

**Valley Community Services Board**  
**85 Sanger's Lane, Staunton, VA**  
**June 26, 2019**  
**5:30 p.m.**

**Members Present**

Phil Floyd, Chair  
 Sarah Rexrode, Vice Chair  
 Dan Sullivan, Treasurer  
 Susan Richardson  
 Mike Hamp  
 Linda Czyzyk  
 Lisa Dunn  
 Amber Lipscomb  
 Mary Miller  
 Miranda Ball  
 Cynthia Burnett  
 John Hartless  
 Nichole Nicholson  
 Aaron LeVeck

**Members Absent**

Misty Cook  
 Deborah Pyles

**Staff Present**

Dave Deering  
 Tammy DuBose  
 Dr. Steven Kessler  
 Kathy Kristiansen  
 Dana Fitzgerald  
 Tina Martina  
 Pat Lancey  
 Dawn Garrison

**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>ELECTRONIC PARTICIPATION</b>	Mr. Floyd announced that Deborah Pyles was participating via conference call tonight. Mr. Floyd explained that a policy has been developed regarding electronic participation. The policy was distributed to members. Mr. Floyd explained that a quorum needs to be physically present in the room because the person participating electronically cannot be counted toward a quorum. The participant is counted as present for attendance. Mr. Floyd added that this policy is long overdue. Sarah Rexrode reviewed the Electronic Participation Policy that was developed by the C&A Committee prior to tonight's meeting. <b>Ms. Rexrode motioned for the Board to approve the policy. Motion carried. As Chair of the Board, Mr. Floyd abstained from voting.</b> Mr. Floyd officially welcomed Ms. Pyles to the meeting.
<b>PUBLIC COMMENT</b>	No Public Comment.
<b>ACKNOWLEDGEMENT OF SERVICE</b>	Mr. Floyd praised Susan Richardson for her dedication and commitment as a Board Member for the last six years. During her tenure, Ms. Richardson served terms as Board Chair, as well as Chair of the Executive and HR Committees. Mr. Floyd presented Ms. Richardson with an engraved glass statue. Ms. Richardson expressed her pleasure to have served on the Board and to be involved with Board Members, Executive Leadership Team and VCSB Staff. John Hartless added that Ms. Richardson was a mentor to him when he joined the Board. Please see Attachment A for Mr. Floyd's written tribute to Ms. Richardson.
<b>COMMITTEE REPORTING</b>	<b><u>Nominating Committee:</u></b> Deborah Pyles (via conference phone), presented the following slate of officers that was presented at the May meeting. Chair- Phil Floyd Vice Chair- Sarah Rexrode Treasurer- Misty Cook

Please review committee minutes for detailed information

Ms. Pyles asked for any additional nominations from the floor. Ms. Rexrode nominated Mike Hamp for Treasurer. John Hartless seconded. There were no other nominations from the floor. Mr. Floyd asked Mr. Hamp if he accepted the nomination for Treasurer. Mr. Hamp accepted.

Ms. Pyles asked for a motion to accept the nomination of Phil Floyd as Chair.

**Cynthia Burnett motioned for approval, Linda Czyzyk seconded. Mr. Floyd abstained. Motion carried.**

Ms. Pyles asked for a motion to accept the nomination of Sarah Rexrode as Vice Chair. **Aaron LeVeck motioned for approval, Lisa Dunn seconded. Mr. Floyd abstained. Motion carried.**

Ms. Pyles asked for a motion to accept the nomination of Misty Cook as Treasurer. **Dan Sullivan motioned for approval, Amber Lipscomb seconded.**

With the previous motion to accept the nomination of Mike Hamp as Treasurer, Ms. Pyles asked for a show of hands to accept the nomination of Misty Cook as Treasurer. The result was a show of four (4) hands.

Ms. Pyles asked for a show of hands to accept the nomination of Mike Hamp as Treasurer. The result was a show of nine (9) hands. **Ms. Pyles announced that with a vote of 9-4, Mike Hamp will be Treasurer. Mr. Hamp and Mr. Floyd abstained.**

**Finance Committee:** Met on June 17<sup>th</sup>. Dan Sullivan reviewed the following topics.

- April Financial Reports- Mr. Sullivan noted there is a known error in the report for an item that was posted with the same asset number as a retired item. **Noting that error, Mr. Sullivan motioned for approval of the April Financial Reports. Mr. Floyd abstained. Motion carried.**
- Update on Recent Audits-
  - ICF Medicaid Personal Account Funds Audit for 8-1-15 through 5-31-18. This audit was completed, and notification was received that no funding claims were disallowed.
  - ICF Medicaid FY2016 Cost Report Audit- This audit was completed and waiting final determination. We are aware of a potential of \$30,000-\$40,000 disallowed because of two clients that attended the Orchard Lane Day Program that were not in our ICF.
  - ICF Medicaid FY2018 Cost Report- All information has been submitted and we are awaiting determination of settlement.
  - DBHDS Follow-up Request from October 2017 Audit- The requested information was submitted on time and we are awaiting a report from the reviewer.
- Update on FY19 Financial Audit- Mr. Sullivan shared that Mr. Deering will take on the role that the CFO would normally have during this audit and that Mr. Floyd as Chair, will assume the role that Mr. Deering would normally have.
- FY2020 Budget Approval- Mr. Sullivan noted that the position requests coming from the HR Committee tonight are included in this budget. Mr. Sullivan stated that the Board has reviewed the budget previously. **Mr. Sullivan motioned for approval of the FY2020 Budget as presented. Mr. Floyd abstained. Motion carried.**

