



BOARD OF DIRECTORS – REGULAR MEETING

Wednesday, February 15th, 2023, 6:30 PM

MEETING MINUTES

1. **Call to Order** – Sandra Dunkle, Board Chair

The meeting was called to order by Sandra Dunkle at 6:30 PM.

2. **Roll Call** – Alexandra Hannigan, Administrative Operations Coordinator

Ms. Alexandra Hannigan completed the roll call.

Board Members Present:

Chairwoman Sandra Dunkle, Ms. Lisa Goshen, Ms. Deborah Rockwell, Ms. Elisabeth Alger, Reverend David Howard, Ms. Jennifer Coker, Mr. Kahle Magalis, Mr. Chris Rinker

Board Members Present via Zoom:

Ms. Sherry Arey

Board Members Absent:

Mr. Guss Morrison, Ms. Linda Bodkin

Staff Present:

Ms. Alexandra Hannigan, Mr. Greg Gutmeir, Ms. Melissa Shaffer-Reyes, Ms. Crystal Jordan, Ms. Jayne Shanholtz, Ms. Andrea Bieber, Ms. Denise Acker

3. **Approval of Minutes/Agenda** – Sandra Dunkle

Jennifer Coker made a motion to approve the minutes from the January 18th, 2023, meeting. Reverend David Howard seconded, and the motion carried.

4. **Opening Comments/Welcome** – Sandra Dunkle

Sandra Dunkle welcomed all in attendance and a special welcome to the special visitor, Benelli.



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5. New Employee Introduction – Greg Gutmeir, Interim ED/CFO

Mr. Gutmeir introduced new employees who were present via TEAMS.

6. Public Comment

None.

7. Committee Reports to the Board of Directors:

- **Executive Committee** – Sandra Dunkle

Ms. Dunkle let the Board know that the Executive Committee met prior to the Board meeting. All members were in attendance. The agenda was discussed along with several items that would be voted on during the meeting.

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

Committee Chair, Deborah Rockwell shared that the Committee has had two meetings since the last Board meeting. They've had a lot of discussion about the ACT Program and a lot of good conversation about Programs in general. A programs manual was discussed. Ms. Andrea Bieber is working on this and hopes to present at March's Board Meeting.

1. Page Clinic Purchase – Motion to extend contract for purchase

Discussion was had about the purchase of the Page Clinic and the motion to extend the contract for purchase. After discussion, Ms. Lisa Goshen made a motion to adopt an amendment to extend the contract for purchase with Court Investments for the purchase of the property known as 136 General Drive, Luray Virginia to April 5th, 2023. Mr. Chris Rinker seconded, and the motion carried.

Ayes: Chairwoman Sandra Dunkle, Ms. Lisa Goshen, Ms. Deborah Rockwell, Ms. Elisabeth Alger, Reverend David Howard, Ms. Jennifer Coker, Mr. Mr. Chris Rinker

Nays: Mr. Kahle Magalis



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2. Assertive Community Treatment (ACT) Program Discussion – Andrea Bieber

After a lengthy discussion regarding the ACT Program, the staffing and recruiting issues, and the unbundling of the ACT services. Discussion was also had about the requirements of the ACT Program and what is required to meet fidelity. Mr. Rinker made a Motion to temporarily discontinue bundled client services at the Assertive community treatment (ACT) South program but continue to provide intensive case management and access to medical services, to include additional minimum staff of two (2) service delivery staff and continued to recruit program specified team members to ACT module. Ms. Lisa Goshen seconded, and the motion carried.

- **Human Resources/Finance Committee** - Kahle Magalis Committee Chair

Mr. Kahle Magalis provided an update on the Committee meeting from earlier in the evening. Much of the meeting was spent discussing building assets. Ms. Crystal Jordan was pleased to announce that an Applicant Tracking System has gone live for 2023. This gives the applicant the benefit of knowing where their application stands throughout the recruiting process. It also can provide data for staff, as to trends and tempos of screening and interviewing. This data will be able to be provided monthly. Ms. Jordan provided the recruitment statistics for February. 11 New Hires, 7 of those were external, and 4 were internal. March's projected hires are 17. 10 of those being external, and 7 being internal.

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

Ms. Jennifer Coker stated there wasn't much from the Governance/Public Relations committee, but she would be providing an update on the ED Recruitment in Closed Session. There was discussion about the "jobs" of each of the committees. Ms. Alexandra Hannigan will email the committee duties from the By-Laws to Ms. Coker and Ms. Goshen.

8. Interim Executive Director Report / Announcements – Greg Gutmeir

Mr. Greg Gutmeir provided a recruiting update to the Board. 11 new hires, and 4 resignations in February. An update was given on the Berryville Clinic. He reported there was a Nurse Practitioner and Registered Nurse there every other Friday. Beginning March 20th, there would be a child psychiatrist there every other Monday and a Case Manager. He was happy to report a new Child Psychiatrist and a new RN had been hired and



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would begin in March. Ms. Gutmeir reported that staff has worked to update the job descriptions for the RSW Jail positions and they have been posted. It has the same Job Duties as previously with the addition of duties that pertain to the jail. Mr. Gutmeir also stated an MOU was in the process of being re-developed with RSW Jail. Mr. Gutmeir gave an update on the Board of Directors recruiting. Currently there are 4 vacancies on the Board. 2 Vacancies in the City of Winchester, 1 in Page County, and 1 in Warren County.

9. Other Business/Questions

- **Discussion of COO Written Report**

Mr. Gutmeir reviewed Ms. Katie Heritage's written COO presentation, including the Board member Orientation PowerPoint. He reported that the health care bill was tabled but assured the Board it would continue to be pursued.

10. **Programs Presentation**

- **PSR & Chapin House - Andrea Bieber**

Ms. Andrea Bieber gave a programs presentation on the PSR Program and Chapin House.

11. **Meeting Recap – Action Items and Motions Presented – Sandra Dunkle**

There were two motions presented and voted on.

Ms. Dunkle opened the discussion to the group about anything they'd like to discuss. Ms. Jennifer Coker brought up spacing concerns at Prosperity and what are alternatives options to alleviate this issue. Ms. Lisa Goshen brought up SDA coming to Berryville. Ms. Alger also questioned SDA coming to Page. Mr. Rinker wanted to recognize Allie Allar from Shenandoah County as the 2022 Virginia CIT Communications Officer of the Year.

12. Executive Session

A MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS ACTUAL OR PROBABLE LITIGATION AND PERSONNEL MATTERS PURSUANT TO VIRGINIA CODE SECTION 2.2-3711.

Chairwoman Dunkle made a motion to enter into Executive Session at 8:27 p.m., Mr. David Howard seconded and the motion carried.



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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 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.

10 Ayes. 0 Nays.

13. Any Motions from Closed Session

14. **Call to Adjourn** - Sandra Dunkle adjourned the meeting.

15. **Next Meeting** – Wednesday, March 15th, 2023, 6:30 PM

GIVEN UNDER MY HAND, this 15th Day of March, 2023.

Alexandra E. Hannigan, Administrative Operations Coordinator