

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
June 22, 2022
5:30 p.m.

Members Present: Dan Sullivan, Chair; Debbie Pyles, Vice Chair; Cynthia Burnett, Misty Cook, Linda Czyzyk, Anna Leavitt, Emily Malcolm, Ross Parker, Mary Powell, Lisa Shiflett, Leslie Snyder, Nitch Narduzzi*

Members Absent: Debra Freeman-Belle, Treasurer

Staff Present: Dr. Kimberly McClanahan, Tammy DuBose, Dereck Criner, Dr. Devin Foster, Tina Martina, Kathy Curry, Dr. Jack Barber*, Candy Calloway*, Jane Fetterman*, Dana Fitzgerald*, Kathy Kristiansen*

***Denotes via Zoom**

CALL TO ORDER: Chair, Dan Sullivan, called the meeting to order at 5:30 pm.

ESTABLISH QUORUM: Mr. Sullivan established a quorum.

ELECTRONIC PARTICIPATION: Mr. Sullivan stated that Nitch Narduzzi had been approved to participate remotely due to a medical condition. Nitch Narduzzi stated that she was participating remotely from her home in Staunton, Virginia.

PUBLIC COMMENT: No public comment.

MINUTES: Debbie Pyles moved to approve the May 25, 2022 Board minutes. Mary Powell seconded. Motion carried.

RECOGNITION OF DEPARTING MEMBERS: Mr. Sullivan commented that Debbie Pyles, Cynthia Burnett, Linda Czyzyk, and Lisa Shiflett have all been on the Board for six years and are rotating off. They are eligible to serve another term after a one year absence if they are reappointed by their locality. Mr. Sullivan shared stories regarding each member and thanked them for their dedication and expertise during their tenure.

EXECUTIVE DIRECTOR'S REPORT:

- Dr. McClanahan commented on her 6.22.22 report that was shared electronically with members.
- Dr. McClanahan shared that we have received notification from all four localities regarding the local match funding.
 - Requested \$200,334.00 in local matching funds from the City of Staunton for FY2023. Received \$200,334.00.
 - Requested \$169,047 in local matching funds from the City of Waynesboro for FY2023. Received \$169,047.
 - Requested \$7,060.00 in local matching funds from Highland County for FY2023. Received \$7,060.00
 - Requested \$350,462.00 in local matching funds from Augusta County for FY2023. Received \$215,000.
- Dr. McClanahan also thanked the four departing Board members for their service to the Board.

Ms. Narduzzi asked about the matching funds from the different localities. She asked if Augusta County is the only locality not meeting the full match and how that will affect the Marcus Alert when services have to be brought out just for Augusta County. She asked if VCSB would be asking for more funds from Augusta County since they are the only locality required to implement the Marcus Alert. Cynthia Burnett commented that historically if there is a mandated program that VCSB has to provide, they have to provide it, even if they fall short on funds. Misty Cook commented that the 10% match is used for a specific program; it is not for the entire VCSB budget. Dr. McClanahan commented that the 10% match from Augusta County, Waynesboro, and Staunton is used to help fund Medical Services for VCSB.

COMMITTEE REPORTS: Please see full reports enclosed.

Finance Committee:

- Mr. Criner presented the FY2023 Budget Proposal 3.1 Version.

- FY2023 Revenue projections are based on average actual revenues from FY2020, FY2021, and FY2022. DS Gross Charges include Cost Report reimbursement for ICF pay increases (\$338,404) and uncollected revenue pending for DS (\$1,000,000).
- DBHDS provided 1.5% towards COLA in FY2021, estimated the same for FY2023 - \$165,000.
- Wages & Benefits Expenses include a 5% COLA effective for non-ICF positions - \$559,313 and both a 5% COLA plus market equity adjustment for the ICF program positions - \$338,404, both effective July 1.
- Contract temporary employee expenses will be relocated to Professional Services Expenses, as will the monthly Medicaid fee paid through the ICF program. This accounts for the variance in Professional Services and Miscellaneous Expenses.
- Total requests for new expenditures – new and ongoing: Retention \$50,000, Training \$62,678, Recruitment \$123,132, Client Engagement \$13,700, and new Human Resources Management System (HRMS) Platform \$110,000.
- **Mr. Sullivan stated that the Fiscal Oversight Committee recommends approving the FY2023 Budget as presented. All was in favor. Budget was approved as presented.**
- Mr. Criner presented the May Financials.
 - FY2022 May Total Cash: \$9,497,464.61.
 - FY2022 May Total Liabilities and equity: \$15, 226.262.85.
 - FY2022 May Budget to Actual: Other Fees Surplus \$3.7 million, Client Related Expenses \$1.5 million over that budget; of those expenses \$1.3 million is from COVID Homelessness Emergency Response Program (CHERP).
 - FY2022 May Total Surplus: \$3,692,032.00.
 - FY2022 May Income Statement: Net Revenue \$23,293,883.00.
- Mr. Sullivan stated that the May Financials will be voted on at July’s Board meeting since they were not reviewed at the Fiscal Oversight Committee.

Nominating Committee: Ms. Pyles, on behalf of the Nominating Committee, presented the slate of officers for FY2023: Chair, Ross Parker; Vice Chair, Dan Sullivan; and Treasurer, Debra Freeman-Belle. Ms. Pyles asked for any additional nominations from the floor. **A vote was taken on the slate of officers by a show of hands. All were in favor of approving the slate as presented.**

Service Delivery Oversight Committee: Ms. Powell shared that there was no June meeting.

Compliance Committee: Ms. Pyles stated the committee met today and discussed Performance Contract Measures.

OLD/NEW BUSINESS:

- Dr. McClanahan gave an update on the Orchard Lane project: Mr. Hinton plans to present construction design and cost at July’s Board meeting.
- Ms. Narduzzi asked about a topic that was discussed at a prior Service Delivery Oversight Committee meeting regarding providing Board contact information or having a Board email address on the VCSB website. Dr. McClanahan stated that VCSB does have a general email address where questions for the Board can be addressed and it will be announced to the public on VCSB’s website.
- Ms. Narduzzi stated that a client at VCSB shared with her that a case manager had been very helpful with services for him. Ms. Narduzzi wanted to know to whom this type of information should be reported so that it can be shared with the staff member and their director. Dr. McClanahan asked that the information be sent to her to distribute.

MEETING ADJOURNED: Ms. Snyder moved to adjourn. Ms. Powell seconded. Motion carried.

Respectfully Submitted:
Kathy Curry