SOUTHSIDE COMMUNITY SERVICES BOARD

Minutes of the Board of Directors
South Hill, Virginia

January 26, 2010

MEMBERS PRESENT
Margaret Neblett, Chairperson
Shirley Wetherbee, Vice-Chairperson
Joseph Bittman, Secretary
Jacie Roberts
Stanford Bradshaw
Sue Kennedy
Betty Jones

MEMBERS ABSENT
Everette Burwell, Sr.

STAFF PRESENT
Joseph Edwards, LCSW, Executive Director
Jane Rice, MS, Financial and Administrative Services Director
Teresa Gravitt, Executive Assistant

CALL TO ORDER
The meeting was called to order at 12:04 p.m.

WELCOME TO JANE RICE
Margaret Neblett welcomed Jane Rice, the new Financial & Administrative Services Director to the Southside Community Services Board meeting.

APPROVAL OF MINUTES OF PREVIOUS MEETING
Jacie Roberts moved to accept the minutes of the Board of Directors Meeting dated December 15, 2009, as presented. The motion, seconded by Shirley Wetherbee, was approved unanimously.

FINANCE COMMITTEE

FINANCIAL REPORT FOR DECEMBER 2009

The Financial Report for December 2009 was summarized as follows:

	December 2009	Year-To-Date
Revenues	$956,664.74	$5,911,700.17
Expenses	905,790.98	6,078,558.89
Excess Revenues over (under) Expenses	$ 50,873.76	($ -166,858.72)

LETTER FROM SYLVIA CAREY
Upon recommendation of the Finance Committee, the Board would like to invite Sylvia Carey and Deborah Knight of Healthy Families to the March, 2010 Board Meeting to discuss the Healthy Families Program.

REVISIONS TO FEE SCHEDULE, EFFECTIVE 2/1/10
Upon recommendation of the Finance Committee, the Board unanimously approved the revised Fee Schedule as presented, effective 2/1/10.

DONATIONS REPORT
The Board was presented the Donations Report for their review.

REPLACEMENT OF HEATING/COOLING UNIT AT RAINBOW HOUSE
Upon recommendation of the Finance Committee, The Board unanimously approved the bid for $5,550 from Daniel Brothers Heating & Plumbing, Inc., Lawrenceville, VA to replace the heating and air conditioning equipment, ductwork, thermostat and freon line. The new system will be a heat pump unit.

REIMBURSEMENT AUDIT
Upon recommendation of the finance committee, the Board unanimously agreed to move ahead with the Request for Proposals for the reimbursement audit. They recommend that Jane Rice and Sandra Sneed refine what was done before and send out to whoever it went to before including Terry Tuck.

FINANCIAL REPORT FOR YEAR ENDING JUNE 30, 2009
The Financial Report for year ending June 30, 2009 was presented to the Board for their review.

PERSONNEL COMMITTEE

REVISIONS TO PERSONNEL POLICY 201
Shirley Wetherbee moved to approve revised Personnel Policy 201- Equal Employment Opportunity as presented. The motion, seconded by Stanford Bradshaw, was approved unanimously.

REVISION TO PERSONNEL POLICY 507
Jacie Roberts moved to approve revised Personnel Policy 507 – The Family Medical Leave Act as presented. The motion, seconded by Joseph Bittman, was approved unanimously.

BOARD STAFFING REPORT FOR JANUARY 2010
The Board Staffing Report for January 2010 was presented to the Board for their review.

PROGRAM COMMITTEE

MEDICATION MANAGEMENT SERVICES POLICY

Upon recommendation of the Program Committee, the Board unanimously approved the Medication Management Services Policy as presented.

PERFORMANCE REPORT (7/1/09 – 12/31/09)

The Performance Report for 7/1/09 – 12/31/09 was presented to the Board for their review.

OLD BUSINESS

The Executive Director gave updates on the following old business:

Brunswick CSP Renovations on Schedule
Purchase of Vehicles in Process
Eradication of Mold at the South Hill CSP in Process

CLOSED SESSION

Betty Jones moved to go into Closed Session at 1:26 p.m., to discuss personnel matters under Code of Virginia Section 2.2-3712. The motion, seconded by Stanford Bradshaw, was approved unanimously.

RETURN TO OPEN SESSION

The Board returned to open session at 1:53 p.m. A roll call was taken for each member present who certified that to the best of the member's knowledge (i) only public business matters lawfully exempt from open meeting requirements under Section 2.2-3712 and (ii) only public business matters as were identified in the motion by which closed session was convened were heard, discussed, or considered in the meeting by the Board of Directors.

DIRECTOR'S REPORT

The Executive Director gave the following Report:

12/15 Attended Board Meeting
12/16 Met with key staff regarding the ROSI Survey
Management Team Meeting
12/08 Met with key staff regarding technology issues
12/22 Attended CPMT Meeting in Halifax
12/28 Attended CPMT Meeting in Boydton

01/08 Met with key staff regarding the COMPASS-EZ Survey
01/11 Met with new staff, Jane Rice, Financial & Administrative Services Director
01/12 Attended the Consortium Meeting in Danville, VA
01/13 Attended the Program Committee Meeting in Boydton
01/14 Attended the Ethics Training in Clarksville
01/19 Attended the VACSB Conference
01/20 Attended the VACSB Conference
01/21 Toured the Brunswick County Facilities with Jane Rice
01/25 Attended the CPMT Meeting in Boydton

ADJOURNMENT
There being no further business, the meeting was adjourned.

Shirley Wetherbee - Vice Chair
Margaret Neblett, Chairperson

2-16-10
Date