April 19, 2022

The Middle Peninsula Northern Neck Community Services Board (CSB) held a Board meeting on April 19, 2022 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

Kathryn Knoeller (in person)
Antenette Stokes (ZOOM)
Rosalyn Trent (in person)
Pratt Haynie (in person)
David Parr (in person)
Edith Turner (ZOOM)
Maria Jones (in person)
Travis Martin (in person)
Matt Kite (ZOOM)
Darryl Pirok (in person)

STAFF PRESENT

Linda Hodges, Executive Director (in person)
Joanne Brown, Director of Clinical Services (ZOOM)
Emily Eanes, Director of Youth and Family Services (in person)
Ken Hickman, Director of Finance (ZOOM)
Elizabeth Lyon, Director of Early Intervention Services (ZOOM)
Larry Kight, Director of Operations (ZOOM)
Erich Campbell, Director of IT (in person)
Amanda Campagnola, Director of Community Based Services (in person)
Alicia Clegg, Director of ID/DD Services (in person)
Kristen Beech, Quality Assurance Coordinator – ID/DD Services (in person)
Alex Schick, Administrative Assistant (in person)
Gail Slaughter, Administrative Assistant (in person)
Perryann Whitehurst, Administrative Assistant (in person)

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

Welcome Essex Board Member – Ms. Knoeller introduced and welcomed Mr. Travis Martin, the new Essex County representative on the CSB.

Introduction of Guests – Ms. Hodges introduced Mr. Campbell, Ms. Eanes, Ms. Campagnola, Ms. Shick, Ms. Clegg, and Ms. Beech.

Ms. Hodges noted that when Board members participate in Board meetings by ZOOM, they need to state why they could not attend in person. Mr. Kite said he was not able to attend in person today due to his work load, Ms. Turner stated that she was providing care giving, and Ms. Stokes could not attend due to work load.

Public Comment – There was no public comment.

Agenda Additions – Ms. Hodges moved item 13 on the agenda, Organizational Items, to 8.5 on the agenda.

Minutes – Mr. Haynie moved the minutes from the February 15, 2022 Board meeting be approved. Dr. Pirok seconded the motion, which passed unanimously.

Presentation – Ms. Eanes gave a presentation on trauma informed care.

Dr. Pirok asked if there were other presentations that would be helpful. Ms. Eanes said she had been lucky enough to hear the presentation she gave today, given by other people. She said she would put together a list of authors on this subject. One book that she did recommend was The Body Keeps the Score by Bessel van der Kolk.

Organizational Items

Board Meeting Time, Location, Format – After discussion, it was decided that Board meetings would continue to be held at the Essex Counseling Center. It was also decided that the meetings would continue to be held at 3:00 p.m. and the aim would be to keep them to approximately 1.5 hours.

Board Member Emails on Website - Ms. Hodges said that the email address listed for Board members on the website sends all emails to her. After discussion, it was decided that Ms. Knoeller and Ms. Stokes would have a gmail address listed on the website and all emails to Board members would go to them.

Format for Board Meeting Documents – Ms. Hodges said would like to look into using an electronic site where Board meeting documents could be uploaded. The Executive Committee will discuss this.

Attending Board Meetings Virtually – This item will be referred to the Executive Committee for discussion.

Executive Directors Report

ID/DD Director – Ms. Hodges said that Ms. Alicia Clegg had been serving as the Interim ID/DD Director since September. We are most fortunate that she has now filled that position.

Open House – Ms. Hodges said an open house will be held on June 9th from 11:00 a.m. – 2:00 p.m at the Essex Counseling Center and Charterhouse. She hopes the Board will be able to attend. It will start at 11:00 a.m. at the Essex Counseling Center, with the building dedication to Chuck Walsh at 11:30. A ribbon cutting will be held at 1:00 p.m. at Charterhouse.

County Budget Requests – Ms. Hodges said that she had been to all the counties except Westmoreland and Northumberland. When attending the meetings, she presents data on the number of people served.

ARPA Grant – Ms. Hodges reported that $52,700 had been received for training for motivational interviewing. This will be opened up to our community partners.

Licensure Reviews/Internal Audit – Ms. Hodges noted that we have Licensure regulations to work under. Licensure came in March for a review. We had an audit from an MCO. Ms. Hodges thanked Ms. Schick and Ms. Campagnola for their work on this. We have an internal audit done by the Department of Behavioral Health and Developmental Services on May 5th and 6th. We've already submitted our information to them.

HR and Payroll Management System - The new system is UKG. We will go live July 1. It has been challenging getting the information from the old system to the new system.

Programs –

- Community Based NGRI Services – This is an ever increasing needed service, but the number of staff have not increased. We have 5 NGRIs in the community and 15 in the hospital. We do not receive money to serve these individuals. This is a mandated service.
- Credentialing/Preauthorization – There are only 3 staff in this department. John Woods is the supervisor. Staff review 2,000 insurances every month to make sure there is correct information. Ms. Knoeller asked that Ms. Hodges thank those staff, on behalf of the Board.
- Mental Health Outpatient – This service was shut down for 90 days. It does not look promising.

COVID – We have become a little more lax as far as masks are concerned. If a person is in a room with someone for 15 minutes, they will wear a mask. In our homes, if they are in close proximity to someone, they will wear a mask.

VACSB – There is an extra hotel room if anyone is interested in attending the VACSB conference. Ms. Hodges asked that if anyone is interested, they let Ms. Slaughter know.

Retreat - Ms. Hodges said that she would be glad to do a Board member retreat. She would like to cover governance and go more in depth on trauma informed treatment. She was thinking the retreat could be a half day with lunch. Ms. Stokes said that she was a member of the Ware River Yacht Club. That may be a possible location for a retreat, if Board members were interested. Ms. Hodges said she would send out an email to the Board asking for their thoughts.

Executive Session - Ms. Trent 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; Mr. Parr, aye; Ms. Trent, aye; and Mr. Martin, aye.

Executive Committee – The Executive Committee will meet in May for the Executive Director's evaluation and to discuss the virtual meeting information and a policy.

Finance Committee – The Finance Committee will be meeting on Thursday. Mr. Hickman will present the payroll and fringe budget.

Facilities – Mr. Kight reported that $65,000 was requested from Properties, Inc. for buses. The funds were transferred and the bus is in use.

Mr. Kight said that he and his staff have been working to get ready for the open house.

Chair Comments – Ms. Knoeller said that she is amazed at what everyone – staff and Board – does.

Board Member Comments – Mr. Haynie noted that Ms. Knoeller is doing a teriffic job as Chair. Dr. Pirok said that he is so glad for Board member interest and energy and participating where interested.

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

Gail Slaughter
Recorder