

**Valley Community Services Board**  
**85 Sanger's Lane, Staunton, VA**  
**December 4, 2019**  
**5:30 p.m.**

**Members Present**

Phil Floyd, Chair  
 Sarah Rexrode, Vice Chair  
 Mike Hamp, Treasurer  
 Dan Sullivan  
 Linda Czyzyk  
 Lisa Dunn  
 Debbie Pyles  
 Misty Cook  
 Aaron Leveck  
 Nichole Nicholson  
 Cynthia Burnett  
 John Hartless  
 Miranda Ball (via Zoom)

**Members Absent**

Anna Leavitt

**Staff Present**

Dave Deering  
 Tammy DuBose  
 Tina Martina  
 Cindi Johnson  
 Kathy Kristiansen  
 Dana Fitzgerald  
 Lauren Gearhart  
 Dr. Steven Kessler  
 Larry Friedland

**Visitors**

Andrea Nichols

<b>CALL TO ORDER</b>	Chair, Phil Floyd, called the meeting to order at 5:30 pm.
<b>ESTABLISH QUORUM</b>	Mr. Floyd established a quorum. Mr. Floyd noted that Miranda Ball was participating via Zoom.
<b>RECOGNITIONS</b>	Mr. Floyd introduced Larry Friedland. Mr. Friedland is the Staff Development Specialist at VCSB. He was recently named as The Inaugural Recipient of the Blue Ridge Crisis Intervention Team (CIT) Champion of the Year. Mr. Friedland gave a brief summary of the CIT program and his role as a team member. Mr. Floyd praised Mr. Friedland for his hard work and dedication. Mr. Deering added that Mr. Friedland is also the leader of the agency's security code system and excels in his role during code situations. Sarah Rexrode, Board Vice Chair, announced that she has accepted the position of Executive Director for Franklin Department of Social Services. Ms. Rexrode added that today will be her last day on the Board. Ms. Rexrode shared that she has enjoyed her time on the Board and Mr. Floyd praised Ms. Rexrode with his farewell remarks, noting both professional and personal excellence. Ms. Rexrode was presented with an engraved crystal statue recognizing her dedication and commitment to the Board from 2014-2019.
<b>PUBLIC COMMENT</b>	No public comment.
<b>MINUTES</b>	<b>Ms. Rexrode motioned to approve the October 23<sup>rd</sup> Board meeting minutes. Cynthia Burnett seconded.</b> Miranda Ball abstained. <b>Motion carried.</b>
<b>FY19 FINANCIAL AUDIT PRESENTATION</b>	Cindi Johnson, CFO, introduced Andrea Nichols, PBMares' Onsite Audit Supervisor. Ms. Nichols presented the financial and compliance reports for FY19. <ul style="list-style-type: none"> <li>• VCSB received an unmodified audit which is the best ranking given.</li> <li>• There was a \$557,417 change in net position, bringing the end of the year net position to \$4,518,745 compared to \$3,961,328 from 2018.</li> <li>• VCSB received three Material Weakness Findings:               <ol style="list-style-type: none"> <li>1. Material Audit Adjustments- net pension liability and related deferred inflows and outflows of resources were not reconciled to the actuarial valuation and employer contributions, resulting in a material adjustment to these accounts. Other postemployment benefits and related deferred inflow and outflows of resources were not reconciled to the actuarial valuation and employer contributions, resulting in a material adjustment to these accounts</li> </ol> </li> </ul>

