

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
November 4, 2019

Goochland Powhatan Community Services Board of Directors held its regularly scheduled monthly meeting on Monday, November 4, 2019 at the Goochland Offices.

Present

Jackie Cahill
Angela Cimmino
Julie Franklin
GaElla Matthews
Elizabeth Nelson Lyda
Renee Sottong

Absent

Parthenia Dinora

Staff Attending

Stacy Gill
Lateshia Brown
Carinne Kight
Allison Meyer

Welcome

Stacy Gill welcomed all Board and asked if there were any additions to the agenda. There were no additions, the meeting was brought to order.

Minutes

October 2019 meeting minutes were reviewed for approval. Grammatical and spelling errors that needed correction were noted on pages 2 and 3.

ACTION: Motion to approve October 2019 meeting minutes, with noted corrections, was made by G Matthews, seconded by R. Sottong. Motion carried by all and October 2019 minutes were approved.

Review and Discuss Animal Policy

Stacy let the Board know that recently the staff had issues with consumers bringing animals into the buildings. Currently there is no policy in place, as a result staff are confused as to what can and can't be done, particularly if the consumer says the animal is emotional support animal or service animal. The Board reviewed the policy and discussion occurred over the proposed policy, what to exclude versus include, and how broad to make the policy. Additionally, grammatical and language changes were made.

ACTION: Motion to approve Service Animal Policy, as rewritten, was made by A. Cimmino, seconded by J. Cahill. Motion carried by all and Service Animal Policy was approved.

Review and Discuss Employee Volunteer Policy

Stacy explained to the Board that recently she's heard of many other places of employment offering volunteer leave to employees. She further explained that she'd like to offer it as a benefit to full time and permanent part time GPCS employees. Stacy provided the draft policy and noted that there were two schools of thought surrounding volunteer leave. First is that it's for the community of the business so the volunteering should be done at organizations in the same town or county as the business. The second school of thought is that in general positive for community development and employee morale to do volunteer work, so if it's an appropriate organization it doesn't matter where the volunteering occurs. She asked the Board to determine which they felt was more appropriate for GPCS. The Board reviewed the policy as written, making grammatical changes as necessary. Discussion surrounding the two schools of thought and the way they can be enforced occurred. The Board ultimately decided employees could volunteer in any locality if documentation was received from the agency where the person volunteers. Furthermore, the Board added that employees should wear staff shirts when volunteering in order to identify them as GPCS employees.

ACTION: On motion of J. Cahill and seconded by G. Matthews, the Board unanimously approved the adoption of the Volunteer Leave Policy.

On motion of E. Nelson-Lyda and seconded by A. Cimmino the Board agreed to amend the Volunteer Leave Policy to include language identifying that employees may volunteer in any locality with submission of volunteer form signed by the volunteer agency and staff shirts are required when utilizing Volunteer Leave.

Review legislator letter and visit calendar. Review waiver letter to legislators, determine which board members will send and to whom. Determine next letter topic.

Stacy told the Board that the proposed letter was on page 13. She explained that since elections happen tomorrow that means on Wednesday, they'll know which legislators the letter should go to.

Additionally, she identified that the first letter will go out from Angela and Parthy. There was discussion around the letter, and it was edited to fix grammatical and language errors. Stacy agreed to rework the letter based on the suggestions of the Board and to address the errors. She will send out to the Board following her edit. Discussion occurred surrounding next steps and other topics for letters. J. Franklin and E. Nelson Lyda agreed to do the December letters.

ACTION: On motion of A. Cimmino and seconded by J. Cahill, the Board unanimously approved the legislator letter as amended.

Review and discuss Budget Management and State Reporting Position

Stacy informed the Board that she is proposing to add this position to the agency in order to manage the budget and assist with financial state reporting. Additionally, she's looking at the position possibly assisting with client state reporting as well as anything that must go into the state system. This would be a full-time position, which differs from discussions at past meetings. Initially was discussed as a part time position, but a few things have happened that enable moving it to full time. GPCS has received additional state dollars which can assist in funding this. This funding can be used for the position because even though it was distributed to fund services and service staff, the CSBs have made the

argument that they are all strapped administratively, because have hired only service direct staff to comply with funding rules. This means that services and staff have been beefed up, but nothing has been done to support the additional reporting and budget management this requires. The argument has been made to use part of the additional funding to support infrastructure and it was approved, so this enables the movement of this position to full time.

ACTION: Motion to approve the creation of a Budget Management and State Reporting position was made by E. Nelson-Lyda, seconded by A. Cimmino. Motion carried by all and the Budget Management and State Reporting position was approved as presented.

Regional, State and Federal Updates

Stacy let the Board know that as of this meeting there has been no one appointed as Commissioner. This means there is lots of uncertainty and lack of direction with a lot of change going on as well. This includes the hospital bed crisis, Medicaid expansion, Medicaid reporting, DOJ settlement issues, and behavioral health redesign. While the acting Commissioner has done fine, the hope is that a new Commissioner will be appointed soon.

Stacy informed the Board that last week there was a visit from the outside agency the Department has been using to do a needs assessment of the state system. They were on site for 2 days and provided an exit interview to broadly review their findings with the team. Overall the reviewers noted

- GPCS is underutilized as community resource because people don't know who we are
- Consumers are very positive
- The agency lacks necessary infrastructure that we need
- Direct support staff want to know more about STEP-VA
- GPCS is a boutique agency and needs to grow
- Management will need to get staff on board with growing

ACTION: On motion by J. Cahill, seconded by A. Cimmino, and there being no further business, regular meeting was adjourned at 5:56 p.m.

ACTION: There being no further business, regular meeting was adjourned and moved into Executive Session

At 5:56 p.m., G. Matthews moved that the Board convene in a closed meeting pursuant to Virginia Code § 2.1-344 A (4) for the protection of the privacy of individuals in personnel matters not related to public business. E. Nelson-Lyda seconded this motion and the Board unanimously approved it.

Reconvened in Regular Session

Whereas the Goochland-Powhatan Community Services Board of Directors convened in a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and Whereas § 2.1-344.1 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with the Virginia Freedom of Information Act. Now therefore, be it resolved that the Goochland-Powhatan Community Services Board of Directors certifies that, to the best of each member's knowledge, only public business

matters lawfully exempted from open meeting requirements under the Freedom of Information Act, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

ACTION: Motion made by A. Cimmino to certify conformity of closed meeting and to reconvene regular session, seconded by J. Cahill. All members affirmed this by show of hands.

Elizabeth Nelson-Lyda, Secretary
ENL/ck

Date