

# Northwestern Community Services Board

🏠 **Location:** Warren Clinic 2<sup>nd</sup> Floor Board Room  
📅 **Date:** August 17<sup>th</sup>, 2022  
🕒 **Time:** 6:30 p.m.

## Meeting Minutes



6:30 p.m.	<b><u>Call to Order</u></b> Chairwoman Seal called the meeting to order at 6:30 p.m.
6:30 p.m.	<b><u>Roll Call</u></b> Ms. Hannigan completed the roll call. <b><u>Board Members Present:</u></b> Chairwoman Dominika Seal Treasurer Reverend David Howard Ms. Sherry Arey Ms. Linda Bodkin Chief Kahle Magalis <b><u>Board Members Present via Zoom:</u></b> Mr. MacArthur Payne <b><u>Board Members Absent:</u></b> Ms. Lisa Goshen <b><u>Staff Present:</u></b> Mr. Mike Elwell Ms. Andrea Bieber Ms. Melissa Shaffer-Reyes Ms. Alexandra Hannigan Mr. Dylan Glass Vice Chairwoman Sandra Dunkle Mr. Gus Morrison Dr. Philip Pate Ms. Deborah Rockwell Ms. Jennifer Coker Ms. Elisabeth Alger Ms. Katie Heritage Ms. Jayne Shanholtz Mr. Greg Gutmeir Mr. Frank Peltier
6:35 p.m.	<b><u>Approval of Minutes/Agenda</u></b> Vice Chairwoman Sandra Dunkle made a Motion to Approve the Minutes from the June 15 <sup>th</sup> , 2022 meeting. Ms. Deborah Rockwell seconded, and the motion carried.
6:40 p.m.	<b><u>Opening Comments/Welcome</u></b> Chairwoman Seal welcomed all in attendance.
6:45 p.m.	<b><u>New Employee Introduction</u></b> Mr. Elwell introduced new employees who were present via Zoom.



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6:50 p.m.

## Public Comments

None.

7:00 p.m.

## **Committee Reports**

- **Executive Committee**

Chairwoman Seal stated the Executive Committee had met and the individual committees would provide updates throughout the evening.

Chairwoman Seal made a motion to indefinitely postpone the implementation of personnel policy COVID-2021-2 (mandatory COVID vaccination for staff, interns, volunteers, and independent contracts.) Vice Chairwoman Dunkle seconded, and the motion carried.

**Ayes – 11**

**Nays – 0**

- **Property/Program Committee**  
**Northern Clinic Update**

Ms. Heritage provided an update on the Northern Clinic and unveiled the finalized building schematic to the Board. Ms. Heritage was happy to report that demolition has begun, and the USDA has absorbed the cost of several purchases for the new clinic, such as, the Security system, IT Upgrades and Furniture.

### **Page Clinic Update**

Ms. Heritage stated that the appraised value for the Page clinic unfortunately came in significantly lower than the sales contract price. After discussion, the Board and staff decided to sit on pursuing the Page clinic purchase.

- **Human Resources/Finance Committee**  
**Finance Updates**

A financial update was given by Mr. Greg Gutmeir.

### **Purchasing Policy Changes**

Reverend David Howard made a motion to implement changes to the purchasing policy as outlined by the Chief Financial Officer. Ms. Jennifer Coker seconded, and the motion carried.

Ms. Melissa Shaffer-Reyes gave a benefits presentation following the open enrollment period for the Agency.

- **Governance/Public Relations Committee**

Ms. Coker reminded the Board that the slate of officers will need to be voted on in October and if they are considering running for the Executive Committee to please reach out to her.



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7:30 p.m.

## **Executive Director Report**

- **COVID Sick Leave Policy**

Due to the hybrid nature of the Agency's work, and continued CDC guidance and compliance of staff with COVID19 protocols, a motion to discontinue implementation of the emergency COVID sick leave policy was made by Ms. Coker. Seconded by Dr. Philip Pate and the motion carried.

**Ayes – 10**

**No – 1**

Chairwoman Seal - Aye  
Ms. Sandra Dunkle - Aye  
Reverend David Howard - Aye  
Ms. Sherry Arey - Aye  
Ms. Deborah Rockwell - Aye  
Dr. Philip Pate - Aye  
Ms. Jennifer Coker - Aye  
Ms. Linda Bodkin – Aye  
Chief Kayle Magalis – Aye  
Mr. Gus Morrison – Aye  
Mr. Macarthur Payne - Nay

Mr. Elwell provided an update on staffing. He stated that while the infrastructure upgrades approved by the Board have filled the administrative voids, the Agency is still struggling to hire and retain licensed and licensed eligible staff. These staff shortages equate to significant holes within several different programs within the Agency.

7:45 p.m.

## **Website Presentation**

A demonstration of the new website was given by Mr. Frank Peltier and Mr. Dylan Glass.

8:15 p.m.

## **Other Business/Questions**

- **FOIA Update**

Ms. Heritage provided an update on electronic meetings. The state of Emergency is now over, and we are back to meeting requirements in place before the pandemic. A quorum must be present together in a physical location. Board members can join a meeting electronically for the following reasons:

1. Temporary/permanent disability or other medical condition.
2. Family member with medical condition requiring care.
3. Disclosed personal matter (subject to statutory exceptions).

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4. Board member being more than 60 miles away.

It was also stated that Board members can vote from remote locations if there is a quorum together in a physical location.

Chairwoman Seal reminded everyone that the holidays are quickly approaching and asked the Board to be thinking about locations for the holiday party in December. The decision was made to move the Holiday dinner to Wednesday, December 14<sup>th</sup>.

8:25 p.m.

## **Executive Session**

***A MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS PURSUANT TO VIRGINIA CODE SECTION 2.2-3711.***

Chairwoman Seal made a motion to enter into Executive Session at 8:15 p.m., Dr. Pate 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 17th day of August 2022, 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.

**Ten Ayes and 0 Nays**

Chairwoman Seal made a motion to create the position of Administrative Operations Manager. Ms. Debbie Rockwell seconded, and the motion carried.

**Ten Ayes and 0 Nays.**

8:45 p.m.

## **Adjourn**

The meeting was adjourned at

GIVEN UNDER MY HAND, this 21<sup>st</sup> Day of September, 2022.

  
\_\_\_\_\_  
Alexandra E. Hannigan, Administrative Office Manager