February 15, 2022

The Middle Peninsula Northern Neck Community Services Board (CSB) held a Board meeting on February 15, 2022 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

Darryl Pirok	Antenette Stokes
Maria Jones	David Parr (ZOOM)
Kathryn Knoeller	Edith Turner (ZOOM)
Pratt Haynie	

ABSENT

Rosalyn Trent
Matt Kite

STAFF PRESENT

Linda Hodges, Executive Director
Larry Kight, Director, Operations (ZOOM)
Tracy Warden, Director, Human Resources
Emily Eanes, Director, Youth and Family Services (ZOOM)
Amanda Campagnola, Director, Community Based Services
Cheryl Matteo-Kerney, Director, Prevention Services (ZOOM)
Joanne Brown, Director, Clinical Services (ZOOM)
Ken Hickman, Director, Finance (ZOOM)
Liz Lyon, Director, Early Intervention Services (ZOOM)
Alicia Clegg, Acting ID/DD Director, (ZOOM)
Steve Dahl, Network Administrator
Tina Welsh, ACT LPN (ZOOM)
Alex Schick, Administrative Assistant
Pam Minor, Mobile Crisis Resp. Clinician I (ZOOM)
Ashley Benefield, Administrative Assistant (ZOOM)
Jessica Horton, ACT Team Leader (ZOOM)
Gail Slaughter, Administrative Assistant
Perryann Whitehurst, Administrative Assistant

Ms. Knoeller called the meeting to order. A quorum was present.

Welcome New Board Member – Ms. Knoeller welcomed Maria Jones, the new CSB representative from Lancaster County. Ms. Jones is a former CSB employee. She is now a school nurse.

Board members congratulated Ms. Stokes for completing her licensure and starting her own business.

Introduction of Guests – Ms. Knoeller welcomed Mr. Josh Roller, auditor with Robinson, Farmer, and Cox.

Public Comment – There were no public comments.

Agenda Additions – Ms. Hodges asked that the Finance report be moved up on the agenda to item number 8 and the Executive Director's Report be moved to item number 9.

Minutes – Dr. Pirok moved approval of the minutes from the December 21, 2021 Board meeting. Mr. Haynie seconded the motion which passed unanimously.

Finance Report – Mr. Hickman introduced Mr. Josh Roller. Mr. Roller has been the lead auditor for this CSB for approximately 5 years.

Mr. Roller reviewed the Financial Report for the year ending June 30, 2021. He noted that there were no discrepancies. The governance letter was a standard letter. He said that pages 1 – 3 of the report was the auditor's opinion and that it was a clean opinion.

Executive Director's Report

Good News **–** Liz Lyon has been invited to serve on a smaller State Improvement Plan Leadership Committee in addition to the larger one she currently participates in.

Board Member Orientation – We are waiting to hear from Essex on the new Board member. Ms. Hodges said she wants to schedule an orientation for Mr. Walker, Ms. Jones and the Essex Board member once appointed.

COVID Update – In order to receive funds, CMS required all staff to be vaccinated. There were 6 requests for medical exemptions and 29 requests for religious exemptions. All but one request was approved. One person resigned before the end of the process. Two staff left the CSB. Ms. Hodges thanked Ms. Warden for her work on this huge project.

Workforce/Adult MH Outpatient – Letters have been sent to community partners explaining that the CSB can't meet the demand for mental health outpatient services and that those services will be suspended for 90 days. We are seeing individuals that are mandated to receive services.

Update on County Budget Requests – Ms. Hodges said she had presented to Middlesex, Mathews, and King and Queen. She will be presenting to King William, Essex and Richmond counties. Even with the increase requested, the 10% match will not be met. A Middlesex County Board of Supervisor member suggested asking for the amount we need.

VACSB Annual Report – This report dedicates one page to each CSB. We are on page 44 and we are also on the front cover of the report.

Shirts have been ordered and received for CoOp drivers.

Rainy Day Fund – At the December Board meeting, there was discussion on having a rainy day fund. Ms. Hodges said that she feels that funds are such that we are not at a place to have a rainy day fund. We are prudent with funds. Ms. Knoeller noted that the Executive Committee met yesterday and Mr. Hickman explained the reasoning behind this decision.

Presentations – Ms. Hodges said that if a Board member wanted a presentation on a certain program, to let her know. Dr. Pirok said that Tim Doss wanted a presentation on Therapeutic Community. Ms. Hodges said she would contact Mr. Doss. Jennifer Faison, Executive Director of the VACSB, may know of someone who could give a presentation. There is a portal being developed for Open Tables.

Executive Committee – The Executive Committee met yesterday.

Board Member Emails on Website – Ms. Hodges explained that the address listed on the CSB website to contact Board members sends all emails to her. We are looking at options to change this.

Executive Director Goals and Objectives – The Committee discussed goals and objectives. The 10-12 goals that were originally listed were extreme. It isn't possible to meet 12 goals in a 4 month period. The Committee worked with Ms. Hodges on developing 4 goals, which will be ongoing. They will be sent to Board members not in attendance today.

Executive Session - Ms. Stokes moved the Board go into Executive Session as provided for by the Code of Virginia Section 2.2-3711 (A) (1), to discuss or consider personnel matters and Section 2.2-3711 (A) (7), consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation. Mr. Haynie seconded the motion which passed unanimously.

The Board returned to Open Session. A roll call vote was taken to certify that only such business as identified in the motion to convene the Closed Session was discussed: Dr. Pirok, aye; Ms. Knoeller, aye; Mr. Haynie, aye; Ms. Turner, aye; Ms. Stokes aye; Ms. Jones, aye; and Mr. Parr, aye.

Appoint CSB Member to Properties, Inc. – Mr. Haynie volunteered to serve on the Properties, Inc. Board.

Organizational Items

Committees – Ms. Jones volunteered to serve on the Community Advocacy Committee and the Human Resources Committee. Ms. Turner volunteered to serve on the Program Committee.

Board Meetings – Ms. Hodges will find out if meetings can continue to be held by ZOOM. It was decided that the time of the Board meeting will be discussed at the next Board meeting. The next meeting will be held at 3:00 p.m. at the Essex Counseling Center.

Finance Committee – Ms. Hodges said that the plan is for the Finance Committee to meet three times on the budget. We will be sending out dates to schedule the next meeting.

Properties, Inc. Bus Request – Mr. Kight explained that when ID/DD closed their Day Support Program in 2017, the buses they used were aging. Charterhouse also uses buses and they have had challenges. They need three buses. One bus was ordered. We were supposed to get it in February, however we have not received it yet. One bus that we were using was just totaled. Mr. Kight would like to get 2 more buses. He said that a new bus cost $55,000 - $60,000. A used bus cost $20,000 - $25,000. He would like to request that Properties, Inc. grant the CSB $50,000 to buy two used buses. This is just information for the CSB, as Properties, Inc. would need to vote on and approve the request.

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

Gail Slaughter
Recorder