

April 23, 2024

The Middle Peninsula Northern Neck Community Services Board (CSB), held a Board meeting on April 23, 2024 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

Kathryn Knoeller	Edith Turner (ZOOM)
Antenette Stokes (ZOOM)	Rosalyn Trent
Jay Mitchell	Alice Coates
Jim Jackson	Betsy Liljeberg
Pratt Haynie	David Parr
Tiffany Webb	

STAFF PRESENT

Linda Hodges, Executive Director
Carolyn Gibson, Director, Human Resources
Erich Campbell, Director, IT
Alicia Dillon, Director, ID/DD Services (ZOOM)
Cheryl Matteo-Kerney, Director, Prevention Service (ZOOM)
Ken Hickman, Director, Finance (ZOOM)
Jeannette Thompson, Senior Accounting Specialist (ZOOM)
Cecelie Harris, Accounts Payable Specialist (ZOOM)
Gail Slaughter, Executive Administrative Assistant
Perryann Whitehurst, Senior Administrative Assistant

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

Guests – There were no guests in attendance.

Public Comment – There was no public comment.

Agenda Additions – Ms. Liljeberg moved that a discussion on quorums be added to the agenda. Ms. Webb seconded the motion, which passed unanimously.

Minutes – Mr. Haynie moved approval of the minutes from the February 20, 2024 Board meeting. Mr. Mitchell seconded the motion, which passed unanimously.

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. Parr, aye; Mr. Haynie, aye; Ms. Trent, aye; Mr. Mitchell, aye; Ms. Coates, aye, Mr. Jackson, aye; Ms. Webb, aye; Ms. Turner, aye; and Ms. Liljeberg, aye.

Program Committee –

The Program Committee met on March 13, 2024.

- Assertive Community Treatment Program (ACT) – The Program Committee recommends to the full Board starting an ACT program in the Northern Neck area. The motion passed unanimously. This program serves individuals that are diagnosed with a serious mental illness who have not had success with traditional clinic based services. Start up expenses are covered by a grant.
- ID/DD Day Support Program - The Program Committee recommends to the full Board moving forward with an ID/DD Day Support Program. The motion passed unanimously. This program will be located at the ID/DD office in Urbanna. This program provides peer interactions, community integration, career planning and enhancement of social networks.
- Discontinuing Mobile Crisis Effective July 1, 2024- The motion passed unanimously. Colonial Services Board will provide this service.

Human Resources Committee –

The Human Resources Committee met on April 3, 2024.

- Licensure Supervision Agreement – The Human Resources Committee recommends to the full Board discontinuing the licensure supervision agreement with employees, effective immediately. The motion passed unanimously. 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. The HR Committee recommends continuing to offer supervision hours, at no charge to the supervisee and no condition of payback.
- License Examination Fees and Renewals Policy Updates – The Human Resources Committee recommends to the full Board approval of the updates to the License Examination Fees and Renewals Policy, effective May 1, 2024. The motion passed unanimously. The current policy for licensure and certification renewal fees does not address initial examination fees, only renewals. Updates to the policy include:
 - o adding the SAP (Substance Abuse Professional) credential to renewals funded by the agency (limited to 2),

- o adding the initial certification and renewal fees for QMHP, Peer Recovery Specialist, and CSAC, upon supervisor and ED approval,
 - o For all licensed individuals, MPNN will fund renewals only,
 - o Any additional credential not outlined in the policy, the Executive Director will decide, in conjunction with the Division Director.
- Health Insurance – The Human Resources Committee recommends to the full Board approval of employees within the health insurance plan paying 6% of the increase in premiums for FY 24-25 and that the remainder of the increase be funded by the Board – to be reflected in the FY 24-25 budget. The motion passed unanimously.
- Vehicle Use Policy Update – The Human Resources Committee recommends to the full Board approval of the update to the Vehicle Use Policy, effective immediately. The motion passed unanimously. The “no eating or drinking in any company vehicle” statement will be deleted from the policy.
- Harassment Policy Addition - The Human Resources Committee recommends to the full Board approval of the addition to the Harassment Policy, effective immediately. The motion passed unanimously. The statement that workplace harassment also applies to travel for business or when a group of employees attend a work function or event after work hours, will be added to the policy.

Other - Board members received invitations to the 50th Anniversary celebration.

Ms. Hodges said that as a good transition to the new Executive Director, she recommends having a School Board governance training. If Board members are interested, Ms. Hodges said she was willing to organize it.

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

Gail Slaughter
Reorder