

BOARD OF DIRECTORS – REGULAR MEETING

Wednesday, June 21st, 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, Mr. Kahle Magalis, Mr. Chris Rinker, Ms. Mary Orndorff, Ms. Charlotte Eriksson, Ms. Elisabeth Alger</p>
<p><u>Board Members Present VIA Zoom:</u></p> <p>Ms. Sherry Arey</p>
<p><u>Board Members Absent:</u></p> <p>Ms. Linda Bodkin, Reverend David Howard, 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</p>
<p>3. <u>Approval of Minutes/Agenda</u> – Sandra Dunkle</p> <p>Ms. Deborah Rockwell made a motion to approve the minutes as presented from the May 17th, 2023 meeting. Ms. Lisa Goshen seconded and the motion carried.</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 June Board meeting.</p>
<p>5. <u>New Employee Introductions</u> – Greg Gutmeir</p>



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Mr. Greg Gutmeir introduced new employees who were present via TEAMS.
7. <u>Public Comment</u> None.
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 that the Executive Committee met earlier in the evening, and that there would be an important proposal coming up regarding Case Manager salaries.</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. She reported if there were any requests for specific Program presentations to please reach out to Andrea Bieber. Ms. Heritage provided a report on the NWCSB properties. NWCSB is now the owner of 136 General Drive in Luray. Ms. Heritage reported that all utilities have been switched over. She also reminded the Board that there is a small office space within the Page clinic that would be available for lease to a public facing agency. It was reported that SUD has fully relocated back to 1014 Amherst Street, and the lease had been executed on April 1st. Ms. Heritage was sad to report that the owner of the 1st choice property for the new Crisis space decided to sell. Ms. Rockwell made a motion to authorize the Interim Executive Director to execute a two-year lease with Aikens and Ward, LLC. for the rental of the property known as 480 West Jubal Early Drive, Suite 350, Winchester VA 22601. Ms. Elisabeth Alger seconded, and the motion carried.</p>
<ul style="list-style-type: none"> <u>Human Resources/Finance Committee</u> - Kahle Magalis Committee Chair <p>The HR Department reported there had been six hires and five transfers in the month. It brought the termination count to 29 for the calendar year and to 72 for the fiscal year. A financial report was given by the CFO. Mr. Gutmeir reported that the starting pay for a Case Manager is \$37,431. He proposed two scenarios to increase their starting salary. One was a one step increase and the other was a two step increase. Mr. Gutmeir reported all NWCSB staff would receive a 2% COLA increase effective July 1st. Ms. Kahle Magalis made a motion to approve a two step increase for Case Managers effective July 1st. Mr. Chris Rinker seconded, and the motion carried.</p>

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<ul style="list-style-type: none"> • <u>Governance/Public Relations Committee</u> - Jennifer Coker, Committee Chair <p>Ms. Dunkle reported in Ms. Coker's absence that she will be the head of the nominating committee and Ms. Lisa Goshen will also be a member.</p> <ul style="list-style-type: none"> • <u>Transition Committee</u> <p>Mr. Magalis reported that the Committee had met last month and began working on the performance measures for the incoming Executive Director. He also stated that the VACSB Conference had also been booked.</p>
<p>8. <u>Interim Executive Director Report / Announcements</u> – Greg Gutmeir</p> <p>Mr. Gutmeir provided an update on the CFO Recruitment. An offer has been extended and accepted and the candidate will begin on July 24th. Mr. Gutmeir reported that he plans to stay on as PRN through at least August. Mr. Gutmeir reported on Agency volumes and financials. Case Management services have declined in volume. Volumes and revenue remain down in May but appear to have leveled off. A proposal has been presented to increase the starting salary for case managers in the hopes of increasing Case Management Services. Mr. Gutmeir also reported that the 2nd part of the 7% COLA increase will be disseminated on July 1st. NWCSB employees received a 5% COLA increase in August of 2022 and will receive the balance 2% in July 2023.</p>
<p>10. <u>Other Business/Questions</u></p> <p>None.</p>
<p>11. <u>Meeting Recap – Action Items and Motions Presented</u> – Sandra Dunkle</p> <p>A motion to authorize the Interim Executive Director to execute a two-year lease with Aikens and Ward, LLC for the rental of the property known as 480 West Jubal Early Drive, Suite 350, Winchester VA 22601.</p> <p>A Motion to approve a two-step starting salary increase for all case managers effective July 1st, 2023.</p>
<p>12. <u>Call to Adjourn</u></p> <p>Sandra Dunkle adjourned the meeting.</p>



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13. Next Meeting – Wednesday, August 16th, 2023, 6:30 PM

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



Alexandra E. Hannigan, Administrative Operations Coordinator