

MOUNT ROGERS COMMUNITY SERVICES

June 26, 2023

Minutes

The Mount Rogers Community Services Board of Directors met in-person on Monday, June 26, 2023, at 1:00 p.m. at the Lighthouse facility located at 675 West Main Street, Wytheville, Virginia.

PRESENT:

Ms. Barbara Bartnik
Ms. Kathy Cole
Ms. Mary Coulson
Ms. Michelle DeBord
Ms. Susie Dixon Garner
Mr. Gerald Goad
Ms. Joanne Groseclose
Ms. Susie Jennings
Ms. Betsey Shearin
Ms. Sandy Worrell

MEMBERS ABSENT:

Ms. Kathy Havens
Mr. Kris Ratliff
Ms. Susan Sneed

STAFF PRESENT:

Ms. Patty Belcher
Mr. Adam Blevins
Ms. Sandy Bryant
Ms. Kathy Cressel
Ms. Laura Davis
Ms. Kayla Fisher
Mr. Bob Gordon
Ms. Becca Martel
Ms. Lakesha Mayes
Mr. Logan Nester
Ms. Rita Viars

OTHERS:

Special Olympics Athletes

I. CALL TO ORDER

Ms. Joanne Groseclose, Chairperson, called the meeting to order.

Ms. Groseclose welcomed Ms. Michelle DeBord, representative from Wythe County.

II. MOMENT OF SILENCE

Ms. Groseclose offered a moment of silence for the reflection of thoughts for others.

III. APPROVAL OF April 24, 2023, MINUTES

The April 24, 2023, minutes were approved as presented on the motion of Ms. Mary Coulson and seconded by Ms. Susie Jennings. The motion passed unanimously.

IV. ACCEPTANCE OF DONATIONS

Ms. Kayla Fisher, Coordinator of Executive Operations, announced that the Agency has received numerous donations totaling \$18,469.99 since the last Board meeting, including:

- The Bank of Marion – \$600 for face painting supplies and bouncy slide for kids' corner at wellness fair
- Diana Fox and Joe Doss – \$25 for twenty-five household cleaning products; liquid laundry detergent, all-purpose cleaners, toilet paper, and dish soap
- DVDs donated by Lakesha Mayes (5), Regena Umberger (1 new), David Woodrum (22), Mary Akers (8), Donna Horton (15), and Renae Cox (10) – 61 DVDs at \$5 each for gently used and \$19.99 for new, totaling \$319.99 for the Clubhouse Program
- D's Street Grub – \$2,400 – food truck vendor for the wellness fair
- Bridges, LLC – \$5,000 – speaker for the wellness fair
- The Pakalachian – \$4,200 – food truck vendor for the wellness fair
- The Lemon Bean – \$5,150 – food truck vendor for the wellness fair
- Rita Viars – \$150 for one adult walker
- Tony Viars – \$400 – one adult tricycle
- Food City / KVAT – \$200 toward the Employment Support Services' July 4th Celebration
- Wytheville Food Lion – \$25 towards the Employment Support Services' July 4th Celebration

MOTION: Ms. Kathy Cole moved that the Board accept the donations as presented.

The motion, seconded by Ms. Susie Jennings, passed unanimously.

V. OLD BUSINESS

None

VI. NEW BUSINESS

A. Budget and Finance Committee Report

1. Ms. Patty Belcher presented the April 30, 2023, and May 31, 2023, financial statements for Board review.

MOTION: On behalf of the Budget and Finance Committee, Ms. Susie Dixon Garner, Chairperson, moved that the Board accept the financial statements for April 30, 2023, and May 31, 2023, as presented.

The motion passed unanimously.

2. Ms. Belcher presented the FY2024 budget, including an employee salary increase to the current base salary for all full-time and part-time employees effective, July 2024.

MOTION: On behalf of the Budget and Finance Committee, Ms. Susie Dixon Garner, Chairperson, moved that the Board approve the FY 2024 budget as presented.

The motion passed unanimously.

3. Ms. Belcher presented the Fiscal Year 2023 External Loan Review Summary of Board properties for review.
4. Ms. Belcher presented the updated Fiscal Year 2024 Agency Charge Structure, effective July 1, 2023. The proposed changes to the billing structure are predicated upon changes that occur throughout the year with reimbursement rates or required service billing categories.

