

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
March 24, 2021
5:30 p.m.

Members Present

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

Members Present via Zoom

Nichole Nicholson
 Linda Czyzyk
 Nitch Narduzzi
 Mary Powell
 Misty Cook
 Emily Malcolm

Members Absent

Debra Freeman-Belle
 Lisa Dunn Shiflett

Staff Present

Tammy DuBose
 Dr. Kimberly McClanahan
 Dana Fitzgerald

Staff Present via Zoom

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

Visitors via Zoom

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 February 24, 2021 Board Meeting Minutes. John Hartless seconded. Motion carried.
EXECUTIVE DIRECTOR'S REPORT (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"> • DBHDS is beginning to require CSBs to perform more in person services. The Commissioner specifically asked for CSBs' plans regarding in person discharge planning from state hospitals, PACT services, and permanent supportive housing. Valley has been performing these services in person throughout the pandemic and will respond to DBHDS accordingly. • The General Assembly to approve a 5% raise for State employees to begin July 1st; CSBs were included in this budget item. This will need further discussion. <p><u>Marcus Alert Legislation:</u></p> <ul style="list-style-type: none"> • Rollout in Region 1 will begin with Rappahannock Rapidan on December 1, 2021. VCSB will not be obligated to rollout until July 2026. <p><u>Other News:</u></p> <ul style="list-style-type: none"> • VCSB staff expressed gratitude to the Board for adding Juneteenth to Holiday Schedule. • VCSB was awarded \$147,537 for a homeless reduction grant by the Commonwealth: This project will support planning for a project targeting unaccompanied LGBTQ+ homeless youth in the Valley Local Planning Group. The grant will help house LGBTQ+ youth experiencing homelessness and will also be used to provide trauma-informed care training to select staff to ongoing supportive services for youth. This is another initiative to enhance diversity and aid those most in need. • New Federal Relief Package has language in it that requires providers to pay COBRA benefits to employees who have been involuntarily dismissed (without cause) during a certain time related to COVID 19. Mr. Sullivan shared additional thoughts. • Recently completed agency three-year licensure review. Awaiting results. • Strategic Planning to be discussed more tonight.

<p>COMMITTEE REPORTS</p> <p>(please see reports for full details)</p>	<p>Finance Committee: Ms. Albritton shared a PowerPoint outlining the January Financials and reviewed the following outline.</p> <p><u>Bad Debt Work Plan</u></p> <p>Ms. Albritton shared that large write-offs were done recently by a staff that has left the agency. Ms. Albritton added that she was not aware of the write-offs. Ms. Albritton shared the plan below for assuring this will not happen again. Ms. Albritton added that she will review and signoff on all mass write-offs.</p> <ul style="list-style-type: none"> • Deal with Risk of Access Controls • Adjust the Policies and Procedures • Review the 12,493 Service IDs written off to Bad Debt. • Review the Allowance Reserve for Bad Debt. <p><u>Income Statement</u></p> <ul style="list-style-type: none"> • Overall performance loss YTD January (\$65K) • Billing Unit volumes overall are 4% higher than budget for January. • Gross Charges of \$1.2M posted for January. • Salary Expenses less than budget due to vacant positions, \$646K YTD • Professional Service Fees January \$659K; \$414K higher than average spend by month YTD. The rise is due to Bad Debt. Going forward, Bad Debt will not be reflected in Professional Services. • Client Related Expenses are \$1.2M higher than plan, experiencing significant needs for rent and housing related expenses. • Supplies are \$70K higher than plan. <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> • Main Operating Cash at \$5M • Medicaid funding \$675K received after cost report finalized. <p><u>Program Highlights</u></p> <ul style="list-style-type: none"> • Surplus Case Management– YTD surplus of \$80K • ICFs Grandview and Greenstone-Based upon FY 16 and 17 DMAS audits, we proactively included in our plan an estimate of traditionally disallowed cost. • School Based Outpatient Program, YTD loss of (\$190K), Projecting a FY 2021 loss of (\$380K); January billable unit volume down 46% to budget. <p>Debbie Pyles moved to accept the January Financials as presented. Mr. Hamp seconded. Motion carried.</p>
<p>CONSENT AGENDA</p>	<p>Finance/Executive Committee:</p> <p>Mr. Sullivan moved on behalf of the Executive Committee to approve a budget up to \$15,000 for the development of a Strategic Plan. Motion carried.</p> <p><u>Consent Agenda:</u></p> <ul style="list-style-type: none"> • Ms. Burnett moved to approve the consent agenda consisting of reports from the following: Ms. Pyles seconded. Motion carried. <p>Human Resource Committee Report</p> <ul style="list-style-type: none"> ○ March 11, 2021 Minutes <p>Quality and Compliance Committee Report</p> <ul style="list-style-type: none"> ○ March 10, 2021 Minutes <p>Finance/Executive Committee Report</p> <ul style="list-style-type: none"> ○ March 11, 2021
<p>OLD/NEW BUSINESS</p>	<p><u>New Business:</u></p> <p><u>Strategic Planning:</u> Dr. McClanahan shared that the consultant wants to meet with the Board as a focus group. This will occur at 6:00 pm following the brief April 28th Board meeting. Dr. McClanahan added that there will be several focus groups which include leadership, front line staff, external stakeholders, and clients.</p>

	<p><u>Nominating Committee:</u> Mr. Sullivan shared that a committee will be announced at the April 28th Board meeting. If you are interested on serving on the Nominating Committee please contact him or Tammy DuBose.</p> <p><u>State Employee Increase:</u> Dr. McClanahan noted that a discussion will need to take place within the next few months in order to include any increase in the FY22 Budget.</p> <p>.</p>
<p>MEETING ADJOURNED</p>	<p>Ms. Leavitt moved to adjourn. Ms. Hartless seconded. Motion carried.</p>

Respectfully Submitted, Tammy DuBose