



## BOARD OF DIRECTORS – REGULAR MEETING

Wednesday, April 19<sup>th</sup>, 2023, 6:00 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, Ms. Linda Bodkin, Ms. Elisabeth Alger, Ms. Mary Orndorff, Ms. Sherry Arey

**Board Members Absent:**

Mr. Guss Morrison

**Staff Present:**

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

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

Chairwoman Sandra Dunkle approved the minutes from the March 15<sup>th</sup>, 2023 meeting.

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

Chairwoman Dunkle opened the meeting welcoming all who were in attendance and gave a special thank you to Sunshine House for their hospitality. Ms. Mary Orndorff, new Board Member from the City of Winchester was welcomed.

6. **Public Comment**

None.



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### 7. Committee Reports to the Board of Directors:

- **Executive Committee** – Sandra Dunkle

Ms. Dunkle reported there was no Executive Committee meeting prior to the Board meeting.

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

#### **Page Clinic Purchase Update**

Ms. Heritage provided an update on the Page Clinic purchase. She reported that all paperwork had been submitted to the USDA, the title search has been completed and the lease for Mr. Miller to rent back the law office portion of the building is ready for signature. The Agency is just awaiting the closing date from USDA.

#### **Amherst Street Lease & Update**

Ms. Heritage reported that the lease was approved by the Board at the March Board meeting for 1014 Amherst Street. We are awaiting the certificate of occupancy and quotes for the needed construction. New carpet and paint will be needed as well. Ms. Heritage reported that the licensing process is already under way. Ms. Heritage also reported that after speaking with Crisis, the Amherst location is just not a viable solution to bring all of Crisis back under one roof. A project team is looking at alternative locations for Crisis, and Crisis is being considered a separate project at this time.

Ms. Heritage has reached out to the landlord regarding the ability to terminate the lease early at 158 Front Royal Pike. Staff have also reached out to the owner of the ACT South location in the hopes of being able to terminate that lease early as well. The hold up on this has been the medication storage and moving this with the Board of Pharmacy.

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

Mr. Magalis reported there was nothing urgent with the agency's finances. Revenue had been inputted by the accountant. HR Staff provided an update on the hires for March and April. In March, there were six new hires: 3 internal and 3 externals. In April, there were six new hires: 3





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internal and 3 externals. Since March of 2022, there have been 102 terms. Those include voluntary resignations and terminations. The turnover rate for the Agency for year to date is 43%. As of April 18<sup>th</sup>, 2023, there are 235 employees across the Agency.

### **Organizational Chart Presentation**

The Agency's org chart was presented by Ms. Crystal Jordan.

### **Substance Use Disorder (SUD) Outpatient Coordinator Position**

Ms. Andrea Bieber reported the retirement of Nancy Haden, who was the Agency's "founding mother" for Substance Use. With her retirement, leads to a newly created position. This coordinator will be responsible for Outpatient and Drug Court, which will bring both of these outpatient tracts under one supervisory position and allow all outpatient therapists to have the same supervision.

Mr. Rinker made a motion to approve the creation of the substance use disorder (SUD) Outpatient Coordinator position. Mr. Howard seconded, and the motion passed.

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

Ms. Coker was happy to report the announcement of hiring of the new Executive Director, Katrina McClure. Articles were posted in the NV Daily, Royal Examiner and the Winchester Star. The announcement was also shared on the Agency's social media, along with Sinclair Health's social media.

Ms. Coker also reminded the Board that it's never too soon to start thinking about Committee selections for the 2024 year. The Slate of Officers will be announced at the October 2023 meeting.

### **8. Interim Executive Director Report / Announcements – Greg Gutmeir**

Mr. Gutmeir gave an update on the Crisis Receiving Center. He reported there had been a meeting with Valley Health and DBHDS on April 13<sup>th</sup>. He received the meeting invite two hours prior to the meeting beginning at the request of Stephen Craver from DBHDS. Katie Heritage, Greg Gutmeir, Kahle Magalis and Donna Trillio were all in attendance from the Agency. Dr. Restrepo from Valley Health, Stephen Craver and Andrew Diefenthaler from DBHDS were also in attendance. During the meeting Dr. Restrepo claimed that Mike had agreed to staff the CRC 23/7, which

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he did not. Dr. Restrepo agreed there was nothing in writing from Mike that would reinforce that argument. Dr. Restrepo mentioned a red-lined contract that he was working on with DBHDS that NWCSB has not been a part of. Stephen Craver from DBHDS forwarded this draft contract to NWCSB after the meeting. After discussion, it was decided that NWCSB staff would draft a letter to the President of Valley Health requesting a sit down meeting to be on the same page with regards to the Crisis Receiving Center. This would also include DBHDS.

Mr. Gutmeir gave an update on the CFO recruitment. There have been five applicants thus far, 2 of those have withdrawn and three were interviewed last week. The CFO Interview Panel consists of Greg Gutmeir, Katie Heritage and Crystal Jordan. The CFO recruitment advertising has been expanded to include two other job boards beginning 4/13. Katrina McClure has agreed to be involved with the 2<sup>nd</sup> round of interviews. Mr. Gutmeir will continue as a full time employee to assist with the CFO and Executive Director transition through July 2023.

Mr. Gutmeir provided an update on the Agency's volumes and billable encounters. The Agency is experiencing a volume decline this fiscal year in almost all Service categories.

It was decided that the program presentation for next month would be CITAC/Crisis Receiving Center. Jessica Johnson and Donna Trillio will be the presenters.

### 9. Other Business/Questions

"Executive Director Transition Committee"

Mr. Kahle Magalis provided an update from the Transition Committee's last meeting. There is an onboarding checklist for new Executives that the committee is utilizing. A few items that will be put together for the incoming Executive Director are Board member Biographies, Resumes and Bios of the Executive Director's direct reports and a reference manual of the different programs offered across the Agency. There was also a discussion of a reception for her after she's on board.



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Ms. Dunkle also provided an update on Board members who have not been attending Board meetings. Those members have been notified of their non-compliance and that data will be reported to the Localities.

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

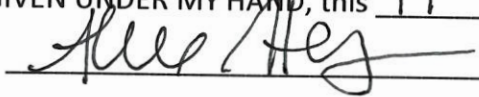
A motion to approve the creation of the substance use disorder (SUD) Outpatient Coordinator position passed.

**14. Call to Adjourn**

Sandra Dunkle adjourned the meeting at 8:03 PM.

**15. Next Meeting – Wednesday, May 17<sup>th</sup>, 2023, 6:30 PM**

GIVEN UNDER MY HAND, this 17<sup>th</sup> Day of May, 2023.



Alexandra E. Hannigan, Administrative Operations Coordinator