

**GOOCHLAND POWHATAN COMMUNITY SERVICES**  
**MINUTES**  
**August 2, 2021**

Goochland Powhatan Community Services Board of Directors held its August 2021 meeting on Monday, August 2, 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  
Mariah Leonard  
Yvette McDermott Thomas  
Crystal Neilsen-Hall  
Renee Sottong

Absent

Erin Harnage  
GaElla Matthews

Staff Attending

Stacy Gill  
Lateshia Brown  
Carinne Kight  
Les Saltzberg  
Cheryl Smith

**Welcome**

Stacy Gill welcomed all Board and noted she had one addition to the agenda. GPCS Policy and Procedure manual update was added to the agenda. No other additions were given, and the meeting was brought to order.

**Minutes**

June 2021 meeting minutes were reviewed for approval. One correction was noted, Renee Sottong was in the wrong attendance column. There were no other corrections or additions.

**ACTION:** Motion to approve June 2021 meeting minutes, was made by C. Neilsen Hall, seconded by A. Cimmino. Motion carried by all, and August 2021 minutes were approved.

**FY21 May Budget Report**

Cheryl Smith, Account Analyst, provided the May 2021 budget report to the Board. She noted that GPCS job advertisements were up to \$33,000 but this is due to the number of positions that have been open this year. She also noted that the professional fees line sometimes gets high but that is due to the prevention monies going into that line. In the new fiscal year prevention funds will have their own line to prevent this in the future.

**ACTION:** Motion to approve May 2021 budget report as presented, was made by J. Cahill, seconded by C. Neilsen-Hall. Motion carried by all, and May 2021 budget report was approved.

### **FY22 Performance Contract**

Stacy explained to the Board that the performance contract outlines the agreement between CSBs and DBHDS. It states what CSBs must do, including data collection, and fiscal spending parameters. Both Goochland and Powhatan County must approve the performance contract. Stacy does not anticipate issues with the counties approving the contract. She did note that included in the contract are penalties should a CSB not meet certain parameters.

**ACTION:** Motion to approve FY22/23 Performance Contract as presented, was made by A. Cimmino, seconded by Y. McDermott Thomas. Motion carried by all, and FY22/23 Performance contract was approved.

### **Powhatan Village Building Lease**

Stacy reminded the Board that GPCS is at the end of the five-year lease with Powhatan County for use of the village building. Included in the contract are three one-year extensions. Fiscal Year 22 is the first of those three years. If the agency chooses to use all three it will take the lease through June 30, 2024. Stacy did inquire with the county if they would be willing to renegotiate a new and longer lease now and they declined. She noted that this is something the Board and new Executive Director will need to keep on radar. Overall, the building works well except for Monacan, which will need new space to increase the number of consumers who can attend as they are at their limit in the current space.

### **Executive Director Recruitment Process Update**

Julie reported that the position has closed and there were a total of 26 applicants. There are five members of Board on recruitment committee. In past DBHDS has required they get to be on search committee but that is no longer the case. The committee met last week to discuss what the Board wants/needs in Executive Director. They will meet this week to review the top candidates and pick times and dates for interviews.

### **Outpatient Reorganization**

Stacy explained to the Board that since Les has stepped into Senior Clinical Director position he has evaluated all services that GPCS is offering and what is and is not working. One of the needs identified is the need for more direct service providers. The need for additional supervisors does not necessarily exist. As a result of this analysis Les is proposing the elimination of the Outpatient Supervisor role and instead converting it into another direct service role as a Mental Health Clinician. Les has spoken with the current Outpatient Supervisor and explained the direction he wants the unit to move. The agency has offered her the opportunity to either stay with the agency in an Emergency Services Clinician role or work three months to close out her work. If the employee chooses to leave the agency GPCS will also provide her severance payment since her position was eliminated. This is a model Stacy and Les have seen before and it balances out serving consumers as best we can while also providing good direct clinical service supervision.

**ACTION:** On motion of P. Dinora and seconded by M. Leonard the Board unanimously approved the outpatient reorganization as presented.

## **VII. Policy & procedure Manual Updates**

Stacy explained that a year ago she and Carinne Kight, Senior Director of Administration undertook reviewing and updating the GPCS Policy and Procedure manual to bring policies up to date with current requirements and practices. She noted that there were many minor changes and 12 major changes. These revisions were all done in consultation with the legal agency GPCS contracts with. She will send out the manual to the Board, however wanted to review the 12 major changes and ask for approval of the revised Policy and Procedure Manual. Of note,

Throughout the manual language has been changed to gender neutral language. Sexual orientation and gender orientation are now protected classes and thus gender-neutral language is required.

