The Middle Peninsula Northern Neck Community Services Board (CSB), held their December 15, 2020 Board meeting at the Essex Counseling Center in Tappahannock, Virginia and by ZOOM.

BOARD MEMBERS PRESENT

Darryl Pirok	David Parr
Matthew Kite	Kathryn Knoeller
Rosalyn Trent	Pratt Haynie
Antenette Stokes	Stanley Langford
Edith Turner	

BOARD MEMBERS EXCUSED

Alice Coates

STAFF PRESENT

Linda Hodges, Executive Director
Yvonne Wingrove, CFO
Kathy Phillips, Director, Early Intervention Services
Tracy Warden, Director, Human Resources
Erich Campbell, Director, Information Technology
Tiffany Jenkins, Director, Community Options
Emily Eanes, Director, Youth and Family Services
Larry Kight, Director, Operations
Liz Lyon, Behavioral Specialist (eff. 1-1-21 Dir., Early Intervention Services)
Gail Slaughter, Administrative Assistant
Perryann Whitehurst, Administrative Assistant

Dr. Pirok called the meeting to order. A quorum was present.

Introduction of New Board Members – Dr. Pirok introduced and welcomed Antenette Stokes, the new Board member representing Gloucester County and Matthew Kite, the new Board member representing King William County.

Guests – There were no guests in attendance.

Agenda Additions – Mr. Langford moved that agenda items number 11, Diversity, Equity, and Inclusion Policy, 12, Dedication of Building/Renaming of Warsaw Counseling Center, 13, Earned Leave Policy for New Employees, 15, Time and Frequency of Board Meetings, and 18, Nominating Committee Report, be moved to the top of the agenda. Ms. Stokes seconded the motion which passed unanimously.

Diversity, Equity and Inclusion Policy - Dr. Pirok said this policy has been vetted by the attorney and what is presented today is what was approved by them. Mr. Langford asked if other CSBs had this policy. Ms. Hodges said that Ms. Warden had reviewed policies from other CSBs. We were one of only a few CSBs that did not have this policy. After discussion, Mr. Langford moved to adopt the Diversity, Equity and Inclusion policy as presented. Mr. Haynie seconded the motion which passed unanimously.

Dedication of Building /Renaming of Warsaw Counseling Center – Ms. Hodges said that the Warsaw Counseling Center is moving to the EVB building and asked about the possibility of naming the building the Charles R. Walsh, Jr. Building and having a plaque placed outside on the building. Mr. Langford said that he was against naming the building after a person. He does support placing a plaque in the building recognizing Mr. Walsh. After discussion, Mr. Langford moved that the building be named the Essex Counseling Center and that a plaque be displayed in the building on behalf of Mr. Walsh, once we have had the dedication of the building. Mr. Pratt seconded the motion which passed unanimously. Ms. Hodges said that the attorney recommended paying for the plaque out of private funds.

Earned Leave Policy for New Employees – Ms. Hodges explained that all leave is combined. She would like to have a policy for new hires effective January 1, 2021, capping the amount of leave that can be accrued at 500 hours. Mr. Langford asked what could be done to get the amount of earned leave that current staff have down. He said that this needs to go to the Human Resources Committee. He said there needs to be a plan on how to use up hours. We also need to identify the liability we have with current employees earned leave and the Finance Committee needs to know this. Mr. Kite asked whether the amount accrued was 500 hours or 336 hours. After discussion, Ms. Knoeller moved to accept the policy with an amendment – it will be effective January 1, 2021 for new hires, the maximum earned leave that can be accrued is 500 hours, however, only 336 hours leave will roll over and only 336 hours will be paid out at termination. Ms. Stokes seconded the motion. Mr. Kite and Ms. Knoeller were in favor of the amended motion. Ms. Trent, Mr. Haynie, Mr. Langford, Ms. Stokes, Mr. Parr, and Ms. Turner were in opposition. The motion did not pass. This policy will go to the Human Resources Committee for review.

T**ime and Frequency of Board Meetings –** Board meetings are currently held at 1:00 p.m. Mr. Langford asked if the Board needed to meet every other month (as it currently does) or once a quarter and should consideration be given to changing the time of meetings to 3:00 p.m. or 4:00 p.m. Ms. Stokes said she felt meeting once a quarter was not often enough. She feels the Board should continue to meet every other month at either 3:00 or 4:00. Dr. Pirok said that most Boards meet monthly. Ms. Knoeller moved that the Board continue to meet every other month and that the time be moved to 4:00. Mr. Langford seconded the motion. Ms. Stokes moved that the motion be amended to state that the Board meeting would begin at 3:00 every other month. Mr. Langford seconded the motion which passed unanimously.

Nominating Committee Report – On behalf of the Nominating Committee, Ms. Trent presented the following slate:

Darryl Pirok – Chair
Stanley Langford – Vice Chair
Rosalyn Trent
Pratt Haynie

No other nominations were presented. Ms. Stokes moved approval of the slate as presented. Ms. Knoeller seconded the motion which passed unanimously.

