

**Valley Community Services Board**  
**85 Sanger's Lane, Staunton, VA**  
**July 28, 2021**  
**5:30 p.m.**

**Members Present**

Dan Sullivan, Chair  
 Debbie Pyles, Vice Chair  
 Debra Freeman-Belle  
 Cynthia Burnett  
 Anna Leavitt  
 Linda Czyzyk  
 Ross Parker

**Members Present via Zoom**

Mary Powell  
 Nitch Narduzzi  
 Emily Malcolm  
 Lisa Dunn Shiflett  
 Misty Cook  
 Nichole Nicholson

**Members Absent**

**Staff Present**

Tammy DuBose  
 Dr. Kimberly McClanahan  
 Dereck Criner  
 Dana Fitzgerald

**Staff Present via Zoom**

Tina Martina  
 Dr. Jack Barber  
 Kathy Kristiansen  
 Jane Fetterman

**Visitors via Zoom**

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| <b>CALL TO ORDER</b>   | Chair, Dan Sullivan, called the meeting to order at 5:35 pm.   |
| <b>ESTABLISH QUORUM</b>  | Mr. Sullivan established a quorum.   |
| <b>PUBLIC COMMENT</b>  | No public comment.   |
| <b>INTRODUCTION OF NEW MEMBER</b>  | Mr. Sullivan introduced Ross Parker, newly appointed member from the City of Staunton. Mr. Parker shared that he grew up in Staunton and has returned to the area and is interested in giving back to the community.   |
| <b>MINUTES</b>   | <b>Debbie Pyles moved to approve the June 23<sup>rd</sup> Board Meeting Minutes. Cynthia Burnett seconded. Motion carried.</b>   |
| <b>EXECUTIVE DIRECTOR'S REPORT</b><br><br>(please see report for full details) | Dr. McClanahan gave an overview of her written report, highlighting main topics.<br><b><u>Statewide Updates:</u></b> <ul style="list-style-type: none"> <li>Meetings attended: Region 1 (7.16.21); VACSB/DBHDS Meeting (7.20.21); STEP-VA Advisory Council (STAC) Meeting (7.26.21)</li> <li>The closing of five state hospitals on July 9, 2021, to voluntary, as well as, civil Temporary Detention Orders (TDOs), has been the main topic of most meetings. Dr. Jack Barber spoke to this issue in a newspaper article which was sent to the Board, and Dr. McClanahan also spoke to the local Staunton newspaper about the issue.</li> <li>Regional Call Center: As noted previously, DBHDS would like call centers up and running by October 1; however, the call centers require that the new state data platform be in place prior to that. As of the meeting on 7.20.21, there was still no data platform vendor in place</li> <li>Department of Justice (DOJ) Settlement Agreement: The judge has asked for two more years. Also, there has been more push back from DOJ to the department regarding noncompliance even though we were given two more years to get in compliance.</li> <li>VCSB is still looking at UNITE VA, a data platform for referrals in the community, and Dr. McClanahan is communicating with other CSBs about their participation.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>VACSB is still planning to send out a salary survey; according to Jennifer F., Executive Director of VACSB, this will be soon.</li> <li>Region 1 is consolidating its regional programming at Region 10 (Charlottesville).</li> <li>The Fall VACSB meeting is scheduled for early October in Roanoke.</li> </ul> <p><b><u>Marcus Alert Legislation:</u></b></p> <ul style="list-style-type: none"> <li>The final version of the state plan may be viewed at <a href="http://dbhds.virginia.gov/marcusalert">http://dbhds.virginia.gov/marcusalert</a>. Both the full plan and a shorter version (i.e., 20 pages) may be viewed there. There was a lot of discussion about cross training between behavioral health and law enforcement providers. There is ongoing work on trainings.