



BOARD OF DIRECTORS – REGULAR MEETING
Wednesday, June 18, 2025, 6:00 PM

Meeting Minutes	
1. Call to Order, Opening Comments and Welcome	Jennifer Coker called the meeting to order at 5:59 PM. She thanked Our Family Table for another fabulous catered meal.
2. Roll Call	<p><u>Board Members Present</u> Jennifer Coker, Chris Rinker, Lisa Goshen, Elisabeth Alger, Amanda Whitson, Kahle Magalis, Charolette Eriksson, Sharon Kessler, Mary Orndorff, Sharon Surratt</p> <p><u>Board Members Absent</u> Katie Jordan, Bisma Y. Sheikh, Amanda Kibler</p> <p><u>Board Members Participating Virtually</u> None</p> <p><u>Staff/Public Attendance</u> Crystal Jordan, Katie Russell, Ellen Harrison, Morgan Ward, Rich Gaudette, Ashley Bailey, Dylan Glass</p> <p><u>Staff/Public Virtual Attendance</u> Andrea Bieber, Alexandra Hannigan</p>
3. Approval of Minutes	<p>May 21, 2025</p> <p>Kahle Magalis motioned to approve the May 21, 2025, meeting minutes as presented. Lisa Goshen seconded. The motion passed.</p>
4. Approval of Agenda	<p>Jennifer Coker announced that the agenda needed to be amended to include a closed session at the end of the meeting. Elisabeth motioned to accept the agenda as amended. Charolette Eriksson seconded, and the motion passed.</p>
5. Public Comment	None



BOARD OF DIRECTORS – REGULAR MEETING
Wednesday, June 18, 2025, 6:00 PM

6. Reports

a. CEO Report

It was expressed that Page County is excited about the new Same Day Access hours. Ellen Harrison announced that Donna Trillio sent her gratitude and thanks for the plaque and letter sent on behalf of the Board.

b. DBHDS Audit Summary

Ellen Harrison introduced information regarding the ten-year audit by DBHDS that recently took place. The audit spanned several weeks with many documents requested for many areas under review; pull request range spanned 2024 forward. After the documents were reviewed, there were in-person meetings and interviews. Since the onsite meetings, NWCSB has received a draft report and is currently drafting the management responses. The draft report will then be reviewed and either accepted by DBHDS or returned for more edits. DBHDS auditors will come back in one year to review the findings and to track for compliance with NWCSB's proposed corrective actions. Many of the items within the audit were already underway or had since been corrected.

c. ACT Licensure Review

Ellen Harrison introduced information regarding an unannounced ACT Licensure Review. These reviews are a normal process when there is a change in a license; ACT recently changed team size from a large to medium. There is recognition by DBHDS that ACT is understaffed across Virginia, while NWCS currently has three vacancies in active recruitment. A follow-up review by DBHDS is anticipated on or before January 2026.

d. Personnel Committee

Chris Rinker shared that the Personnel Committee held a meeting in which Crystal Jordan, HR Director, explained the structure of the organization through the use of an org chart. They also discussed positions and vacancy rates.

e. Finance Committee

o Budget

Kahle Magalis shared that the Finance Committee met with Katie Russell, Chief Financial Officer, regarding the FY26 Proposed Budget. He then asked Katie to present the highlights of the Budget to the Board. Katie presented the budget highlights and announced that the RFP for the annual financial audit was concluded, and NWCSB will remain with Robinson, Farmer, Cox Associates. Kahle Magalis motioned that the Finance Committee was recommending the proposed budget to the Board for acceptance as presented. The motion passed.



BOARD OF DIRECTORS – REGULAR MEETING
Wednesday, June 18, 2025, 6:00 PM

f. Performance Contract Presentation

Ellen Harrison introduced the performance contract highlighting areas of significant change. She explained the process through which the changes are created and assessed as well as the next steps in Performance Contract approval and acceptance. She noted that if the localities do not approve the Performance Contract in their respective Board meetings by September 30, 2025, then it is automatically considered approved.

