

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
January 27, 2021
5:30 p.m.

Members Present

Dan Sullivan, Chair
 Cynthia Burnett

Members Present via Zoom

Debbie Pyles, Vice Chair
 Nichole Nicholson
 Linda Czyzyk
 Nitch Narduzzi
 Lisa Dunn Shiflett
 Mary Powell
 Debra Freeman-Belle
 Misty Cook
 Holli McVeigh
 Anna Leavitt

Members Absent

Mike Hamp
 John Hartless

Staff Present

Tammy DuBose
 Dr. Kimberly McClanahan
 Dana Fitzgerald

Staff Present via Zoom

Tina Martina
 Dr. Jack Barber
 Kathy Kristiansen
 Alexis Wagner-Call
 Marybeth Albritton
 Jane Fetterman

Visitors via Zoom

Andrea Nichols
 Betsy Hedrick

CALL TO ORDER	Chair, Dan Sullivan, called the meeting to order at 5:30 pm.
ESTABLISH QUORUM	Mr. Sullivan established a quorum.
PUBLIC COMMENT	No public comment.
MINUTES	Cynthia Burnett moved to approve the December 2, 2020 Board Meeting Minutes. Debbie Pyles seconded. Motion carried.
FY2020 FINANCIAL AUDIT Presented by: Andrea Nichols Betsy Hedrick	<p>Andrea Nichols, Audit Manager for PBMares, LLC, shared her screen to review the audit. Ms. Nichols gave a brief overview of the information that was sent to the full Board prior to the meeting.</p> <p>Financial and Compliance Reports:</p> <ul style="list-style-type: none"> ○ Independent Auditors' Report: VCSB received an unmodified opinion which is the best opinion that can be given by the auditors. ○ Management's Discussion and Analysis Letter: Ms. Nichols encouraged Board members to read the report for more narrative information on the responses from VCSB's Management Team. ○ PBMares' Report to the Board: <ol style="list-style-type: none"> 1. Material weakness in internal controls: Complete and accurate recording of financial transactions within the general ledger did not occur. This is a repeat finding. 2. Compliance finding: VCSB did not have an operating reserve sufficient to cover at least two months of personnel and operating expenses, as required by the Performance Contract. This is a repeat finding. Ms. Nichols noted that this requirement has been removed from the FY21 Performance Contract. <p>Mr. Sullivan thanked Ms. Nichols and Ms. Hedrick for the presentation.</p>
EXECUTIVE DIRECTOR'S REPORT	<p>Dr. McClanahan reported on the following:</p> <ul style="list-style-type: none"> ○ HR Director: Ms. Justine Johnson from Charlottesville has accepted the position and starts on Monday. Dr. McClanahan thanked Dana Fitzgerald for filling in as the Interim HR Director. ○ Accounting Manager: Interviews to be conducted this week. ○ Federal COVID Funds: Dr. McClanahan shared that ICF staff, jail staff and juvenile detention staff received appreciation pay of \$500 each. Dr. McClanahan noted that this was an allowable spent under the guidelines for the CARES Act funding.

	<ul style="list-style-type: none"> ○ COVID Survival Gift Bags: Dr. McClanahan shared the contents of the bags that staff received. (valley logo coffee cup with tea packets, blue light computer glasses, valley logo masks and microwavable herbal neck wraps). These bags were purchased using wellness funding provided by Anthem, VCSB's health insurance provider. ○ Holiday Bonus: Staff were very appreciative of the \$100 bonus pay that was approved by the Board in December. ○ News Articles: Articles highlighting Valley programs and staff were distributed to Board members. Dr. McClanahan added that we will continue to share upcoming articles. ○ Dr. McClanahan shared a spreadsheet that showed the calculations for the required 10% locality match. ○ Dr. McClanahan shared that five staff members are enrolled to become Medicaid Navigators. ○ Regional Funds: These funds are available to VCSB for children psychological services. ○ Strategic Planning: Dr. McClanahan and Mr. Sullivan plan to meet to discuss how to begin this process. ○ Meetings: Dr. McClanahan asked that any Board members that have not met with her individually, and wish to, please contact Tammy DuBose to schedule a meeting.
<p>COMMITTEE REPORTS</p>	<p>Finance Committee: Ms. Albritton presented the October/November financial information that was previously shared at the Finance and Executive Committee.</p> <p>Income Statement</p> <ul style="list-style-type: none"> ● Overall performance is close to plan for YTD November, showing a surplus of \$369,785 ● Billing Unit volumes overall are 5% higher than budget <ul style="list-style-type: none"> ○ Adult outpatient services continue to be strong, outperforming budget ○ Mental Health 25% and Substance Abuse 41% over budgeted volumes ○ Strong volume performance in PACT for November ● Gross Charges of \$1.2M posted for November and are running 7% above plan and in line with prior year performance ● Salary Expenses less than budget due to vacant positions ● Client Related Expenses are \$882K higher than plan, experiencing significant needs for rent and housing related expenses <ul style="list-style-type: none"> Please Note: Variance is not included in budget but has an equivalent reimbursement offset ● Supplies are \$70K higher than plan <p>Balance Sheet</p> <ul style="list-style-type: none"> ● Balance sheet November YTD compared to June YTD financials ● Main Operating Cash at \$4M ● Strong revenue cycle performance from Credible, \$1.1M collected ● Medicaid funding \$675K received after cost report finalized <ul style="list-style-type: none"> Please Note: We are anticipating based on FY 2016 a payback for FY 2017 of \$150,927 for Greenstone and \$35,296 for Grandview ● ICF cost reports have been submitted, ICF costs are lower than Medicaid reimbursement rates. Both ICFs are in a payback situation. <p>Program Highlights</p> <ul style="list-style-type: none"> ● Surplus Case Management– YTD surplus of \$164K ● ICFs Grandview and Greenstone- ● Based upon FY 16 and 17 DMAS audits, we proactively included in our plan an estimate of traditionally disallowed cost ● ICF cost reports have been submitted, ICF costs are lower than Medicaid reimbursement rates. Both ICFs are in a payback situation. ● Clubhouse rent will need to be paid thru December for the duration of the lease ● School Based Outpatient Program, YTD loss of (\$148,544), Projecting a FY 2021 loss of (\$356,505) ● November billable unit volume down 48% to budget, (\$21,359) lower than budgeted revenue for November. <p>Ms. Albritton shared that she was on a Zoom meeting yesterday with other CSB CFOs and she learned a lot about the challenges that all CSBs are facing. She is looking forward to the manual that is being developed for CFOs.</p>

