



**SOUTHSIDE COMMUNITY SERVICES
BOARD OF DIRECTORS
MEETING MINUTES
MARCH 22, 2016**

The Southside Community Services Board of Directors met, in Open Session at noon on March 22, 2016, 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)
Barry Bank (Treasurer)
Elsie Gladding
Frances Clark
Jan Hundley

MEMBERS ABSENT

Pat Taylor (Secretary)

OTHER ATTENDEES

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

PROCEEDINGS

VI. 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.

VII. APPROVAL OF AGENDA

The Board of Directors Meeting Agenda was approved as presented.

VIII. APPROVAL OF BOARD MINUTES

The minutes from the last Board of Directors Meeting, held on February 23, 2016, were approved as presented.

IX. PUBLIC COMMENTS

None

X. BOARD EDUCATIONAL TOPIC

Elsie Gladding, Board Member and President of the Halifax County Chapter of ARC of Virginia, and Paul Mandel, Intellectual and Developmental Disabilities Services Director, gave a presentation providing information on current ID and DD Waiver Services and an overview of the upcoming redesign of same, effective July 1, 2016. Group Home operations will remain unaffected and ICFs are

exempt; however, there will be new methods for service delivery in the areas of day support, case management and residential community engagement programs. Complete compliance with the new directives in all program areas affected by the waiver redesign is required by March 17, 2019.

XI. COMMITTEE REPORTS

SEARCH COMMITTEE

Frances Clark, Committee Chair

Interviewed five individuals. Person being considered chose to accept a position elsewhere. The Committee will reinstitute the search, broadening the scope to reach more people.

XII. OLD BUSINESS

None

XIII. NEW BUSINESS

Item A. Layoff Policy – Existing policy and procedure [3150 | 3150P.1] modified to include severance eligibility guidelines for employees permanently laid off.

MOTION: Upon motion made by F. Clark and duly seconded by B. Bank, 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 Human Resources Employment Layoff Action [3150 | 3150.P1] policy/procedure.

Item B. Nominating Committee – In accordance with Article VI from the Bylaws, the Board Chair named the following Board Members to serve on the Committee to nominate Officers for the next fiscal year: B. Bank (Halifax County), J. Hundley (Mecklenburg County), and E. Gladding (appointed by the Board Chair as a substitute for a representative from Brunswick County, unavailable).

Item C. FY17 Health Insurance Employee Benefit – Total cost increase for employee health insurance coverage for next FY is \$156K. Four options splitting cost coverage, ranging from SCSB absorbing 100% of the increase to the employees absorbing 100% of the increase, were presented.

MOTION: Upon motion made by F. Clark and duly seconded by J. Hundley, the following resolution, unanimously carried.

RESOLUTION: *BE IT RESOLVED*, that the Board of Directors, Southside Community Services Board, in regular meeting assembled, accepts Option 3, the proposed 75/25 coverage split where SCSB will absorb 75% of the projected \$156K increase, with employees absorbing the remaining 25%.

IX. INFORMATIONAL ITEMS

Item A. Financial Reports – Balance sheet shows a \$32K increase February over January. Revenues are trailing slightly, but nothing of note. We still have a large payback pending, the result of the Hope House cost settlement as was reported last month, which will hit before the end of the fiscal year.

Item B. Recruitment Report – A Human Resources Manager has been hired and is projected to start April 1, which will allow for a two week overlap with the departing HR Manager.

Item C. Consumers Served Report – Provided for informational purposes.

Item D. FY17 Budget Review – Initial, broadly-stroked version of next year's budget. Revenue projections are definitely in flux in light of pending changes to DD waiver services reported earlier,

which will cause numbers to shift as fee schedules are modified. A refined, detailed approach to tracking proposed revenue and trend analysis of projected program performance and anticipated expenditures is being adopted to be able to determine more "real" numbers as the budget is finalized.

Item E. Local Funding Update – Brunswick County appears to be on-track with providing the requested funding (\$78,498); Mecklenburg County has not yet started budget work sessions, but based on past actions no problems are foreseen. Halifax initially approved \$135K; drug court monies were not specifically designated. Positive interaction at the March 21st meeting keeps us somewhat hopeful that they might fully fund us next year.

Item F. D19 | SCSB Networking Meeting – Open communication, shared knowledge and experiences – first collaborative effort between the two CSBs. This type of alliance is a good reason to remain a member of the VACSB, always better to work together.

X. CLOSED (EXECUTIVE) 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 a matter involving the acquisition of real property of property in compliance with Code of Virginia §22-3711 (A)(3). Motion was seconded and passed by unanimous vote. Board entered closed session at 2:18 p.m.

Meeting returned to regular session at 2:32 p.m. The Chair 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, carried with the resulting vote tally: Yes – 4 (R. Thornhill, N. Moore, J. Hundley, F. Clark); No – 1 (E. Gladding); Abstain – 1 (B. Bank).

RESOLUTION: *BE IT RESOLVED*, that the Board of Directors, Southside Community Services Board, in regular meeting assembled, authorizes the Interim Executive Director to enter into negotiations and execute a contract to purchase the 3.05 acres of property located on Elm Street in the Town of Alberta, Brunswick County, Virginia, further identified as INST. #080000672 being part of Parcel 3 on Plat in PB. 6 PG. 53, priced at \$5K per acre, approved expenditure \$15,250, from Premier Developers, LLC., SCC ID: S2470138, registered agent Robert F. Howerton Jr., for the purpose of building an Intermediate Care Facility (ICF) at that location.

XI. ADJOURNMENT

The next Board of Directors' meeting is scheduled for Tuesday, April 26, 2016. There being no further business to come before the board, the meeting was adjourned at 1:17 p.m.

SUBMITTED FOR APPROVAL BY



H. I. Deslauriers, Clerk
Board of Directors



Date of Approval