

June 20, 2023

The Middle Peninsula Northern Neck Community Services Board (CSB) held a Board meeting on June 20, 2023 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

Kathryn Knoeller	Rosalyn Trent
Antenette Stokes	Jay Mitchell
David Parr	Darryl Pirok
Pratt Haynie	Alice Coates

BOARD MEMBERS ABSENT

Edith Turner

STAFF PRESENT

Linda Hodges, Executive Director
Joanne Brown, Director, Clinical Services (ZOOM)
Emily Eanes, Director, Youth and Family Services
Amanda Campagnola, Director, Community Based Services
Erich Campell, Director, IT
Larry Kight, Director, Operations
Carolyn Gibson, Director, Human Resources
Alicia Dillon, Director, ID/DD Services
Kristen Beech, Director, QA
Ken Hickman, Director, Finance
Cheryl Matteo-Kerney, Director, Prevention Services (ZOOM)
Debbie Lancucki, Program Director, Three Rivers Healthy Families
Julee Isaksen, ID/DD Support Coord.
Brenda Taylor, Sr. Administrative Assistant (ZOOM)
Carlita Coley, Clinician III
Christine Sealey, Administrative Assistant (ZOOM)
Alex Schick, Administrative Assistant
2513 (ZOOM)
Gail Slaughter, Executive Administrative Assistant
Perryann Whitehurst, Sr. Administrative Assistant

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

Welcome New Board Member – Ms. Knoeller welcomed Major F. Jay Mitchell, the new Essex County representative on the Board.

Introduction of Guests – Everyone in attendance introduced themselves.

Public Comment - There was no public comment.

Agenda Additions - There were no additions to the agenda, however, Ms. Knoeller moved agenda item 13, Finance Committee Report, to after agenda item 11, Executive Committee Report.

Minutes – Dr. Pirok moved approval of the minutes from the April 18, 2023 Board meeting. Ms. Stokes seconded the motion which passed unanimously.

Introduction to the DEI Strategic Plan – Ms. Hodges explained that the DEI (Diversity, Equity, and Inclusion) Committee came together in late 2022. Their goal was to develop a strategic plan, which they have put together.

Ms. Eanes explained that DEI is important because it creates a workplace culture that is productive and creative and creates an environment where everyone can thrive.

In August, Board members will hear more about the strategic plan.

Executive Director's Report –

Board Member – Tiffany Webb, the current King William County Commonwealth Attorney, has been appointed to fill the King William vacancy on the Board.

Ms. Hodges reported that Ms. Jones had resigned from the Board due to workload issues and family health concerns.

Employee Recognition Event – Ms. Knoeller said there was great Board representation at the event. Ms. Hodges said that Susan Smith-Leland, Senior Emergency Services Counselor, was recognized for 35 years of service.

Update on County Budget Requests – Ms. Hodges said that we have heard from 2 counties. One gave the requested amount, the other could not give the requested amount, but did increase the amount of their contribution.

50th Anniversary – In 2024, the CSB will celebrate its 50th anniversary. A planning committee has been established and is working on planning events to celebrate.

Best of Virginia – Ms. Hodges said the CSB was voted as the 3rd best for counseling services. We were the only public organization recognized. We have ordered banners for the Counseling Centers.

Commissioners Visit – The Commissioner of the Department of Behavioral Health and Developmental Services (DBHDS), Nelson Smith, will visit this CSB on July 24th. He will come to the Essex Counseling Center and meet with Leadership Team. He will then visit Charterhouse and Peer Recovery Services.

Essex Behavioral Health Docket – Ms. Hodges reported that Essex County will have a Behavioral Health Docket. A meeting on this will be held tomorrow. It will need to go to the Supreme Court.

Peer Billing – Peer Recovery began billing for services in May.

ID/DD Capacity Determination – There were capacity determinations that needed to be done since COVID. This has now been completed.

Carlita Coley Publications – Carlita Coley, CSB Clinician III, has published 2 journals. The CSB is very proud of her.

Performance Contract – DBHDS has a contract with CSBs. The contract comes before the CSB and goes to each County Board of Supervisors for approval.

CSB Name Change – Ms. Hodges said we are looking at changing the name of this CSB. We would become “Behavioral Health”. Mr. Haynie said that other CSBs are doing this as well. Every county would be asked to sign off on this. There will be legal fees. Properties, Inc. may pay for the signage. It would be nice if this could be unfolded at the 50th anniversary celebration. There will be more to come on this.

Licensure Reviews/Audits – There were no reviews or audits to report on at this time. Board members received the Serious Incident and Licensing Review report. There was a 20% decrease in incidents. There was an increase in suicidal thoughts with adolescents.

Executive Committee –

The Executive Committee met last week.

The Executive Committee recommended to the full Board approval of granting July 3, 2023 as an additional day off from work for the July 4th holiday. Dr. Pirok seconded the motion, which passed unanimously.

Finance Committee –

The Finance Committee had met. Mr. Hickman reviewed the FY 24 budget. The Finance Committee recommended to the full Board approval of the FY 24 budget as presented. Ms. Trent seconded the motion, which passed unanimously.

Ms. Knoeller asked, overall, how the finances look. Mr. Hickman said they look very good - there is surplus. Board members said it was great to have a surplus and thanked Ms. Hodges for her leadership.

Credible – Ms. Hodges had emailed information to the Board. She explained that 4 years ago we outsourced billing to Credible. Effective June 1, 2023, the CSB assumed responsibility for all of our billing, as Credible has not provided the level of service that the contract outlined. They have not been responsive and there have been on going problems. In January, we decreased the amount we pay to credible. The contract with Credible is until April. We will need to hire one additional person. We will be contacting our attorney on this matter. Mr. Hickman noted that we own the billing matrix.

Program Committee – The Program Committee met last week.

Ms. Hodges explained that last year Middlesex House was closed. There were problems with staffing. Staff wanted to repurpose the house for people who have some independent living skills. This would be a good move financially and good for individuals.

The Program Committee recommended to the full Board approval of the Middlesex House licensing change to Supervised/Supported Living and approval of the policies. Mr. Haynie seconded the motion which passed unanimously.

Executive Session - Ms. Stokes 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 and (7), consultation with legal counsel and briefings with staff members or consultants pertaining to actual or probable litigation. Mr. Mitchell 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; Mr. Haynie, aye; Dr. Pirok, aye; Ms. Trent, aye; Mr. Mitchell, aye; and Ms. Coates, aye.

Dr. Pirok moved that the full Board supports members of the Executive Committee to finalize the 2024 contract and salary adjustment of the Executive Director after gathering additional information. Mr. Parr seconded the motion, which passed unanimously.

Facilities – Mr. Kight said that he and Ms. Beech have been looking at security issues at our sites.

There are HVAC issues at the Essex Counseling Center. The consultant did the winter assessment and is getting ready to do the summer assessment.

Middlesex House renovations have been completed. Roofs were replaced on several homes.

Chair Comments – Ms. Knoeller thanked Board and staff for their work.

Board Member Comments – Ms. Coates said the Employee Recognition Event was wonderful.

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

Gail Slaughter
Recorder