




Northwestern Community Services Board




 **Location:** Warren Clinic 2nd Floor Board Room
 **Date:** January 19, 2022
 **Time:** 6:30 p.m.

Meeting Minutes



6:30 p.m.	<u>Call to Order</u> Chairwoman Seal called the meeting to order at 6:37 PM.
6:30 p.m.	<u>Roll Call</u> Ms. Hannigan completed the roll call. <u>Board Members Present in Person:</u> Chairwoman Dominika Seal Treasurer Reverend David Howard Ms. Lisa Goshen <u>Board Members Present VIA Zoom:</u> Ms. Sherry Arey Ms. Elisabeth Alger Ms. Sandra Dunkle Dr. Philip Pate Ms. Jennifer Coker Ms. Deborah Rockwell <u>Board Members Absent:</u> Mr. Guss Morrison Ms. Linda Bodkin <u>Staff Present in Person:</u> Mr. Mike Elwell Ms. Katie Heritage Ms. Andrea Bieber Mr. David Smith Ms. Krista Wilson Mr. Dave Winston Ms. Alexandra Hannigan Ms. Jennifer Vaught <u>Staff Present VIA Zoom:</u> Mr. Alexander Waddell
6:35 p.m.	<u>Approval of Minutes/Agenda</u> Chairwoman Seal made a Motion to Approve the Minutes of the November 11, 2021 and December 3, 2021 Meetings and the Agenda for the Current Meeting. Ms. Dunkle Seconded and motion carried.

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6:40 p.m.	<u>Opening Comments/Welcome</u> Chairwoman Seal welcomed everyone to the first meeting of 2022.
6:45 p.m.	<u>New Employee Introduction</u> Mr. Elwell introduced new employees who were present via Zoom to the Board.
6:50 p.m.	<u>Public Comments</u> None.
7:00 p.m.	<u>Committee Reports</u> <ul style="list-style-type: none"> • <u>Executive Committee</u> None. • <u>Property/Program Committee</u> None. • <u>Human Resources/Finance Committee</u> Reverend Howard indicated that the HR and Finance Committee met earlier this evening to discuss two positions (one new to NWCSB and one reclassification) that he would be bringing to the Board. Mr. Elwell gave some additional information on the position of Behavioral Health Docket Program Coordinator/Case Manager. The DOJ provided a grant for a Behavioral Health start-up for one position. Ms. Heritage read through the memo for the reclassification of the Operations Coordinator to Special Projects Manager. A Motion to Create the Position of Behavioral Health Docket Program Coordinator/Case Manager was made by Reverend Howard. Ms. Seal seconded and the motion carried. A Motion to Reclassify the Position of Operations Coordinator to Special Projects Manager was made by Reverend Howard. Ms. Seal seconded and the motion carried. • <u>Governance/Public Relations Committee</u> Ms. Coker talked about the website survey and how excited she was to get started on the website revamp. Ms. Heritage urged everyone to complete the website survey that was distributed via email.
7:30 p.m.	<u>Executive Director Report</u> <ul style="list-style-type: none"> • <u>Winchester Updates</u> Ms. Heritage stated the Winchester clinic development is moving along as anticipated. The building inspection has been complete and the Veterans

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Administration is set to be out of the building on April 1, 2022. The tentative opening date for the Winchester clinic is set to take place in November 2022.

- **Berryville Updates**

Mr. Elwell advised the grand opening for the Berryville clinic will take place on Friday, February 4th. The licensing review is complete and a new provider has been hired for this location.

- **COVID Sick Leave Policy Reinstatement**

Mr. Elwell discussed a Motion to Reinstate the Emergency COVID Sick Leave Policy. So moved by Reverend Howard. Ms. Goshen seconded and motion carried.

- **COVID-19 Mandatory Vaccine Updates**

Mr. Elwell discussed COVID-19 vaccination statistics for internal staff. 71% of staff are fully vaccinated. Ms. Coker asked about weekly testing for staff who are unvaccinated. Mr. Elwell advised there is no testing mandate. The Board generally concurred to hold a special meeting at noon on January 26 to discuss whether to suspend or proceed in the mandated vaccination policy.

Ms. Heritage announced that Board Member Orientation will take place at the board meeting on February 16th, 2022.

7:45 p.m.

Program Presentation

A Mental Health Docket Presentation was given by Ms. Andrea Bieber, Mr. David Smith and Ms. Krista Wilson.

7:55 p.m.

Other Business/Questions

Committee Member Appointments were announced.

Finance/HR Committee

Rev. Howard – Chair
 Dr. Philip Pate
 Ms. Linda Bodkin

Programs/Property Committee

Ms. Deborah Rockwell – Chair
 Mr. Guss Morrison
 Ms. Lisa Goshen

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Governance /Public Relations Committee

Ms. Jennifer Coker – Chair
Ms. Sherry Arey
Ms. Elisabeth Alger

Chairwoman Seal made a Motion to hold meetings virtually until the Board decides otherwise. Ms. Coker seconded and the motion carried.

8:00 p.m.

Executive Session (Optional)

No Executive Session was advertised pursuant to the Code of Va.

8:15 p.m.

Adjourn

The Meeting was adjourned by Chairwoman Seal at 8:45 PM.

GIVEN UNDER MY HAND, this 16th Day of February, 2022.

Alex Hannigan

Alexandra E. Hannigan, Administrative Office Manager