

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
February 4, 2019

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

Present

Angela Cimmino
Eileen Ford
Julie Franklin
Susie Hackenberg
GaElla Matthews
Elizabeth Nelson Lyda

Absent

Parthenia Dinora
Elizabeth Kuhns-Boyle

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 and the meeting was called to order.

Minutes

December 2018 meeting minutes were reviewed for approval.

ACTION: Motion to approve December 2018 meeting minutes, was made by E. Nelson Lyda, seconded by J. Franklin. Motion carried by all and December 2018 minutes were approved.

January 2019 meeting minutes were reviewed for approval.

ACTION: Motion to approve January 2019 meeting minutes, was made by E. Ford, seconded by S. Hackenberg. Motion carried by all and January 2019 minutes were approved.

Procurement Policy

S. Gill explained to the Board that prior to her retirement Susan Bergquist and management team were reviewing policies. During this review they realized that the procurement policy needed to be more defined. C. Kight explained that the policy is outlined as has always been practice and contains updated language. The Board discussed the proposed policy and suggested that in sections one and two the language "if it is validated that it's a single source provider" be added.

Client Credit Balance Policy

S. Gill explained to the Board that recently Gwen Bates, Fiscal Supervisor, was reviewing fiscal policy and noted a need for client balance policy. C. Kight explained that Gwen reached out to other CSBs and based on those results as well as current agency practices developed the proposed policy. In proposal, client credit balances would be maintained no longer than six months when the client is open to the agency. Additionally, if the client is closed to the agency the credit balance will be refunded once all services have been processed through payers. Regarding balance amounts, any balance less than \$5.00 would be transferred to the client emergency fund, while those over \$5.00 would be refunded. Also, any refund checks returned to the agency due to invalid client addresses, will be voided following 3 unsuccessful attempts to contact the consumer. The Board discussed the proposed policy and timeline for implementation.

ACTION: On motion of E. Nelson Lyda and seconded by J. Franklin, the Board unanimously approved the GPCS client credit balance policy as proposed.

Signatory Authority for Executive Director

S. Gill explained to the Board that considering a new Executive Director the Board must reaffirm the signatory authority of the Executive Director. This gives Stacy the permission to sign things as the Executive Director of the agency.

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

GPCS Board of Directors Membership and Terms

Stacy reviewed the current Board memberships and terms. Those present reviewed the Board of Director listing to update contact information and term expiration dates. Two Board members will reach the end of their tenure on the Board as of June 30, 2019, one from each county. There was discussion about potential replacements and those Board members will reach out to their respective county to discuss replacements. There was additional discussion around possible new Board member for the current Powhatan County vacancy. Angela Cimmino reported that the person submitted the application to Powhatan County and is hoping to be approved at the next Powhatan Board meeting.

Regional, State and Federal Updates

Stacy talked with the Board about the new STEP VA requirements for primary care screening and monitoring. Stacy provided a high-level overview of the GPCS plan. Essentially, all consumers that see the psychiatrist, or psychiatric nurse practitioner, will get screening to identify health risks. In addition, consumers that take atypical psychotic meds will have blood drawn and reviewed. GPCS will work to get people connected to healthcare they need. The proposed plan has been approved by the department. The funds started being received in January because the plan must be up and running by July 1, 2019. Many of the processes are already happening, and just need to add a few more things.

Reports

Stacy discussed that over the past month she's been working to meet with supervisors throughout the agency. Through meetings there was discussion about a need for signage identifying GPCS. Discussion around signage requirements occurred and Stacy noted that she'll contact the Goochland County Attorney (Tara McGee) to discuss what's required.

Stacy also let the Board know that there was discussion occurring in management team around the needs for the agency buildings. It's great that Susan was able to pay them off prior to her retirement and now management is looking at what needs to be done to improve/maintain the buildings. There's been discussion about large projects, such as window replacement, but also talked about smaller improvements such as a good deep clean once every six months, updating the waiting rooms, etc.

The Board discussed the advertisement of the CSB throughout the counties as discussed in the January meeting. Angela Cimmino, Chair, reported that Powhatan County newspaper is working on an article. Elizabeth Nelson Lyda discussed that a publication she is part of has an advertising area and perhaps GPCS could advertise there.

Angela Cimmino also reported that while other items have come up that have been more pressing the Board still needs to develop performance evaluation criteria for Stacy. Angela requested that others participate in the development. Julie Franklin and Elizabeth Nelson Lyda agreed to assist.

Elizabeth Nelson Lyda reported that she completed Narcan training with Pam Davis, GPCS agency nurse and she thinks it would be beneficial for the whole Board to complete the training.

ACTION: There being no further business, regular meeting was adjourned at 5:39p.m. and moved into Executive Session

At 5:39 p.m., E. Ford 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 personal matters not related to public business. S. Hackenberg 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 E. Ford to certify conformity of closed meeting and to reconvene regular session, seconded by S. Hackenberg. All members affirmed this by show of hands.

Adjourn: 5:59 p.m.

Susie Hackenberg, Secretary
SH/ck

Date