region 10 beginning in January 2022. They have been conducted out of Horizon to date. There have been quite a few resignations as a result of this change but interviews for regional positions are going well.
- With regard to the Department of Justice (DOJ) settlement agreement, the judge presiding over the case wants to retire, so he wants to speed things up; they are working on curative action meetings.
- DBHDS is happy with the progress in STEP-VA at a six month checkup. It was reported that primary care screening is doing better, with a 67% increase over last year.
- Both the OSHA and the CMS vaccine mandates have been put on hold pending further litigation. While we have determined that VCSB as a whole is not subject to the CMS mandate (the ICFs are), we would be required to follow the OSHA large employer mandate if that comes out of litigation as enforceable.

Marcus Alert Legislation:

As noted above, it is apparently a difficult “ask” to get the PSAPS to sign MOUs with the call centers. This is due to the many unknowns still floating around and the potential liability PSAPS believe they may have in all of this process.

Behavioral Health Enhancement aka Behavioral Health Redesign, Access, Value, and Outcomes (BRAVO):

Please see the attached press release which touts the implementation of BRAVO.

STEP-VA:

As noted above, DBHDS is pleased with the progress statewide with STEP-VA. The dashboard is still under construction. If it ever is completed, it will be very helpful to us in tracking our performance indicators for the performance contract.

Performance Contracts:

We received our Combined CCS3 Extract and Consumer Designation Code Report for FY’21 End of Year. The report was very positive with very few corrections to be made. Joel Rothenberg, DBHDS, Project Manager Program Administration Support, asked that Dr. McClanahan share the following with staff and the Board of Directors, and she quotes him:

“I wish to compliment the Valley CSB with a marked improvement to the service portion of its end of the year report. It is clear that discussions the Department’s Office of Management Services had with Valley’s leadership team earlier in the year resulted in the CSB significant improvement to its reporting process. I believe this is a reflection to the leadership shown by its executive director, a sincere commitment by staff, and more accurately documentation to the work staff does in the provision of a wide array of services to the individuals who live in its service area. Please keep up the good work.”

Local Meeting(s)

Dr. McClanahan meets monthly with the Staunton, Augusta County, Waynesboro (SAW) Community Policy and Management Team (CPMT) which addresses services for children who are required to obtain services. Elizabeth Kemp, one of our employees, meets with the Highland County CPMT monthly.

Dr. McClanahan meets regularly with the community-based Support for Vulnerable Community Members group. The most recent initiative is to attempt to secure more housing in our communities for our vulnerable populations. This is in a very beginning stage at this point.

Other News

Strategic Planning: The executive leadership team (ELT) had two “town hall” meetings in November, where all employees were invited. There was reasonable participation, perhaps 40-50 staff attended via ZOOM. We will move forward with asking folks to volunteer for work groups to implement the plan.

We are still working on, or waiting for results from, a number of audits:

- DMAS ICF audit for 2018-19
- Valley’s FY2021 Independent audit
- DMAS DD Representative Payee audit

We had the employee appreciation luncheon on November 19, 2021. It was well attended, both in person and via ZOOM. PTO Bingo led by Tina Martina was a hit with the staff, and all staff recognized for this year received a handwritten note from Dr. McClanahan and a pin indicating their years of service. For those really long-term employees, they also received flowers.

Dr. McClanahan heard from Leslie Beauregard, Staunton, regarding Mr. Sullivan’s letter requesting a seat at the table for American Relief Plan Act (ARPA) funds. She has asked for a budget and priorities from us, on which we are working. These need to be sent to her by the end of the calendar year. There are four asks including regrouping around day services, assessment tools, fingerprint equipment for onboarding, and accounting software.

Open Enrollment went well, and we will have a new medical insurance provider beginning January 1, 2022, United Health Care. We will also implement the High Deductible Plan with HSA. Twelve employees signed up for the new plan.

We hired an accountant, Patrick Flannery, and he is in training at this point. He is doing well. We will also have a new nurse practitioner in the first quarter of the new year. She is finishing her schooling now.

We are hoping to move forward with the renovation of Orchard Lane as an ICF allowing us to discontinue the use of Greenstone.