</li> </ul> <p><b><u>Behavioral Health Enhancement, aka Behavioral Health Redesign, Access, Value, and Outcomes (BRAVO):</u></b></p> <ul style="list-style-type: none"> <li>Began small ACT team on July 1, 2021.</li> </ul> <p><b><u>STEP-VA:</u></b></p> <ul style="list-style-type: none"> <li>Service Members, Veterans, and Family Members (SMVF) portion of STEP-VA is slated to start in FY22. DBHDS is working on a MOU between DBHDS and Veterans Affairs to better collaborate. They are also working on military cultural competency training.</li> <li>Peer Support and Family Services will also be implemented in FY22: DBHDS was very excited about CSBs that decided to hire a family support person as a part of their Peer and Family Support plan. Valley did so.</li> <li>Outpatient Services: No new news.</li> </ul> <p><b><u>Performance Contracts:</u></b></p> <ul style="list-style-type: none"> <li>Mr. Sullivan and Dr. McClanahan signed the final FY22 performance contract.</li> </ul> <p><b><u>Other News</u></b></p> <ul style="list-style-type: none"> <li>Mr. Sullivan followed up with Augusta County regarding the local match because VCSB did not receive the full amount requested. We are waiting on a response from them. We have also talked with DBHDS about the waiver process.</li> <li>Strategic Planning: We are beginning to implement the strategic plan. To enhance staff morale, we had an ice cream truck come to Sanger's Lane, as well as the ICFs a few days after National Ice Cream Day. Dr. McClanahan greeted about 60 staff members. Dr. McClanahan recently visited the ICFs to meet staff and residents.</li> <li>Continuing to update agency guidance for our staff regarding COVID-19 restrictions.</li> </ul> |
| <p><b>COMMITTEE REPORTS</b></p> <p>(please see reports for full details)</p> | <p><b><u>Finance Committee:</u></b> Dr. McClanahan reviewed a PowerPoint outlining the May Financials and touched on the main topics.</p> <p><b><u>Income Statement:</u></b></p> <ul style="list-style-type: none"> <li>Overall performance surplus YTD May \$1.4M</li> <li>Additional funding received YTD, not included in plan: Rent and Housing Funding, Cares Act Funding, and increased funding for OBOT and a few other programs.</li> <li>Billing Unit volumes overall are 3% higher than budget for May.</li> <li>Adult outpatient services continue to be strong, outperforming budget. Mental Health Medical 28%, MH Case Management Adult 26%, and OBOT 32% over budgeted volumes.</li> <li>Gross Charges of \$1.2M posted for May. Salary Expenses less than budget due to vacant positions, \$1.2M YTD.</li> <li>Professional Service Fees are in line with plan.</li> <li>Client Related Expenses are \$1.5M higher than plan, experiencing significant needs for rent and housing related expenses.</li> <li>Supplies are \$37K higher than plan.</li> </ul> <p><b><u>Balance Sheet:</u></b></p> <ul style="list-style-type: none"> <li>Balance sheet May YTD compared to June YTD financials</li> <li>Main Operating Cash at \$5.4M: Strong revenue cycle performance from Credible, \$1,046,806.09 in cash was collected in May</li> </ul>   |

