

GOOCHLAND POWHATAN COMMUNITY SERVICES
MINUTES
June 6, 2022

Goochland Powhatan Community Services Board of Directors held its June 2022 meeting on Monday, June 6, 2022, at Virginia House.

Present

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

Absent

Erin Harnage

Staff Attending

Les Saltzberg
Lateshia Brown
Carinne Kight
Cheryl Smith
Irene Temple

Welcome

Les Saltzberg welcomed all attending Board members and thanked them for joining the meeting. He noted there were two additions to the agenda, FY23 Board meeting schedule and FY23 sliding scale.

Minutes

May 2022 meeting minutes were reviewed for approval. There were no noted errors or corrections.

ACTION: Motion to approve May 2022 meeting minutes, was made by C Neilsen-Hall, seconded by A. Cimmino. Motion carried by all, and May 2022 minutes were approved.

FY 2022 May Budget Report

Cheryl Smith, Finance Director, provided the April 2022 Budget Report to the Board. Of note, GPCS signed two \$30,000 contracts with Emergency Services Solutions for the Root program, and in total year to date have spent about \$87,000 on job advertisements. Overall fee collection is slightly above forecasted year to date.

ACTION: Motion to approve FY 2022 April Budget Report as presented, was made by J. Cahill seconded by C. Neilsen-Hall. Motion carried by all, and FY 2022 April budget report was approved.

Ability to Pay Scale

Carinne Kight, Senior Director: Administration, presented the updated ability to pay (ATP) scales to the Board. The current scale was updated as of July 1, 2021. The scale is updated annually as the poverty guidelines, that the scale is based on, are updated annually. GPCS currently uses two different ATP scales, one general sliding fee scale and one specific to state plan option services (services paid under Medicaid). Carinne also noted that as we move forward with developing our new fiscal policy Gwen Bates, Fiscal Supervisor, will be evaluating if the agency should move to a single ATP scale or continue the dual scales in FY24. There was discussion around how the scale works for consumers and how they access it through the financial process.

ACTION: On motion of A. Cimmino and seconded by G. Matthews the Board unanimously approved the ATP rate scale update as presented.

VACSB Salary Study/Adjustments

Les Explained to the Board that VACSB did a salary study of all CSB's and some private providers, which was received by GPCS in mid-April. The survey was based on position titles they provided with job descriptions to identify those positions as not all entities use same job descriptions. The report is broken down to show average start salary, scaled salary, statewide comparisons and regional comparisons. He noted that GPCS' region is the second highest in salaries in the state. He provided the Board with a comparison chart which showed GPCS' starting and average salaries if a 5% increase was approved as of July 1, 2022, versus the region. He explained that leadership team has been reviewing current salaries compared to those in the study closely and has used these comparisons to update the agency salary scale. The adjustments that were made to the scale included bringing the low end of all job families up to an amount in line with the region and adjusting some pay bands to be competitive in the market.

Les then provided the Board with a copy of the new pay scales that were developed and the overall salary changes since FY22. These changes included a 5% increase for all positions as of July 1 as well as increases for targeted positions discussed, and new positions that will be added in FY23. He reviewed how the agency would be paying for the proposed staff increases and provided the Board with the revised pay scales to go into effect on July 1st.

FY23 Budget Proposal

Les explained to the Board that the Governor has not approved the state budget yet, so this budget is based on the best assumptions Cheryl Smith, Finance Director, and he have at the time. Cheryl explained that 80% of the budget is personnel related and the budget includes the salary changes and increases Les identified earlier. She reviewed that she updated and increased all operating budget numbers by 8% due to inflation. She increased fee revenue by 3% as with the increased number of clinic staff there will be an increase in services. Cheryl did not include one-time payments received in FY22 in the proposed budget for FY23 as it's unlikely many of them will continue. She did increase unrestricted state funds by 5% as historically that's how the funding has increased.

Les noted that this budget is likely to be unchanged following the state budget approval as the Governor is unlikely to change the state funds that GPCS is impacted by. Any differences from this proposal following the Governors budget approval will be summarized and provided to the Board at the August meeting.

ACTION: On motion of C. Neilsen-Hall and seconded by A. Cimmino the Board unanimously approved the FY23 Budget as presented.

FY23 GPCS Board of Director Election

Les reviewed the proposed slate of officers from the May 2022 meeting.

Parthy Dinora, Chair; Erin Harnage, Vice Chair; Crystal Neilsen-Hall, Secretary; Jackie Cahill, At large, Renee Sottong, At large.

After this review GaElla proposed that Jackie Cahill be nominated as Vice Chair. The Board discussed this nomination and unanimously agreed, through show of hands, to replace Erin Harnage’s nomination as vice chair with Jackie Cahill’s nomination. Additionally, it was nominated that Mariah Leonard fill the now vacant at large seat.

Following discussion, the final slate of officers to be voted on were

Parthy Dinora, Chair

Jackie Cahill, Vice Chair

Crystal Neilsen-Hall, Secretary

Mariah Leonard, At Large

Renee Sottong, At Large

ACTION: On motion of G. Matthews seconded by A. Cimmino, the Board unanimously approved the Board Officers as presented for vote.

FY23 Board of Directors meeting schedule

Carinne Kight, provided the Board with a draft meeting agenda for FY23. The board reviewed the schedule and discussed the September meeting date. Carinne noted that half the meetings were scheduled to move back to Powhatan as the Board had previously discussed moving back to the rotating schedule that was used prior to COVID.

ACTION: Motion to approve FY23 meeting schedule as modified, was made by J. Cahill, seconded by C. Neilsen-Hall. Motion carried by all and FY23 Board Meeting Schedule was approved.

Reports

Senior Community Supports Directory –

Lateshia reported that Community Supports is operating as normal. The recent licensing and DMAS audits are wrapping up and have occupied much of the past few weeks. PIEP continues to implement the new required system, Trac-It, for documenting PIEP services. A QA Coordinator to support DD Services has been hired.

Senior Clinical Director –

Irene reported that there were no big announcements this month aside from filling the open mental health outpatient clinician position.

Senior Administrative Director –

Carinne reported that the DBHDS administrative audit was completed, and they were very complementary to the agency developmental services programs. They noted that they rarely have an

audit where DV programs are not identified as needing some administrative improvement. They did identify that the agency fiscal policy needs revision, expansion, and overall improvement to include current processes. Carinne and Cheryl will be working on this.

As a hiring update, the MH clinician position has been filled, the lead DSP positions was filled from within, and there have been several DSP applications received. Hopefully that will be filled by July 1.

Executive Director -

Les reported that he attended a meeting with the commissioner and all CSB Executive Directors on June 2nd. It was a good retreat and the commissioner laid out some plans he has for reorganizing the system.

Board Members –

GaElla reported that there will be a COVID vaccine clinic on June 18, 2022, at Greenbrier Baptist church for any interested.

At approximately 5:38, A. Cimmino proposed 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 personnel matters not related to public business. J. Cahill 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 J. Cahill to certify conformity of closed meeting and to reconvene regular session, seconded by E. Nielsen-Hall. All members affirmed this.

Meeting was adjourned at 6:13 pm.

The next meeting is August 1, 2022, in the Goochland Offices.

Crystal Neilsen-Hall, Secretary
CNH/ck

Date