



BOARD OF DIRECTORS – REGULAR MEETING
Wednesday, November 20, 2024, 6:00 PM

Meeting Minutes	
1. Call to Order, Opening Comments and Welcome	Ms. Coker called the meeting to order at 6:02. She thanked everyone for attending the last meeting of the year.
2. Roll Call	<p><u>Board Members Present</u> Elisabeth Alger, Jennifer Coker, Lisa Goshen, Sharon Surratt, Katie Jordan, Charolette Eriksson, Kahle Magalis</p> <p><u>Board Members Absent</u> Sara Dorr, Mary Orndorff, Chris Rinker, Kelly Storey</p> <p><u>Board Members Participating Virtually</u> Bisma Y. Sheikh</p> <p><u>Staff/Public Attendance</u> Crystal Jordan, Ellen Harrison, Morgan Ward, Andrea Bieber, Katie Russell, Ashley Bailey</p> <p><u>Staff/Public Virtual Attendance</u> Richard Gaudette</p>
3. Approval of Minutes	<p>October 16, 2024</p> <p>Ms. Eriksson motioned to approve the October 16, 2024, meeting minutes. Ms. Alger seconded. Motion passed.</p>
4. Approval of Agenda	Mr. Magalis motioned to approve the agenda as presented. Ms. Alger seconded. Motion passed.
5. Public Comment	None
6. Reports	<p>a. CEO</p>



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- i. Ms. Harrison thanked everyone who participated in the 50th anniversary celebration week. The Board of Supervisor representatives were able to attend almost every locality.
- ii. State Opioid Response (SOR) funding update.
 - (a) DBHDS sent notice of a reduction in funding.
 - (b) We spent time looking for greater efficiencies; including freezing open positions and have reduced allocations specific to areas of spending that did not require that level of set aside.
 - (c) We are not phasing out our programs but working to ensure the billing of Medicaid is sufficient for coverage of expenses.
 - (d) All CSBs had been notified that the SOR Funding would reduce annually over time and this funding is never guaranteed for future programming.
- iii. Recovery Courts are under a transition. We have five vacancies that remaining staff, and qualified staff from other areas, are covering all duties as we continue to focus on recruitment. Our goal is to maintain the current level of service delivery, so we have people working hard to make that happen.
- iv. LMHP positions
 - (a) Thing to keep in mind around LMHPs; of the number of people who are licensed in VA it is less than 15% or less than that work at CSBs. Most (>47%) are in private sector, so a small percentage are working in CSBs. We are reaching into universities to have conversations about internships and practicums to encourage LMHP types to begin their careers here.
- v. Working hard on Munis for Finance and Human Resources. We did receive a one-time allocation of \$149,574 from DBHDS to help offset the cost which will help us adopt a time keeping module.

Ms. Jordan brought up a discrepancy in the accepted October meeting minutes. She asked to add Ms. Sara Dorr's name to the "Board Members Absent" section of the minutes. Ms. Alger moved to approve the minutes as amended. Ms. Eriksson seconded. Motion passed.

b. Board Committees

- i. HR/Finance Committee

Mr. Magalis invited Katie Russell, CFO, to provide a report to the Board.

 - (a) Ms. Russell indicated that finances are moving in the right direction. However, we are still down \$1 million from the FY2024 approved budget; thus carrying over to FY2025.
 - (b) The annual audit is currently underway and will be turned into the state by December 2, 2024. It will then be sent to the Board. Ms. Russell hopes to have the external auditor, of Robinson, Farmer, Cox & Associates, to join the board meeting in January or February based on his schedule.



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- (c) The Federal Block Grant had a few things that were brought to our attention. Currently working to bring those items in line with the feedback.
- (d) We are in the process of updating to the new Munis system. We are currently in the beginning.
- (e) We currently have around \$4 million in our reserves. CSBs are mandated to have a 2-month reserve but we would like to have at a minimum 4 months in reserve.

Mr. Magalis reported that the HR Director, Crystal Jordan, has prepared changes to the HR Policy Manual. The HR/Finance Committee will meet December 11, 2024, to do the initial committee approval and then send the manual out for review by the full board. The Board will have a full month to review before consideration adoption in January 2025. Ms. Jordan has provided a “change log” at the bottom of the document which will direct everyone to the changes. Most of the items are guided by statute and compliance with federal and state regulations. Mr. Magalis invited Ms. Jordan to report out on anything he missed in his recap. Ms. Jordan added that the changes are compliance driven and any new policies within the larger document will be policies the Board has already approved. There are also some general changes with the organization of the information. At this point compliance is our number one priority.

If Board members have questions as they review the document, they are asked to send them to Morgan Ward, and she will facilitate the conversations. Board members should look for the manual after December 11, 2024.

ii. Governance/Public Relations Committee

Ms. Alger opened officer nominations for 2025. Ms. Alger listed all parties who were listed for nomination then asked if there were any from the floor. There were no nominations from the floor.

Nominations:

Board Chair: Jennifer Coker

Vice Chair: Lisa Goshen

Treasurer: Kahle Magalis

Secretary: Elisabeth Alger

Ms. Alger motioned to accept all officers as nominated. Ms. Surratt seconded.

Roll Call Vote

Ms. Alger: Aye

Ms. Coker: Aye

Ms. Eriksson: Aye

Ms. Goshen: Aye



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Ms. Jordan: Aye
Mr. Magalis: Aye
Ms. Sheikh: Aye
Ms. Surratt: Aye

The motion passed.

Ms. Coker told the Board her 2025 priorities. She would like to finalize a Board Manual that is already in the works. She will complete the committee structure and committee membership changes by December. Early in 2025 the new committees will vote on their Committee Chairs, and the committees will work on their committee responsibilities. Ms. Coker will provide each committee with a draft to provide a base for the work.

7. Old Business

None

8. New Business

2025 Board Meeting Schedule

Ms. Alger motioned to accept the proposed 2025 Board Meeting Schedule. Ms. Ericksson seconded. Motion passed.

9. Announcements

- a. No Board meeting in December
- b. No Winter Celebration dinner in December
- c. The Board is planning to come together in January and have a meal that starts at 5:15p.m. to welcome new board members and to recognize Ms. Sandy Dunkle.

10. Call to Adjourn

Ms. Coker called the meeting to a close at 6:34. Meeting adjourned.