

April 20, 2021

The Middle Peninsula Northern Neck Community Services Board (CSB) held a Board meeting by ZOOM on April 20, 2021.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Rosalyn Trent

STAFF PRESENT

Linda Hodges, Executive Director
Scott Britton, Director, Quality Assurance
Joanne Brown, Director, Clinical Services
Amanda Campagnola, Director, Community Based Services
Erich Campbell, Director, DIT
Emily Eanes, Director, Youth and Family Services
Tiffany Jenkins, Director, Community Options
Larry Kight, Director, Operations
Liz Lyon, Director, Early Intervention Services
Cheryl Matteo-Kerney, Director, Prevention Services
Tracy Warden, Director, Human Resources
Ben Clark, Youth & Family Crisis Stab Case Manager
Susan Horne, Youth & Family Outpatient Coord.
Debbie Lancucki, Healthy Families Program Director
Gail Slaughter, Administrative Assistant
Perryann Whitehurst, Administrative Assistant

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

Guests – Ms. Hodges introduced Debbie Lancucki, Healthy Families Program Director and Tracy Warden, Human Resources Director.

Public Comment – There was no public comment.

Additions to Agenda – Ms. Hodges added a Proclamation for Ms. Yvonne Wingrove, former CSB CFO, who recently retired.

Minutes – Mr. Langford moved approval of the minutes from the February 16, 2021 Board meeting. Mr. Haynie seconded the motion which passed unanimously.

Chairperson Comments – Dr. Pirok said that he would make comments later.

Executive Director's Report –

Resolution – Ms. Wingrove, former CSB CFO, recently retired from the CSB. Dr. Pirok read a Resolution prepared for Ms. Wingrove. Mr. Langford moved to adopt the Resolution as presented. Mr. Haynie seconded the motion which passed unanimously.

COVID 19 Update – There has been a decrease in the number of staff diagnosed with COVID 19 – less than 10 – 1 in the past month. A vaccine clinic was held on April 9th at the Gloucester Counseling Center. All staff had the opportunity to receive the vaccination – 174 were vaccinated. Ms. Hodges said that staff providing face to face services who have not received the vaccine require weekly testing for COVID. There were 800 tests distributed.

Budget Presentations to County Board of Supervisors – Ms. Hodges said that she had presented to Mathews County, Middlesex County, Essex County and Richmond County virtually and in person to King and Queen County, Westmoreland County and Lancaster County. She noted that she had not been invited to present to the other three counties.

Facilities – Mr. Kight said that work is being done on the landscaping at the Essex Counseling Center and Charterhouse. He and Ms. Hodges toured Middlesex House. Flooring, among other repairs are needed. These will be a priority for FY 22. Mr. Kight said we are looking at security systems for the Essex Counseling Center and Gloucester Counseling Center.

Agency Efficiencies – Ms. Hodges noted the following efficiencies:

- A reduction in the cost of telephones at the Essex Counseling Center, Charterhouse and in the ID/DD division.
- Staff are using the scheduling option on Zimbra to request paid time off and to share schedules.
- Human Resource policies are being updated.
- We are reducing the size of our fleet and have reduced the gas costs.
- We have developed telehealth flexibility, decreasing travel time.
- We have a hybrid work schedule.
- There is a more thorough, improved new hire orientation.
- We are researching the cost of document scanning.

Program Highlights – Director of Early Intervention Services, Liz Lyon, participated in a podcast. Director of Early Intervention Services, Cheryl Matteo-Kerney, will present tomorrow on the Botvin Life Skills Training. Substance Use staff had a radio announcement on the drug court. There was a graduate from the drug court.

STEP VA Programs - Effective July 1, 2021, there will be 3 new programs – Mobile Crisis for Adults, Peer Support and Family Support, and Veterans and Family Services.

Three Rivers Healthy Families – Ms. Hodges said that Ms. Lancucki, Director of the Three Rivers Healthy Families Program, led the way for this program, which serves at risk children and their families. Ms. Lancucki gave an overview of when the program began and the services they provide. This program begins prenatally and can serve the child up until the age of five. At that age, they can go to case management. Ms. Lancucki noted that April is child abuse prevention month.

Finance Committee - Mr. Langford thanked the Committee and staff for their work on the budget. The budget last year was \$30M. This year it is \$28,691,147. The \$1.8M received (as a result of COVID), can not be used for raises. There was a savings on the health insurance premium this year, which will be passed on to staff. There is enough money to give \$500 bonuses post taxes to staff. In December or January, the Finance Committee and Board can look at the possibility of giving raises.

The Finance Committee moved recommending that all Middle Peninsula Northern Neck Community Services Board employees (full time, part time and as needed) who were employed prior to May 1, 2021 receive a \$500 bonus post taxes. The motion passed unanimously.

The Finance Committee moved recommending that the proposed 2022 budget as presented at the March 25, 2021 Finance Committee meeting (which includes an additional 4% benefit for the cost of the employee's health insurance) be approved. The motion passed unanimously.

On behalf of the Leadership Team, Ms. Hodges thanked the Finance Committee and the Board.

Bylaws Committee – Ms. Stokes thanked the Bylaws Committee for their work on updating the Bylaws. The process began with comparing the original CSB Bylaws with Bylaws from several other CSBs. The Bylaws were then reviewed in 3 sections. Ms. Stokes reviewed some of the main recommended changes. One area the Committee discussed was Board membership and meeting the Code of Virginia requirements. The Executive Director of the Virginia Association of Community Services Boards collaborated with Ms. Hodges on this issue. It was decided that when a vacancy occurs on the Board, Ms. Hodges will collaborate with the Board of Supervisors of that particular county to give them information so they can hopefully find a member to serve that meets the Code of Virginia requirements. The Committee recommended that the Board read the current and proposed Bylaws. A vote will be taken on the proposed Bylaws at the June Board meeting.

Facilities Committee – The Facilities Committee had not met.

Community Advocacy Committee – The Community Advocacy Committee had not met.

Human Resources Committee – Interviews will be held tomorrow for the Director of Finance.

Program Committee – Dr. Pirok noted that Ms. Lancucki gave an excellent presentation to the Board.

The tentative plans for the June Board meeting are to meet in person at Charterhouse. The members are eager to meet the Board and present on their program.

Board Member Comments – It was noted that the CSB is always recruiting for positions. Ms. Hodges said that Charterhouse regularly has Interns.

Ms. Stokes thanked the Committees and staff for working so hard during the pandemic. Ms. Coates said she appreciated all that the staff does.

Chair Comments – Dr. Pirok spoke about the role of the CSB is to provide training (services) to individuals to increase their level of functioning.

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

Gail Slaughter
Recorder