



Minutes of Regular Meeting of the Board of Directors Wednesday, August 16, 2023

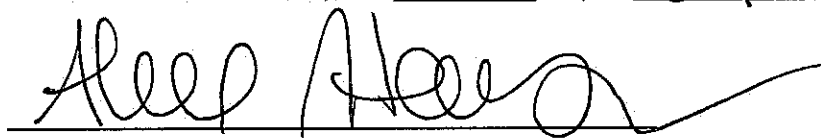
Attendees: Elisabeth Alger, Charolette Eriksson, Sandra Dunkle, David Howard, Chris Rinker, Lisa Goshen, Linda Bodkin, Jennifer Coker, Kahle Magalis, Katrina McClure

Absentees: Sherry Arey, Mary Orndorff, Debby Rockwell

| Meeting Minutes | |
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| 1. Call to Order, Opening Comments and Welcome Called to order at 6:17pm. | Dunkle |
| 2. Approval of Minutes The minutes were not available and will be considered for approval at the next meeting. | Dunkle |
| 3. Approval of Agenda Howard moved to amend the agenda to include additional items under new business. Goshen moved to accept the revised agenda. The motion was seconded and passed. | Dunkle |
| 4. Public Comment There was no public comment. | All |
| 5. Reports | |
| a. Board Committees | |
| i) Executive Committee The Executive Committee reviewed the proposed changes to the publicly posted agenda. | Dunkle |
| ii) Property/Program Committee No report. | |
| iii) Finance/ Human Resources Committee The finance report was not available at the time of the committee meeting and will be reviewed at the next meeting. The committee put forth several proposals to be discussed in greater depth during New Business. | Magalis |
| iv) Governance/ Public Relations The committee meets the following Wednesday to review board bylaws and nominations for the 2024 executive committee. | Coker |

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| <p>b. CEO</p> <p>McClure provided a general update in addition to a more in-depth update on the development of the draft strategic plan that prioritizes People, Empowerment, and Efficiency.</p> | McClure |
| <p>5. Executive Session</p> <p>Executive session began at 6:56pm to discuss personnel matters pursuant to Virginia Code Section 2.2-3711 and concluded at 7:13pm. The discussion during the executive session was held in accordance with the stated purpose and was certified by the attendees. The board returned to open session at 7:13pm.</p> | Dunkle |
| <p>7. New Business</p> <p>a) Position Requisition & Approval</p> <p>Howard moved to approve the job descriptions for: HR Director, Controller, Performance Improvement Consultant, and Administrative Clinical Support. The motion was seconded and passed.</p> <p>b) Increase Compensation Request</p> <p>Attendees discussed the importance of offering competitive wages. The CEO requested wage increases, which were reviewed and recommended by the Finance/HR committee that would be implemented at the discretion of the CEO.</p> <p>i) Magalis moved to increase the starting rate of pay for QMHPs and patient advocates (PSR) carrying full caseloads from 4F/10 to 4F/17 with a three-step increase for masters prepared QMHPs. Motion seconded and passed.</p> <p>ii) Magalis moved to increase the starting rate of pay for LMHPs with full caseloads from 4H/15 to 4H/23. Motion seconded and passed.</p> <p>c) Bank Account Signatories</p> <p>Magalis moved to add the CEO, CFO, and the Board Treasurer Jon Munch, and as signatories on the organization's bank accounts and remove former employees and the former Interim CEO. The motion was seconded and passed.</p> <p>d) Grants Management Financial Policy</p> <p>Magalis moved to adopt the proposed grants management financial policy that was recommended by the Finance/HR Committee. Motion seconded and passed.</p> <p>e) FOIA Policy</p> <p>Rinker moved to approve the proposed FOIA Policy and to name the CEO and/or her designee as the FOIA Officer for NWCSB. Motion seconded and passed.</p> <p>f) Referral Bonus Policy</p> <p>Magalis moved to adopt the Employee Referral Bonus policy as recommended by the Finance/HR committee. Motion seconded and passed.</p> | <p>McClure</p> <p>McClure</p> <p>Dunkle</p> <p>Magalis</p> <p>McClure</p> <p>McClure</p> |
| <p>8. Old Business</p> <p>No old business.</p> | All |
| <p>9. Announcements</p> <ul style="list-style-type: none"> NWCSB had its first clients in the new Warren County Drug Court. Walk Out of The Darkness, October 14 at Sherando High School Concern Hotline's Fish Fry, September 1st at Frederick County Fairgrounds Future board meetings will be held at 6pm. | All |
| <p>10. Call to Adjourn</p> <p>Meeting adjourned at 8:10pm</p> | Sandra Dunkle |

GIVEN UNDER MY HAND, this 20th Day of September, 2023.

A handwritten signature in black ink, appearing to read "Alex Hannigan", written over a horizontal line.

Alexandra E. Hannigan, Administrative Operations Coordinator