

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
October 28, 2020
5:30 p.m.

Members Present

Dan Sullivan, Chair
 Debbie Pyles, Vice Chair
 Mike Hamp, Treasurer
 Cynthia Burnett
 John Hartless

Members Present via Zoom

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

Members Absent

Staff Present

Tammy DuBose
 Dr. Kimberly McClanahan
 Marybeth Albritton
 Dana Fitzgerald

Staff Present via Zoom

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

Visitors

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	John Hartless moved to approve the September 23, 2020 Board Meeting Minutes. Cynthia Burnett seconded. Motion carried. Debbie Pyles moved to approve the September 29, 2020 Special Called Board Meeting Minutes. Anna Leavitt seconded. Motion carried.
EXECUTIVE DIRECTOR'S REPORT	<p>Dr. McClanahan reported on the following:</p> <ul style="list-style-type: none"> • Mr. Sullivan and Dr. McClanahan are working on Executive Director Evaluation Form. • Plans to start work on Strategic Plan and 501c3 development in February. • Currently conducting operational reviews and discussing possible changes. • Working on customer service at front desk area. • Working with finance to get month end closed quicker. • Dr. McClanahan and Mr. Sullivan to attend CAPSAW meeting on November 17th. • Meetings being scheduled with localities. Staunton City Council set for December 10th. • Second level interviews for HR Director scheduled for next week. • Returning approximately \$325,000 of federal substance use block grant money that was not used during the year. • Open enrollment for employee health insurance is November 1st to November 16th. • Dr. McClanahan met with Ellen Harrison, Executive Director of Rockingham/Harrisonburg CSB. Dr. McClanahan and Marybeth Albritton, CFO, plan to visit Rappahannock Area CSB to learn more about their financial operating structure. • Plans to train staff as a Medicaid Navigator. • A nurse practitioner has been hired for the OBOT program. He will begin on December 1st. • Dr. McClanahan asked that any Board member that has not met individually with her and would like to do so, to please contact Tammy DuBose to schedule a meeting. <p>Ms. Leavitt asked why the federal substance use funding was not spent. Dr. McClanahan shared that it was lack of communication, budget planning and compliance issues. Ms. Albritton shared that a new budget was recently developed to make sure that all needed</p>

	positions were included as well as other operating expenses.
COMMITTEE REPORTS	<p>Finance Committee: Ms. Albritton presented the August financial information that was shared at the Finance and Executive Committee.</p> <ul style="list-style-type: none"> + Income Statement <ul style="list-style-type: none"> • Overall, performance is close to plan through August, showing a surplus of \$14,891 • Billing Unit volumes overall are 1% higher than budget <ul style="list-style-type: none"> • Adult outpatient services continue to be strong, outperforming budget • Mental Health 44% and Substance Abuse 48% over budgeted volumes • Gross Charges of \$1.1M posted for August and are running 4% above plan and in line with prior year performance • Salary Expenses less than budgeted due to vacant positions • Client Related Expenses are \$279K higher than planned, 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 \$39K higher than planned + Balance Sheet <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 <ul style="list-style-type: none"> • Medicaid funding \$675K received after cost report was finalized + Program Highlights <ul style="list-style-type: none"> • Surplus Adult and Child Case Management– reflecting the surpluses as anticipated in the budget • ICFs Grandview and Greenstone- <ul style="list-style-type: none"> • Based upon FY 16 and 17 DMAS audits, we proactively included in our plan an estimate of traditionally disallowed costs • Clubhouse rent will need to be paid thru December for the duration of the lease • School Based Outpatient Program down 67% to budgeted billable unit volume planned, down \$30,779 in budgeted revenue for August <p>Ms. Burnett asked about the current financial situation for accounts payable. Ms. Albritton shared that in the past, invoices were being held due to cash flow; however, that has been resolved and account payables are current.</p> <p>Mr. Hartless moved to accept the August Financials as presented. Mike Hamp seconded. Motion carried.</p> <p>Human Resource Committee: Ms. Burnett shared that the committee reviewed the request to change a part-time OBOT prescriber position to a full-time position. This position was in the budget and is fully funded by the grant. Request was approved by HR Committee and reviewed tonight for full Board transparency. Ms. Burnett asked that the Human Resource Committee Report be removed from the consent agenda because the minutes were not included with the packet.</p>
CONSENT AGENDA	<ul style="list-style-type: none"> • Ms. Leavitt moved to approve the consent agenda consisting of reports from the following, noting that the HR Committee Report has been removed. <ul style="list-style-type: none"> ○ Quality and Compliance Committee ○ Communications and Advocacy Committee ○ Finance/Executive Committee <p>Ms. Pyles seconded. Motion carried.</p>
OLD/NEW BUSINESS	Mr. Sullivan asked that all members review the annual training and send certification to Tammy DuBose that it was completed.
MEETING ADJOURNED	Ms. Burnett moved to adjourn. Ms. Czyzyk seconded. Motion carried.

Respectfully Submitted, Tammy DuBose