

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
November 1, 2021

Goochland Powhatan Community Services Board of Directors held its November 2021 meeting on Monday, November 1, 2021, in Virginia House, with a zoom link available to members unable to attend in person.

Present

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

Absent

Yvette McDermott Thomas

Staff Attending

Les Saltzberg
Lateshia Brown
Carinne Kight
Irene Temple

Welcome

Les Saltzberg welcomed all attending Board members and thanked them for joining either by Zoom or in person. The meeting was brought to order. Parthy chaired the meeting.

Minutes

October 2021 meeting minutes were reviewed for approval. It was noted that rewording was needed in the policy and procedure review update regarding Angela’s statement. It was reworded to “Angela said that the new policy says one cannot grieve a correction action plans (CAP) so she thinks the fix might have addressed one of the 2 grievances by the former employee, since one of them was a grievance against a CAP”.

ACTION: Motion to approve October 2021 meeting minutes, as amended was made by M Leonard, seconded by J. Cahill. Motion carried by all, and October 2021 minutes were approved.

FY 2022 August Budget Report

Cheryl Smith, Account Analyst, provided the August 2022 Budget Report to the Board. She noted that the agency is even on expenses and revenues. Of note there is special funding that was deposited specifically for Prevention which must be expended by September 30th. Also of note is the amount spent on job advertisement, \$13,000. This is due to the number of vacancies in July and August that were being advertised for.

ACTION: Motion to approve FY 2022 August Budget Report as presented, was made by E. Harnage, seconded by M. Leonard. Motion carried by all, and FY 2022 August Budget Report was approved.

FY 2021 Fee Write Offs

Carinne Kight, Senior Director Administration, presented the fee write offs to the. 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 \$39,064.44 which is an increase from last year. The Board discussed possibly changing this policy in the future.

ACTION: Motion to approve FY2021 Fee Write offs as presented, was made by A. Cimmino, seconded by J. Cahill. Motion carried by all, and FY2021 Fee Write offs were approved.

Salary Adjustment Proposal

Les reminded the Board that this year some pay bands were given a separate increase in salaries due to needing to be competitive in the market. He further explained that leadership has been reviewing the bands that weren't increased. He asked Cheryl Smith to review a proposal to increase those in bands which leadership determined were paid under market value as well as needing adjustment due to the upcoming minimum wage increases. Cheryl presented a plan to increase the starting rate of these bands to \$13.00 per hour as well as increase the rate of those currently in the positions anywhere from one dollar to three dollars per hour. The Board discussed the impact of minimum wage increases on these positions as well as the need for an overall review of the agency pay plan.

ACTION: Motion to approve the salary adjustments as proposed was made by A. Cimmino, seconded by J Cahill. Motion carried by all, and salary adjustments were approved.

Modification of Agency Hours

Les spoke to the Board about the agency's current clinic hours, which are 8am to 4:30 pm with one late day until 7 pm for each clinic. He explained that the increase in child referrals has created a situation where the number of appointments available for children in school and working parents is minimal. Leadership is discussing a change to allow for multiple late hour days for each clinic and will be phasing that in. The first step in phasing these increased hours is to shift to 8:30 am to 5 pm. This allows for an increased availability of appointments after 3 pm.

ACTION: Motion to approve the modification of clinic hours was made by E. Harnage and seconded by A. Cimmino. Motion carried by all, and the modification of agency hours as presented was approved.

Administrative Services Assistant Position

Les explained to the Board that over the past year the agency has significantly increased the number of outpatient clinicians. To receive the maximum reimbursement for these new clinicians they must be credentialed with the various insurance companies and MCOs. He explained the credentialing process is often long, requires tracking of several documents and has application processes which clinicians do not

always have the time to figure out. Carinne then explained the currently the fiscal supervisor, Gwen Bates, is completing credentialing, however she also does not have the appropriate time to dedicate to it either. Carinne further explained that the staff Gwen supervises all hold responsibility for manning the front office as well as completing reimbursement responsibilities. This means that no one has dedicated time to focus on credentialing, making the process take longer than necessary and causing the agency to lose revenue. Carinne and Les proposed to the Board an addition of one administrative services assistant position to help with this as well as cover the shift in hours as it is phased in.

ACTION: Motion to approve the addition of an administrative services assistant position was made by J. Cahill and seconded by G. Matthews. Motion carried by all, and the position was approved.

Medication Assisted Treatment (MAT) Prescriber proposal

Les explained to the Board that when he was hired, he evaluated the Substance Use Disorder (SUD) outpatient program as the agency was currently running it. In his evaluation he noted two areas of concern, no group-based programs, and no Medication Assisted Treatment (MAT) for those with opioid use disorders. He noted that almost all CSBs have a MAT program, however the current practitioners at GPCS will not provide it. To offer this program Les is proposing that GPCS contract with Genoa. Genoa will find and contract with a psychiatrist for 16 hours per week specifically to provide MAT for GPCS. Most of the services will be provided through telepsychiatry visits. Genoa is a company that DBHDS contracts with and GPCS will receive the DBHDS rates. In addition, the funding for this contract would be provided through the DBHDS SOR grant. The Board discussed the funding of this contract and the benefits of offering MAT to GPCS consumers.

ACTION: Motion to approve a contract with Genoa was made by A. Cimmino, seconded by M. Leonard. Motion carried by all, and MAT prescriber contract proposal was approved as presented.

COVID/Vaccine Update

Les explained that leadership is continuing to wait on communication from CMS regarding the previously indicated vaccine mandate. The initial communications indicated that a memo would be released in October, however nothing has been seen up to this point. There was discussion about the impact of a mandate and how timing would work. Les said that typically all memos have a 60-day comment period prior to implementation so GPCS should have that cushion to develop the needed policies and procedures.

2021 Holiday Schedule

Carinne 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 December 23rd. Historically the GPCS Board has followed the State calendar and awarded the additional hours to employees as floating holiday time unless it makes sense to follow the calendar and close the agency. Carinne proposed in this case that all 12 hours be awarded to employees as floating holiday hours to be used before the end of FY2022.

ACTION: On motion of G. Matthews and seconded by E. Harnage, the Board unanimously approved the addition of 12 hours of floating leave as presented.

Reports

Board Chair, J Franklin, stated that she and Les have started weekly meetings. She noted that she is proud of the changes and updates the agency has made over the past 2 years. In addition, she noted that there will be some Board vacancies at the end of FY2022 and asked Board members to begin thinking of any individuals that would be a good addition to the Board.

A Cimmino requested that the Board receive an update on the total number of consumers on the Developmental Disabilities waitlist and the priority. Lateshia Brown, Senior Director Community Supports, agreed to do that.

Les also noted that at the next meeting he is planning to bring information regarding a community recovery resource center as well as a crisis presentation.

Meeting was adjourned at 6:12 pm.

The next meeting is December 6, 2021.

Erin Harnage, Secretary
EH/ck

Date