

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
June 3, 2019

Goochland Powhatan Community Services Board of Directors held its regularly scheduled monthly meeting on Monday, June 3, 2019 at Virginia House.

Present

Jackie Cahill
Angela Cimmino
Eileen Ford
Julie Franklin
Susie Hackenberg
GaElla Matthews
Elizabeth Nelson Lyda
Renee Sottong

Absent

Parthenia Dinora
Elizabeth Kuhns-Boyle

Staff Attending

Stacy Gill
Carinne Kight
Lateshia Brown
Ellen Garrabrant

Welcome

Stacy Gill welcomed all Board and asked if there were any additions to the agenda. There were three additions, VRS election, Emergency Supervisor position, and Executive Director evaluation criteria. Additions were approved by E. Ford, seconded by J. Cahill and all were added to the agenda.

Minutes

May 2019 meeting minutes were reviewed for approval. Grammatical and spelling errors that needed correction were noted in the regional update and nomination of board officers sections.

ACTION: Motion to approve May 2019 meeting minutes, was made by E. Nelson Lyda, seconded by E. Ford. Motion carried by all and May 2019 minutes were approved.

Welcome Renee Sottong

Angela Cimmino introduced the newest Board Member, Renee Sottong.

Review and Approve 3rd Quarter Budget Report

Stacy reviewed the 3rd Quarter budget report for FY19 with the Board. She noted that for the 3rd quarter the agency budget is looking as expected, with no specific areas of concern. There was discussion around expenses, and the balance in the legal expenses fund. The Board discussed the balances carried throughout the year in addition to where funding would come from if the budget ended up in the red at the close of the fiscal year.

ACTION: Motion to approve 3rd quarter budget report as presented, was made by J. Franklin, seconded by E. Nelson Lyda. Motion carried by all and FY20 3rd quarter budget report was approved.

FY2020 Proposed Budget.

Stacy let the Board know that the proposed budget is based off expenses that were used in FY19 as well as expected funding. She explained that there was a glitch with the state system that delayed the delivery of GPCS level of funding figures. Stacy expects to have an amended budget at the August meeting with more factual figures. As revenue was estimated, discussion surrounded expenses including the Medicaid Expansion funding that the agency must provide this year.

ACTION: Motion to approve FY2020 Budget, was made by E. Nelson Lyda, seconded by J. Cahill. Motion carried by all and FY20 budget was approved as proposed.

Review and Approve Licensure Supervision Policy

Stacy explained to the Board that with Medicaid billing, employees that are license eligible can bill, but with private insurances the employee must be licensed. Management team met and discussed ways to incentivize employees that are providing licensing supervision to those employees that are eligible at GPCS, because it is above and beyond their job description. In discussion the decision was to compensate them based on how many employees they are providing licensure supervision to. Per the policy, GPCS will pay for training that those eligible supervisors need to be able to provide the supervision to employees, then each month the licensing supervisor would get a \$100 stipend for each employee they provide licensing supervision to.

The policy also provides that those employees who receive licensure supervision through GPCS, or through a licensure supervisor outside of GPCS that GPCS pays for, would be required to work a predetermined time for GPCS or reimburse GPCS according to policy.

ACTION: Motion to approve Licensure Supervision Policy, was made by E. Ford, seconded by J. Franklin. Motion carried by all and Licensure Supervision Policy was approved as proposed.

Contract with RBHA for Coverage of Emergency Services

Stacy reviewed with the Board that as of October of 2018 RBHA agreed to provide crisis services for GPCS on weekends and evenings. She further explained that the initial contract was only good for a year so Stacy and Allison Meyer, Clinic Director, sat down with the RBHA Executive Director and Emergency Services Supervisors to review and update the new contract. There were small tweaks but no major changes. The one change made was that if neither party objects the contract continues without renewal. Overall, both Stacy and Allison think the arrangement it has gone well and are happy to continue it.

ACTION: Motion to approve continuing the RBHA emergency services coverage contract, was made by E. Ford, seconded by J. Franklin. Motion carried by all and the RBHA emergency services coverage contract was approved as proposed.

