

February 20, 2024

The Middle Peninsula Northern Neck Community Services Board (CSB), held a Board meeting on February 20, 2024 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

Kathryn Knoeller	Alice Coates
Antenette Stokes (ZOOM)	Jim Jackson
Pratt Haynie	Rosalyn Trent
Edith Turner	Betsy Liljeberg

ABSENT

Jay Mitchell
David Parr
Tiffany Webb

STAFF PRESENT

Linda Hodges, Executive Director
Amanda Campagnola, Deputy Executive Director
Emily Eanes, Director, Youth and Family Services
Alicia Dillon, Director, ID/DD Services
Kristen Beech, Director, QA
Erich Campbell, Director, IT
Cheryl Matteo-Kerney, Director, Prevention Services (ZOOM)
Carolyn Gibson, Director, Human Resources
Ken Hickman, Director, Finance (ZOOM)
Joanne Brown, Director, Clinical Services (ZOOM)
Larry Kight, Director, Operations (ZOOM)
Becky Graser, Director, Recovery Services (ZOOM)
Kelli Jones, Clubhouse Coordinator
Debbie Lancucki, Program Director, Three Rivers Healthy Families
Julee Isaksen, ID/DD Support Coordinator
Nathan Floyd, Network Support Analyst
David Bland, Support Coordinator Supervisor (ZOOM)
Stephanie Doswell, Assistant Clubhouse Coordinator
Alex Schick, Administrative Assistant
Brenda Taylor, Sr. Administrative Assistant (ZOOM)
Gail Slaughter, Executive Administrative Assistant
Perryann Whitehurst, Senior Administrative Assistant

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

Welcome New Board Member – Ms. Knoeller welcomed Betsy Liljeberg, the new representative on the Board from Middlesex County.

Guests – There were no guests in attendance. Ms. Knoeller welcomed all CSB staff.

Public Comment – There was no public comment.

Agenda Additions - Ms. Hodges added two items to her report. Appointing Ms. Coates to the Lively Turning Point Board was also added to the agenda.

Minutes – Mr. Haynie moved approval of the minutes from the December 19, 2023 Board meeting. Ms. Trent seconded the motion, which passed unanimously.

Diversity, Equity and Inclusion (DEI) Strategic Plan

Ms. Eanes introduced members of the DEI Committee. A power point was presented on the importance of DEI for the agency. Supervisors have received training on DEI.

Executive Director Report

Calendar – Board members received a calendar. Every year, Prevention services creates and puts out a calendar.

2023 VACSB Annual Report – Board members received a copy of the report. There is a page in the report with information from each CSB. This CSB is featured on page 44.

Scanning Project – Ms. Hodges said that she had consulted with Director of Finance, Ken Hickman, to allot additional funds for the scanning project. Scanning has been completed for Human Resources, Early Intervention, and Healthy Families. Scanning is now being done in ID/DD. There are 200 boxes in the ID/DD building.

Name Change – Ms. Hodges has reached out to all ten counties regarding the name change of the CSB. All ten counties must approve of the name change in order for us to move forward.

Board Orientation – In January, Ms. Liljeberg, Mr. Jackson, Ms. Webb and Ms. Knoeller visited a CSB ID home, Peer Recovery and Charterhouse.

Rates – Ms. Hodges reported that effective January 1, 2024, Medicaid approved a 10% rate increase.

Update on FY 25 Budget Requests – All budget requests were sent out. Ms. Hodges has presented to the King and Queen Board of Supervisors to date, and will also be presenting to King William.

Debt Set Off – Debt set off is a way to receive money owed by clients to the CSB. When a client is due a tax refund, the CSB can receive that refund. The client can appeal this.

Change in Medicare Regulations – Medicare now allows for reimbursement for LPC's for Outpatient. Previously, reimbursement was only allowed for LCSWs and Licensed Clinical Psychologists.

VACSB Conference – The VACSB Conference is being held May 1 – 3 in Norfolk. Anyone interested in attending should let her or Ms. Slaughter know.

Strategic Plan – At the Board Retreat, updating the Strategic Plan was discussed. Mr. Steve Wright, Gloucester Deputy County Administrator, will be helping the CSB do this on his own time. The process will start with a staff SWOT, (strengths, weaknesses, operations, threats), analysis. Board members can also complete a survey if they want one.

Licensure Reviews/Audits

Board members received the Incident Report Review for October 2023 through December 2023. They also received the 2023 Serious Incident & Quality Assurance Annual Review.

Fraud, Waste, and Abuse – Ms. Beech presented a power point on fraud, waste, and abuse. This training needs to be done annually.

Conflict of Interest – Ms. Campagnola presented a power point on conflict of interest.

Executive Committee – Ms. Knoeller reported that the Executive Committee had met. The Strategic Plan was discussed.

Executive Session - Mr. Jackson 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. Mr. Haynie 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. Haynie, aye; Ms. Liljeberg, aye; Ms. Trent, aye; Ms. Turner, aye; Mr. Jackson, aye; and Ms. Coates, aye.

Ms. Knoeller reported that the Board has accepted Ms. Hodges notice of retirement, effective June 30, 2024. The Board has been so grateful for her leadership. Ms. Hodges said the Board has been wonderful to work with. A Search Committee has been established to begin the process to search for an Executive Director. Search Committee members are Ms. Stokes, Ms. Trent, and Mr. Haynie.

Finance Committee

Board members received the Financial Report for the Year Ended June 30, 2023. Mr. Hickman said the audit looked good.

Appoint Current CSB Member to Properties, Inc. Board – Ms. Knoeller said she would contact Board members not in attendance today to ask if they are interested in serving on this Board. Ms. Turner said she would think about serving.

Ms. Liljeberg has been appointed to serve on the Woodland Pointe Board.

Ms. Turner moved that Ms. Coates be appointed to serve on the Lively Turning Point Board, effective immediately. Mr. Haynie seconded the motion, which passed unanimously.

Ms. Liljeberg volunteered to serve on the Program Committee and the Human Resources Committee.

Ms. Knoeller will call the new Board members to see who would be interested in serving on the Finance Committee.

Board Member Comments – Ms. Knoeller said that she would not be in attendance at the April Board meeting. Ms. Stokes will Chair the meeting.

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

Gail Slaughter
Recorder