



BOARD OF DIRECTORS – REGULAR MEETING
Wednesday, November 16th, 2022, 6:30 PM

MEETING MINUTES

1. Call to Order – Dominika Seal, Board Chair

The meeting was called to order by Dominika Seal at 6:30 PM.

2. Roll Call – Alexandra Hannigan, Administrative Operations Coordinator

Ms. Alexandra Hannigan completed the roll call.

Board Members Present:

Chairwoman Dominika Seal, Ms. Lisa Goshen, Ms. Deborah Rockwell, Ms. Elisabeth Alger, Reverend David Howard, Ms. Sherry Arey, Dr. Philip Pate, Ms. Jennifer Coker, Mr. MacArthur Payne, Mr. Kahle Magalis

Board Members Present via Zoom:

Ms. Sandra Dunkle

Board Members Absent:

Mr. Guss Morrison, Mr. Chris Rinker, Ms. Linda Bodkin

Staff Present:

Ms. Katie Heritage, Mr. Mike Elwell, Ms. Alexandra Hannigan, Mr. Greg Gutmeir, Ms. Melissa Shaffer-Reyes, Ms. Andrea Bieber

3. Approval of Minutes/Agenda – Dominika Seal

Dr. Philip Pate made a motion to approve the minutes from the October 19th, 2022, meeting. Reverend David Howard seconded, and the motion carried.

4. Opening Comments/Welcome – Dominika Seal

Dominika Seal welcomed all in attendance.

5. New Employee Introduction – Mike Elwell, CEO/Executive Director

Mr. Elwell introduced new employees who were present via Zoom.



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6. Public Comment

None.

7. Committee Reports to the Board of Directors:

- **Executive Committee** – Dominika Seal

1. Holiday Dinner Reminder

The Board's Holiday Dinner will take place on Wednesday, December 14th at 6:15 PM. There will be an Executive Session at 5:30 PM that evening.

- **Property/Program Committee** - Deborah Rockwell, Committee Chair

1. Northern Clinic Update

Ms. Katie Heritage provided an update on the Northern Clinic opening. Staff have moved into their offices, and the clinic will resume seeing clients later this month.

2. Page Clinic Contract for Purchase

Ms. Katie Heritage provided an update on the Page Clinic purchase. She stated the project is progressing and the borrowing resolution has been taken before all of the localities. Both Frederick and Shenandoah Counties have already approved. Page, Clarke, and Warren are all on the agendas. The title work and inspection have been completed, and the repair work from the inspection report have all been completed.

- **Human Resources/Finance Committee** - David Howard, Committee Chair

There was no HR/Finance Committee meeting in October, as Reverend Howard was out of town. HR provided updates on the number of new hires for October (8) and November (4). A financial update was provided by CFO, Greg Gutmeir.

- **Governance/Public Relations Committee** - Jennifer Coker, Committee Chair

1. Vote on Slate of Officers for 2023

Jennifer Coker made a motion to approve the 2023 slate of officers as presented. Dominika Seal seconded and the motion carried.

The slate of officers for 2023 is:



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Sandra Dunkle – Chair; Reverend David Howard – Vice Chair; Kahle Magalis – Treasurer and Chair, HR/Finance Committee; Jennifer Coker – Chair, Governance and Public Relations Committee; Deborah Rockwell – Chair, Programs and Property Committee

8. Executive Director Report / Announcements – Mike Elwell

Mr. Mike Elwell provided an update on the Crisis and Case Manager hiring and retention. The ACT South location and the Chapin House are two programs offered by the Agency that are continuing to have suffer severe staffing issues. With this continuing issue to recruit staff to be able to properly staff these programs, Staff will provide different models for caring for the clients at the January Board meeting to determine next steps for each of these programs.

Program: Meeting with Clarke County RE:CPMT/Social Services – Lisa Goshen and Linda Bodkin

9. Other Business/Questions

Ms. Lisa Goshen provided an update on a meeting with the Clarke County Director of Social Services, Jennifer Parker, regarding the problems faced by the Clarke County community. Examples of those problems were: substance use, no local treatment for substance use, and plans for the NWCSB clinic located in Berryville. Ms. Goshen also reported social services utilizes a program called, Unitus. Our Administration and IT department intend to investigate this program.

Dominika Seal thanked all for attending and their commitment to the Board this past year.

10. Executive Session

A MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS PURSUANT TO VIRGINIA CODE SECTION 2.2-3711.

Chairwoman Seal made a motion to enter into Executive Session at 7:40 p.m., Ms. Sherry Arey 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,



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therefore, be it RESOLVED by the Northwestern Community Services Board members this 21st day of September 2022, that the Board certifies that, to the best of each member's knowledge (i) identified the subject matter, (ii) stated the purpose of the meeting and (iii) made specific reference to the applicable exemption from open meeting requirements.

11 Ayes. 0 Nays.

11. **Call to Adjourn** - Dominika Seal adjourned the meeting 8:42 PM.

12. **Next Meeting** – Wednesday, January 18th, 2023, 6:30 PM

GIVEN UNDER MY HAND, this 18th Day of January, 2022.



Alexandra E. Hannigan, Administrative Operations Coordinator