

June 21, 2022

The Middle Peninsula Northern Neck Community Services Board (CSB) held a Board meeting on June 21, 2022 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

Kathryn Knoeller	Edith Turner
Antenette Stokes	Matt Kite
David Parr	Maria Jones (ZOOM)
Darryl Pirok	Rosalyn Trent

BOARD MEMBERS ABSENT

Pratt Haynie
Travis Martin

STAFF PRESENT

Linda Hodges, Executive Director
Joanne Brown, Director of Clinical Services (ZOOM)
Tracy Warden, Director of Human Resources
Erich Campbell, Director of IT
Emily Eanes, Director of Youth and Family Services (ZOOM)
Elizabeth Lyon, Director of Early Intervention Services (ZOOM)
Ken Hickman, Director of Finance
Amanda Campagnola, Director of Community Based Services
Larry Kight, Director of Operations (ZOOM)
Cheryl Matteo Kerney, Director of Prevention Services (ZOOM)
Kristen Beech, Quality Assurance Coordinator, ID/DD Services
Alicia Clegg, Director of ID/DD Services
Lynn Jaeger, Youth & Family Crisis Stab Case Manager (ZOOM)
Tina Welsh, LPN (ZOOM)
Pam Minor, Mobile Crisis Response Clinician 1 (ZOOM)
Alex Schick, Administrative Assistant
Gail Slaughter, Administrative Assistant
Perryann Whitehurst, Administrative Assistant

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

Introduction of Guests – Ms. Knoeller welcomed Amanda Tevis, Westmoreland County Social Services Director and Vanesa Livingstone, Richmond County Social Services Director.

Public Comment – There was no public comment.

Agenda Additions - Ms. Hodges noted that she would be recognizing additional staff (than what was noted on the agenda) during her report.

Ms. Stokes moved that the Closed Session be moved up on the agenda, to follow item number 6. Ms. Turner seconded the motion, which passed unanimously.

Minutes – Ms. Stokes moved the minutes from the April 19, 2022 Board meeting be approved. Ms. Trent seconded the motion which passed unanimously.

Executive Session - Ms. Turner 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. Dr. Pirok 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; Ms. Turner, aye; Ms. Stokes aye; Ms. Jones, aye; Mr. Parr, aye; Ms. Trent, aye; and Mr. Kite, aye.

Mr. Kite moved to close Middlesex House as recommended. Dr. Pirok seconded the motion, which passed unanimously. Board members noted that this was done with a heavy heart.

Executive Directors Report

Open House – Ms. Hodges thanked Ms. Stokes for all that she did at the open house. She did an excellent job. There was an excellent article on the event in the Rappahannock Times newspaper.

Format for Board Meeting Mailout Materials – Ms. Hodges said that what she had proposed at the last Board meeting – uploading documents on an electronic site – would not work at this time, as all Board members would need to have computers at the Board meeting.

Licensure Review – This topic will be an item on all future Board meeting agendas. It was a recommendation that came out of the internal audit that was done several weeks ago. There will be a Healthy Families review next month.

Update on Email Account for Board Chair/Vice Chair – One gmail account was set up for the Board Chair and Vice Chair. The email address is posted on the CSB website.

Home and Community Based Services Review – This is part of the DOJ suit. The ID team did a great job getting the homes ready for the review. Ms. Hodges read a letter received on the review. It was an excellent letter.

Retreat Update – Ms. Hodges contacted the people that would do the governance training at a retreat. They could do the training virtually. The retreat could also include information on trauma treatment. Ms. Knoeller asked Board members to think about if and when they would like to do this.

Update on UKG (HR Management System) - HR and Finance have been working on this. The June 24 go live date may need to be pushed back.

VACSB Class and Comp – We have received the class and comp results from the VACSB. Ms. Hodges thanked Ms. Warden and her staff for their work on this.

Update on County Budget Requests - We have heard from 4 counties.

Staff Invitation to Board Meetings – Ms. Hodges let Leadership Team members know about this and will mention it at the whole house staff meeting.

Staff Accolades – Ms. Hodges recognized Kim Hamilton, Accounts Receivable Specialist. She is the only person in accounts receivable. She is very knowledgeable and has an outstanding work ethic. Ms. Knoeller asked Ms. Hodges to please give Ms. Hamilton thanks from the Board. Ms. Hodges also recognized the hard work of Turning Point and Discovery staff. Those sites are doing better financially than they have in a long time. Ms. Campagnola is the Director of those programs.

There are still outpatient staff vacancies – 2 in Youth and Family, 4 at the Gloucester Counseling Center, and 3 at the Essex Counseling Center. Some PRN staff have second jobs with the CSB. Emergency services staffing is difficult to maintain. This past weekend there were 3 individuals in the emergency room and beds could not be found for them. This is a statewide issue.

Review of Serious Incident Report – Training has been done on incident reporting. Board members received an incident report, by service, prepared by Ms. Beech. The timeframe of the report was October 1, 2021 – March 31, 2022.

Executive Committee – The Executive Committee met in May and again prior to this Board meeting. One of the topics discussed was a policy governing Board meeting participation through electronic means. This is driven by the Code of Virginia. The Executive Committee recommended approval of the policy governing Board member participation in Board meetings through electronic means as presented, secondary to attorney review and edits of the policy as necessary. Mr. Kite noted that according to the Code of Virginia, there are reasons allowing participation in Board meetings remotely. He said that item 2 of the proposed policy should have the following wording added to the beginning of the sentence “Consistent with §2.2-3708.2 of the Code of Virginia,”. Dr. Pirok seconded the motion which passed unanimously. The policy will be made a part of the minutes.

Finance Committee – The Finance Committee met on April 21, 2022. Mr. Parr noted that it was an excellent meeting.

Policies - On behalf of the Finance Committee, Mr. Parr recommended approval of the updated financial policies – Employee Meals with Individuals and Meal and Incidental Reimbursement, and that they become effective July 1, 2022. Dr. Pirok seconded the motion which passed unanimously.

FY 23 Budget – Mr. Hickman reviewed information prepared for Board members showing FY 23 totals compared to FY 22 totals. He noted that the health insurance rates increased by 14%, but with the number of employees, there was actually only a 4.4% increase. This will be funded through VRS savings. We are now also able to provide short term disability at no cost to employees. Dr. Pirok asked if more information could be provided with Mr. Hickman’s reports – a description of the programs and the situation of each program. The Finance Committee recommended accepting the FY 23 budget as presented. The motion passed unanimously.

The Performance Contract is due to the state August 15.

Bylaws Committee – The Bylaws Committee met on May 31 to discuss meetings held through electronic communication. The Committee will probably need to meet two more times. Hopefully, the updated Bylaws can be presented in August and voted on in October.

Board Member Comments -

Dr. Pirok spoke on the book *The Body Keeps the Score* and noted that it deals with adverse childhood experiences.

Mr. Parr was recognized for being awarded the bid for the audio visual equipment for the Essex Counseling Center and Charterhouse.

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

Gail Slaughter
Recorder