

**GOOCHLAND POWHATAN COMMUNITY SERVICES**  
**MINUTES**  
**October 7, 2019**

Goochland Powhatan Community Services Board of Directors held its regularly scheduled monthly meeting on Monday, October 7, 2019 at the Powhatan Offices.

Present

Jackie Cahill  
Parthenia Dinora  
Julie Franklin  
GaElla Matthews  
Elizabeth Nelson Lyda  
Renee Sottong

Absent

Angela Cimmino

Staff Attending

Stacy Gill  
Carinne Kight

**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**

September 2019 meeting minutes were reviewed for approval. Grammatical and spelling errors that needed correction were noted on page 2 in the second paragraph.

**ACTION:** Motion to approve September 2019 meeting minutes, with noted corrections, was made by J. Cahill, seconded by P. Dinora. Motion carried by all and September 2019 minutes were approved.

**Review and Approve Licensure Supervision Policy**

Stacy let the Board know that even though she couldn't attend the meeting Angela Cimmino had a few questions about the policy. Specifically, she wondered about the dropping of the probationary period for some staff. Stacy explained that the wording to the policy needed to change. The staff would remain in probationary status but could have the requirement of being off probation waived in order to have licensure supervision provided by the agency. There was discussion surrounding changes to the policy from the version presented in June. Grammatical changes were noted, and Stacy reminded the BOD that following their approval she would have the policy reviewed by the employment lawyer the agency has been working with.

**ACTION:** Motion to approve Licensure Supervision Policy, with noted corrections, was made by P. Dinora, seconded by J. Cahill. Motion carried by all and Licensure Supervision Policy was approved as presented.

### **Additional Leave for Thanksgiving and Christmas Holiday**

Stacy explained to the Board that the Governor's schedule for the holidays is out and in total he awarded 12 hours as additional holidays to state employees, 4 for the day before Thanksgiving, and 8 for Christmas Eve. Typically, in the past GPCS followed the State calendar. Additionally, typically these hours are awarded to employees as floating holiday time unless it makes sense to follow the calendar and close the agency. Stacy recommended the Board award the total 12 hours as floating holiday time.

**ACTION:** On motion of P. Dinora and seconded by J. Cahill, the Board unanimously approved the addition of 12 hours of floating leave as presented.

### **FY19 Doubtful Accounts and Write Offs**

Stacy presented the fee write offs to the Board along with Carinne Kight. Carinne reviewed with the Board that the doubtful account write-offs include billed fees that were non-collectible due to reasons such as bankruptcy, deceased clients, and clients moving. She explained that in the past the position of the Board has been not to chase down those clients with balances older than 3 months as it does not support a productive rapport and the client may cut off services that he/she vitally needs. This year's fee write off's is \$36,337 which is an increase from last year. Discussion occurred about the possible reasons for the increase in write offs. Carinne pointed out that clients not getting timely financials, which creates a decrease in the ability to pay adjustments, is likely a large contributor. There was also discussion that the difficulty getting needed authorizations from insurance means that until the service is approved the fee rolls to the client, and this is often not affordable for the client and later requires a write-off.

**ACTION:** On motion by G. Matthews, seconded by R. Sottong, the Board unanimously approved the FY2019 Doubtful Accounts and Fee Write Offs as proposed.

### **Review and Discussion of GPCS updated BOD Bylaws**

Stacy thanked the Board for their work on the bylaws during the time between meetings. There was discussion around potential changes needed in the future as licensing updates their requirements. Currently the proposed licensing changes have several directed at CSBs Board of Directors. The revised bylaws were reviewed and agreement that they looked good currently. When licensing changes are official then the Board will review again. Discussion surrounding the spelling of Goochland Powhatan as some had hyphen and some not. It was decided that official name has no hyphen so those need to be revised. The Board also discussed the next step of formalizing an orientation for new Board Members.

**ACTION:** Motion to approve revised Board of Director Bylaws, with noted corrections, was made by P. Dinora, seconded by J. Cahill. Motion carried by all and revised Board of Directors Bylaws was approved, with noted corrections, as presented.

### **Outreach to Delegates and Senators**

Stacy reminded the Board that this has been discussed at the past few meetings. She distributed a packet that included talking points for legislators, which is updated monthly. Discussion around coordinating the outreach in order to make the most impact. Certain Board members have more experience and can speak more directly about certain issues, which would be most beneficial. Stacy

asked which Board members would be able to do the face to face meetings with legislators. Elizabeth, Renee, Angela, Parthy, and Julie all agreed that they would have time to do these. Other Board members are not able to do face to face but are interested in emailing and/or calling directly. Stacy agreed to email everyone with an organized process, including a template for emailing and/or calling legislators as well as possible dates and times for setting up face to face meetings.

#### **Board Member Attendance at VACSB Conferences**

Stacy reminded the Board that VACSB puts on conferences 3 times per year, Board members are always encouraged to attend these conferences. The next conference is in January in Richmond and will focus on legislative issues surrounding the CSBs. The May conference is typically in Tidewater or Williamsburg and is on training and education. The October one, which just occurred, is usually in Charlottesville or Roanoke and is focused on public policy. Stacy asked if there were any Board members interested in attending the January conference. Renee, Jackie, Julie all expressed interest in attending and Stacy noted that she would sign them up and give them the conference information as the dates become closer.

#### **Regional State and Federal Updates**

Stacy noted that the biggest thing going on right now is that GPCS has received unexpected money through the implementation of STEP VA, specifically the outpatient step. Initially there was 15 million that was divided and distributed to all CSBs. Through a formula the department determined additional funding for certain CSBs and GPCS will receive \$192,000. Currently management team is trying to determine what to do with the funds. A definite priority will be to increase number of staff with expertise in with children, specifically school age. Also, Stacy is looking at doing some things to benefit agency as a whole. As an example, currently GPCS is recruiting for a part time front desk person but will expand that to a full-time position. Additionally, Stacy plans to hire someone to help with budget, finance, and state reporting. Discussion occurred about the increased funding, limitations on it, and when it must be used by.

Stacy reported that in addition to the Step VA funding the agency has also received \$100,000 in ongoing money for Medication Assisted Treatment (MAT) for those with opioid addiction issues. Again, management team is evaluating how to best use this funding. Currently they are looking to hire a Substance Use Disorder peer who could potentially also be a case manager.

Further increase in funding was reported by Stacy. She let the Board know that recently Robin Pentecost, Behavioral Health & Wellness Supervisor, had a vacancy of a permanent part time community development specialist. Robin requested for additional funding from the Department and they awarded her enough to change to position to a full-time position. She's completed interviews and will be hiring a staff later this month.

Finally, Stacy let the Board know that the Department has completed their review of the Medicaid expansion funding that was taken from the various CSBs. She reported that GPCS is now going to receive \$29,000 as a result. Stacy is going to put the funds into the agency capital fund & intends to use them for improvements to agency buildings. The plan is to start with Virginia House. Carson Killian, Operations Supervisor, shared with Stacy that the problem in the building is the piping/plumbing. There

have been over 20 leaks in the past few years. Carson is currently getting estimates to see what would need to be done to take care of the piping/plumbing issues. The next priority is updating Virginia house, giving it a facelift by improving things like lighting, new furniture, new flooring, etc. Following Virginia House, concerns in Taylor building to be addressed include the drainage around the building and updating the lobby, which would be done in Powhatan as well.

**ACTION:** On motion by P. Dinora, seconded by J. Cahill, and there being no further business, regular meeting was adjourned at 6:02 p.m.

---

Elizabeth Nelson-Lyda, Secretary  
ENL/ck

---

Date