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|                         | <ul style="list-style-type: none"> <li>Cash on hand will be potentially impacted by funding we will not be able to spend by end of the funding period</li> <li>Medicaid funding \$675K received after cost report finalized</li> </ul> <p><u>Program Highlights.</u></p> <ul style="list-style-type: none"> <li>Sponsored Residential Surplus YTD \$220K</li> <li>Child Case Management Surplus YTD \$179K</li> <li>ICFs Grandview and Greenstone- <ul style="list-style-type: none"> <li>ICF costs are lower than Medicaid reimbursement rates. Resulting in a planned return of funding to DMAS.</li> </ul> </li> </ul> <p>Mr. Sullivan commented on the lack of funding for the Therapeutic Day Treatment (TDT) program since the changeover to the MCOs.</p> <p><b>Debra Freeman-Belle moved to approve the financial reports as presented. Ms. Burnett seconded. Motion carried.</b></p> <p><b>Human Resource Committee:</b> Ms. Burnett shared that the committee reviewed the following positions and asked Dereck Criner, HR Director, to give a brief overview.</p> <ul style="list-style-type: none"> <li>Forensic Discharge Planner- Total of (5) FTEs- Funded by DBHDS warrant to provide discharge planning services to consumers at the Middle River Regional Jail (MRRJ)</li> <li>Forensic Discharge Coordinator- (1) FTE- Same funding as the Forensic Discharge Planner</li> </ul> <p>Ms. Burnett commented that the five forensic discharge planners would not all be hired at once and that the coordinator would carry a caseload while building the program. Ms. Freeman-Belle added that the MRRJ provided input regarding this program.</p> <ul style="list-style-type: none"> <li>Coordinated Entry Specialist – (.5) FTE – Funded by the Virginia Homeless Solutions Program (VHSP) Grant</li> </ul> <p>This position will start out as a 20-hour per week position and will likely grow into a 40-hour per week position. Praise was given to Lydia Campbell for her management of the housing program and for her positive relationships within the community.</p> <ul style="list-style-type: none"> <li>Emergency Services (ES) Supervisor Position- (1) FTE- State general funding and limited direct service/billing.</li> </ul> <p>Mr. Criner shared that there were previously two supervisor positions in ES and the positions were not filled upon resignation of those two staff due to financial concerns. This resulted in the Assistant Director of Behavioral Health having 15 direct reports.</p> <p><b>Ms. Burnett moved on behalf of the HR Committee to approve the above positions. Motion carried.</b></p> <p>Mr. Criner shared that the ICF staff are very appreciative of the monthly retention stipend and that recruitment efforts have been increased.</p> <p><b>Executive Committee:</b></p> <ul style="list-style-type: none"> <li>Mr. Sullivan gave an overview of the Greenstone Project that was discussed at the Executive Committee. The committee voted to recommend that a feasibility study be conducted on the Orchard Lane Property. <b>Mr. Sullivan moved on behalf of the Executive Committee for approval. Motion carried.</b></li> </ul> |
| <b>CONSENT AGENDA</b>   | <p><b>Consent Agenda:</b></p> <p><b>Linda Czyzyk moved to accept the consent agenda. Ms. Pyles seconded. Motion carried.</b></p>  |
| <b>OLD/NEW BUSINESS</b> | <p><b>Old Business:</b></p> <ul style="list-style-type: none"> <li>Mr. Sullivan announced that Dr. McClanahan's Executive Director's Contract has been renewed for FY22.</li> <li>Mr. Sullivan shared that he plans to distribute portions of the bylaws to each committee for updating during the month of August. Mr. Sullivan added that committee changes will be made once the bylaws are updated. Mr. Sullivan shared that a discussion needs to take place regarding the frequency of committee and Board meetings.</li> <li>Mr. Sullivan commented that the committee meetings and the Board meeting for August are cancelled.</li> </ul>   |

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| <p><b>CLOSED SESSION</b></p>    | <p>Ms. Burnett stated, “I move that the VCSB 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. Pyles seconded. Motion carried. Mr. Parker did not attend closed session because he had not completed his orientation that includes HIPAA training.</p> <p>Ms. Burnett stated, “I move that the VCSB 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. Pyles seconded. Motion carried.</p> <p>So Certified:</p> <ul style="list-style-type: none"> <li>✓ Dan Sullivan, Chair</li> <li>✓ Debbie Pyles, Vice Chair</li> <li>✓ Debra Freeman-Belle</li> <li>✓ Cynthia Burnett</li> <li>✓ Anna Leavitt</li> <li>✓ Linda Czyzyk</li> </ul> |
| <p><b>MEETING ADJOURNED</b></p> | <p>Anna Leavitt moved to adjourn. Ms. Pyles seconded. Motion carried.</p>   |

**Respectfully Submitted, Tammy DuBose**