

BOARD OF DIRECTORS – REGULAR MEETING

Wednesday, May 17th, 2023, 6:30 PM

MEETING MINUTES

<p>1. <u>Call to Order</u> – Sandra Dunkle, Board Chair</p> <p>The meeting was called to order by Sandra Dunkle.</p>
<p>2. <u>Roll Call</u> – Alexandra Hannigan, Administrative Operations Coordinator</p> <p>Ms. Alexandra Hannigan completed the roll call.</p> <p><u>Board Members Present:</u></p> <p>Chairwoman Sandra Dunkle, Ms. Lisa Goshen, Ms. Deborah Rockwell, Reverend David Howard, Mr. Kahle Magalis, Mr. Chris Rinker, Ms. Linda Bodkin, Ms. Mary Orndorff, Ms. Sherry Arey</p> <p><u>Board Members Absent:</u></p> <p>Ms. Elisabeth Alger, Ms. Jennifer Coker</p> <p><u>Staff Present:</u></p> <p>Mr. Greg Gutmeir, Ms. Katie Heritage, Ms. Alexandra Hannigan, Ms. Jayne Shanholtz, Ms. Andrea Bieber, Ms. Denise Acker, Mr. Tim May, Mr. Aaron Clark, Mr. Cody Athey, Ms. Nancy Haden</p>
<p>3. <u>Approval of Minutes/Agenda</u> – Sandra Dunkle</p> <p>Chairwoman Sandra Dunkle approved the minutes as presented from the April 19th, 2023 meeting.</p>
<p>4. <u>Opening Comments/Welcome</u> – Sandra Dunkle</p> <p>Chairwoman Dunkle opened the meeting welcoming all who were in attendance to NWCSB's May Board meeting.</p>
<p>5. <u>New Employee Introductions</u> – Greg Gutmeir</p> <p>Mr. Greg Gutmeir introduced new employees who were present via TEAMS.</p>
<p>6. <u>Special Retirement Recognition of Nancy Haden</u> – Greg Gutmeir</p>

BOARD OF DIRECTORS – REGULAR MEETING

Wednesday, May 17th, 2023, 6:30 PM

A special recognition was given to Ms. Nancy Haden for her years of service and dedication to Northwestern's Substance Use Program.	
7. <u>Public Comment</u>	None.
8. <u>Programs Presentation</u>	<p>"Crisis Receiving Center & Status of CITAC" – Donna Trillio & Jessica Johnson</p> <p>A presentation on the Crisis Receiving Center and the status of CITAC was given by Ms. Donna Trillio and Ms. Jessica Johnson.</p>
9. <u>Committee Reports to the Board of Directors:</u>	<ul style="list-style-type: none"> • <u>Executive Committee</u> – Sandra Dunkle <p>Ms. Dunkle reported there was an Executive Committee that met prior to the Board Meeting and the items that were discussed will be brought before the full Board.</p> <ul style="list-style-type: none"> • <u>Property/Program Committee</u> - Deborah Rockwell, Committee Chair <p>Ms. Rockwell reported that the Committee had met prior to the Board meeting and their next meeting was scheduled via TEAMS for June 15th at 11:00 AM. The Property & Program Committee also plans to tour the TJP and Our Family location prior to the next Board meeting on June 21st at 5:30 PM.</p> <p>Page Clinic Purchase Update</p> <p>Ms. Heritage reported that two new USDA reps had been assigned to our area to handle the closing of the Page Clinic. We are still in process and should be closing in the upcoming weeks.</p> <p>Amherst Street Lease & Update</p> <p>Ms. Heritage provided an update on the Amherst Street project. Leasing this additional space at 1014 Amherst Street will alleviate the overcrowding at Prosperity.</p>

BOARD OF DIRECTORS – REGULAR MEETING

Wednesday, May 17th, 2023, 6:30 PM

Ms. Heritage provided an update on 158 Front Royal Pike. The landlord has not been willing to terminate the lease early, but she intends to continue to follow up about looking for new tenants. The ACT South location will be vacated and all NWCSB property should be out of the location by the end of June. Ms. Heritage also provided a summary of the rent/mortgages for the Winchester locations.

Ms. Heritage provided a presentation on possible Crisis office space. After discussion, Mr. Chris Rinker made a *Motion to authorize the Interim Executive Director to negotiate and execute a lease for the rental of commercial space located at the property known as 918 Amherst Street, Winchester, Virginia*. Ms. Lisa Goshen seconded, and the motion passed.

- **Human Resources/Finance Committee** - Kahle Magalis Committee Chair
It was reported that there was a total of twelve new hires for the month of April. Four transfers, Four new hires, and Four re-hires. There were also nine terminations/resignations for April.

Mr. Gutmeir discussed employee trends that are being seen across the Agency. The Agency's financial update was also given. It was reported that there is a 30% reduction in billable revenue due to Case Manager shortages. The HR and Finance Committee has agreed that Greg and Jayne will review with Program Managers the specific Case Manager positions. After this, a plan will be put together to recruit and retain Case Managers and bring that recommendation back to the HR and Finance Committee.

- **Governance/Public Relations Committee** - Jennifer Coker, Committee Chair
It was reported the next Governance/Public Relations committee was scheduled for Wednesday, May 24th. If any Board members have social media concerns or comments, they were asked to please email Jennifer Coker.

8. **Interim Executive Director Report / Announcements** – Greg Gutmeir
Mr. Gutmeir reported that no additional updates have been received in the CRC from last month. He reported the CITAC Advisory Board sent a "letter of intent" to VH ED Director, John Grady, with suggestions on how to improve CITAC functionality of April 28th. Valley Health sent a response letter to CITAC Board on May 4th. The CITAC Advisory Board met virtually with Valley Health ED Director, John Grady, on May 9th to

BOARD OF DIRECTORS – REGULAR MEETING

Wednesday, May 17th, 2023, 6:30 PM

discuss issues raised in correspondence. Mr. Gutmeir reported that Mr. Grade was polite and seemed to genuinely want to work collaboratively with CITAC to resolve issues.

Mr. Gutmeir provided an update on the CFO Recruitment. There had been a 2nd interview with one candidate that included Ms. McClure. There is a 2nd interview with another candidate scheduled for May 19th. There is also a 1st interview candidate scheduled for May 18th. The position posting closes on May 21st and they expect to choose a candidate shortly after.

10. Other Business/Questions

None.

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

A Motion to authorize the Interim Executive Director to negotiate and execute a lease for the rental of commercial space located at the property known as 918 Amherst Street, Winchester, Virginia.

12. Call to Adjourn

Sandra Dunkle adjourned the meeting.

13. Next Meeting – Wednesday, June 21st, 2023, 6:30 PM

GIVEN UNDER MY HAND, this 21st Day of June, 2023.


Alexandra E. Hannigan, Administrative Operations Coordinator