

August 16, 2022

The Middle Peninsula Northern Neck Community Services Board (CSB) held a Board meeting on August 16, 2022 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

Kathryn Knoeller	Maria Jones
Antenette Stokes	David Parr
Darryl Pirok	Pratt Haynie
Travis Martin	

BOARD MEMBERS ABSENT

Matt Kite
Rosalyn Trent
Edith Turner

STAFF PRESENT

Linda Hodges, Executive Director
Joanne Brown, Director of Clinical Services (ZOOM)
Tracy Warden, Director of Human Resources (ZOOM)
Cheryl Matteo-Kerney, Director of Prevention Services
Erich Campbell, Director of IT
Emily Eanes, Director of Youth and Family Services (ZOOM)
Ken Hickman, Director of Finance (ZOOM)
Elizabeth Lyon, Director of Early Intervention Services
Alicia Clegg, Director of ID/DD Services
Larry Kight, Director of Operations
Christy Green, Mental Health Adult Care Coord.
Anne Davis, Residential Director (ZOOM)
Ashley Williams, SA Counselor / Team Lead (ZOOM)
Sierra Davis, Medical Operations Coordinator (ZOOM)
Brenda Taylor, Sr. Administrative Assistant (ZOOM)
Justine Matthews, Adult Mental Health Case Manager / Team Lead –GCC (ZOOM)
Adonia Seda, Sr. Administrative Assistant – GCC (ZOOM)
Gina Endres, Administrative Assistant - Prevention
Gail Slaughter, Administrative Assistant
Perryann Whitehurst, Administrative Assistant
War.Sec 2 (ZOOM)
Co.NNCT (ZOOM)

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

Public Comment – There was no public comment.

Introduction of Guests – There were no guests in attendance.

Agenda Additions – Ms. Hodges added information on the VACSB conference under her report.

Minutes – Ms. Stokes moved the minutes from the June 21, 2022 Board meeting be approved. Dr. Pirok seconded the motion, which passed unanimously.

Prevention Services Presentation – Ms. Hodges introduced Ms. Matteo-Kerney, Director of Prevention Services, and Ms. Endres, Prevention Services Administrative Assistant. Ms. Hodges said that Ms. Matteo-Kerney has a great reputation at the state level for her training, projects, and programs. She said that Prevention Services are in schools and communities throughout the ten counties

Ms. Matteo-Kerney gave a power point presentation. She said that some of their significant accomplishments were having a journal article published in the international peer reviewed journal, *Health Promotion Perspectives*, presenting several times at the National Prevention Research Conference, and securing multiple federal, state and foundation grants, bringing millions of dollars to our service area. Their strategy areas are community wellness, mental health wellness, family wellness, and school based wellness. Their core priorities are mental health promotion, suicide prevention, substance use prevention, youth tobacco access prevention, ACE (Adverse Childhood Experience) Interface trainings, community coalition development, and problem gambling prevention. She said that they are mandated by the Code of Virginia to do mental health first aid training. Ms. Matteo-Kerney said that there are 140 tobacco retailers in our community. Every two years, Prevention staff talk with every store about not making tobacco enticing. Prevention staff attend many community events. They provide gun locks, drug disposal boxes, lock boxes, and materials. They also have an annual suicide prevention walk, have billboard campaigns, and have ads that run at the York River Cinema. Ms. Stokes thanked Ms. Matteo-Kerney and the Prevention staff for their excellent program. Ms. Hodges thanked Ms. Matteo-Kerney and Ms. Endres. The Prevention programs makes such positive changes in our community.

Executive Directors Report

Retreat – Ms. Hodges said that we were looking at October 4, 5 or 26th for a Board retreat. Mr. Parr and Dr. Pirok said all those dates were good with them. Ms. Hodges said the retreat will be held at the Essex Counseling Center and will be about 4 hours.

Motivational Interviewing Training (Grant funded) – Ms. Hodges said that we had received a \$52,700 grant from the Department of Behavioral Health and Developmental Services (DBHDS) to provide Motivational Interviewing Training. We will be reaching out to our community partners. There will be 3 training sessions throughout the 10 counties – in Kilmarnock the end of November, RCC Warsaw in December, and in Gloucester December 14 and 15.