	<ol style="list-style-type: none"> <li>2. Lack of Segregation of Duties- Certain users involved in the Board's accounting processes had access to all elements of the accounts payable modules for the first six months of the year and certain users retain super user or near super user access.</li> <li>3. Performance Contract- The Board does not have an operating reserve sufficient to cover at least two months of personnel and operating expenses, as required by the Performance Contract. <ul style="list-style-type: none"> <li>• Ms. Nichols shared that this year's audit went much better than last years.</li> </ul> </li> </ol>
<p style="text-align: center;"><b>COMMITTEE REPORTING</b></p> <p>Please review committee minutes for detailed information</p>	<p><b><u>Finance Committee:</u></b> Met on November 19<sup>th</sup>. Ms. Johnson gave a brief overview.</p> <ul style="list-style-type: none"> <li>• Ms. Johnson shared that September ended with a small surplus with no significant changes to the year to date financial performance. Ms. Johnson shared that the October financials do not show much improvement for the financial situation which is at an approximate (\$500,000) year to date deficit.</li> <li>• Ms. Johnson shared that discussion has begun with the Executive Leadership Team (ELT) to determine changes needed to gain financial stability. A meeting with the Executive Committee will be set to discuss these suggestions. Mr. Floyd commented that the lack of funding for services has resulted in program reductions in the past.</li> <li>• Ms. Johnson stated that there should be more analyzed financial detail available by the January meeting.</li> <li>• <b>Mr. Hamp motioned on behalf of the Finance Committee to approve the September Financial Reports as presented. Motion carried.</b></li> </ul> <p><b><u>Human Resource Committee:</u></b> Met on November 14<sup>th</sup>. Ms. Burnett presented the following new positions for consideration.</p> <ul style="list-style-type: none"> <li>• <b><u>Child Case Manager:</u></b> This position is in the FY20 Budget; the waiting list and current caseloads justify this position. Child Case Management clients are funded fully by Medicaid or CSA funds through FAPT.</li> <li>• <b><u>Outpatient &amp; Open Access Clinician:</u></b> This position is not in the FY20 budget; however, it is fully funded by additional funds received for Outpatient services through Step VA. Kathy Kristiansen, Director of Behavioral Health, explained the Open Access process and the need for additional staff. <b>Ms. Burnett motioned to approve both positions. Motion carried.</b></li> </ul> <p><b><u>Quality and Compliance Committee:</u></b> Met on November 14<sup>th</sup>. Lisa Dunn shared that a staff presentation was given on the Open Access process. Ms. Dunn directed members to read the minutes from the committee meeting to get further details regarding Open Access. Ms. Dunn shared that she was surprised at the length of time needed to complete an Open Access Intake; which is currently 3.5 hours. Mr. Deering added that an additional six staff would be needed to effectively operate Open Access.</p> <p><b><u>Communication and Advocacy Committee:</u></b> Ms. Rexrode gave an overview of tonight's committee meeting.</p> <ul style="list-style-type: none"> <li>• Ms. Rexrode shared that John Avoli, Delegate of 20<sup>th</sup> District, met with the committee for an hour. The committee discussed the following topics. <ul style="list-style-type: none"> <li>○ Impact of Medicaid Managed Care Organizations on TDT and Psychosocial Rehabilitation programs.</li> <li>○ Additional funding needs for Same Day Access and Outpatient Therapy programs</li> <li>○ Increase to Medicaid reimbursement rates for Early Intervention/Infant Toddler Case Management services.</li> <li>○ Developmental Disabilities Waiver List</li> <li>○ Medicaid Expansion funding not offsetting the reduction in state general dollars taken from the CSBs.</li> </ul> </li> <li>• Mr. Avoli was very interested in the information presented and asked for the contact information for Virginia Association of Community Services Board's Executive Director and Lobbyist.</li> <li>• Ms. Rexrode shared that Mr. Floyd will be chairing the C&amp;A Committee until a new Vice Chair is appointed.</li> <li>• Ms. Rexrode asked members to review the Board of Director's Policy that was handed out. Ms. Rexrode asked that the policy be reviewed and voted on at the January meeting.</li> </ul>

	<p><b><u>Executive Committee:</u></b> Mr. Floyd stated that all topics from the Executive Committee meeting were discussed earlier tonight.</p> <p><b><u>Consent Agenda:</u></b> There were no questions concerning the reports.</p>
<b>OLD/NEW BUSINESS</b>	<ul style="list-style-type: none"> <li>• Discussion of Vice Chair Vacancy- Mr. Floyd shared that the position of Vice Chair is now vacant with Ms. Rexrode's departure. Mr. Floyd ask for suggestions on the process to nominate a new Vice Chair. Mr. Floyd commented that he would prefer to activate a Nominating Committee. All agreed. Mr. Floyd will contact member for the committee.</li> <li>• Board Member Position Descriptions- Board members were asked to sign an updated position description that had added verbiage regarding conflict of interest.</li> </ul>
<b>MEETING ADJOURNED</b>	<b>Ms. Rexrode motioned to adjourn. Ms. Czyzyk seconded. Motion carried.</b>

**The Next Scheduled Meeting of the Board of Directors is January 22<sup>nd</sup> at 5:30 pm**

**Respectfully Submitted,  
Tammy DuBose**