Additionally, language was added regarding changes and enhancement to pregnant and nursing mothers' coverage changes.

Specifically, the employee record policy, specifically releasing employee records, was updated to indicate that permission of the employee is required, and process of the agency was made clear.

New employee probationary period is increased from 6 months to 1 year.

The employee grievance policy is updated to be more reflective of appropriate coverage & current state requirements. In the previous policy corrective action plans (CAP) was grievable, but as it's not a disciplinary process that shouldn't be grievable.

The termination policy was cleaned up to clarify that even those that are on probation are allowed due process and the steps prior to any termination.

The drug testing policy was updated to clarify when and how testing will be conducted.

The leave policy was updated to indicate that the agency will only pay out annual leave. Sick leave will not be paid out if the employee leaves with less notice than what is required by policy.

The performance eval process has been cleaned up to clarify how employees can give input and the supervisors responsibility to respond to input. Also, it was changed to note that all evaluations are completed annually in June.

The Information Technology policy was changed to match the Goochland County IT policy, including security around email and computers since we use their system.

The clinical supervision policy was changed to add that an increase of 5% for positions that require license, 3% for those that aren't required but is beneficial to the position will be awarded when the staff achieves licensure. Additionally, took away requirement for staff to pay back for leaving early.

There was discussion around the changes that Stacy noted. The Board agreed to vote on the information provided and the new updated manual provided Carinne Kight draft a table showing the changes and send to the Board prior to the next meeting so any concerns could be addressed.

**ACTION:** On motion of P. Dinora and seconded by J. Cahill, the Board approved the updated GPCS Policy and Procedure manual as presented by majority vote of seven aye and one no.

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

Stacy informed the Board that VACSB is having their next conference in October 5-7. They are currently planning for in person at Hotel Roanoke. This is the public policy conference, and the focus is on what policy issues will be for upcoming 2022. If Board members are interested in attending, they are to let Stacy know as soon as possible.

The next Board meeting is scheduled for September 13<sup>th</sup>; however, many people will not be available so the meeting will be cancelled.

Stacy let the Board know that as she is leaving there are some things, she wants to ensure stay on the Board's radar. In particular, the agency budget and staff salaries, the leadership team has been trying to provide increases in salaries across the board when able. Furthermore, there has been a concerted effort to try and get pay bands increased in every pay band. This year the agency was fortunate to give a 5% increase across the Board and absorb the health insurance increase, as well as give 2 pay bands increases to be more competitive. The agency is working toward determining how to increase the remaining pay bands as well as consider the required increases for minimum wage. Leadership will be working on putting a plan in writing to fund and distribute these increases will bring to the Board for approval.

Julie thanked Stacy for her time at the agency and provided her best wishes as this is her last Board meeting before she retires.

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Erin Harnage, Secretary  
EH/ck

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Date

## Goochland Powhatan Community Services FY 2022 Meeting Schedule

July – No Board Meeting
August – <b>Board Meeting August 2, Virginia House, 4:30 p.m.</b>
September – <b>Board Meeting September 13, Powhatan Board Room, 4:30 p.m.</b>
October – <b>Board Meeting October 4, Virginia House, 4:30 p.m.</b>
November – <b>Board Meeting November 1, Powhatan Board Room, 4:30 p.m.</b>
December – <b>Board Meeting December 6, Virginia House, 4:30 p.m.</b>
January – <b>Board Meeting January 3, Powhatan Board Room, 4:30 p.m.</b>
February – <b>Board Meeting February 7, Virginia House, 4:30 p.m.</b>
March – <b>Board Meeting March 7, Powhatan Board Room, 4:30 p.m.</b>
April – <b>Board Meeting April 4, Virginia House, 4:30 p.m.</b>
May – <b>Board Meeting May 2, Powhatan Board Room, 4:30 p.m.</b>
June – <b>Board Meeting June 6, Virginia House, 4:30 p.m.</b>

**Chair** – Julie Franklin; **Vice Chair** – Parthy Dinora; **Secretary** – Erin Harnage; **Executive Committee Member** – Renee Sottong and Jackie Cahill