Increase in Medicaid Rates and Step VA Rates (3 services) - Medicaid has sustained the 12.5% increase in their rates for most services. Board members received a Step VA chart. Ms. Hodges explained that Step VA began 5 years. DBHDS had a plan so that every CSB had an identified 10 services. This year we are down to the last 3 services – psychosocial, case management, and care coordination. Ms. Hodges said she had written a letter to DBHDS on the amount we received for care coordination, because CSBs received different amounts for this service. These are continuing monies.

Congressman Wittmans Visit - Congressman Wittman and his Aide visited the Administrative office on June 29th. Three CSB staff members – Amanda Campagnola, Director of Community Based Services, Joanne Brown, Director of Clinical Services, and Liz Lyon, Director of Early Intervention Services, were invited to attend this meeting, as their programs receive federal funding. Congressman Wittman asked that we let him know when we submit a federal grant.

FY 23 County Contributions - Ms. Hodges said that we have not heard from 2 counties. The county contributions we receive do not meet the 10% match requirement. Finance was able to identify in kind donations to meet the 10% match required. Ms. Knoeller said she feels it may be time to approach the counties for more support.

Dr. Pirok said that the deadline for the Performance Contract is August 15th. Ms. Knoeller said the contract will be signed and submitted. Ms. Hodges noted that there is an entire financial component to the contract that is submitted by Mr. Hickman, Director of Finance.

Program Board Reports - Ms. Hodges said that she, Leadership Team members and several staff participated in a FOIA training. Program reports and Board reports should be shared with the public. Ms. Hodges asked Board members to think about what they want included in the Board reports they receive, keeping this in mind. She asked Board members to let her know.

VACSB Conference – The conference will be held October 5 – 7 in Chantilly, Va. Information on the conference will be sent to Board members.

Licensure Reviews/Audits -

Internal Audit – An internal audit was done by DBHDS staff in May. Ms. Hodges said that it had been 8 years since the last internal audit. This is a review of our performance contract compliance. She said that she was pleased with the results, especially since there were so many new Leadership Team members at that time. There were several issues that we needed to address – making sure Licensure reviews and audits are on every Board meeting agenda, missing signatures, ID payee agreements, procurement issues, and write offs.

Ms. Beech, CSB Quality Assurance Coordinator, provided Board members with a Serious Incident and Licensing Inspections/Citations report for the period of January 1, 2022 – June 30, 2022. There will be additional information discussed in Closed Session.

Executive Session - Mr. Haynie 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. Ms. Jones 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. Stokes aye; Ms. Jones, aye; Mr. Parr, aye; Mr. Haynie, aye; and Mr. Martin, aye.

Based on the performance evaluation of the Executive Director, Ms. Stokes, on behalf of the Executive Committee, moved that a contract be offered to Linda Hodges through June 30, 2023. Ms. Jones seconded the motion, which passed unanimously.

Executive Committee – The Executive Committee met on July 19.

At the last Board meeting, a Policy Governing Remote Participation and All Virtual Meetings was approved, with the caveat that it be reviewed by the attorney. We will continue to use the policy as approved in June and postpone changes until the October Board meeting – until the attorney has time to review it.

Committees - No other committees had met since the last Board meeting.

Facilities – Mr. Kight reported that the Properties, Inc. Board had met and approved their budget.

Mr. Kight noted that it may be time to replace the air conditioning units at the Essex Counseling Center. He is working on getting proposals. Furniture will be replaced at some of the group homes. Also, the roofs on some of the homes need to be replaced. Some of the driveways also need to be redone.

Procurement – Mr. Kight reported that Holly Kruse has been hired as the Procurement Coordinator. Ms. Kruse has done training and is certified. Her focus will be contracts and purchasing. One big project that she is working on is looking into document scanning.

Essex Counseling Center and Charterhouse have new phones. Mr. Kight is working on getting a new phone system for the Administrative office.

Chair Comments – Ms. Knoeller said that she is grateful to staff for keeping the CSB going.

Board Comments – Ms. Jones asked that the Employee Recognition Luncheon be brought back.

Dr. Pirok thanked Ms. Matteo-Kerney for her presentation today.

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

Gail Slaughter
Recorder