MOTION: On behalf of the Budget and Finance Committee, Ms. Susie Dixon Garner, Chairperson, moved that the Board approve the FY 2024 Agency Charge Structure as presented.

The motion passed unanimously.

5. Ms. Belcher reported that the Employee Benefit Trust Financial Account has been utilized to cover employee health insurance premiums. The account balance has been exhausted and closed as of December 2022.
6. Ms. Belcher shared statistical information and trending analysis relative to the Exhibit B Dashboard Measures Report.

7. Ms. Belcher announced that the Agency has been awarded one-time funding in the amount of \$842,319 to support the expansion of the Permanent Supportive Housing (PSH) for adults with Serious Mental Illness (SMI) Program from the Department of Behavioral Health and Developmental Services. Additionally, one-time funding in the amount of \$221,800 has been awarded to the Agency to support the implementation of the Permanent Supportive Housing (PSH) Program for Pregnant or Parenting Women with Substance Use Disorder (PPW).
8. Ms. Belcher reported that the Agency has been selected as one of the grantees for funding in the amount of \$500,000 for the Expansion of Substance Use Treatment and Recovery Services for Adolescents and their families for Regions 1 and 3 of the Department of Behavioral Health and Developmental Services. Funds will support the implementation of a 3.7 ASAM level of care for adolescence ages 12-17 with substance use disorder and/or co-occurring disorder at the PATH CSU Program.
9. Ms. Belcher commented that the Virginia Department for Aging and Rehabilitative Services has offered additional relief opportunity for the agency to receive funding in the amount of \$53,175 to be used for capacity building for employment services to individuals receiving support.
10. Ms. Belcher referenced a notification from the Department of Behavioral Health and Developmental Services awarding the Agency \$30,892 towards the HIV-Early Intervention Services (EIS) as a component of Harm Reduction which is an approach that emphasizes engaging directly with people who use drugs to prevent overdose and infectious disease transmission and offer low-threshold options for accessing substance use disorder treatment and other health care services.

B. Policy Planning and Evaluation Committee Report

1. Ms. Laura Davis, Chief Continuous Quality Improvement Officer, presented policy revisions for Accident and Serious Incident Reporting Policy 1.1.04, and Exposure Control Policy 1.1.10 for Board review and approval.

MOTION: On behalf of the Policy Planning and Evaluation Committee, Mr. Gerald Goad, Chairperson, moved to approve the policy revisions as presented.

The motion passed unanimously.

2. Ms. Kayla Fisher, Coordinator of Executive Operations, presented policy revisions for Medication Policy 1.1.07 and Conflict of Interest 1.1.22 for Board review and approval.

MOTION: On behalf of the Policy Planning and Evaluation Committee, Mr. Gerald Goad, Chairperson, moved to approve the policy revisions as presented.

The motion passed unanimously.

C. Personnel Committee Report

Mr. Bob Gordon, Chief Human Resources Officer, presented revisions to the Employee Classification and Compensation Program for Regular Full-Time and Part-Time Employees of the agency for Board review and approval.

MOTION: On behalf of the Personnel Committee, Ms. Susie Jennings, Chairperson, moved that the Board approve the policy revisions as presented.

The motion passed unanimously.

D. Chief Executive Officer's Report

Ms. KJ Holbrook, Chief Clinical Officer, introduced Ms. Becca Martel, Director of Behavioral Specialty Services, and Mr. Adam Blevins, Developmental Disabilities Support Coordinator/Case Manager, who reported on the State and Regional Special Olympics that were held in April and June 2023. The Special Olympians were recognized for their performance and achievements at the events.

VII. INFORMATIONAL ITEMS

- Program and Administrative Monthly Reports

Mr. Bob Gordon, Chief Human Resources Officer, reported on the recent successful Job Fair held at the Wytheville Meeting Center with thirty-two potential candidates interested in seeking employment with the Agency.

VIII. ADJOURNMENT

Following the meeting, a ribbon cutting ceremony would be held to celebrate the Open House of the Lighthouse facility.

There being no further business, the meeting adjourned on the motion of Ms. Mary Coulson and seconded by Ms. Barbara Bartnik. The motion passed unanimously.

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Mr. Gerald Goad, Secretary