

**VALLEY April 24, 2019**  
**5:30 p.m. – 85 Sanger’s Lane, Staunton, VA**

**Members Present**

Phil Floyd, Chair  
 Sarah Rexrode, Vice Chair  
 Dan Sullivan, Treasurer  
 Mike Hamp  
 Deborah Pyles  
 Lisa Dunn  
 Amber Lipscomb  
 Misty Cook  
 Cynthia Burnett  
 Linda Czyzyk  
 Nichole Nicholson

**Members Absent**

Mary Miller  
 Aaron LeVeck  
 Susan Richardson  
 Miranda Ball  
 John Hartless

**Staff Present**

Dave Deering  
 Tammy DuBose  
 Dr. Steven Kessler  
 Lauren Gearhart  
 Kathy Kristiansen  
 Dana Fitzgerald  
 Pat Lancey  
 Charles Garber

**Visitors**

<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.
<b>PUBLIC COMMENT</b>	No public comment.
<b>REPORTS</b>	<p><b><u>Executive Director’s Report:</u></b></p> <ul style="list-style-type: none"> <li>• Update on renovations for Green Hills Drive project: Tina Martina, Director of Developmental Services, plans to give monthly updates on both the Green Hills Drive property and the new HighTech Salon property. Ms. Martina reported the following:             <ul style="list-style-type: none"> <li>○ <u>Green Hill Drive Update:</u> New windows have been installed as well as installation of all new phones in office areas. Demo work has begun for new bathrooms on the front side of the building. The Architect is working on a new floor plan that should be ready in 30-60 days.</li> <li>○ <u>New HighTech Salon Location:</u> Footers have been poured and new wall built. Currently working on rough-in for plumbing.</li> </ul> </li> </ul> <p><b><u>Finance Committee:</u></b> The committee met on April 16<sup>th</sup> in a combined meeting with the Executive Committee. Dan Sullivan shared that due to the ongoing difficulty of getting complete and accurate financial statements, the committee is recommending that financial reports be delayed by one month. For example, March Financials will be presented at the May meeting instead of the April meeting. Mr. Floyd added that this is a common practice for some agencies. All agreed that the schedule change is a good idea.</p> <ul style="list-style-type: none"> <li>• <b>Mr. Sullivan motioned on behalf of the Finance Committee to approve the new financial reporting schedule. Motion carried.</b></li> <li>• Mr. Sullivan commented that the Board is waiting on a report from Mary Earhart, LLC, regarding the reconciliations from the FY18 audit findings. Mr. Deering commented that an update would be presented at the May meeting.</li> <li>• Mr. Sullivan shared that a DBHDS audit should be expected due to VCSB being one of the 10 CSBs that do not receive a 10% match from the localities. Mr. Sullivan added that if we do not receive a visit, we will invite them.</li> <li>• Mr. Sullivan invited members to watch a Frontline documentary called Free to Fail about supportive housing in New York.</li> <li>• Mr. Sullivan introduced Charles Garber as the new CFO. Mr. Garber gave a bio of his personal and work experiences.</li> </ul>

**Please review  
committee minutes for  
detailed information**

**Human Resource Committee:** Met on April 11<sup>th</sup>. Mr. Deering reviewed topics in absence of Susan Richardson.

- Mr. Deering commented that after further discussion of last month's topic of the Other Benefits Post Retirement (OBPR), he wanted to share that this benefit is available to staff of retirement age after their departure from VCSB.
- Position Requests- Mr. Deering presented justification for the following positions, stating that the committee reviewed and approved the requests. The Finance and Executive Committees also reviewed the requests.
  - (1) OBOT RN to support same day access for those seeking treatment for Opiate use. This position would be paid for by SOR Treatment grant funding.
  - (1) Fulltime Peer Recovery Specialist. This position would be paid for by SOR Treatment grant funding.

**Mr. Floyd motioned on behalf of the HR Committee to approve the two positions. Motion carried.**

**Nominating Committee:** Mr. Floyd reviewed the Bylaws section regarding the Nominating Committee. Mr. Floyd announced that he has asked Deborah Pyles, Mary Miller and Misty Cook to serve on the committee. Ms. Pyles will be the chair of the committee.

**Executive Committee:** Met on April 16<sup>th</sup> with the Finance Committee. Executive Committee business was conducted in closed session. Mr. Floyd asked Lisa Dunn to present the motion.

**Ms. Dunn stated the following.**

**I move that the combined Finance/Executive Committee of Valley Community Services Board go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia, as amended, to discuss personnel matters related to specific individuals and to protect the privacy of the individuals in personnel matters. Linda Czyzyk seconded. Motion carried.**

**Nichole Nicholson stated the following.**

**I motion that the combined Finance/Executive Committee of Valley Community Services Board reconvene in open session and that only public business matters lawfully exempted from open meeting requirements and only such business matters as identified in the motion by which the closed meeting convened were heard, discussed or considered. Ms. Burnett seconded. Motion carried.**

So Certified:

- ✓ Phil Floyd,
- ✓ Sarah Rexrode
- ✓ Dan Sullivan
- ✓ Mike Hamp
- ✓ Deborah Pyles
- ✓ Lisa Dunn
- ✓ Amber Lipscomb
- ✓ Misty Cook
- ✓ Cynthia Burnett
- ✓ Linda Czyzyk
- ✓ Nichole Nicholson

**Quality & Compliance Committee:** The committee met on April 11<sup>th</sup>. No discussion.

**Communication and Advocacy Committee:** Did not meet.

<p><b>CONSENT AGENDA ITEMS</b></p>	<ul style="list-style-type: none"> <li>• <i>Request approval of April 24, 2019 Board Meeting Minutes.</i></li> </ul> <p>Mr. Floyd asked for a motion to approve the above consent agenda item. <b>Ms. Burnett motioned to approve. Ms. Nicholson seconded. Motion carried.</b></p>
<p><b>MEETING ADJOURNED</b></p>	<p><b>Ms. Pyles motioned to adjourn. Ms. Burnett seconded. Motion carried.</b></p>

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

**Respectfully Submitted, Tammy DuBose**