



BOARD OF DIRECTORS – REGULAR MEETING

Wednesday, March 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 6:44 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, Reverend David Howard, Ms. Jennifer Coker, Mr. Kahle Magalis, Mr. Chris Rinker

Board Members Present via Zoom:

Ms. Elisabeth Alger

Board Members Absent:

Mr. Guss Morrison, Ms. Linda Bodkin, Ms. Sherry Arey

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, Mr. Frank Peltier

3. Approval of Minutes/Agenda – Sandra Dunkle

Jennifer Coker made a motion to approve the minutes from the February 15th, 2023, meeting. Kahle Magalis seconded, and the motion carried.

4. Opening Comments/Welcome – Sandra Dunkle

Chairwoman Dunkle opened the meeting welcoming all who were in attendance. Reverend Howard let the Board know he had received a notice of a retirement party for Ms. Sherry Arey that will take place on March 24th from 4:00 PM – 7:00 PM.



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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

Chairwoman Dunkle let the full Board know all members of the Executive Committee were present during the meeting and personnel matters were discussed. Ms. Dunkle was happy to report it was a successful committee meeting.

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

The Property and Program Committee reported on their Page Clinic Tour that took place in February. The Committee members were very pleased with the clinic and building. Mr. Chris Rinker reported that there was an opportunity for a rental to a non-profit, but the Agency is unable to explore that avenue until the official purchase has taken place.

On April 19th, the Property and Program Committee will continue their tour of the Agency's southern locations to include: VNC, Shenandoah Clinic, Chapin House and Sunshine House. The committee also recommends the next Board meeting take place at Sunshine House to give the full Board an opportunity to see that location.

The Committee reported that Ms. Katie Heritage and Ms. Andrea Bieber presented a possibility to lease additional space at 1014 Amherst Street, Winchester VA to alleviate the overcrowding at the Prosperity location. This would bring all of the SU department back under one roof and allows for a substantial savings to the Agency. The Property & Program Committee recommended the finance committee review and approve. The Finance committee along with Greg Gutmeir discussed. Mr. Chris Rinker made a motion to enter into a lease for additional space at the property known as 1014 Amherst Street, Winchester Virginia. Mr. Kahle Magalis seconded, and the motion passed.

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The Committee also reported Ms. Heritage had provided some signage options for the Prosperity clinic. The committee agreed this should be tabled until a later date.

It was reported that Ms. Andrea Bieber presented a Programs Manual which includes an overview of each of the programs offered by Northwestern.

The ACT South building lease was discussed, and it was decided that Ms. Bieber and Ms. Heritage would reach out to the property owner to find out about terminating the lease. Currently, NWCSB has leased this location until 2024. Mr. Rinker volunteered to assist in locating office space should ACT South expand again.

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

Mr. Kahle Magalis reported there were a total of nine new hires that began March 1st. Five of those were external and four were internal transfers. The five external hires included: Case Manager, RN, Med Assistant, Med Advocate, and a Child Psychiatrist. He also reported that since February of 2022, there has been a turnover rate of 43%. Mr. Magalis was happy to report HR has been working on an org chart that includes roughly 315 positions. As of February, 232 of those positions have been filled. The focus of the HR department continues to be recruitment and retention. Mr. Magalis also reported, the reimbursement model has changed with the State, and there has been a lag in time on receiving payments. The state no longer provides funds up front, the CSB must bill the state and be reimbursed. Mr. Magalis reported the midyear Performance Contract has been completed and submitted.

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

No report was given from this committee.

8. Interim Executive Director Report / Announcements – Greg Gutmeir



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Mr. Gutmeir presented the Interim Executive Director report, which included an update on the Berryville Clinic coverage. He stated there is a Nurse Practitioner and RN every other Friday providing medication management for adults. These are by appointment only and are on the opposite weeks from Children's Services. On every other Monday, beginning Mar 20th there will be a Child Psychologist, RN and Case Management Services for Children's services. He stated currently there is Office Staff at the clinic every Monday, Tuesday, and Friday. This includes the Monday and Friday that no services are offered, but Effective next week, we will only have Office staff there when services are offered.

An update was provided on the RSW Jail Staffing. It was stated in the past, Northwestern has had difficulty retaining staff to work at the jail. Mr. Gutmeir reported that the Contract/Agreement with RSW has been updated to ensure clinical and personnel expectations are clearly defined moving forward. This agreement has been signed by both parties and became effective March 13th. Mr. Gutmeir also reported that the job descriptions for the two RSW Jail positions have been updated and there are two candidates the Agency is considering for 1 of the 2 positions needed.

9. Other Business/Questions

- **Board Appointment & Membership**

Ms. Katie Heritage gave a PowerPoint presentation on Board Appointment and Membership.

- **Line of Credit Signatures from all Board Members**

The bi-annual line of credit for \$500,000 has come up for renewal and must be signed by all board members. The line of credit is a safeguard in the event of a catastrophe and has never been utilized by the Agency. Ms. Sandra Dunkle made a motion to renew the bi-annual line of credit. Ms. Lisa Goshen seconded, and the motion passed.

10. Programs Presentation

- **Crisis Services Programs - Jessica Johnson**

Ms. Jessica Johnson gave a programs presentation on the Crisis Services Program.



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

None.

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.

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 15th day of March 2023, 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, April 19th, 2023, 6:00 PM

GIVEN UNDER MY HAND, this 19th Day of April, 2023.

Alexandra E. Hannigan, Administrative Operations Coordinator