

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
November 2, 2020

Goochland Powhatan Community Services Board of Directors held its November 2020 meeting on Monday, November 2, 2020 at Virginia House.

Present

Jackie Cahill
Angela Cimmino
Parthenia Dinora
Julie Franklin
Erin Harnage (via phone)
Mariah Leonard
GaElla Matthews
Crystal Neilsen-Hall
Renee Sottong

Absent

Yvette McDermott Thomas

Staff Attending

Stacy Gill
Lateshia Brown
Carinne Kight
Allison Meyer
Cheryl Smith

Welcome

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

Minutes

October 2020 meeting minutes were reviewed for approval. It was noted that Crystal's last name was spelled incorrectly. Additionally it was noted that the second on the motion for employee bonus' was missing. No other amendments were noted.

ACTION: Motion to approve October 2020 meeting minutes as amended, was made by A. Cimmino, seconded by C. Neilsen-Hall. Motion carried by all and October 2020 minutes were approved.

GPCS Family First Coronavirus Response Act Policy

Stacy informed the board that the Family First Coronavirus response act (FFCRA) was initiated by the federal government in April. At the time it was clear that the agency could determine the exempt status for the agency as whole. Since then there have been changes to the FFCRA and clarification from federal government on the definition of health care provider. This means GPCS must revise which staff are and are not covered by FFCRA. Due to these changes exempt status depends on the position of the

employee. Those that are exempt from FFCRA are direct care providers (outpatient clinicians, case managers, Monacan staff, etc.) and those that would directly impact service provision if covered (van drivers). Most staff that are now nonexempt from FFCRA are the administrative support staff (Quality Assurance, front office, payroll, etc.).

ACTION: Motion to approve the GPCS Family first Coronavirus Response Act (FFCRA) Policy was made by P. Dinora, seconded by A. Cimmino. Motion carried by all and GPCS FFCRA policy was approved.

Bonus for GPCS Employees

Stacy reminded the Board that they decided on bonus' for the majority of employees last meeting. The Board decided to table the bonus' for consumers that are also employees. Discussion occurred with discussions around these bonus' including potential complications of the bonus for the consumer, and if the agency could treat these employees differently. Stacy agreed to get more information and consult an employment attorney. This item was then tabled to the December 2020 meeting.

Change of status for supervisors and other professional positions from “Non-exempt” to “Exempt”

Stacy informed the Board that currently the supervisors in the agency are employees with a nonexempt status, as defined by the Fair Labor Standards Act (FLSA). After review of the act and a review of supervisor duties, Stacy is proposing changing supervisors FLSA status to exempt due to the professional duties that they provide and that those duties sometimes require them to work over 40 hours in a week. She also proposed providing a 2% increase in pay for any staff whose status changes.

ACTION: Motion to approve changing the supervisors and account analyst employment status to exempt effective 12/1/2020 was made by A. Cimmino, seconded by C. Neilsen-Hall. Motion carried by all and status change was approved as proposed.

ACTION: Motion to provide a 2% pay increase to all staff whose status is changing from nonexempt to exempt employee was made by J. Cahill, seconded by M. Leonard. Motion carried by all and 2% increase was approved as proposed.

Service Enhancement

Stacy reminded the Board that there was discussion at the last meeting around how best to use funds to enhance consumer services. She provided items that management team had been discussing possibly engaging in for consumer benefit prior to the onset of the Covid-19 pandemic. The Board discussed these items along with several others including transportation, facility enhancements, and technology devices. They agreed that there is a balance between using funds and maintaining a healthy reserve balance given the unknown impacts of COVID. Board members pointed out that agency staff who work directly with consumers would know areas in which assistance and improvement is most needed.

ACTION: Motion to approve up to \$50,000 in funds to be used at the directors discretion, with consumer input, for consumer needs was made by A. Cimmino, seconded by M. Leonard. Motion carried and use of up to \$50,000 in funds for consumer needs was approved.

Quality Assurance Position: New

Stacy informed the Board that overall, the administration of the agency is understaffed. In the administration unit the one area most in need of more staff is the Quality Assurance (QA) area. Given the speed and volume of which compliance needs are growing, Stacy is proposing a new position to work on compliance. This position, compliance coordinator, will assist with the demand for increased reporting, risk management, policy development, and data review as well as assist with other QA tasks. The Board discussed the requirements of the position and what the likelihood is that a person could be found to fill the position. The Board agreed that compliance and QA are areas in which the agency needs more assistance, and this position would provide that.

ACTION: Motion to approve the new Quality Assurance position as proposed was made by P. Dinora, seconded by A. Cimmino. Motion carried and the new position was approved as presented.

Regional, State, and Federal Updates

Stacy let the Board know that state hospitals are still overwhelmed though handling the COVID-19 pandemic more effectively.

She also informed the Board that while the management team decided to forego the annual holiday party there was interest from staff in a group gathering so management team is looking into alternatives.

Motion to adjourn at 5:38 was made by J. Cahill, seconded by A. Cimmino, and carried by all.

Adjourn 5:38

Erin Harnage, Secretary
EH/ck

Date