**Human Resource Committee:** Met on June 13<sup>th</sup>. Ms. Richardson reviewed the following.

- FY2020 Holiday Schedule- **Ms. Richardson asked for approval of the FY2020 Holiday Schedule as presented. Mr. Floyd abstained. Motion carried.**
- Position Requests- Ms. Richardson reviewed the justification for the following positions.
  - Open Access Clinician- will be funded by a portion of the STEP VA

	<p>Outpatient Services funding.</p> <ul style="list-style-type: none"> <li>➤ (2) Adult MH Case Managers- these positions are revenue producing. Kathy Kristiansen added that of the 96 clients on a waiting list, 60 have Medicaid.</li> <li>➤ Quality Assurance Specialist- will be partially funded by STEP VA funds.</li> </ul> <p><b>Following review, Ms. Richardson motioned for approval of the above positions as presented. Mr. Floyd abstained. Motion carried.</b></p> <ul style="list-style-type: none"> <li>• Turnover Report- Ms. Richardson shared that the 12-month turnover rate is 25.9%, however it is trending down.</li> <li>• Positions since 1/1/2018- As requested, Ms. Gearhart presented information regarding actual expenses and revenue for the positions, which had estimated revenue and expense presented at the time the positions were originally requested.</li> </ul> <p>Mr. Floyd also shared with members that he had the assumption that other members knew that as Board Chair, he was automatically abstaining from voting. Mr. Floyd realized that all members may not have known that. Mr. Floyd shared that from now on, he will officially abstain from each vote.</p> <p><b>Quality &amp; Compliance Committee:</b> Met on June 13<sup>th</sup>. Mr. Floyd gave a brief review.</p> <ul style="list-style-type: none"> <li>• Mr. Floyd shared that six clinical staff presented at the committee meeting and outlined their processes and responsibilities for reviewing client records for compliance. Mary Miller commented that it was a very nice presentation and she was amazed at the long hours and the amount of hard work involved.</li> </ul> <p><b>Communication and Advocacy Committee:</b> Met prior to tonight’s meeting. Ms. Rexrode shared that the committee worked on the Electronic Participation Policy that was presented tonight. Ms. Rexrode noted that the committee also reviewed an updated presentation for Mr. Deering to present to the localities. Ms. Rexrode added that the committee is planning to schedule a meeting and invite local government officials, legislators, and legislative candidates.</p> <p><b>Executive Committee:</b> Met on June 17<sup>th</sup> in combination with the Finance Committee. Mr. Floyd stated there was no additional information to report.</p>
<p><b>CONSENT AGENDA ITEMS</b></p>	<p>May Executive Director’s Report C&amp;A Committee Report April 24, 2019 Board Meeting Minutes.</p> <p><b>Ms. Richardson motioned to approve the above agenda items. Ms. Burnett seconded. Miranda Ball and Mr. Floyd abstained. Motion carried.</b></p>
<p><b>OLD/NEW BUSINESS</b></p>	<ul style="list-style-type: none"> <li>• Mr. Floyd shared that new position descriptions for Board Members will be presented for signatures at the September meeting.</li> <li>• August Board Meeting- Mr. Floyd shared a section from the bylaws regarding the cancellation of a Board meeting. <b>Ms. Rexrode motioned that the Board take the month of August off. Mr. Floyd abstained. Motion carried.</b></li> <li>• Mr. Sullivan shared that he was going to be involved with the Mobile Medical Clinics in the area. The next one is in Buena Vista in March. The goal is to have staff from CSBs involved with these clinics so they can do warm handoffs to the CSBs. This is part of the initiative that the Governor started to involve veterans. Mr. Sullivan commented on the recent summit at VMI. Mr. Sullivan spoke about a documentary on Amazon Prime called “Thank You For Your Service” and encouraged members to watch it.</li> </ul>
<p><b>MEETING ADJOURNED</b></p>	<p><b>Ms. Richardson motioned to adjourn. Ms. Czyzyk seconded. Motion carried.</b></p>

**The Next Scheduled Meeting of the Board of Directors is September 25, 2019 at 5:30 pm**

**Respectfully Submitted,  
Tammy DuBose**