



Board of Directors Meeting Minutes

Questions or comments? Please contact Ashley Wilson, Clerk of the Board, at 961-8476.

MEETING DATE: Thursday, December 9th

MEMBERS PRESENT

Melissa Shaw, Sara Bohn, Kristie Williams, Cheri Warburton, Sheila Roop, Vicky Collins, Forrest Hite, Anthony Akers, Susan Richardson

MEMBERS ABSENT

Joe Young, Jerry Boothe, Sally McCarthy and Jason Buckland (absent with notice)

AGENDA ACTION ITEMS

October 28, 2021 Minutes

October Financial Statement

CALL TO ORDER

The meeting was called to order by the Vice Board Chair, Vicky Collins at 7:30pm. Ms. Collins welcomed attendees and roll call was read by Ashley Wilson, Clerk of the Board.

MINUTES**

Board members received minutes from the October Board Meeting in their Board packets. Kristie Williams moved to approve the minutes, which was seconded by Sara Bohn. *(Unanimously approved)*

RECOGNITION OF GUESTS

None

PUBLIC COMMENT

None

PROGRAM REPORTS**

Financial and Administrative Support Services: Trish Cox, Senior Director, thanked the work session providers, Brown & Edwards, who completed the agency's annual audit. Sara Bohn moved to accept the agency's annual audit, which was seconded by Kristie Williams. *(Unanimously approved)*

Ms. Cox continued her report by requesting a motion to approve the agency request of the ten percent match from our local governments with the DBHDS. Sara Bohn made a motion to approve the agency request, which was seconded by Cheri Warburton. *(Unanimously approved)*

Finally, Ms. Cox reviewed the October Financial Statement, which Board Members received in their packet. Overall, October is 33% of the year. Revenue and expenses are at 32% and 30%, respectively, with a surplus of \$1,149,862. Sara Bohn moved to accept the October financial statement, which was seconded by Forrest Hite. *(Unanimously accepted)*

Reach and Mobile Crisis Services: No Report. This report will be postponed to the January Board Meeting.

Clinical Services: No report.



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Community Support Services: Shelly Farmer, Senior Director, discussed the agency's Case Management services and goals to enhance the program. Ms. Farmer also provided an update on the grant, Project Link with DBHDS, that would strengthen the Special Deliveries Program.

Human Resources: Angie Lucas, Senior Director, presented an amended COVID 19 policy that incorporates the regulations set forth in the CMS mandate. Ms. Lucas updated that 667 NRVCS Staff have been vaccinated and 79 exemptions have been approved. Kristie Williams moved to approve the amended COVID 19 policy, which was seconded by Melissa Shaw. *(Unanimously approved)*

Quality & Information Technology: Leslie Sharp, Senior Director, reviewed the Quarterly Quality Assurance Report which board members received in their packets.

Medical Director: No report.

Executive Committee Report: Vicky Collins, Vice Chair reported that the Executive Committee met on November 19, 2021. Members reviewed the agency's Radford Transit bid, which increased due to proposed salary increases and administrative overhead needed to support the program. Executive Committee members also reviewed and approved the Title 6 plans, where no changes were made.

EXECUTIVE DIRECTOR'S REPORT: James Pritchett, Executive Director, highlighted the work-session providers, Brown & Edwards who completed the agency's FY21 Annual Audit, as well as, Spectrum Design architect and designers, who completed the agency's Facility study. The Facility Study offered new information and the agency's next strategic plan will focus on facility needs.

Mr. Pritchett provided an update on the ongoing opioid settlement and the two part process that localities must complete. Mr. Pritchett is hopeful that the funding from this settlement will be given to the CSBs in order to sustain jail and CSA costs.

Mr. Pritchett concluded his report with a positive update on the agency's upcoming orientation class. 16 new staff will be joining the agency! Moving forward, a plan to improve staff compensation will be submitted to the Board in January.

Closed Session:

Sarah Bohn made the motion to enter into closed session, which was seconded by Kristie Williams. Roll call was read by the Clerk of the Board. *(Unanimously approved).*

Be it resolved, the New River Valley Community Services Board hereby enters into Closed Meeting for the purpose of discussing the following:

"I hereby move that the New River Valley Community Services Board convene in a closed meeting pursuant to Virginia Code 2.2-3711 A(4), for the protection of the privacy of individuals in personal matters not related to public business and pursuant to Virginia Code 2.2-3711 A(7), consultation with legal counsel regarding potential causes of action."

Forrest Hite made the motion to reconvene into public session which was seconded by Kristie Williams. *(Unanimously approved)*

Anthony Akers made the motion that each member certify that to the best of their knowledge only matters lawfully exempted from open meeting requirements were heard, discussed, or considered, which was seconded by Sheila Roop. All members did so certify. Roll call was read by Ashley Wilson, Clerk of the Board.



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Board Member Comments: None

ADJOURNMENT:

There being no further business, Ms. Collins asked for a motion to adjourn the meeting at 8:05 pm. Cheri Warburton provided the motion, which was seconded by Forrest Hite. *(Unanimously approved)*

MINUTES APPROVED ON: February 24, 2022 Ashley Wilson
Ashley Wilson, Clerk of the Board

Board Member	Representing	Term Ends
Sara Bohn	Montgomery County	6/30/2024 (1 st Term)
Anthony Akers	Pulaski County	6/30/2024 (3 rd Term)
Melissa Shaw	Floyd County	6/30/2023 (2 nd Term)
Vicky Collins	City of Radford	6/30/2023 (3 rd Term)
Jason Buckland	Giles County	6/30/2023 (2 nd Term)
Sally McCarthy	Pulaski County	6/30/2023 (2 nd Term)
Forrest Hite	City of Radford	6/30/2024 (1 st Term)
Susan Richardson	Montgomery County	6/30/2022 (2 nd Term)
Sheila Roop	Montgomery County	6/30/2022 (3 rd Term)
Cheri Warburton	Pulaski County	6/30/2023 (Filling previous seat)
Jerry Boothe	Floyd County	6/30/2024 (1 st Term)
Joe Young	Montgomery County	6/30/2023 (3 rd Term)
Kristie Williams	Giles County	6/30/2023 (2 nd Term)