



# Board of Directors Meeting Minutes

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

**MEETING DATE:** Thursday, April 25, 2024

## **MEMBERS PRESENT**

Anthony Akers, Cheri Warburton, Judy Diggs, Bobby Davis, Linda Millsaps, Emily Hite, Sara Bohn, Susan Richardson Jerry Boothe, Sally McCarthy, Kelly Edmonson,

## **MEMBERS ABSENT**

Richard Chidester, Jason Buckland (absent with notice)

## **AGENDA ACTION ITEMS**

March 28, 2024, Meeting Minutes

## **CALL TO ORDER**

The meeting was called to order by the Board Chair, Anthony Akers at 4:10 pm. Mr. Akers welcomed attendees and the roll call was read by Ashley Wilson, Clerk of the Board.

## **MINUTES\*\***

Kelly Edmonson made a motion to approve the March Meeting Minutes, which was seconded by Judy Diggs. (*Unanimously approved, Sara Bohn abstained*)

## **PROGRAM REPORTS\*\***

**Financial and Administrative Support Services:** James Pritchett, Executive Director, reviewed the March Financial Statement. James provided an update on the Finance department staffing as well as the upcoming audit timeline. With no issues reported, Sara Bohn made a motion to accept the March Financial Statement which was seconded by Kelly Edmonson (*Unanimously approved*).

**Human Resources:** Chris Taylor, Senior Director, reviewed the 3<sup>rd</sup> quarter turnover report. The agency had 44 individuals join the agency in the last quarter, and 31 individuals leave the agency. Mr. Taylor also presented the proposed additions/changes to the Agency Policy and Procedure Manual. Board members will vote to approve the proposed changes in May.

**Quality Assurance and Operation:** Leslie Sharp, Senior Director, updated on the demolition timeline for the Christiansburg new site. Construction for the new site will go out for bids this summer.

**Clinical Services:** Melanie Adkins, Senior Director, provided an update on Co-response and the Marcus Alert Initiative. The Department has provided the agency with funding for the first year.

**EXECUTIVE COMMITTEE REPORT:** Anthony Akers, Board Chair, updated that the board will review proposed changes to the Executive Director's contract in May.

**EXECUTIVE DIRECTOR'S REPORT:** James Pritchett, Executive Director, highlighted the work session provider, Melanie Adkins, who discussed the agency's new passport medication dispenser machine. The agency is excited for the opportunity and fortunate for the relationship with DBHDS, that has allowed the agency to receive funding for the machine. Mr. Pritchett continued his report with an update on the Fiscal Year 2025 Budget and priorities the agency is hopeful of including, that address staff compensation.



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Mr. Pritchett provided an update on the recent collaboration with New River Community College that would allow NRVCS clinicians on campus and available for students to access this fall.

Finally, Mr. Pritchett updated on the internal training for upcoming leaders within the agency and the recent graduation of the first class. The agency hopes to offer this training twice a year to supervisors, as it presents helpful information on leadership and skills needed to be a successful supervisor.

**ADJOURNMENT:** There being no further business, Anthony Akers requested a motion to adjourn the meeting, at 4:55pm. Jerry Boothe made a motion to adjourn which was seconded by Sara Bohn. *(Unanimously approved)*

MINUTES APPROVED ON: 5/23/2024 Ashley Wilson

Ashley Wilson, Clerk of the Board

Board Member	Representing	Term Ends
Sara Bohn	Montgomery County	6/30/2024 (1 <sup>st</sup> Term)
Anthony Akers	Pulaski County	6/30/2024 (3 <sup>rd</sup> Term)
Linda Millsaps	Floyd County	6/30/2026 (1 <sup>st</sup> Term)
Emily Hite	City of Radford	6/30/2026 (1 <sup>st</sup> Term)
Jason Buckland	Giles County	6/30/2026 (3 <sup>rd</sup> Term)
Sally McCarthy	Pulaski County	6/30/2026 (3 <sup>rd</sup> Term)
Bobby Davis	City of Radford	6/30/2024 (filling previous seat)
Susan Richardson	Montgomery County	6/30/2025 (3 <sup>rd</sup> Term)
Judy Diggs	Montgomery County	6/30/2025 (1 <sup>st</sup> Term)
Cheri Warburton	Pulaski County	6/30/2026 (1 <sup>st</sup> Term)
Jerry Boothe	Floyd County	6/30/2024 (1 <sup>st</sup> Term)
Kelly Edmonson	Montgomery County	6/30/2026 (1 <sup>st</sup> Term)
Richard Chidester	Giles County	6/30/2026 (1 <sup>st</sup> Term)