April 16, 2024

The Middle Peninsula Northern Neck Community Services Board (CSB), held a Board meeting on April 16, 2024 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

Antenette Stokes
Jim Jackson
Pratt Haynie
Alice Coates
Rosalyn Trent
Tiffany Webb - ZOOM
Betsy Liljeberg - ZOOM

ABSENT

Kathryn Knoeller
David Parr
Edith Turner
Jay Mitchell

STAFF PRESENT

Linda Hodges, Executive Director
Amanda Campagnola, Deputy Executive Director
Alicia Dillon, ID/DD Director
Kristen Beech, QA Director
Joanne Brown, Clinical Services Director
Carolyn Gibson, Human Resources Director
Larry Kight, Operations Director
Erich Campbell, IT Director
Emily Eanes, Youth and Family Services Director
Kimberly Lee, ID/DD Program Manager - ZOOM
Debbie Lancucki, Program Director, Three Rivers Healthy Families
Kendra Parsons, Three Rivers Healthy Families Program Manager - ZOOM
Karen McCoy, Sr. Administrative Assistant - ZOOM
David Bland, Support Coordinator Supervisor - ZOOM
Alex Schick, Administrative Assistant
Brenda Taylor, Sr. Administrative Assistant
Gail Slaughter, Executive Administrative Assistant
Perryann Whitehurst, Sr. Administrative assistant

Ms. Stokes called the meeting to order. A quorum was not present.

Guests – Ms. Hodges introduced Debbie Lancucki, Three Rivers Healthy Families Program Director and Kendra Parsons, Three Rivers Healthy Families Program Manager.

Public Comment - There was no public comment.

Agenda Additions – Ms. Stokes added an item from the Search Committee.

Minutes – The minutes from the February 20, 2024 Board meeting will be voted on at the next meeting.

Three Rivers Healthy Families

Ms. Lancucki and Ms. Parsons presented a power point and information on the Three Rivers Healthy Families program.

Executive Director Report

Name Change / Logo Update – Ms. Hodges noted that we will be getting a new logo with the CSB name change. Final touches are being made to the logo now, and it will be ready by the 50th anniversary celebration on May 24th.

Board members viewed the video created by Consociate Media.

Strategic Plan Update – Steven Wright, Deputy County Administrator for Gloucester County, will be helping with the strategic plan.

FY 2025 County Budget Requests Update – Ms. Hodges, Ms. Campagnola, and Mr. Hickman have presented budget requests to the Board of Supervisors, which identified the local contributions.

HRSA (Health Resources and Services Administration) – HRSA visited the Gloucester Counseling Center, Essex Counseling Center, and Youth and Family Services. This program provides the opportunity for staff to apply for loan forgiveness if the agency provides services in a rural area at an approved site.

Best of Virginia – This CSB was selected, for the fourth year, best of Virginia for behavioral health.

50th Anniversary – Final touches are being done for the 50th anniversary event. Chuck Walsh, former CSB Executive Director, and Steven Wright, Deputy Gloucester County Administrator, will present. Also, a presentation recognizing Dr. Patrick Dorgan, who brought family services to the CSB, will be done.

Board Governance Training – Ms. Hodges said that it may be possible to schedule Board Governance Training, as we will have a new Executive Director and have new Board members. If done, all Board members must attend.

Closed Session – Board members could not go into closed session, as there was not a quorum present.

DEI Update – Ms. Gibson will be sending out a demographic survey to all staff.

Licensure Review/Audits – There were no reviews or audits.

Executive Committee – The Executive Committee had not met.

Appoint Current CSB Member to Properties, Inc. – This will wait until Ms. Knoeller is back.

Program Committee Report –

Ms. Liljeberg reported that the Program Committee had met on March 13th.

ACT (Assertive Community Treatment Program) – The Committee discussed starting an ACT Program in the Northern Neck area.

ID/DD Day Support Program – Committee members discussed starting a Day Support Program for individuals who live in CSB group homes.

Mobile Crisis – Committee members discussed the difficulty obtaining and keeping staff. They discussed discontinuing this program effective July 1, 2024 and Colonial Services Board taking over this program.

Action could not be taken on the above as a quorum was not present.

Human Resources Committee –

Ms. Stokes reviewed what was discussed at the Human Resources Committee meeting on April 3rd.

Licensure Supervision Agreement – Currently, the agency offers licensed eligible clinicians the opportunity to receive in house supervision from a licensed professional, to qualify for licensure. The licensure supervision agreement provides the hours needed, at no charge, with the condition of the supervisee staying employed with the agency for 2 years after becoming licensed. If the employee leaves before the end of the 2 year period, the pro-rated number of hours of supervision received is expected to be paid back, within 6 months, at the rate of $75/hr. At the recommendation of the HR Director and the Executive Director, the HR Committee discussed continuing to offer supervision hours, at no charge to the supervisee and no condition of payback.

Licensure Examination Fees and Renewals Policy - The current policy for licensure and certification renewal fees does not address initial examination fees, only renewals.

The HR Committee discussed the following changes to the current policy:

- adding the SAP (Substance Abuse Professional) credential to renewals funded by the agency (limited to 2),
- adding the initial certification and renewal fees for QMHP, Peer Recovery Specialist, and CSAC, upon supervisor and ED approval,
- For all licensed individuals, MPNN will fund renewals only,
- Any additional credential not outlined in the policy, the Executive Director will decide, in conjunction with the Division Director.

Vehicle Use Policy Update - The HR Committee discussed the deletion of the “no eating or drinking” wording in the current vehicle use policy. This change would be made with the understanding that the vehicle is to be left in suitable condition for the next driver.

Harassment Policy Update - The HR Committee discussed the addition of "Workplace harassment also applies to travel for business or when a group of employees attend a work function or work related event after work hours", to the harassment policy.

Health Insurance - The FY24-25 renewal was submitted from The Local Choice, which included an 11% increase in premiums, for a total of a 19.68% increase over the last 3 years that has been absorbed by the agency. This year, due to recognizing reductions in other fringe costs during FY25, the CSB will be able to absorb 5% of the increase, while staff will absorb 6%. This increase will be reflected in the FY24-25 budget.

Action could not be taken on these items as a quorum was not present.

Ms. Coates suggested that a called Board meeting be scheduled for late April / early May so that action could be taken on the items presented today. There must be a quorum physically present at the meeting. Dates will be sent out in the next two days for the called meeting. The preference is to hold the meeting as soon after the 18th as possible, as that is the date of the second round of Executive Director interviews.

Search Committee Report – Ms. Stokes said that the Search Committee (comprised of Ms. Trent, Mr. Haynie and Ms. Stokes), had been working tirelessly to hire a new Executive Director. They have been working under the guidance of the Department of Behavioral Health and Developmental Services. She reviewed the timeline of the Executive Director hiring process, which can be found on the web site. She said that there had been 19 applicants, with one candidate withdrawing their application. There are two strong candidates.

Property Update – Mr. Kight said that work had been done on security at the Counseling Centers. Staff will now have cards to use to open the doors to the buildings. He thanked IT and HR staff for their work on this. The first phase of the installation has been completed. The next step is installing cameras.

Mr. Kight said there have been many problems with the air conditioning system at the Essex Counseling Center. Several repairs have had to be done. A consultant was hired to assess the system. They recommended replacing the roof top unit, which would cost approximately $300,000. The Properties, Inc. Board will need to look at how to pay for a new system and / or possibly look at other options. Mr. Kight said he would be meeting with the Properties, Inc. Board.

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

Gail Slaughter
Recorder