



**SOUTHSIDE COMMUNITY SERVICES  
BOARD OF DIRECTORS  
MEETING MINUTES  
NOVEMBER 24, 2015**

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The Southside Community Services Board of Directors met, in Open Session at noon on November 24, 2015, in the Chipps Conference Room, at the SCS Administrative Services Building in Clarksville, Ronald Thornhill, Chair, presided.

**ATTENDANCE**

**MEMBERS PRESENT**

Ronald Thornhill (Chair)  
Novella Moore (Vice-Chair)  
Pat Taylor (Secretary)  
Barry Bank (Treasurer)  
Elsie Gladding  
Frances Clark  
Jan Hundley

**MEMBERS ABSENT**

Tom Kluge

**OTHER ATTENDEES**

Joe Hubbard, Interim Executive Director  
*Southside Community Services staff members:*  
Paul Mandel, IDD Services Director  
Beth Engelhorn, BH & SA Services Director  
Ken Schwartz, Information & Quality Systems Director  
Galyna Hightower, Financial Services Director  
H. I. Deslauriers, Clerk of the Board

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**PROCEEDINGS**

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**I. CALL TO ORDER**

The meeting was called to order at 12:05 p.m. by Ronald Thornhill, Chair. A quorum of directors was present, and the meeting having been duly convened, was ready to proceed with business.

**II. APPROVAL OF AGENDA**

Due to the projected early departure of the Board Chair, the agenda was amended to reorder the agenda to ensure the necessary items are addressed while the Board Chair is in attendance. The Board of Directors Meeting Agenda was unanimously adopted as amended.

**III. APPROVAL OF BOARD MINUTES**

The minutes from the last Board of Directors meeting, held on October 27, 2015, were approved as presented.

**IV. BOARD EDUCATIONAL TOPIC**

Kevin Chandler, a Prevention Specialist, gave a briefing on Prevention Services, now known as Behavioral Health Wellness (BHW) Services. His presentation included a handout describing

the available services. He provided information on past operations and future goals. Refocusing on community-based needs and service delivery will be the first step. The plan is to bring resources together and from there build programs which once implemented will be evaluated on their impact and outcomes. Mental Health First Aid (MHFA) is being offered free of charge to the community and SCS staff. Mecklenburg school system is the first to commit to training all of their teachers in MHFA. We reach out to the community, participating whenever and wherever, with a good example of that being National Night Out. With the General Assembly talking about prevention issues more and more, BHW is on the move, growing and changing to better serve our community.

**V. COMMITTEE REPORTS**

**FINANCE COMMITTEE**

***Barry Bank, Committee Chair***

With 33% of the FY16 gone by, we have only expensed 28% of the budget. The new detailed reports ensure that more information is available to the Board to compare budget to actual revenue and expense. Looking at the reports we currently have an excess of \$750K, with \$1M needed at year end to cover expenses and factored depreciation.

*Both New Business and Informational I agenda items fell under the purview of the Finance Committee so they were addressed at this time:*

**New Business Item B. ICF Consultant Contract** – proposal to hire an ICF consultant, Mr. Mountjoy, who will assist with the preparation of the annual cost reports for both of our ICF properties. The cost of his contract is \$7K, but since we are currently in litigation regarding a \$40K payback for Hope House

**MOTION:** Upon recommendation by the Finance Committee, motion made, the following resolution unanimously carried.

**RESOLUTION:** *BE IT RESOLVED*, that the Board of Directors, Southside Community Services Board, in regular meeting assembled, votes to authorize the Interim Executive Director to enter into a contract with Mr. Alton (Buddy) Mountjoy for \$7K to provide ICF/IID cost reporting and accounting services as outlined in his proposal.

**Informational Item C. All Staff Holiday Gathering** – An all staff meeting has been proposed which will bring as many employees as possible to a central location to allow for training, interaction and entertainment with a cost of around \$3K. Board Members are also invited to attend.

**MOTION:** Upon recommendation by the Finance Committee, motion made, the following resolution unanimously carried.

**RESOLUTION:** *BE IT RESOLVED*, that the Board of Directors, Southside Community Services Board, in regular meeting assembled, votes to authorize the Interim Executive Director to schedule the All Staff meeting for a ½ day on Friday, December 18<sup>th</sup>, with an authorized expense of around \$3K.

