



BOARD OF DIRECTORS – REGULAR MEETING

Wednesday, January 18th, 2022, 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. Sherry Arey, Ms. Jennifer Coker, Mr. Kahle Magalis, Mr. Chris Rinker

Board Members Present via Zoom:

Ms. Linda Bodkin

Board Members Absent:

Mr. Guss Morrison

Staff Present:

Ms. Katie Heritage, 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 November 16th, 2022, meeting. Reverend David Howard seconded, and the motion carried.

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

Sandra Dunkle welcomed all in attendance and to the first meeting of 2023.



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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

- 1. Holiday Dinner Reminder

Ms. Dunkle reminded all in attendance that the Board's Holiday Dinner will take place on Thursday, February 2nd at 6:00 PM in the Board room.

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

Ms. Rockwell reported that the Property/Program Committee had met earlier and discussed the different program offerings by the Agency and working to put together site visits for the Board. She also reported the committee would continue to meet monthly prior to each Board meeting.

- 1. Northern Clinic Update**

Ms. Heritage provided an update on the Northern Clinic. The Agency is working through some adjustments on the schematic at that location. Ms. Heritage is also compiling all of the invoices for reimbursement for the Northern Clinic from the USDA.

- 2. Page Clinic Contract for Purchase**

Ms. Heritage was happy to report all the concurring resolutions have been obtained from each of the Agency's localities for the purchase of the Page Clinic. We're looking for a close date of 30-60 days. Ms. Heritage reminded the Board that this purchase was strictly a paper transaction, as we're already the tenant at 136 General Drive in Luray.

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



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Mr. Magalis provided an update from the HR/Finance committee from their meeting. He was pleased to let the Board know that the Agency's financial audit went off well, and all the internal controls were satisfactory. Mr. Magalis touched on the recruiting discussion from the Committee meeting, and the retention problems the Agency is currently facing.

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

No Report Given.

8. Interim Executive Director Report / Announcements – Greg Gutmeir

Mr. Gutmeir shared with the Board that the PHE (Public Health Emergency) had been extended, and the Agency has now adopted a “masking optional” policy. Mr. Gutmeir provided an update on recruiting and retention, and HR's push to train and educate staff and supervisors within the Agency. The Board of Directors has four open vacancies. 2 in the City of Winchester, 1 in Page County, and 1 in Warren County. An update was provided on the staffing at the Berryville clinic to include a full time Secretary, a Nurse Practitioner and a nurse every other Friday. Mr. Gutmeir was also happy to report Dr. Jagadamba Pandit, Medical Director, has hired three Nurse Practitioners (Sherry Carter, Veronica Doran, and Christina Espinosa) to come on to the Agency full time to replace contractors. There was discussion about Crisis, the Crisis Recovery Center and the CITAC expansion through Valley Health. It was reported that Valley Health has a preliminary schematic of what that will look like. Ms. Heritage plans to follow up with Valley Health and Nick Restrepo to further discuss this and the schematic.

9. Other Business/Questions

Committee Member Appointments

Governance and Public Relations Committee: Jennifer Coker, Chair. Elisabeth Alger, Member. Sherry Arey, Member.

HR/Finance Committee: Kahle Magalis, Chair. Linda Bodkin, Member. David Howard, Member.

Property/Programs Committee: Deborah Rockwell, Chair. Chris Rinker, Member. Guss Morrison, Member. Lisa Goshen, Member.

Mr. Magalis made a motion to appoint the Committee Members for 2023 as read. Ms. Elisabeth Alger seconded, and the motion carried.



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Update on Health Insurance Bill

Ms. Heritage notified the Board that the Health Insurance bill will go before the sub committee on January 26th or February 2nd. Wendy Gooditis brought the bill forward and it has bi-partisan support. All VACSB's will be testifying to fall under the State's health insurance pool with the Agency paying our own way.

Update on RSW Regional Staffing

The Agency has an MOU with RSW to provide 2 QMHP's, which the jail pays NWCSB for those salaries and benefits. The Agency has had a difficult time recruiting for those positions. Mr. Gutmier will be working with HR on salaries and classifications in hopes of being able to fill these positions.

Assertive Community Treatment – Andrea Bieber, Greg Gutmeir, Katie Heritage

Ms. Andrea Bieber gave a presentation on the Assertive Community Treatment program. Mr. Chris Rinker made a motion to continue the ACT discussions until the February meeting. Ms. Deborah Rockwell seconded, and the motion passed.

Meeting Recap – Action Items and Motions Presented – Sandra Dunkle

There were no action items discussed. There were two motions.

10. 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 7:41 p.m., Ms. Deborah Rockwell 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

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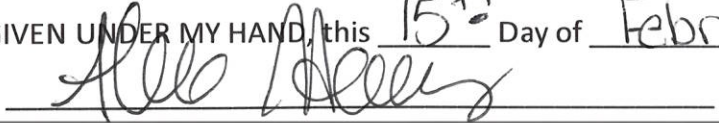
of Virginia section 2.2-3712.D requires certification by this Board that such closed meeting was conducted in conformity with Virginia law; now, therefore, be it RESOLVED by the Northwestern Community Services Board members this 21st day of September 2022, that the Board certifies that, to the best of 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.

Any Motions from Closed Session

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

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

GIVEN UNDER MY HAND, this 15th Day of February, 2022.


Alexandra E. Hannigan, Administrative Operations Coordinator