

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

**Members Present**

Dan Sullivan, Chair  
 Debbie Pyles, Vice Chair  
 Cynthia Burnett  
 Anna Leavitt  
 Mary Powell  
 John Hartless

**Members Present via Zoom**

Mike Hamp  
 Linda Czyzyk  
 Nitch Narduzzi  
 Debra Freeman-Belle  
 Lisa Dunn Shiflett

**Members Absent**

Misty Cook  
 Nichole Nicholson  
 Emily Malcolm

**Staff Present**

Tammy DuBose  
 Dr. Kimberly McClanahan  
 Dana Fitzgerald

**Staff Present via Zoom**

Tina Martina  
 Dr. Jack Barber  
 Kathy Kristiansen  
 Marybeth Albritton  
 Jane Fetterman

**Visitors via Zoom**

<b>CALL TO ORDER</b>	Chair, Dan Sullivan, called the meeting to order at 5:30 pm.
<b>ESTABLISH QUORUM</b>	Mr. Sullivan established a quorum.
<b>PUBLIC COMMENT</b>	No public comment.
<b>MINUTES</b>	<b>Cynthia Burnett moved to approve the March 24, 2021 Board Meeting Minutes. Anna Leavitt seconded. Motion carried.</b>
<b>EXECUTIVE DIRECTOR'S REPORT</b>  (please see report for full details)	<p>Dr. McClanahan gave a brief overview of her written report, highlighting a few main topics.</p> <p><u>Statewide Updates:</u></p> <ul style="list-style-type: none"> <li>• Regional Call Center: Region 1 submitted its Crisis Call Center application on 4/16/21. No feedback has been received yet.</li> <li>• Adult Mobile Response proposal: Region 1's proposal was submitted on 4/8/21. No feedback has been received yet.</li> <li>• DBHDS has begun to require CSBs to perform more in-person services.</li> <li>• A reminder regarding the approved 5% raise for state employees; we still have no indication of how much money Valley may receive with regard to this. Whatever money will be distributed to the CSBs to help cover the cost is supposed to come in the first warrant payment.</li> <li>• There is discussion that federal block grant dollars are going to go to a reimbursement model where we will have to send invoices, timesheets, and possibly job descriptions to DBHDS in order to get the money. This will add significantly to our administrative burden.</li> <li>• Spring VACSB conference is next week. Several ELT members will be attending virtually.</li> </ul> <p><u>STEP-VA</u></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. VCSB received \$69,574.83 to help implement the program. Proposals and budgets are due to DBHDS May 10, 2021 regarding how we intend to spend the money. Peer Support and Family Services will also be implemented in FY22. VCSB received \$105,000 to help implement this program. This plan is also due May 10, 2021.</li> </ul> <p><u>Performance Contracts:</u></p> <ul style="list-style-type: none"> <li>• We still do not know what changes may be forthcoming in performance contracts, even though we were supposed to have heard something by now, we have not.</li> </ul> <p><u>Other News:</u></p>