## **SEARCH COMMITTEE**

### ***Frances Clark, Committee Chair***

The advertisements approved at the last Board Meeting have been reviewed by DBHDS and have been posted. To date only one application has been received; however, this was not unexpected. It is anticipated that more will come in after the holidays are over.

## **VI. CLOSED SESSION**

In accordance with posted agenda item a motion was made that the meeting enter into closed session for the purpose of reviewing and discussing personnel matters and the disposition of property in compliance with Code of Virginia §22-3711 (A)(1) and (A)(3). Motion was seconded and passed by unanimous vote. Board entered closed session at 12:40 p.m.

Meeting returned to regular session at 1:08 p.m. The Chair individually polled the Board, with each Board Member certifying, by individual affirmative vote, that to the best of each Board Member's knowledge, only those matters lawfully exempted from open meeting requirements, and only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered while in closed session.

**MOTION:** Upon motion made and duly seconded, the following resolution, with each member being polled individually by affirmative vote, unanimously carried.

**RESOLUTION:** *BE IT RESOLVED*, that the Board of Directors, Southside Community Services Board, in regular meeting assembled, authorizes the Interim Executive Director to implement the reorganization as was discussed, thereby creating an Operations Director Position.

The Board Chair departed after appointing the Vice-Chair to be in charge of the remainder of the meeting.

## **VI. RETURN TO NEW BUSINESS**

**New Business Item A. Donation Policy** – SCS often gets approached by outside agencies soliciting donations. There are many restrictions which should govern the ability of CSB's to give to other agencies. It is necessary for us to have a donations policy, spelling out exactly who has the authority to make donation decisions. Until our 501(c)(3), Southside Behavioral Health System, Inc., becomes better established it is proposed that newly written policy and procedure as it applies to donations made to SCS be adopted.

**MOTION:** Upon motion made and duly seconded, the following resolution, unanimously carried.

**RESOLUTION:** *BE IT RESOLVED*, that the Board of Directors, Southside Community Services Board, in regular meeting assembled, authorizes the Interim Executive Director to implement the General Agency, [1120] Donations to Other Organizations and the accompanying procedure [1120.P1].

## **VII. INFORMATIONAL ITEMS**

**Item A. Financial Reports** – The reports were presented and discussed as part of the Financial Committee's Report earlier in the meeting.

**Item B. SCSB Recruitment Report** – A very good candidate has been interviewed for the PT CIT position.

**Item C. All Staff Holiday Gathering** – Information regarding this event was presented and discussed as part of the Financial Committee's Report earlier in the meeting.

**Item D. Consumers Served Report** – Data showing unduplicated clients served by program and county. Helps when showing community leaders location and numbers of those being served. Duly diagnosed are only counted once. This data will be reported to the Board monthly. Cost per consumer information will be added to the report.

**Item E. D19 Outcome Report** – Took 1 ½ years to develop this monthly report, which looks at everything from recidivism in hospitals to the response rate for phone calls. Once established it is easy to maintain. A data warehouse software system is used to mine data from a variety of sources every night; the report is drawn from the information gathered. Maybe D19 could assist SCS with developing something similar. The numbers help identify trends which affect funding, staffing and service delivery.

**Item F. CIT Coordinator and Assessment Center Update** – We received the grant for the Southside Crisis Assessment Center (SCAC) but not the CIT training program, so we still have a long way to go. We need to ensure that our clinicians get scheduled for training as soon as possible. We are looking at established training programs statewide for open slots. Sentara Halifax Regional Hospital has strongly voiced their support for hosting the SCAC so we need to move forward as quickly as possible getting it up and operational.

**Item G. Crisis Stabilization Services** – Tabled

Ms. Gladding provided each Board Member with a handout produced by ARC relating to ID waiver services. ARC will be making a presentation to the United Way on December 1<sup>st</sup>. The focus is trying to help graduating seniors transition to services upon graduation.

#### **VIII. ADJOURNMENT**

The next Board of Directors' meeting is scheduled for Tuesday, December 15, 2015. Location will be at Ms. Hundley's house. The address will be provided at a later date. There being no further business to come before the board, the meeting was adjourned at 2:16 p.m.

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SUBMITTED FOR APPROVAL BY



H. I. Deslauriers, Clerk  
Board of Directors

*15 December 2015*

Date of Approval