August 18, 2020

The Middle Peninsula Northern Neck Community Services Board (CSB), held their August 18, 2020 Board meeting at the Middle Peninsula Regional Security Center in Saluda, Virginia.

BOARD MEMBERS PRESENT

Tim Doss	Darryl Pirok
David Parr	Rosalyn Trent
Alice Coates	Pratt Haynie
Kathryn Knoeller	Stanley Langford

BOARD MEMBERS EXCUSED

Edith Turner
Melissa Kenney

STAFF PRESENT

Chuck Walsh, Executive Director
Yvonne Wingrove, CFO
Kathy Phillips, Director, Early Intervention Services
Emily Eanes, Director, Youth and Family Services
Gail Slaughter, Administrative Assistant
Perryann Whitehurst, Administrative Assistant

Mr. Doss called the meeting to order. A quorum was present.

Guests – Mr. Walsh introduced Ms. Phillips and Ms. Eanes.

Agenda Additions – There were no additions to the agenda.

Public Comment – There was no public comment.

CLOSED SESSION – Mr. Langford moved that the Board go into Closed Session as provided for by the Code of Virginia, Section 2.2-3711 (A) (1) to discuss a personnel issue. Ms. Knoeller seconded the motion which passed unanimously.

Ms. Coates moved the Board return to open session. Ms. Knoeller seconded the motion which passed unanimously. A roll call vote was taken to certify that only such business as identified in the motion to convene the Closed Session was discussed: Mr. Doss, aye; Dr. Pirok, aye; Mr. Langford, aye; Ms. Coates, aye; Ms. Trent, aye; Mr. Haynie, aye; Ms. Knoeller, aye; and Mr. Parr, aye.

Ms. Coates moved to request that Mr. Walsh change his retirement date to October 31, 2020 to allow the Search Committee time to recruit for the Executive Director position. Mr. Haynie seconded the motion which passed unanimously.

Minutes – Dr. Pirok moved approval of the minutes from the June 16, 2020 Board meeting. Mr. Langford seconded the motion which passed unanimously.

Chairperson Comments – Mr. Doss thanked everyone for attending the Board meeting today. He also thanked Mr. Walsh and staff for their assistance with an incident that occurred.

Ms. Coates thanked Mr. Doss for holding the Board meetings at the Regional Security Center.

Executive Director Report's Report – Mr. Walsh said the Board has asked him to stay until October 31st. He thanked the Board for the support shown to him.

Eastern State – Mr. Walsh said that he had received an Executive Order from the Governor today. It stated that if the hospital was at 100% capacity, they would not admit anyone. Mr. Walsh said he would send the order to the Board. Mr. Walsh said that a proposal had been submitted to the Department of Behavioral Health and Developmental Services requesting restoration of our CIT funds.

Recruitment – Mr. Walsh noted that interviews were conducted for the HR Director position the first week of July and the chosen candidate will start September 1.

Budget – Mr. Walsh said that last October, we were looking at a $4m deficit. He is pleased to say that we are ending the year $799,268.97 in the black - $451,000 in the black after taking out the restricted funds. Staff worked on the budget and Credible every day.

We received $7,000 from the first CARES Act from Medicare. We received $272,000 from Medicare to offset Covid costs. Mr. Walsh noted that we also received a $1m telehealth grant (not all of this money will come to the CSB). He said that we also submitted a request to the Department of Behavioral Health and Developmental Services (DBHDS) for one time money ($75,000 – 80,000) that the DBHDS can't spend.

Mr. Brent Fedors, Gloucester County Administrator, asked Mr. Walsh for wages of CSB employees from Gloucester County. It was $3.1m for the time period requested. Gloucester County contributes $138,000 to the CSB. Mr. Langford asked if we should send salary information to all counties. Mr. Walsh said Ms. Wingrove could get that information.

Mr. Walsh said one of the reasons we are having problems with Credible is that we provide more services than some of the other CSBs provide. He said that it had been his mission to provide every service we could to the counties. The Board will need to look at what we can continue to provide.

Strategic Plan – Mr. Walsh said that Ms. Hodges, Director of Clinical Services, Board report addresses the strategic plan. We've had to make adjustments. We will continue to provide services through telehealth as long as Medicaid will pay.

Dash Board – Mr. Walsh said the Dash Board is not available at this time.

Update on Executive Director Search – Mr. Langford reported that the Executive Director position had been advertised in the Richmond Times Dispatch, Gazette Journal, Rappahannock Record, and Rappahannock Times. It was also listed with the VACSB, VACORP, and VML (Virginia Municipal League).

Interviews have been scheduled for August 31. There were 4 internal applicants and 5 external applicants. Mr. Langford noted that no Executive Director from another CSB had applied for the position. Ms. Stacy Pendleton from the Department of Behavioral Health and Developmental Services has provided guidance to the Search Committee. It is the intention of the Search Committee to hold second round interviews for 3 applicants around September 14th. Letters will be sent out tomorrow telling the candidates the interview location and their interview time. A survey will be sent to all staff, asking what qualities they want in an Executive Director. After the second round interviews, a Board meeting will be scheduled. The CSB Human Resources Department will conduct a criminal background check on the final three applicants. Ms. Pendleton will be developing the interview questions. The final round of interviews will involve the candidates giving a presentation. He asked that Board members send him ideas for a presentation.

Mr. Langford said that the Finance Committee would like to meet before the October 20th Board meeting. It was decided that the Board meeting will be held at the Middle Peninsula Regional Security Center (at 1:00). The Finance Committee will meet at noon prior to the Board meeting.

Facilities Committee Report – Ms. Wingrove noted that the Hospital Road location (big EVB building) will be completed in October. Mr. Walsh reported that Kilmarnock House had been sold for $209,000.

Community Advocacy Committee – This Committee had not met.

Human Resources Committee – This Committee had not met.

Tuition Assistance – Mr. Walsh said that we have been providing tuition assistance for a number of years, however, we've never had a contract with the staff who received this assistance. Mr. Walsh is proposing a policy that would provide for protection for the agency. After discussion, Ms. Knoeller moved that the Tuition Assistance Policy be approved and that it be on the books. Ms. Coates seconded the motion which passed unanimously. Mr. Langford ask that the funding for this be an agenda item on the October Board meeting agenda.

Executive Committee –

Recognition – Mr. Doss said that Mr. Walsh has been in this field so long that he is almost irreplaceable. His legacy will live on. He said that he had never met anyone that cared so much about the employees and clients. He read a Resolution from the Westmoreland County Board of Supervisors. Mr. Langford noted that staff and the Board wanted to have a celebration to honor Mr. Walsh as he retires, but Mr. Walsh said no. Mr. Walsh thanked the Board for their remarks and said that it had been his pleasure to work for the CSB .

Other – The next Board meeting will be held at 1:00 p.m on October 20th at the Middle Peninsula Regional Security Center. The Finance Committee will meet at noon prior to the Board meeting.

Adjourn – There being no further business, the meeting adjourned.

Gail Slaughter
Recorder