Kahle Magalis motioned to approve the Performance Contract as presented. Chris Rinker seconded. The motion passed.

Noted Changes:

We went live in the Enterprise Data Warehouse and have now retired the Core Taxonomy from the performance contract.

Under Exhibit B: ISERV is a tangible change to same day access in STEP-VA.

Admin requirement for accounts receivable: Required quarterly reporting on Aged Accounts by payer. Amount at 120 days should be less than 15% per new measure of success.

7. Old Business

None

8. New Business

Jennifer Coker introduced four policies that were presented for Board approval. Ellen Harrison gave a summary of each policy.

a. Crisis Training Policy

This is a training policy specific to training crisis prescreeners. It is a six-month training policy that is very prescriptive in its outline of how NWCSB trains their prescreeners to ensure consistent training.

Lisa Goshen motioned to accept the Crisis Training Policy as presented. Kahle Magalis seconded, and the motion was opened for discussion. There was no discussion. The motion passed.

b. Crisis Back Up Policy

This policy outlines when Crisis prescreeners should call in help from another prescriber due to volume of requests. Chris Rinker motioned to accept the Crisis On-Call Policy as presented. Sharon Kessler seconded. The motion opened for discussion. There was a question regarding an example of why and/or when a situation like this would occur. It was explained that if assessors are getting backed up, then people need to be called to come in when they are off schedule. This policy ensures this process is happening with consistency.



BOARD OF DIRECTORS – REGULAR MEETING
Wednesday, June 18, 2025, 6:00 PM

The motion passed.

c. SARPOS Policy

This policy outlines how NWCSB accesses the SARPOS and providing regulation parameters to these state funds. These funds have been in existence for some time; created before Virginia expanded Medicaid as a means to pay for substance use treatment.

Sharon Kessler motioned to accept the SARPOS Policy as presented. Sharon Surratt seconded, and the motion was opened for discussion of which there was none. The motion passed.

d. Emergency Management Policy

The policy outlines the unplanned closure of clinics as it pertains to unexpected closings. Elisabeth Alger motioned to accept the Emergency Management Unplanned Clinic Closure Policy as presented. Sharon Surratt seconded, and the motion opened for discussion. There was some discussion regarding when these situations have arisen and if the plan was implemented in a test capacity. Ellen Harrison gave an example from this past winter when one clinic closed because staff were unable to report to work due to a snowstorm that had the greatest impact on one locality within NWCSB's catchment area. The motion passed.

9. Announcements

Jennifer Coker reminded everyone that there is no meeting in July and meetings will reconvene in August.

10. Closed Session

Lisa Goshen motioned to move into closed session pursuant to §2.2-3711(A)(7) of the Code of Virginia for the purpose of specific legal matters. Further, motioning to permit Ellen Harrison, CEO and Dylan Glass, IT Manager, to remain during the closed session as their presence was deemed necessary to aid the Board in their deliberations. Kahle Magalis seconded. The motion passed and the Board entered into closed session at 7:00 PM.

Kale Magalis motioned to reconvene in open session. Amanda Whitson seconded. The motion passed and the Board reconvened in open session at 7:36 PM.

Elisabeth Alger motioned to certify the closed session by roll call vote so that, to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements under the Virginia Freedom of Information Act, and only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or



BOARD OF DIRECTORS – REGULAR MEETING
Wednesday, June 18, 2025, 6:00 PM

considered in the closed session. Charolette Eriksson seconded and the motion passed. Morgan Ward, Executive Assistant, proceeded with the roll call vote.

Elisabeth Alger: I so certify

Jennifer Coker: I so certify

Charolette Eriksson: I so certify

Lisa Goshen: I so certify

Sharon Kessler: I so certify

Kahle Magalis: I so certify

Mary Orndorff: I so certify

Chris Rinker: I so certify

Sharon Surratt: I so certify

Amanda Whitson: I so certify

11. Call to Adjourn

Chris Rinker motioned to adjourn the meeting. Mary Orndorff second and the meeting adjourned at 7:40 PM.