	<ul style="list-style-type: none"> <li>• We have completed our three-year licensure review. Our license was renewed for another three years.</li> <li>• Plans for in-person services and onsite services are in full swing. Twenty-three program areas have submitted their Continuity of Operations Plans (COOPs). Dr. McClanahan gave a quick overview of departmental COOPs.</li> <li>• School-based services: We are currently seeing 45 children in-person in the schools. We met with the pupil services leads for Staunton, Augusta County, and Waynesboro on April 21, 2021, and we are planning for the next school year.</li> <li>• We have also sent a survey to all staff regarding returning to the work site. Employees have until May 7, 2021 to complete the survey. Seventy-seven staff have responded so far. Result will be available at next meeting.</li> <li>• We are working on an arrangement with Middle River Regional Jail to provide medication assisted treatment (MAT). We hope to start early in May. The intent is to use injectable Vivitrol prior to release and connect to the VCSB OBOT program. Jeff Hoover will order the medication, jail staff will administer, and hopefully, the inmate will come to our OBOT program once released.</li> <li>• Wylma Sumner, new Accounting Manager began work on April 1; Dereck Criner new HR Director began April 12<sup>th</sup>.</li> </ul>
<p><b>COMMITTEE REPORTS</b></p> <p>(please see reports for full details)</p>	<p><b>Finance Committee:</b> Ms. Albritton shared a PowerPoint outlining the February Financials and reviewed the following outline.</p> <p><u>Bad Debt Work Plan</u> Ms. Albritton reviewed plan.</p> <ul style="list-style-type: none"> <li>• Deal with Risk of Access Controls</li> <li>• Adjust the Policies and Procedures</li> <li>• Review the 12,493 Service IDs written off to Bad Debt. ELT determined the services are not collectible, we will not plan to attempt to collect these accounts deemed Bad Debt expense.</li> <li>• Utilized the Allowance Reserve for Bad Debt - \$1.2M reserved YTD 1/31/20. Offset majority of Bad Debt expense on the YTD financials based on the availability of the reserve in place for Self-Pay – posting included in February close.</li> </ul> <p><u>Income Statement</u></p> <ul style="list-style-type: none"> <li>• Overall performance surplus YTD February \$683K</li> <li>• Billing Unit volumes overall are 1% higher than budget for February.</li> <li>• Gross Charges of \$1.2M posted for February.</li> <li>• Salary Expenses less than budget due to vacant positions, \$752K YTD</li> <li>• Professional Service Fees are in line with plan.</li> <li>• Client Related Expenses are \$1.3M higher than plan, experiencing significant needs for rent and housing related expenses.</li> <li>• Supplies are \$56K higher than plan.</li> </ul> <p><u>Balance Sheet-</u> February YTD compared to June YTD.</p> <ul style="list-style-type: none"> <li>• Main Operating Cash at \$5M</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 \$153K.</li> <li>• Surplus Case Management– YTD surplus of \$121K</li> <li>• ICFs Grandview and Greenstone- based upon FY16 and FY17 DMAS audits, we proactively included an estimate of traditionally disallowed cost. Mr. Sullivan asked if payback was the correct term to use or should it be called adjustment. Ms. Albritton agreed that it should be called adjustment.</li> <li>• School Based Outpatient Program, YTD loss of (\$193K), Projecting a FY 2021 loss of (\$290K). February billable unit volume down 48% to budget</li> </ul> <p><u>Revenue Cycle Performance</u></p> <ul style="list-style-type: none"> <li>• Analysis of February balances due by payor <ul style="list-style-type: none"> <li>• Reveals only \$434K, 38% unpaid balances remain for February for Non-Self Pay</li> <li>• Following up with outsourced billing vendor Credible, regarding Medicaid</li> </ul> </li> </ul> <p><u>Concern regarding the Great Plains (GP) Software</u> <u>Situation:</u> GP is the Valley accounting software which interfaces to the report writer in GP; the</p>

	<p>CFO identified a system error generated in February. The Valley Balance Sheet was overstated in February on 4/5/2021.  <u>Root Cause:</u> GP System Error  Valley resolved issue in reporting utilizing a GP consultant on 4/5/2021.  GP Consultant identified the error was caused by lack of connectivity.  GP consultant expects this issue can happen again.  <u>Plan:</u>  CFO is adding a procedure at month end to tie the GL to the report writer.  Critical need to have reliable financial reporting from GP report writer.  <u>Representative Payee Service Fee Proposal</u>  Deferred until May Board meeting.</p> <p>Nitch Narduzzi asked if there was any type of patient financial assistance funding available for self-pay clients that need help with their bills. Kathy Kristiansen, Director of Behavioral Health, commented that there is not at this time. Ms. Kristiansen noted that the Drug Court Alumni Group is hosting a bake sale at Sanger’s Lane on Friday, May 7<sup>th</sup> and May 21<sup>st</sup> from 10:00am to 1:00pm.</p> <p><b>Mike Hamp moved to accept the February Financials as presented. Debbie Pyles seconded. Motion carried.</b></p>
<p><b>CONSENT AGENDA</b></p>	<p><b><u>Human Resource Committee-</u></b> Ms. Burnett commented that a quorum was not present at the meeting; therefore, the HR Committee Report needs to be removed from the Consent Agenda. Ms. Burnett added that the Committee did discuss the FY22 Holiday Schedule which was included in the committee informational packet for tonight. <b>Ms. Pyles moved to approve the schedule as presented. Ms. Powell seconded. Motion carried.</b></p> <p><b><u>Consent Agenda:</u></b> Ms. Burnett moved to remove the Human Resource Committee Report and the Finance/Executive Report from the consent agenda. Ms. Powell seconded. Motion carried.  Ms. Burnett then moved to accept the consent agenda consisting of the Quality and Compliance Committee Report. Anna Leavitt seconded. Motion carried.</p> <p><b><u>Finance/Executive Committee</u></b>  Mr. Sullivan asked for a motion to approve the Finance/Executive Committee minutes minus the recommendation for Representative Payee fee proposal. Mr. Hartless moved. Ms. Burnett seconded. Motion carried.</p>
<p><b>OLD/NEW BUSINESS</b></p>	<p><b><u>Old Business:</u></b>  <u>Nominating Committee:</u> Mr. Sullivan shared that Ms. Burnett will chair the committee, with Anna Leavitt and Lisa Shiflett as members. Ms. Burnett asked members to please contact her or any committee member if they are interested in being an officer.</p>
<p><b>MEETING ADJOURNED</b></p>	<p><b>Ms. Pyles moved to adjourn. Ms. Burnett seconded. Motion carried.</b></p>

**Respectfully Submitted, Tammy DuBose**