June 18, 2024

The Middle Peninsula Northern Neck Behavioral Health Board of Directors held a meeting on June 18, 2024 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

Kathryn Knoeller
David Parr
Betsy Liljeberg
Jim Jackson
Rosalyn Trent
Tiffany Webb
Alice Coates
Pratt Haynie

ABSENT

Jay Mitchell
Edith Turner
Antenette Stokes

STAFF PRESENT

Linda Hodges, Executive Director
Melissa DeVault, Executive Director
Amanda Campagnola, Deputy Executive Director
Alicia Dillon, Director, Developmental Services
Carolyn Gibson, Director, Human Resources
Joanne Brown, Director, Clinical Services
Ken Hickman, Director, Finance
Larry Kight, Director, Operations
Kristen Beech, Director, QA
Cheryl Matteo-Kerney, Director, Prevention Services (ZOOM)
Kimberly Lee, Developmental Services Program Manager (ZOOM)
Julee Isaksen, Developmental Services Support Coordinator (ZOOM)
David Bland, Developmental Services Support Coordinator Supervisor (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 Executive Director – Ms. Knoeller introduced and welcomed Melissa DeVault. Ms. DeVault said she was excited to be here. One of the reasons she was interested in this Board was because of the rural community.

Guests – There were no guests in attendance.

Public Comment – There was no public comment.

Minutes – Mr. Haynie moved approval of the minutes from the April 16, 2024 and April 23, 2024 Board meetings. Ms. Webb seconded the motion, which passed unanimously.

Executive Directors Report

Strategic Plan Update – Ms. Hodges said that staff had received the SWOT (strengths, weaknesses, operations, threats) survey. Over 50% of the staff completed the survey. A meeting is being held tomorrow to review the responses.

ID/DD Name Change – The ID/DD division will be changing their name to Developmental Services.

Fentanyl Awareness Day – Prevention Services and Recovery Services participated in many Fentanyl Awareness Day events.

Letter to Community – A letter will be sent to community partners and an article placed in the newspapers regarding the agency name change and new Executive Director.

Recovery Services Presentation – Recovery Services presented at the VACSB Conference.

IT – Redundancy – IT staff are working on a redundancy plan so that if the internet goes down there will be a backup plan with a different provider.

GED Program at Charterhouse – Ms. Turner had asked Ms. Hodges about holding GED classes at the Essex Counseling Center. Charterhouse offered to hold the classes, which will be open to the public and individuals served.

Recognition – Board members recognized Ms. Hodges, who will be retiring June 30.   She was presented with a Resolution.

Properties, Inc. vs. Properties Holding -

Property Holding was created to hold title to property that is held free and clear by the Board. Properties, Inc. is to hold property with a lien. Once the lien was paid, the property was to be moved (titled) to Property Holding. This never happened. The Property Holding Board consists of the 10 CSB members. The Properties, Inc. Board consists of 3 CSB members and 2 community members. Board attorneys have said that it is not necessary to have both entities.

Mr. Kight said that a loan was received from USDA for Charterhouse and the Essex Counseling Center. Properties, Inc. is the holder of the lien.   USDA contacted Mr. Kight and said that it may be possible for Property Holding to assume the loan. This process would need to be done at the national office, not locally.

After discussion, Mr. Jackson moved to dissolve Property Holding and keep Properties, Inc. Ms. Liljeberg seconded the motion, which passed unanimously. In order for Property Holding to be dissolved, the State Corporation Commission Annual Report will not be filed when it is due. The Board attorney will be notified of this decision. They will also be consulted on how to update Properties, Inc. Bylaws.

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

DEI Update –

Ms. Gibson said the demographic survey had been completed.

Ms. Isaksen has taken the lead on the agency newsletter.

Additional training for all staff is being planned for September and October.

Staff are coordinating team building events fostering collaboration with grant funding received. $30 per staff member can be spent on the events.

The DEI Committee will be working on putting together comfort bags- 150 for adults and 60 for children. The Committee will meet at Developmental Services on the 25th to put the bags together. Ms. DeVault and Ms. Stokes will be assisting.

Shirts have been ordered for all staff with the new agency logo. Also, new lanyards will be provided to all staff.

Licensure Review/Audits –

There will be a Federal Block Grant review in July. There will be a DMAS audit follow up in Developmental Services late summer or early fall. There will be a Triennial Licensure Review in late summer or early fall. A 2022 internal audit follow up will be done next year.

Executive Committee – The Executive Committee met on June 7, 2024.

The Executive Committee recommends giving July 5, 2024 as an additional day off. The motion passed unanimously.

The Executive Committee recommends that the Board give the Executive Committee authority to approve special leave requested by the Executive Director during the transition period. The motion passed unanimously.

Finance Committee –

Resolution – Mr. Hickman explained that the Department of Treasury requires that the Board approve a Resolution in order for him to redeem 3 U S Savings Bonds valued at a total of $62,208 that the agency holds. If the Resolution is approved by the Board, the bonds will be redeemed and the proceeds transferred to the CSB main operating account. Mr. Parr moved that the Resolution presented, stating the above, be approved. Mr. Jackson seconded the motion, which passed unanimously.

Sliding Fee Scale – The sliding fee scale has not been updated since 2019. When we went through the Health Services review, we were told the scale needs to meet federal poverty guidelines. The Finance Committee recommended adopting the revised sliding fee scale. The motion passed unanimously. The scale now meets federal poverty guidelines.

FY 25 Budget - The Finance Committee recommended approval of the FY 25 budget. The motion passed unanimously.

Program Committee – The Program Committee had not met.

By Laws Committee – The By Laws Committee had not met.

Community Advocacy Committee – The Community Advocacy Committee had not met.

Human Resources Committee - Ms. Gibson said that she has been reviewing Department of Labor changes regarding which employees are exempt and which are non exempt. Salary thresholds are being raised effective July 1, 2024 and possibly again January, 2025. Salary and job duties will need to be reviewed. A determination on which staff this will affect will be made before July. Ms. Gibson is providing training on this change.

Facilities Committee – Mr. Kight reported that the Properties, Inc. Board had met and approved the FY 25 budget and HVAC system for the Essex Counseling Center. The new HVAC system will go out for bid.

Chairperson Comments – Ms. Knoeller said that the Executive Director transition has gone well.

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

Gail Slaughter

Recorder