	<p>Mr. Sullivan inquired about school services. Kathy Kristiansen shared that there is an upcoming meeting with Ms. Wolfe from Staunton City Schools to talk about school services.</p> <p>Mr. Sullivan moved to accept the October/November Financials as presented. Ms. Pyles seconded. Motion carried.</p>
<p>CONSENT AGENDA</p>	<ul style="list-style-type: none"> • Ms. Burnett moved to approve the consent agenda consisting of reports from the following: Mary Powell seconded. Motion carried. <p>Human Resource Committee Report</p> <ul style="list-style-type: none"> ○ October 15, 2020 and January 14, 2020 Minutes <p>Quality and Compliance Committee Report</p> <ul style="list-style-type: none"> ○ January 13, 2021 <p>Communications & Advocacy Committee Report</p> <ul style="list-style-type: none"> ○ January 19, 2021 <p>Finance/Executive Committee Report</p> <ul style="list-style-type: none"> ○ November 24, 2020 <p>Note: January Finance/Exec Report not available</p>
<p>OLD/NEW BUSINESS</p>	<p>Nitch Narduzzi asked for suggestions on how she can be more involved as a Board member and how to schedule meetings with staff. Ms. Narduzzi shared comments from a webinar that she helped organize last night in regards to stopping the expansion of Middle River Regional Jail (MRRJ). Ms. Narduzzi stated that there were specific comments about VCSB not providing services for the jail population. Ms. Narduzzi added that there is a big push in the community for a detox/crisis center.</p> <p>Ms. Kristiansen shared that she also attended the webinar and appreciated the stories that were shared. Ms. Kristiansen added that their perspective is from their own experiences and may not fairly portray VCSB. Ms. Kristiansen stated that the comment about VCSB only having a part-time MH staff in the jail is not accurate. Ms. Kristiansen added that MRRJ employs a part-time psychiatrist and VCSB has four full-time MH staff in the Jail. Of those four, three are clinicians and one is a case manager. These positions are funded by a jail grant. Ms. Kristiansen added that same day access to services has greatly improved over the last year. Ms. Narduzzi commented that there is a big push for a detox center in the community.</p> <p>Ms. Narduzzi asked how the public can gain accessibility to the Board meetings. She stated that Staunton City is pushing for better accessibility and closed caption for not only council meetings but for local board meetings as well. Ms. DuBose shared that the Board/Committee meetings schedule is posted on VCSB's website, with a message on how to contact Ms. DuBose if you wish to attend any of the committees or Board meetings.</p> <p>Anna Leavitt shared that she was also on the call last night. Ms. Leavitt added that the VCSB was part of a feasibility study on a detox/crisis center in the past and she has that information, which is called "<i>The Whitepaper</i>". She noted that she is happy to share it with Ms. Narduzzi. Ms. Leavitt explained that the feasibility study included other community partners such as Augusta Health and the Health Department. The study revealed that costs would be incredibly expensive and not feasible at this time.</p> <p>Mr. Sullivan asked if a recording from last night's community meeting was available. Ms. Narduzzi stated she would send the link to Ms. DuBose to be shared with the Board.</p>
<p>MEETING ADJOURNED</p>	<p>Ms. Leavitt moved to adjourn. Linda Czyzyk seconded. Motion carried.</p>

Respectfully Submitted, Tammy DuBose