

April 18, 2023

The Middle Peninsula Northern Neck Community Services Board (CSB) held a Board meeting on April 18, 2023 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

Kathryn Knoeller	Antenette Stokes
Maria Jones	Edith Turner
Rosalyn Trent	Darryl Pirok
David Parr	Alice Coates (Ex Officio Member)

BOARD MEMBERS ABSENT

Pratt Haynie
Travis Martin

STAFF PRESENT

Linda Hodges, Executive Director
Carolyn Gibson, Director, Human Resources
Joanne Brown, Director, Clinical Services (ZOOM)
Ken Hickman, Director, Finance (ZOOM)
Liz Lyon, Director, Early Intervention Services (ZOOM)
Larry Kight, Director, Operations (ZOOM)
Erich Campbell, Director of IT
Alicia Dillon, Director, ID/DD Services
Emily Eanes, Director, Youth and Family Services
Amanda Campagnola, Director, Community Based Services
Susan Horne, School Based & Outpatient Coordinator
Alex Schick, Administrative Assistant
Brenda Taylor, Administrative Assistant (ZOOM)
Gail Slaughter, Administrative Assistant
Perryann Whitehurst, Administrative Assistant

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

Guests – Ms. Hodges introduced staff members in attendance – Alex Schick, Amanda Campagnola, Kristen Beech, Emily Eanes, Susan Horne, Alicia Dillon, and Carolyn Gibson.

Public Comment – There was no public comment.

Agenda Additions – There were no additions to the agenda.

Minutes – Ms. Stokes moved approval of the minutes from the December 20, 2022, February 21, 2023, and March 8, 2023 Board meetings. Ms. Turner seconded the motion, which passed unanimously.

Presentation on School Based Services – Ms. Horne explained that we had services in almost all schools (in the Therapeutic Day Treatment program), but the program ended because of funding. We currently provide a mental health therapist in 7 school districts – Gloucester, Middlesex, Richmond, Northumberland, Colonial Beach, Westmoreland and King William. We have an MOA with West Point Schools and currently have 2 open positions for which we are actively recruiting to hire school-based therapists. Therapists provide outpatient therapy to referrals received. Services include: individual and family counseling, consultation with staff and parents and participation in meetings/conferences related to the emotional, mental and behavioral needs of students and their families. Family counseling is scheduled monthly and more often if needed. The CSB bills the individual's insurance for all counseling services. For individuals who may be uninsured or have an insurance that is not able to be billed for outpatient services, school systems may approve to fund the services, or take the individual before the local Family Assessment and Planning Team (FAPT) to request funding.

Board Member Recognition - Ms. Knoeller read Resolutions for Mr. Kite and Mr. Martin, both of whom resigned from the Board. There are now 2 vacancies on the Board.

Executive Director's Report -

Business Cards – Each Board member received business cards, as ambassadors for the CSB.

Performance Contract – Ms. Hodges explained that the CSB receives a new Performance Contract with the Department of Behavioral Health and Developmental Services (DBHDS) every two years. She presents the contract to each of the Board of Supervisors for approval.

Employee Recognition Event – This event will be held on May 11th from 12:00 – 4:00. It will be held in the outside pavilion at Wind Vineyards. All staff and Board members will be invited to attend. This event is called the Carolyn Sue Pociask Recognition Event – named after former CSB employee Sue Pociask – who passed away. She was the Assistant Director of Human Resources, and was the essence of what the CSB should be.

Strategic Plan – This was discussed at the Board Governance Training. The plan needs to be updated. The Executive Committee discussed Ms. Hodges looking into funding to hire a consultant to come in to recommend updates.

DEI Strategic Plan – The DEI Committee has developed a dynamic plan. It will be presented at the next Board meeting.

County Budget Requests – Ms. Hodges has presented to all the counties that asked her to present. Lancaster County approved our request. Mr. Gill, County Administrator, said positive comments about the CSB. Ms. Coates and Ms. Jones attended the meeting.

Opioid Abatement – This is still in the planning phase. There will be more to come.

VACSB – The VACSB Conference will be held May 3 – 5 in Norfolk. Three Board members and several staff will be attending. Ms. Hodges asked that if a Board member was attending, they get itemized

receipts for meals purchased. Ms. Slaughter will send out information on allowable purchases, amounts and what is needed to be reimbursed.

Meeting on Emergency Services – Delegate Hodges has set up a meeting for May 10th at Tappahannock VCU on Emergency Services.

Licensure Review/Audits –

Board members received information in the meeting packet.

Audits - A Federal Block grant was submitted on March 24.

Serious Incident Report – For the period of January 1, 2023 – March 31, 2023, there was an increase in suicide attempts. There was a decrease in falls in the ID/DD homes.

Inspections – The Developmental Disability division had an inspection. There were two minor corrections needed.

Satisfaction Survey – Ms. Beech enrolled in Survey Monkey and created a satisfaction survey. Survey information pops up on the website and codes are posted at each site. Clients can also complete a paper copy of the survey. Ms. Beech said that she was thrilled with the results. In 2.5 weeks, 71 responses were received. Out of the 71 responses only 1 or 2 individuals were not satisfied. We have a 97% approval rating from the people we support. Areas needing improvement will be addressed. We have Ipad kiosks at the front desk and individuals can complete the survey there.

Executive Committee -

The Executive Committee met on April 7th.

Executive Session - Mr. Parr moved the Board go into Executive Session as provided for by the Code of Virginia Section 2.2-3711 (A) (1), for the discussion or consideration of personnel matters, (4), the protection of the privacy of individual's in personal matters not related to public business, (8), for consultation with legal counsel, and (16), discussion or consideration of medical and mental health records. Ms. Stokes 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: Ms. Knoeller, aye; Ms. Stokes, aye; Mr. Parr, aye; Dr. Pirok, aye; Ms. Trent, aye; Ms. Turner, aye; Ms. Jones, aye; and Ms. Coates, aye.

Human Resources Committee – Ms. Stokes welcomed Ms. Gibson as the new Director of Human Resources.

The Human Resources Committee met on April 10, 2023.

Resolution – The Human Resources Committee recommend approval of the Health Reimbursement Arrangement (HRA) Resolution, retroactively to July 1, 2022. The motion passed unanimously.

Updated HR Policies - The Human Resources Committee recommended approval of the updates to the Paid Time Off Policy, Leave Without Pay Policy, and the Time Reporting Policy, effective April 18, 2023. The motion passed unanimously.

Finance Committee - The Finance Committee will present in June.

Executive Session – Ms. Turner moved the Board go back into Executive Session as provided for by the Code of Virginia, Section 2.2 – 3711 (A) (1) for the discussion or consideration of personnel matters. Ms. Stokes 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: Ms. Knoeller, aye; Ms. Stokes, Ms. Trent, aye; Ms. Turner, aye; and Ms. Coates, aye.

Chair Comments – Ms. Knoeller said she appreciated the work of the staff and Board.

Board Comments – There were no comments.

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

Gail Slaughter
Recorder