Nitch Narduzzi asked why VCSB takes fingerprints. Mr. Criner explained that it is part of the background screening process for employees in certain programs that requires a level 2 background screening. Mr. Criner shared that we currently do not have the ability to do screening inhouse, so we have been working with the Staunton Police Department who set aside time the third Friday of every month. This presents hurdles for us, especially when we need to get these results in before making a hiring decision. We have the ability, if we get the approval from the State Police, to have that equipment inhouse. We could also potentially turn it into a revenue generating machine by providing fingerprinting for others. Mr. Sullivan asked if it is relatively common that HR Departments and school districts have this capability and how much are we paying the City of Staunton for this convenience. Mr. Criner believes that the City of Staunton is charging us just the cost of the scan according to the invoice. Dr. McClanahan states that the issue is not the cost but the convenience in the turn-around and the ability to get people in the ICFs quickly. Misty Cook suggested fingerprinting through State Contract, as it may be more feasible cost wise. Mr. Sullivan shared he believes it is better to have it inhouse.

COMMITTEE REPORTS: Please see full reports enclosed.

Finance Committee: Mr. Criner reported the September Financials. He stated the first quarter has been completed and we are on the way to finishing October. Highlights: Finance made a couple of adjustments. Other Receivables now shows a positive \$73,310. Other adjustments: FY2021 Year End Other Liabilities was reduced to \$2.3 million. Total Agency Income Statement has a surplus of \$240,000 against a budget of only \$9,000. We continue to see underspending in salaries primarily in Behavioral Health and Developmental Services. Mr. Criner shared some encouraging news. As part of the onboarding process for the new accountant, they met with the Department of Behavioral Health Finance Team including Eric Billings. Mr. Criner asked what was needed to build and maintain trust with them. He stated that Mr. Billings responded that we are doing fine. Mr. Sullivan commended Mr. Criner for reaching out to the department and his willingness to let someone from the outside look in and finds his disclosure reassuring. **Linda Czyzyk moved to accept the financial report. Cynthia Burnett seconded. Mr. Sullivan asked for a vote to accept the financial report. Approved.**

Executive Committee: Vaccination update presented in the Executive Director's report.

Orchard Lane Renovation: Mr. Sullivan stated that the Executive Committee has taken action to move forward with turning the Orchard Lane Facility into an Intermediate Care Facility. Tina Martina shared that there was a Committee Meeting in which she and Roger Ramsey, Maintenance Manager, met with Design Vision. There was confirmation that the hallways would be adequate for emergency rescue. A final design will be a 3-dimensional design that will be presented to the Committee, the Board, and ELT. Phase 1 cost \$4300. Phase 2 was estimated to cost between \$3000 to \$3600. Phase 3 is estimated to cost \$4,100 to \$4,500. Estimated total is \$8,100 for Phase 2 and Phase 3. Phase 4 is the bid phase. **Mr. Sullivan moved to approve continuing this process with a limit on spending at \$10,000. Ms. Pyles seconded. Mr. Sullivan asked for a vote on continuing this process with a limit on spending at \$10,000. Approved.**

CONSENT AGENDA: Ms. Powell moved to accept the consent agenda. Ms. Burnett seconded. Mr. Sullivan asked for a vote to approve the consent agenda. **Approved.**

OLD/NEW BUSINESS: Mr. Sullivan shared that some old business is a result of changing the Bylaws. We now have three committees. Mr. Sullivan had sent an email to members asking what rank or what committees they would like to be on. Mr. Sullivan stated that we will only have three committees in which people will be appointed to committees. The change in process is that the Chair will not appoint the Chair of the committee; the committee itself will select who is going to lead the committee. There will be a meeting in early January assigning positions. The Executive Committee will meet as usual. By February, we should be able to do business under the Bylaws. Mr. Sullivan would like to have the Bylaws Committee information ready by the January 2022 Board Meeting. Mr. Sullivan commented that on the three committees that will exist our change in philosophy is to be a Board involved in policy and strategy rather than operations. The HR Committee was discontinued. There will be an Ad Hoc Committee, formed as needed. No reports from ELT. No new business.

MEETING ADJOURNED: Cynthia Burnett moved to adjourn. Debra Pyles seconded. Mr. Sullivan asked for a vote to adjourn. **Approved.**

Respectfully Submitted:
Kathy Curry