

October 17, 2023

The Middle Peninsula Northern Neck Community Services Board (CSB), held a Board meeting on October 17, 2023 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

Kathryn Knoeller	Alice Coates
Antenette Stokes – ZOOM	Jim Jackson
David Parr – ZOOM	Jay Mitchell
Darryl Pirok	Rosalyn Trent
Tiffany Webb	Edith Turner - ZOOM

BOARD MEMBERS ABSENT

Pratt Haynie

STAFF PRESENT

Linda Hodges, Executive Director
Joanne Brown, Director, Clinical Services
Erich Campbell, Director, IT
Emily Eanes, Director, Youth & Family
Alicia Dillon, Director, ID/DD
Carolyn Gibson, Director, HR
Amanda Campagnola, Director, Community Based Services
Kristen Beech, Director, QA
Ken Hickman, Director, Finance - ZOOM
Cheryl Matteo-Kerney, Director, Prevention Services - ZOOM
Brenda Taylor, Sr. Administrative Assistant - ZOOM
Alex Schick, Administrative Assistant
Gail Slaughter, Executive Administrative Assistant
Perryann Whitehurst, Sr. Administrative Assistant

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

Welcome New Board Members – Ms. Hodges welcomed Rev. Jim Jackson, the new Lancaster representative on the CSB. Rev. Jackson is the founding pastor of White Stone Church of the Nazarene.

Ms. Hodges welcomed Tiffany Webb, the new King William representative on the CSB. Ms. Webb is the King William County Commonwealth's Attorney.

Introduction of Guests – There were no guests in attendance.

Public Comment – There was no public comment.

Agenda Additions – There were no additions to the agenda, however, Mr. Mitchell moved that the Human Resources Committee report be moved up on the agenda to follow the Executive Director's report. Ms. Webb seconded the motion, which passed unanimously.

Minutes – Mr. Mitchell moved approval of the minutes from the August 15, 2023 Board meeting. Dr. Pirok seconded the motion, which passed unanimously.

Programs That Are Evidenced Based Models of Care Presentation –

Ms. Eanes presented a power point on programs that are evidence based models of care.

Parent – Child Interaction Therapy (PCIT) – Ms. Eanes explained that PCIT is a short term evidence based therapy model targeting children ages 2-6 with disruptive behavior disorders. It involves direct coaching of caregivers with their child.

High Fidelity Wrap Around - This program is for youth at risk of out of home placement, out of community placement, out of school placement or youth returning home from residential, hospitalizations, or foster care, etc.

Eye Movement Desensitization Reprocessing Therapy (EMDR) - This is a psychotherapy that enables people to heal from the symptoms and emotional distress that are the result of disturbing life experiences.

The power point presented today will be shared with Board members.

Executive Directors Report

First Spark – First Spark, a childhood coalition, approached Debbie Lancucki, Three Rivers Healthy Families Program Director about providing early childhood services. They will pay for the services.

Opioid Abatement Funding – Ms. Hodges said that Gloucester County has drilled down on this. Gloucester High School will have a Substance Abuse Counselor. Fifty percent of the funding for this position will come from opioid abatement money.

Opioid Response Team - There is an Opioid Response Team in Westmoreland County now. When rescue squads respond, they let our peers know and they follow up within 72 hours with the person/family.

CIT Graduation – Ms. Hodges attended the CIT graduation held on September 15.

Recovery Festival – The Recovery Festival was held on September 16th at the Peer Recovery Center in Warsaw. Ms. Hodges spoke at the event. A good time was had by all.

Staff Salary Increases – Ms. Hodges said that staff had been working on a class and comp plan, which hadn't been done in 20 years. This has been completed and staff received increases. Ms. Hodges thanked Carolyn Gibson, Human Resources Director, for developing the grade and step plan and

Jeannette Thompson, Sr. Accounting Specialist, for updating all salary information. The next goal is to close the salary gap for staff members who have been with the CSB for a long time.

General Assembly Funding for CSBs - There is money coming to this CSB for staff increases. Our CSB, however, will receive the lowest amount. Ms. Hodges will be meeting with Mr. Hickman.

King William Resolution – Ms. Hodges thanked King William County for the Resolution they presented to the CSB for National Suicide Prevention month. Ms. Matteo-Kerney provided training for King William staff.

The annual Suicide Prevention Walk is being held November 11th in Gloucester.

Performance Contract Updates – Each County has approved a Resolution stating that they approve of the CSB Performance Contract.

Strategic Plan – At the Board Retreat, it was suggested that the Strategic Plan be updated. Ms. Hodges has requested and received funding for this update to be done. There are three possible instructors.

Better Together Meeting – Delegate Hodges coordinated a “Better Together Meeting”. All Middle Peninsula pastors were invited. Ms. Brown, CSB Director of Clinical Services, and Ms. Hodges attended the event. There was discussion on how churches can fill in gaps.

CSB 50th Anniversary - An event is being planned for May 24, 2024, 12:00 p.m. – 3:00 p.m. at White Stone Church of the Nazarene. Board members, staff, and community partners will be invited.

HR Committee Report –

The Human Resources Committee met on October 5, 2023.

Vehicle Use Policy Additions – Ms. Gibson explained that the proposed additions to the policy are the standards of conduct and consequences.

The Human Resources Committee recommended approval of the updated Vehicle Use Policy, to be effective October 17, 2023. Dr. Pirok seconded the motion, which passed unanimously.

Revised Policy for Employee Licensure, Certification, Education – Ms. Gibson explained that the original policy states a monetary amount for completion of a master’s degree and obtaining a Va. License/certification. The proposed revision reflects increases, by steps, to agree with the recently implemented compensation table. Also, the recommended increase for a Masters degree has been deleted.

The Human Resources Committee recommended approval of the Revised Policy for Employee Licensure, Certification, Education. Ms. Trent seconded the motion, which passed unanimously.

Appoint Nominating Committee – Ms. Webb moved that Mr. Mitchell, Mr. Parr and Ms. Stokes be appointed to serve on the Nominating Committee. Mr. Jackson seconded the motion, which passed unanimously. They will present a slate of Chair, Vice Chair, and 2 members of the Executive Committee – 1 from the Middle Peninsula and 1 from the Northern Neck - at the December meeting.

Licensure Reviews/Audits –

Board Members received the Serious Incident & Licensing review report for the period of July 1, 2023 – September 30, 2023.

There was a DMAS audit. ID services were reviewed. A risk assessment tool was found not to be completed correctly. Also, DSP competencies need to be completed consistently.

Finance Committee Report –

Mr. Parr reported that the Finance Committee met on September 27th.

Write Offs – The Finance Committee moved recommending approval of writing off \$191,800 for the period of July 1, 2020 – June 30, 2021. Mr. Hickman explained that \$113,727 was self pay and \$78,074 was insurance/other. Mr. Mitchell seconded the motion, which passed unanimously.

Mr. Mitchell asked how much credible owes us. Mr. Hickman said he would find out. Mr. Hickman said that the CSB attorney had been contacted. We are discontinuing paying Credible.

County Budget Request Amount – The Finance Committee moved recommending approval of requesting a 15% increase from each county for their FY 25 contribution to the CSB. Mr. Jackson seconded the motion, which passed unanimously.

Early Intervention – Mr. Parr reported that we have been notified that we will receive funding to help offset the deficit in Early Intervention. This is excellent news. Ms. Hodges thanked Ms. Eanes and Chris Jones, Deputy District Director with Congressman Rob Wittmans office.

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

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

Gail Slaughter
Recorder