



BOARD OF DIRECTORS – SPECIAL MEETING
Wednesday, January 29, 2025, 6:00 PM

Meeting Minutes

1. Call to Order, Opening Comments and Welcome

Jennifer Coker called the meeting to order at 6:00 PM. She thanked everyone for attending.

2. Roll Call

Board Members Present

Jennifer Coker, Lisa Goshen, Katie Jordan, Kahle Magalis, Mary Orndorff, Bisma Y. Sheikh, Sharon Surratt, Amanda Whitson

Board Members Absent

Charolette Eriksson, Chris Rinker,

Board Members Participating Virtually

Elisabeth Alger

Staff/Public Attendance

Katie Russell, Crystal Jordan, Ellen Harrison, Donna Higgs, Andrea Bieber, Tim May, Ashley Bailey, Jessica Taylor, Megan Click, Darlene Clarke

Staff/Public Virtual Attendance

Morgan Ward, Rich Gaudette, Gary Hough, Frank Peltier, Stephanie Fletcher, Alexandra Hannigan

3. Approval of Minutes

January 15, 2025

Katie Jordan asked that in future minutes her name be distinguished from Crystal Jordan since they are both referred to as Ms. Jordan in previous meeting minutes. Bisma Y. Sheikh requested that she be addressed “the same as everyone else” in the meeting minutes. Sharron Surratt motioned to accept the meeting minutes as presented. Bisma Y. Sheikh seconded. Kahle Magalis abstained from the vote to accept the motion. The motion passed.

4. Approval of Agenda

Jennifer Coker presented two changes to the agenda. She asked the Board to add “CEO Report” under “6.” and break out each policy section for a vote under section “8. Policy Review: Program Descriptions 1-4.”

Lisa Goshen motioned to approve the agenda as amended. Amanda Whitson seconded. The motion was opened for discussion. There was no further discussion. The motion passed.



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5. Public Comment

None

6. Reports

a. CEO Report

Ellen Harrison gave a few updates to the board.

- i. The CSBs are required to have an annual behavioral de-escalation training. Currently the agency uses UKERU, but we will be adopting Mandt on March 1, 2025.
- ii. The facilities team is busy moving and reallocating spaces. A team looked at buildings and how we use them, the client flow and essential workflows. They utilized all the information to help the agency optimize how the space and buildings are used. Over the last few weeks, we have had over 40 moves. The agency will continue to do this process with all spaces with the end goal of efficiency with regards to space.
- iii. The agency is currently preparing for a DBHDS audit. DBHDS will join us next week virtually for the kick-off meeting. This audit is performed every 10 years. The audit will hit Programs, Finance and Administration within the context of Performance Contract compliance.
- iv. We are getting ready to shift some critical positions. The Director of Program Services position will be split in two to help manage the increase in work that will be required with the upcoming Behavioral Health Redesign. DMAS will be done with the redesign and rebasing of reimbursement rates by July 1, 2025.
- v. Clarification on Terrie Glass joining us in March. She will begin the meeting at 5:30 PM. Dinner will begin at 5:00 PM.

b. Board Committees

i. Finance Committee

- (a) Kahle Magalis gave a review of the Finance Committee Meeting. He indicated that Katie Russell put together a comprehensive report on the 2024 Financial Audit. He opened the floor to Katie Russell, and she provided more detailed information regarding the audit. Page 63 of the audit report shows “unmodified” which means there are no significant deficiencies and no management comments from the auditor. The auditors also completed a single audit of the federal funds we receive, and that portion of the audit came back unmodified as well. Kahle Magalis motioned to accept the audit as submitted. Lisa Goshen seconded. The motion passed.

7. Old Business



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None

8. New Business

Policy Review: Program Descriptions

1. Substance Use Services

Ellen Harrison gave an overview of all services under Substance Use Services: Case Management, Outpatient, Intensive Outpatient, OBAT, Substance Exposed Infants, and Recovery Court. Kahle Magalis motioned to accept the Substance Use Services Program Descriptions as presented. Sharon Surratt seconded. The motion was opened for discussion. There was a clarification that license numbers fall under one umbrella for Substance Use Services and that is why there is no specific license number listed for the Substance Exposed Infants section. There were also questions regarding the discharge process and the amount of time allowable for follow-up. It was explained that follow-up is dependent on the services and the needs of the individual. It was noted that Clarke County is not listed in the Substance Use Recovery Court section although it is a part of the Winchester Recovery Court. Lisa Goshen asked that the Recovery Court section of the program description be amended to include Clarke County. Lisa Goshen motioned to approve the Substance Use Services Program Description as amended. Kahle Magalis seconded. The motion passed.

2. Rehabilitation Services

Ellen Harrison gave an overview of all services under the Rehabilitation Services Program Description: Psychiatric Rehabilitation (PSR), Assertive Community Treatment (ACT), State Psychiatric Hospital Discharge Planning and Discharge Assistance Program (DAP). Kahle Magalis motioned to accept the Rehabilitation Services Program Description as presented. Sharon Surratt seconded. The motion was opened for discussion. There was discussion regarding how many individuals we serve through DAP. It was also discussed how we track our hospital admissions and how it compares to other CSBs. We can accept individuals from outside of our catchment area based on determining factors such as resources and/or family in our catchment area. The motion passed.

3. Peer Recovery Services

Ellen Harrison gave an overview of services under Peer Recovery Services: Peer Recovery Specialists and Within Reach Peer Resource Center. Kahle Magalis motioned to accept the Peer Recovery Services Program Description as presented. Sharon Surratt seconded. The motion was opened for discussion. There were some questions regarding why we don't have specific locations listed in the program description. It was indicated that since this document is for internal use and the location of the services may change, they were not included. These are the first iteration of policies and policy



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formatting will take place to remove standard operating procedures from policy to ensure consistency of information and best practices. The motion passed.

4. Developmental Disabilities Services

Ellen Harrison gave an overview of all services under the Developmental Disabilities Services Program Description. She focused on the waiver slots and the Governor's expansion of the waiver program with the goal of eliminating the waiver waitlist. This is a highly regulatory process and program. There are 409 individuals on the waiver waitlist, and they are broken into priority levels. Katie Jordan motioned to accept the Developmental Disabilities Services Program Description as presented. Amanda Whitson seconded. The motion was opened for discussion. There was a question regarding the use of the word "recovery" and how it did not align with the "normal definition". Ellen Harrison explained that in this specific context "recovery" means assisting someone to achieve the highest level of functioning that they can attain, and it is person focused. Case management can be provided by other organizations, but the CSB is the single point of entry and would assess eligibility for the waiver. The motion passed.

Jennifer Coker thanked all staff members for attending the meeting and providing clarity within the program descriptions. She also thanked staff for their hard work on policies.

9. Announcements

- a) Terrie Glass; March 19, 2025 (5:30-8:00)
- b) A new draft Board Manual will be coming soon. An ad hoc committee will be created to work on any final revisions for the board manual.
- c) Committees should be meeting to draft descriptions, and the board will be working on those in the February meeting to get a new structure solidified into the By-laws.

10. Call to Adjourn

Kahle Magalis motioned to adjourn the meeting. Bisma Y. Sheikh seconded. The meeting was adjourned at 6:55.