

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
December 2, 2020
5:30 p.m.

Members Present

Dan Sullivan, Chair
 Debbie Pyles, Vice Chair
 Cynthia Burnett
 John Hartless

Members Present via Zoom

Nichole Nicholson
 Linda Czyzyk
 Nitch Narduzzi
 Lisa Dunn Shiflett
 Mary Powell
 Debra Freeman-Belle
 Misty Cook

Members Absent

Anna Leavitt
 Holli McVeigh

Staff Present

Tammy DuBose
 Dr. Kimberly McClanahan
 Marybeth Albritton
 Dana Fitzgerald

Visitors

Staff Present via Zoom

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

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 October 19, 2020 Board Meeting Minutes. John Hartless seconded. Motion carried.
EXECUTIVE DIRECTOR'S REPORT	<p>Dr. McClanahan reported on the following:</p> <ul style="list-style-type: none"> • Additional funding for OBOT- more information will be presented during the new business section of tonight's agenda. • HR Director Position- currently have five applicants to interview. • Accounting Manager Position- one applicant so far. • New OBOT Prescriber started on December 1st • Installed doorbell and intercom at main entrance area • Installed thermal scanner for main entrance area • Professional sign made for entrance with COVID instructions • Secret Shopper- Dr. McClanahan presented as a client and went through the process that a new client would experience. Overall, it was a good experience. • Independent Financial Audit is underway. Dr. McClanahan and Marybeth Albritton plan to visit Rappahannock area to meet with their CFO for an overview of their financial department. • Open enrollment for Employee Medical Insurance is completed and went well. • Wellness Bags- gift bags have been assembled for VCSB employees that include items related to wellbeing. FY20 Health Insurance Plan included funding of \$10,000 to be used on employee wellness.
COMMITTEE REPORTS	<p><u>Finance Committee:</u> Ms. Albritton presented the September financial information that was shared at the Finance and Executive Committee.</p> <p>Income Statement</p> <ul style="list-style-type: none"> • Overall performance is close to plan through September, showing a surplus of \$110,996 • Billing Unit volumes overall are 1% lower than budget • Adult Outpatient services continue to be strong, outperforming budget • Mental Health 20% and Substance Abuse 33% over budgeted volumes

	<ul style="list-style-type: none"> • Gross Charges of \$1.1M posted for September and are running 2% above plan and in line with prior year performance • Other Revenue favorable to plan by \$338K due to additional funding received not included in budget • Salary Expenses less than budget due to vacant positions • Client Related Expenses are \$500K higher than planned, experiencing significant needs for rent and housing related expenses • Please Note: Variance is not included in budget but has an equivalent reimbursement offset • Supplies are \$48K higher than planned <p>Balance Sheet</p> <ul style="list-style-type: none"> • The comparative June numbers are pre-audit financials • Balance sheet is a bit higher after the June YTD financials • Medicaid funding \$675K received after cost report finalized • Please Note: We are anticipating, based on FY 2016, a payback for FY 2017 of \$150,927 for Greenstone and \$35,296 for Grandview <p>Program Highlights</p> <ul style="list-style-type: none"> • Surplus Adult and Child Case Management– reflecting the surpluses as anticipated in the budget • ICFs Grandview and Greenstone- Based upon FY16 and FY17 DMAS audits, we proactively included in our plan an estimate of traditionally disallowed cost • Clubhouse rent will need to be paid thru December for the duration of the lease <p>School Based Outpatient Program Deficit YTD (\$117,965), annualized loss anticipated for our program is (\$472K)</p> <p>Debbie Pyles moved to accept the August Financials as presented. Mr. Hartless seconded. Motion carried.</p> <p>Human Resource Committee: Cynthia Burnett gave an overview.</p> <ul style="list-style-type: none"> • A new position request for a Rapid Rehousing Specialist was presented and approved by the committee. This position is grant funded and the grant may or may not continue for more than a year. Kathy Kristiansen, Director of Behavioral Health, added that the position will be advertised as grant funding with hopes that funding will be renewed next year and/or the candidate will qualify for a case management position.
CONSENT AGENDA	<ul style="list-style-type: none"> • Ms. Burnett moved to approve the consent agenda consisting of reports from the following: <ul style="list-style-type: none"> ○ Human Resource Committee ○ Quality and Compliance Committee ○ Communications and Advocacy Committee <p>Ms. Pyles seconded. Motion carried.</p> <p>Note: Finance/Executive Committee minutes were not presented.</p>
OLD/NEW BUSINESS	<ul style="list-style-type: none"> • OBOT- Ms. Kristiansen gave an overview of the updated OBOT budget for SORII. • Bonuses- Dr. McClanahan and Ms. Albritton shared information regarding staff bonuses. The request is to use \$20,000 to give employees a \$100 bonus each. Misty Cook suggested that it be set up so that employees get \$100 after taxes are taken out. After discussion it was decided to increase the available. Ms. Burnett moved that the Board approve the funding (not to exceed \$25,000) for end of year bonuses not to exceed \$125 per person and prorated for part-time employees.
MEETING ADJOURNED	<p>Ms. Pyles moved to adjourn. Ms. Burnett seconded. Motion carried.</p>

Respectfully Submitted, Tammy DuBose