




Northwestern Community Services Board

🏠 **Location:** Virtual via Zoom
📅 **Date:** March 16, 2022
🕒 **Time:** 6:00 p.m.

Meeting Minutes




6:00 p.m.	<u>Call to Order</u> Chairwoman Seal called the meeting to order at 6:00 pm.
6:00 p.m.	<u>Roll Call</u> Ms. Hannigan completed the roll call. <u>Board Members Present VIA Zoom:</u> Chairwoman Dominika Seal Treasurer Reverend David Howard Ms. Sherry Arey Dr. Philip Pate Ms. Jennifer Coker Ms. Linda Bodkin Vice Chairwoman Sandra Dunkle Mr. McArthur Payne Ms. Elisabeth Alger Ms. Lisa Goshen Ms. Deborah Rockwell <u>Board Members Absent</u> Mr. Guss Morrison <u>Staff Present VIA Zoom:</u> Ms. Katie Heritage Mr. Alexander Waddell Ms. Alexandra Hannigan Ms. Andrea Bieber Mr. Dave Winston <u>Additional People Present VIA Zoom:</u> Chief Kahle Magalis
6:05 p.m.	<u>Approval of Minutes/Agenda</u> Chairwoman Seal made a Motion to Approve the Minutes of the February 16 th , 2022 Meeting. Mr. MacArthur Payne seconded, and the motion carried.
6:10 p.m.	<u>Opening Comments/Welcome</u> Chairwoman Seal welcomed everyone to the March meeting. Ms. Heritage gave a brief update on Mr. Elwell's surgery. Reverend Howard led a voluntary prayer for Mr. Elwell, the Board and NWCSB staff.

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6:15 p.m.	New Employee Introduction Ms. Heritage introduced new employees who were present via Zoom to the Board.
6:25 p.m.	Public Comments None.
6:45 p.m.	Committee Reports <ul style="list-style-type: none"> Executive Committee Chairwoman Seal reported that the Executive Committee met in Executive Session last week and stated that the meeting went well, and they are on track to meeting deadlines for contract renewals and budget deadlines. The decision was made for meetings to return to in person in April. Property/Program Committee Committee Chair, Ms. Deborah Rockwell, stated she had no formal report but there would be an in-person committee meeting that will take place on Wednesday, April 20th at 5:30 pm. Human Resources/Finance Committee Committee Chair, Reverend Howard, reviewed the finance report, and discussed the hiring of the agency's new CFO, Greg Gutmier. Reverend Howard reported that Mr. Elwell has put a temporary freeze on extra expenditures and the hiring of non-revenue generating positions until the interim audit has been complete. Governance/Public Relations Committee Committee Chair, Ms. Jennifer Coker, stated the committee would hold an in-person meeting on Wednesday, April 20th at 5:30 pm.
7:15 p.m.	COO Report <ul style="list-style-type: none"> New Clinic Update / USDA Loan Closing Northwestern will be closing on the purchase of the new clinic on April 1st, 2022. Renovations will commence as soon as the purchase closes. There will be a project team put together in the coming months to work on the mapping, staff allocations and space planning for the new clinic. The move in date is still on track for November 2022. COVID Update All five catchment areas for the agency are still in the low exposure category, therefore staff that are not working directly with the public are able to cease

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wearing a mask. Staff that are providing direct patient care are still required to wear masks.

- **CFO Update**

Ms. Heritage informed the board that Greg Gutmeir, the new CFO, will begin his tenure with the agency on Monday on a PRN basis and will begin full time on April 1st. Mr. Gutmeir brings with him an extensive knowledge of healthcare finance and has worked for another CSB in the past.

- **Medical Director Update**

Dr. Pandit has accepted the Medical Director position with the agency. Dr. Pandit has been employed with NWCSB since 2021 as a psychiatrist. In Dr. Pandit's role as Medical Director, she will act as the primary liaison to Providers and will be responsible for the creation of medical policy and procedures.

- **Purchase of Page Clinic**

Ms. Heritage presented a brief PowerPoint on the purchase of the Page Clinic. After discussion, a motion to pursue and negotiate a contract for the purchase of the Page clinic though a USDA loan was made by Dr. Philip Pate, seconded by Ms. Rockwell, and the motion carried.

7:30 p.m.

FOIA and HIPPA Presentations

A FOIA Presentation was given by Ms. Heritage, followed by a HIPPA Presentation given by Ms. Andrea Bieber.

7:55 p.m.

Other Business/Questions

A Motion was made by Mr. Payne to approve a philanthropic donation from a former client in the amount of \$17,749.50, seconded by Ms. Dunkle and the motion carried.

8:00 p.m.

Executive Session

Chairwoman Seal moved to go into Executive Session pursuant to Virginia Code Section 2.2-3711, to discuss personnel matters. Dr. Pate seconded, and the motion carried.

CERTIFICATION OF CLOSED MEETING: WHEREAS, the Northwestern Community Services Board has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, Code of Virginia section 2.2-3712.D requires certification by this Board that such closed meeting was conducted in conformity with Virginia law; now, therefore, be it **RESOLVED** by the Northwestern Community Services Board members this 16th day of March 2022, that the Board certifies that, to the best of each member's knowledge (i)

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identified the subject matter, (ii) stated the purpose of the meeting and (iii) made specific reference to the applicable exemption from open meeting requirements.

8:30 p.m.

Adjourn

The meeting was adjourned by Chairwoman Seal at 8:10 pm.

GIVEN UNDER MY HAND, this 20th Day of April, 2022.

Alex Hannigan
Alexandra E. Hannigan, Administrative Office Manager