

Valley Community Services Board
85 Sanger's Lane, Staunton, VA
February 22, 2023
5:30 p.m.

Members Present: Ross Parker, Chair*; Dan Sullivan, Vice Chair; Debra Freeman-Belle, Treasurer; Misty Cook, Amanda Francis, Stephanie Huffman, Anna Leavitt, Emily Malcolm, Mary Powell, Frank Pyanoe, Leslie Snyder, Jeremy Leach*, Nitch Narduzzi*, Sonya Pulliam-Payne*

Members Absent:

Staff Present: Dr. Kimberly McClanahan, Dereck Criner, Kathy Curry, Tammy DuBose, Dana Fitzgerald, Kathy Kristiansen, Krista Lynch, Tina Martina, Candy Calloway* Melissa Doyle*

***Denotes via Zoom**

CALL TO ORDER: Chair, Ross Parker, called the meeting to order at 5:30 pm.

ESTABLISH QUORUM: Mr. Parker established a quorum.

INTRODUCTION OF NEW MEMBER: Mr. Parker introduced Jeremy Leach, Representative from Staunton.

ELECTRONIC PARTICIPATION: Mr. Parker stated he is participating from New York and is using one of his Remote Participation Passes. Nitch Narduzzi stated she is participating remotely from a location in Staunton; she is preapproved for remote participation. Sonya Pulliam-Payne stated she is participating from her Waynesboro home and is using one of her Remote Participation Passes. Jeremy Leach stated he is participating from his Staunton home office and is using one of his Remote Participation Passes.

PUBLIC COMMENT: No public comment.

MINUTES: Mary Powell moved to approve the January 25th Board meeting minutes. Frank Pyanoe seconded. Approved.

EXECUTIVE DIRECTOR'S REPORT: Dr. Kim McClanahan commented on her 2.22.2023 report that was shared electronically with members.

- A discussion was held regarding the Opioid Abatement Settlement Funds.
- Ms. Cook inquired if locality funding was going to be used for the Crisis Receiving Center how that was going to affect psychiatric (medical) services since that is where funding has previously gone. Dr. McClanahan responded that psychiatric services is currently financially stable and stated the need for money for the Crisis Receiving Center.
- Ms. Narduzzi asked if psychiatric services will be receiving less funding and expressed her concern about clients still waiting to be seen. Dr. McClanahan responded that psychiatric services would not be decreasing and will be maintaining the same level of providers.

COMMITTEE REPORT: Please see full report enclosed.

Finance Committee:

- Dereck Criner shared the FY2023 January Financial Report:
 - o Balance Sheet: Cash Operating Account \$11.3 million; Total Cash \$11.9 million; Other Liabilities \$3.5 million, within that amount is \$846,334 in Deferred Revenue accounts that may have been coded incorrectly; this is related to Revenues from the Federal Reimbursement process this year and appears as

if it is creating an Accounts Receivable for those revenues, detracting what we were owed; it appears as a liability which should be revenue. This is going to be examined over the next month to produce an accurate up-to-date Balance Sheet for next month.

- o Budget to Actual: Surplus \$1.6 million, short of target by \$605,790; Other Fees Deficit \$326,310; Deficit should be \$114,474, which will be reflected on next month's financial statements; Overall Net Revenue: Deficit \$967,126; within the Wages and Benefits is \$288,673 paid for temporary help at Greenstone which should nest under Professional Services; when the budget was produced for FY2023, it was placed there; Surplus remains accurate at \$1.6 million.
- o Income Statement: Surplus \$764,074.
- o There were some discrepancies in figures; Mr. Criner will reexamine the finances and bring back to the Fiscal Oversight Committee at the March committee meeting.
- **The Fiscal Oversight Committee recommended deferral of approval of the Financial Report with adjustments needed.**

NEW BUSINESS:

- Dr. McClanahan shared a newspaper article about Tent City in Waynesboro, a success story from a VCSB Client, and Chris Lassiter's story. Dr. McClanahan gave recognition to Lydia Campbell and the PSH (Permanent Supporting Housing) Department for their hard work. Anna Leavitt shared her appreciation of Allison Henry's efforts with the homeless community.

OLD BUSINESS:

- Tina Martina shared information regarding the rebooting of a one year pilot program with Day Support Partnership with Vector Industries. There are 18 individuals interested in the program. She presented a budget to the Fiscal Oversight Committee. **The Fiscal Oversight Committee recommended approval of \$60,000 for the startup of the Day Support Services Program contingent upon receiving the grants of \$10,000 and \$30,000 and a quarterly program progress report. Approved.**
- Ms. Martina shared information on the Orchard Lane Renovation project. The IFB (Invitation for Bid) was posted. Ms. Martina gave recognition to Adrienne Moats who spearheaded the IFB process. There will be a pre-bid conference at the Orchard Lane property on Monday, February 27th.
- Dr. McClanahan commented on the 501c3 update for Valley Community Outreach (VCO).
- Lynn Harris, Grant Coordinator, submitted a proposal to a local bank for a grant that would expedite the 501c3 process. A discussion was held about development of the Board of Directors for VCO.

CLOSED SESSION:

Debra Freeman-Belle moved that VCSB Board of Directors go into closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia, as amended, to discuss personnel matters related to specific individuals and to protect the privacy of the individuals in personnel matters. Mr. Sullivan seconded. Approved.

Debra Freeman-Belle moved that the VCSB Board of Directors reconvene in open session and that only public business matters lawfully exempted from open meeting requirements and only such business matters as identified in the motion by which the closed meeting convened were heard, discussed, or considered.

So Certified:

- ✓ Frank Pyanoe
- ✓ Emily Malcolm
- ✓ Misty Cook
- ✓ Anna Leavitt
- ✓ Dan Sullivan

- ✓ Debra Freeman-Belle
- ✓ Mary Powell
- ✓ Leslie Snyder
- ✓ Stephanie Huffman
- ✓ Amanda Francis
- ✓ Ross Parker
- ✓ Nitch Narduzzi
- ✓ Sonya Pulliam-Payne

A discussion was held between Misty Cook and Tammy DuBose regarding obtaining an emergency procurement due to separation of duties for employing contract services by a third party for the Director of Finance position. **Ms. Cook made the motion to obtain emergency procurement for third party contract services for the Director of Finance, if it is approved by VCSB Auditors, for no less than a year, and to also seek third party services for recruitment of the Director of Finance. Ms. Freeman-Belle seconded. Approved.**

Mr. Parker stated an Adhoc Committee will be set up to review the concerns around culture in the Finance Department and the organization as a whole. This represents the Board of Directors' commitment to The Executive Leadership Team and to those employees impacted by what has been transpiring.

Ms. Cook asked Dr. McClanahan for information regarding past Chief Financial Officers (CFOs)/Directors of Finance, how many have received a sign-on bonus, when it was paid out, and the total amount paid out for the total positions over the last seven years. Ms. Cook also asked if there was any stipulation on tenure for payback. She requested the information be sent to the full Board.

MEETING ADJOURNED: Ms. Powell moved to adjourn. Ms. Cook seconded. Motion carried.

Respectfully submitted:
Kathy Curry