

August 20, 2024

The Middle Peninsula Northern Neck Behavioral Health Board of Directors held a meeting on August 20, 2024 at the Essex Counseling Center in Tappahannock, Virginia.

BOARD MEMBERS PRESENT

Kathryn Knoeller	Jay Mitchell
Antenette Stokes – ZOOM	David Parr
Alice Coates	Rosalyn Trent
Pratt Haynie	Edith Turner
Betsy Liljeberg	

ABSENT

Jim Jackson
Tiffany Webb

STAFF PRESENT

Melissa DeVault, Executive Director
Kristen Beech, Director, QA
David Bland, Support Coordination Supervisor- ZOOM
Joanne Brown, Director, Clinical Services – ZOOM
Anne Davis, Residential Supervisor- ZOOM
Sierra Davis, Medical Support Coordinator- ZOOM
Alicia Dillon, Director, Developmental Services - ZOOM
Emily Eanes, Director, Youth and Family Services
Gina Endres, Administrative Assistant - ZOOM
Lindsay Epstein, Administrative Assistant - ZOOM
Carolyn Gibson, Director, Human Resources
Ken Hickman, Director, Finance - ZOOM
Megan Hudnall, Developmental Therapist - ZOOM
Larry Kight, Director, Operations – ZOOM
Justine Matthews, Adult MH Case Management Team Lead-ZOOM
Cheryl Matteo-Kerney, Director, Prevention Services
Karen McCoy, Sr. Administrative Assistant- ZOOM
Brenda Taylor, Sr. Administrative Assistant - ZOOM
Sheree -ZOOM
2513 -ZOOM
2570 – ZOOM
Gail Slaughter, Sr. Executive Assistant
Perryann Whitehurst, Executive Assistant

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

Guests – There were no guests in attendance.

Employee Advisory Committee - Ms. DeVault introduced members of the newly established Employee Advisory Committee - Megan Hudnall, Youth and Family Services, Anne Davis, Community Based Services, David Bland, Developmental Services, Lindsay Epstein, Operations, and Justine Matthews, Clinical Services. The Committee will be meeting this week.

Public Comment – There was no public comments.

Minutes – Mr. Parr moved approval of the minutes from the June 18, 2024 Board meeting. Mr. Haynie seconded the motion, which passed unanimously.

RISP Presentation – Ms. Eanes presented information on RISP (Rural Infant Services Program). She said that it had been decided to keep the RISP name (rather than Early Intervention) because of the recognition in the community.

Executive Directors Report

Strategic Plan Update – Five focus groups are being held with employees. The next step will be to analyze the data received. A retreat will be scheduled with the Leadership Team to go over the plan. Board members will receive a draft of the plan for input.

Tax Relief – After consultation with the Board attorney, it was determined that we qualify for property tax relief. The attorney drafted a letter to the counties requesting tax relief, which was sent out.

Workforce Funding – The Department of Behavioral Health and Developmental Services (DBHDS), has made workforce funding available. We will receive \$114,662.32. The money will need to be spent on trainings to become certified, career development, clinical supervision, etc. A proposal will need to be submitted to DBHDS by September 1.

Expansion of Services to the Northern Neck – A recruitment for Mental Health Skill Building staff has been sent out. There are also plans to get a Case Manager for that area. We would like to share office space with another entity. Mr. Parr said that he may know of available space.

DEI Update – Ms. Gibson reported on the following:

Agency Branded Shirts – Agency-branded shirts have been distributed to all staff.

DEI Funded Team Events - Several teams have already held their DEI funded events. More activities are being scheduled for this month and next.

Community Support Initiatives – Some staff opted to use their DEI funds to purchase essential items for the local homeless population. These items have been distributed to those in need through the GUEST House in Gloucester.

Comfort Bags Distribution – Comfort bags for those we serve are now being distributed to various sites.

Festival of Trees Participation – The Committee is preparing for the agency's participation in Gloucester County Resource Council's Festival of Trees. We will have our own tree, which will serve as a platform to showcase the services we offer to the community.

Resource Fair Development – The Committee is working on developing our own resource fair.

Upcoming Drives – In recognition of September as Hunger Awareness Month, the committee is organizing agency-wide drives to collect food items and necessities for the local homeless population.

Training with Dr. Lisa Conners – “Leave Your Biases at the Door” training sessions are being scheduled with Dr. Lisa Conners.

Site Enhancements – The Committee is exploring ways to make our sites more welcoming.

Review of DEI Strategic Plan – The Committee will soon be reviewing the current DEI Strategic Plan.

Licensure Reviews/Audits – Board members received the Incident Report and Quality Assurance Review for April – June, 2024. Ms. Knoeller said that she was very pleased with the 13% decrease in incidents from the previous quarter. Ms. DeVault said that Ms. Beech had worked very hard on providing training. Ms. DeVault, Ms. Beech, and the Leadership Team will look to see if systemic changes can be made.

Executive Committee – The Executive Committee had not meet. Ms. Knoeller and Ms. Stokes have had supervisory meetings. The Committee will be meeting in the near future.

Finance Committee – The Finance Committee had not met.

Program Committee – At the April 23, 2024 Board meeting, the Board moved to start an ACT program in the Northern Neck area, as recommended by the Program Committee. The Program Committee met on July 10, 2024. There are financial and staffing concerns with starting this program. The Committee moved to rescind the previous motion made and approved by the Board to start a new ACT program in the Northern Neck, and also recommended releasing the agency from starting this program this fiscal year. Mr. Parr seconded this motion, which passed unanimously. The Program Committee recommended to the Board to expand case management services and skill building services in the Northern Neck area this fiscal year, in lieu of starting a new ACT program. Ms. Trent seconded the motion, which passed unanimously.

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

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

Human Resources Committee - The Human Resources Committee met on August 15, 2025.

The Human Resources Committee recommends adding the Children in the Physical Workplace policy to the Workplace Guidelines, effective immediately. Ms. Turner seconded the motion, which passed unanimously. The Children in the Physical Workplace policy states that employees may not bring children to the workplace.

The Human Resources Committee recommends the addition to the Time Reporting policy, effective immediately. Ms. Liljeberg seconded the motion, which passed unanimously. The addition states “This policy does not negate your responsibility to report to your supervisor during scheduled work hours, regarding any and all changes in the expected schedule.”

Facilities Committee – The Facilities Committee had not met. Mr. Kight reported that a request for bids will put out for the Essex Counseling Center HVAC. The bid will be awarded by the end of September. Installation will take 4 – 6 months.

Executive Session - Mr. Mitchell 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 and Section 2.2-3711 (3) for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Ms. Turner 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 Executive Session was discussed: Ms. Knoeller, aye; Ms. Stokes, aye; Mr. Haynie, aye; Mr. Parr, aye; Ms. Liljeberg, aye; Ms. Trent, aye; Ms. Turner, aye; Mr. Mitchell, aye; and Ms. Coates, aye.

Chairperson Comments – Ms. Knoeller thanked the Board and staff for the hard work being done.

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

Gail Slaughter
Recorder