

October 18, 2022

The Middle Peninsula Northern Neck Community Services Board (CSB) held a Board meeting on October 18, 2022 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

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

STAFF PRESENT

Linda Hodges, Executive Director
Joanne Brown, Director of Clinical Services (ZOOM)
Emily Eanes, Director of Youth and Family Services (ZOOM)
Amanda Campagnola, Director, Community Based Services (ZOOM)
Elizabeth Lyon, Director of Early Intervention Services (ZOOM)
Cheryl Matteo-Kerney, Director of Prevention Services (ZOOM)
Larry Kight, Director of Operations (ZOOM)
Ken Hickman, Director of Finance
Alicia Dillon, Director of ID/DD Services (ZOOM)
Erich Campbell, Director of IT
Kristen Beech, Quality Assurance Coordinator
Anne Davis, Residential Supervisor
Brenda Taylor, Sr. Administrative Assistant (ZOOM)
Alex Schick, Administrative Assistant
Gail Slaughter, Administrative Assistant
Perryann Whitehurst, Administrative Assistant

Ms. Knoeller called the meeting to order. A quorum was present. Ms. Stokes and Mr. Haynie had notified Ms. Hodges prior to the meeting, that they would be joining the meeting by ZOOM.

Agenda Additions – There were no additions to the agenda.

Mental Health Residential Services Presentation – Ms. Hodges introduced Ms. Anne Davis, CSB Residential Supervisor. Ms. Hodges noted that Ms. Davis had recently submitted a biography of an individual at Discovery House for the VACSB Annual Report.

Ms. Davis said she had worked in residential services since 1999. She reviewed the following:

Subsidy Program – The Residential Subsidy program provides financial support to individuals served by the CSB who are impacted by mental health or substance use.

Turning Point – Turning Point is permanent housing for individuals served by the CSB who experience serious mental illness. Turning Point has 6 beds. It is funded through HUD and with a small self pay fee from residents.

Discovery Place – Discovery Place is a transitional living program available to individuals served by the CSB who experience serious mental illness or substance use disorders. Discovery Place has 8 beds and is funded through grants, insurance, self pay, and discharge assistance plans. Individuals can be in the home from 2 weeks to 1 year.

Minutes – Dr. Pirok moved that the minutes from the August 16, 2022 Board meeting be approved. Mr. Parr seconded the motion which passed unanimously.

Executive Director's Report –

Opioid Abatement – Ms. Hodges explained that counties are receiving money as a result of civil suits with pharmaceutical companies. Mr. Kite had provided Ms. Hodges with the amount of money each county is to receive. Ms. Hodges is reaching out to the counties asking that some of this money be given to the CSB to treat opioid addiction.

Peer Recovery Festival – The festival was held in Warsaw. There was live music and a silent auction. The event will be held annually in September.

1st Annual Networking for Case Managers/Support Coordinators – Case Managers and Support Coordinators across CSB programs met and shared resources.

Suicide Prevention Walk – The walk through Gloucester Courthouse will be held November 12th.

Community Relationship - Ms. Hodges said that she had met with a local sheriff this month. It was an excellent meeting. The challenge is the lack of beds available. The CSB, sheriffs, emergency room and legislators need to work on making changes in the General Assembly.

Employee Recognition Event – This event will be resurrected. We are looking at holding it in March.

VACSB Conference – The conference was held October 5 – 7 in Chantilly. Department of Behavioral Health and Developmental Services (DBHDS) Commissioner Nelson Smith gave a presentation on North Star. Dr. Pirok and Becky Graser attended the conference.

Licensure Reviews/Audits - In a 2 week period there were 4 audits – a Licensure visit, a small DMAS audit, an IT audit and a Finance audit.

Serious Incident Report – Board members received a report on serious incidents for the quarter. The largest number of incidents were from the group homes.

Executive Committee - The Executive Committee met on September 14th.

Policy Governing Remote Participation and All Virtual Meetings - The Executive Committee recommended approval of the Policy Governing Remote Participation and All Virtual Meetings as updated by Mr. Joseph, attorney, effective October 18, 2022. Dr. Pirok seconded the motion which passed unanimously.

The Committee also discussed whether Committee meetings could be held by ZOOM. The above approved policy addresses this issue.

Board Communication with Staff – This topic was tabled until the December Board meeting.

Board Training/Retreat – The Board Training/Retreat was set for March 8, 2023 at the Essex Counseling Center. It will begin at 2:00 p.m. Ms. Hodges asked all Board members to reserve this date, as she would like everyone in attendance if possible. The trainers will present virtually.

Finance Committee – The Finance Committee met on October 7th.

Mr. Hickman reviewed updates to the Write Off Policy, Meal and Incidental Reimbursement Policy, and the Procurement Policies/Procedures.

On behalf of the Finance Committee, Mr. Parr recommended approval of the updated Write Off Policy, to become effective January 1, 2023; the updated Meal and Incidental Reimbursement Policy, to become effective October 18, 2022, and the updated Procurement Policies/Procedures, effective October 1, 2022. Dr. Pirok seconded the motion, which passed unanimously.

County Budget Requests – Ms. Hodges explained that DBHDS requires that local funding match 10% of our state funding. We've had to use in kind matches to meet this requirement. She asked Mr. Hickman to figure the additional amount of money the counties need to contribute in order to meet this match. There would need to be an increase in contributions of \$97,089. This amounts to a 17.1% increase from each county. The Finance Committee recommends requesting a 17.1% increase in contributions from each county. The motion passed unanimously.

Write Offs - Mr. Hickman said that write offs had not been done since 2017. The Finance Committee recommended writing off \$846,171.52. Dr. Pirok seconded the motion, which passed unanimously. Mr. Hickman said he hopes to review write offs quarterly, but definitely at least annually.

Bylaws Committee – This Committee has not met, but plans on meeting by the first of the year.

Community Advocacy Committee – This Committee had not met.

Human Resources Committee – The Human Resources Committee met on October 7th. On behalf of the Committee, Ms. Stokes moved recommending approval of the Travel Policy, Licensure Supervision Policy, Employee Licensure, Certifications, Education, and Renewals Policy (including the second edits made by Ms. Warden), updated Disability Policy, Executive Director to Board Protocol Policy and also recommends approval of the edits to the Human Resources Handbook, effective October 18, 2022. Ms. Trent seconded the motion, which passed unanimously.

Facilities Update – Mr. Kight said we are continuing to move all phone systems to the internet provider. We are also continuing to move forward with going to electronic records. We are starting with Human Resource records. Mr. Kight said we are selling off older vehicles. This has brought in approximately \$25,000. Discovery House and Middlesex House are being renovated. We have terminated our contract with ESI, which dealt with desk top printers. We are now handling that ourselves. This has reduced this cost from \$1,560 a month to \$315.

Appoint Nominating Committee – Mr. Parr, Dr. Pirok, and Ms. Jones volunteered to serve on the Nominating Committee. They will be prepared to present a slate of Chair, Vice Chair, and 2 members of the Executive Committee (1 member from the Middle Peninsula and 1 member from the Northern Neck), at the December Board meeting.

Board Comments – Dr. Pirok said that that the VACSB conference was very informative. It provides information on what other Boards are doing. He recommended that Leadership Team members and Board members attend the conference when possible.

Ms. Knoeller thanked Board members for their service.

Ms. Stokes said that she works at a collegiate school in Richmond. She showed a video of 8th grade students working on a project to come up with ideas of how to access healthcare in rural areas. These children were thinking about the CSB and how to give back to the rural CSB community.

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

Gail Slaughter
Recorder