Mr. Langford suggested that any policies/changes, etc. that needed to be voted on should be given to the Board at one meeting and voted on at the next meeting in order to give Board members time to review the information. Dr. Pirok said that discussions could be held in committee meetings.

Committees and Parliamentarian – Ms. Stokes offered to provide parliamentarian services, after she has had a chance to study the rules.

Minutes – Mr. Haynie moved approval of the minutes from the October 2, 2020, October 16, 2020, and October 20, 2020 Board meetings. Ms. Trent seconded the motion which passed unanimously.

Chair Comments – Dr. Pirok did not have any comments at this time.

Executive Director's Report –

VACSB Annual Report – A copy of the VACSB Annual report was handed out to Board members attending the meeting. Board members attending the meeting by ZOOM will be mailed a copy. Ms. Hodges noted that we had an article on page 44. Dr. Pirok encouraged Board members to attend the VACSB conferences. Ms. Hodges noted that we would have two staff presenting at the VACSB Conference in April.

COVID Update – The COVID numbers are increasing. There have been six staff identified positive for COVID. There were two potential client cases, but they tested negative. Staff throughout the agency have been asked to work from home if possible. The doctor and nurses are still seeing individuals face to face. Ms. Hodges said that Dr. Williams, Three Rivers Health District Director, has said that they will take priority staff for vaccinations when they are available.

State Psychiatric Hospitals – Ms. Hodges said that state psychiatric hospitals still don't have beds available.

Restructuring – Ms. Hodges said that she would like to do a reorganization of some programs. She would like to have a Community Based Services Director that would supervise skill building services, residential services, supportive housing, psychosocial and PACT. Board members received a copy of the present division of programs and how the programs would look reorganized.

Mailout for Board Meetings **–** Ms. Hodges asked Board member their preference in how they wanted to receive materials for Board meetings - electronic or hard copies in the mail. Ms. Slaughter will send an email to the Board asking for their preference.

Ms. Hodges said that there have been many changes within the Department of Behavioral Health and Developmental Services (DBHDS). There is not a lot of history now. They are moving towards centralization.

Marcus Bill – Ms. Hodges asked the Board to pay close attention to this Bill. There is not much money attached to it. This Bill deals with mental health service providers and peer recovery specialists accompanying police officers responding to an individual crises. The VACSB is asking for $3M for this Bill.

FY 20 Audit – Board members received a copy of this audit. If they have any questions, they can contact Ms. Hodges.

RISP Presentation – Ms. Phillips said that RISP has two programs – RISP and Healthy Families. She gave a presentation on these programs. She explained that the purpose of these programs is to help every infant and young child with special needs. Ms. Phillips introduced Liz Lyon. She will become the new Director of RISP, effective January 1, 2021.

Appoint CSB Member to Woodland Pointe Board – Ms. Stokes volunteered to serve on this Board.

Filling Committee Vacancies – Dr. Pirok said that he envisioned all Board members serving on the Community Advocacy Committee. Mr. Parr and Mr. Kight will serve on the Facilities Committee. Ms. Stokes volunteered to serve on the Human Resources Committee, Program Committee, and Finance Committee.

Board members received a copy of the minutes from the last Executive Committee meeting. Dr. Pirok asked that committee minutes receive copies of all committee meetings. He said that he would like for the Executive Committee to meet prior to each Board meeting.

CARES Act – When Ms. Hodges reached out to a couple County Administrators regarding CARES ACT Funding, she was told that Mr. Walsh chose to go through DBHDS for these funds vs. the counties. These funds end 12/31. Ms. Hodges said she hopes there will be CARES Act II and that this money could be used for testing.

Board Members received a spreadsheet listing CSB services and the number of individuals served in each service, by county. This information, by county, is sent with our budget requests to each county. Dr. Pirok suggested that Board members go with Ms. Hodges when she presents a request to a county. He asked that Board member receive a copy of the request that was submitted to their county.

Board Comments – Mr. Haynie encouraged other Board members to listen in to Executive Committee meetings.

EVB Building Update – Mr. Kight said that he had gotten the certificate of occupancy. Licensure will do a walk through tomorrow. The Board of Pharmacy inspection was good. He has ordered kitchen equipment for the Duke Street location. This is where Charterhouse will be located. Ms. Hodges said she would like to have the next Board meeting at Charterhouse.

CSB By Laws – Ms. Stokes had reviewed the CSB By Laws and had done some research and found that our By Laws had some outdated information. Board members received a copy of the current By Laws, By Laws from two other CSBs, and draft By Laws that Ms. Stokes had prepared. This will be discussed at the next meeting.

Adjourn – There being no further business, Mr. Haynie moved that the meeting be adjourned. Ms. Knoeller seconded the motion which passed unanimously.

Gail Slaughter
Recorder