July 5, 2019 Schedule

Stacy explained to the Board that the Governor declared July 5th as a holiday because it's on a Friday and agencies are all closed Thursday for the July 4th holiday. Since it's a Friday following a holiday and it is

not a doctor day, with minimal appointments already scheduled, Stacy proposes allowing July 5th to be an agency closed day instead of a floating holiday as would normally be awarded by policy.

ACTION: On motion of G. Matthews and seconded by J. Cahill the Board unanimously approved the closure of the agency on July 5th as an agency holiday.

Addition to the agenda; Peer SUD Position

Stacy introduced Ellen Garrabrant, Outpatient Supervisor, to the Board. Stacy explained that through a federal grant the agency wanted to advertise and hire a Substance Use Disorder Peer Support Specialist. Ellen reviewed the proposed job description and answered questions regarding anticipated difficulty in filling the position.

ACTION: Motion to approve the SUD Peer Support Specialist position and description, was made by S. Hackenberg, seconded by E. Ford. Motion carried by all and the RBHA emergency services coverage contract was approved as proposed.

Addition to the agenda; Program Restructuring

Stacy explained to the Board that with RBHA handling crisis services the emergency services program is comprised of simply a supervisor and two full time staff which is a very small team. In addition, the access program is a very small team with one supervisor and two staff. The teams work closely because emergency services are back up for the access program. Additionally, they work together in other ways because sometimes consumers that come in for same day access are in crisis. Stacy is proposing to merge the two programs into one access unit with one supervisor. This would eliminate the emergency services supervisor position, which has been vacant for some time. The current access supervisor would take the supervisor position and would only have a staff of four, which is still a small manageable unit. The merge is not a great leap as prior to the creation of the access program all access to the agency went through emergency services. Access used to be housed within ES and with advent of SDA created a unit, but really can all be under one unit.

ACTION: On the motion of E. Nelson-Lyda and seconded by S. Hackenberg the Board unanimously approved the merge of the emergency services and access programs, and elimination of the emergency services supervisor position.

Addition to the agenda; Evaluation Criteria for the Executive Director

Angela provided the Board with an update regarding the 6-month evaluation criteria for the Executive Director. She explained that the evaluation must be completed by the end of the month. Input has been received from Joel Rothenburg, from DBHDS, as well as Board members. There was discussion around the criteria to identify misspellings and grammatical errors.

ACTION: On the motion of S. Hackenberg and seconded by J. Cahill, the Board unanimously approved evaluation criteria for the Executive Director.

Addition to the agenda; VRS Long Term Care Insurance

Carinne Kight, Director of Administration, explained to the Board that VRS reached out to localities to inform them of an opportunity to participate in long term care insurance contract. If the agency agreed

to the contract it would offer long term care insurance to all VRS eligible employees at no cost to the agency.

ACTION: Motion to approve the participation in the VRS long term care contract was made by E. Ford, seconded by J. Cahill. Motion carried by all and the VRS long term care contract was approved as proposed.

Board Officers

Stacy let the Board know during the May meeting nominations for Board officers were made. In that meeting Julie Franklin was nominated as Chair, Parthy Dinora as Vice Chair, Elizabeth Nelson-Lyda as Secretary, and Jackie Cahill as at large member. There is also the additional at large member which requires nomination. Discussion occurred and Renee Sottong was nominated as an at large member.

ACTION: On motion of E. Ford seconded by S. Hackenberg, the Board unanimously approved the Board Officers as presented.

FY2019 Meeting Schedule

Stacy provided the Board with the meeting schedule for FY2020. Of note is the Board meeting in September which would fall on the Labor Day holiday. After discussion, it was decided to move the September meeting to the following Monday, September 9th

ACTION: On motion of J. Cahill seconded by G. Matthews, the Board unanimously approved the FY20 Board meeting schedule as proposed.

Adjourn: 5:59 p.m.

Elizabeth Nelson-Lyda, Secretary
ENL/ck

Date