

**MINUTES OF THE JANUARY MEETING OF
CENTRAL VIRGINIA COMMUNITY SERVICES BOARD**

**Administration Board Room
2241 Langhorne Road
Lynchburg, Virginia**

January 27, 2010

PRESENT: Clyde Clark City of Lynchburg
William Craft Appomattox County
Stan Goldsmith Campbell County
Jeff Helgeson, *Treasurer* City of Lynchburg
Dana Koenig Additional Member
Gary Marple, *Chair* ARC Representative
Marsha Rose, *Secretary* Amherst County
Mary Lou Spiggle Appomattox County
Terry Stelle Campbell County
William Schneider, *Vice-Chair* City of Lynchburg
Phil Theisen Bedford County

ABSENT: Debbie Drake City of Bedford
Krystal Hulette Bedford County

STAFF: Sandy Bryant, *Director, Child & Family Services*
Nancy Cottingham, *Chief Executive Officer*
Sandy Farmer, *Executive Assistant*
Andre' McDaniel, *CFO, Administration Department*
Felicia Prescott, *Director, Adult & Family Services*

GUESTS: Mark Gunn, *Clinician, Child & Family Services*
Diane Jaffee, *Program Manager, Child & Family Services*
Emily Rakes, *Clinician, Child & Family Services*

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of the Central Virginia Community Services Board**

A. INTRODUCTION

1. Call to Order/Welcome

Chair, Gary Marple, opened the meeting at 4:00 p.m.

2. Moment of Silence

A moment of silence was observed.

3. Adoption of the Revised Agenda

RECOMMENDATION: *Stan Goldsmith made a motion to approve the agenda as revised. The motion was seconded by Clyde Clark and carried by unanimous vote.*

4. New Board Member Recognition

Board Chair, Gary Marple welcomed Mary Lou Spiggle, representing Appomattox County and Terry Stelle, representing Campbell County on behalf of our Board of Directors.

Mrs. Spiggle and William Craft thanked the members of the Central Virginia Community Services Board staff that assisted the citizens of Appomattox County during the recent community crisis.

B. PUBLIC COMMENT

There was none

C. MINUTES

1. Consideration of the Board Minutes of December, 2009

RECOMMENDATION: *On behalf of Secretary Marsha Rose, Gary Marple made a motion to approve the December 2009 minutes as mailed. The motion was carried by unanimous vote.*

D. DEPARTMENT PRESENTATION

Child and Family Services – Emergency Services

Marsha Rose arrived at 4:07 p.m.

Mark Gunn, Diane Jaffee and Emily Rakes gave a brief overview of the Emergency Services Program. Chair Gary Marple thanked them for their informative presentation.

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E. BOARD ACTION

1. Board Bylaws

RECOMMENDATION: *Gary Marple made a motion to approve the Board Bylaws with the revision of replacing all reference to Executive Director with Chief Executive Officer in any Central Virginia Community Services contract, policies, procedures or other written documents it shall be interpreted to mean Chief Executive Officer in accordance with amended Bylaws. The motion was carried by unanimous vote.*

2. Executive Director Evaluation Recommendation

RECOMMENDATION: *Clyde Clark made a motion to reconsider a motion to provide an additional 3% salary increase to Nancy Cottingham, Chief Executive Officer effective January 16, 2010. The motion was passed by a show of hands of a seven to four vote as recorded below:*

Clyde Clark – aye	Marsha Rose- nay
William Craft- nay	Mary Lou Spiggle – aye
Stan Goldsmith- aye	Terry Stelle - aye
Jeff Helgeson- nay	William Schneider- aye
Dana Koenig- aye	Phil Theisen- nay
Gary Marple- aye	

RECOMMENDATION: *Clyde Clark made a motion to provide an additional 3% salary increase to Nancy Cottingham, Chief Executive Officer effective January 16, 2010. The motion was passed by a show of hands of a six to five vote as recorded below:*

Clyde Clark – aye	Marsha Rose- nay
William Craft- nay	Mary Lou Spiggle – nay
Stan Goldsmith- aye	Terry Stelle - aye
Jeff Helgeson- nay	William Schneider- aye
Dana Koenig- aye	Phil Theisen- nay
Gary Marple- aye	

3. Election of Officer

Gary Marple thanked Marsha Rose for her willingness to serve as an officer of the Board in a secretary capacity until Dana Koenig was officially re-appointed.

RECOMMENDATION: *Stan Goldsmith made a motion to approve the nomination of Dana Koenig to serve as an officer of the Board in a secretary capacity. The motion was seconded by Marsha Rose and carried by unanimous vote.*

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F. COMMITTEE REPORTS

1. Quality Improvement Committee

RECOMMENDATION: *Committee Chair, Phil Theisen made a motion on behalf of the Quality Improvement Committee to approve the Second Quarter Goals and Objectives as mailed. The motion was carried by unanimous vote.*

2. Personnel Committee

RECOMMENDATION: *Committee Chair, Clyde Clark made a motion on behalf of the Personnel Committee to approve the four submitted Human Resource Policies as mailed. They are: Employee Health, On-Site Disturbance Management, Code of Conduct and Disciplinary Procedures. The motion was carried by unanimous vote.*

G. STAFF REPORTS

1. **Chief Executive Officer**

Nancy Cottingham

Nancy gave an update on the Central Virginia Bridging Project and her handouts, Central Virginia Bridging Project, Pros and Cons for Implementing the Central Virginia Bridging Project and Census by CSB. Nancy also highlighted several items from her submitted report.

Dana Koenig left at 4:45 p.m.

2. **Administration**

Andre' McDaniel

Andre' gave a verbal overview of the current financial status and explained that the FY 2010 Statement of Cash Flows information was not complete due to difficulty encountered during the conversion to the new computer system which will be corrected before the February Board meeting.

3. **Adult & Family Services**

Felicia Prescott

Felicia reviewed the Medication Fees revisions, She had nothing to add to her submitted report.

4. **Child & Family Services**

Sandy Bryant

Sandy asked all members to look at the web site www.vakids.org.

5. **Compliance Department**

Nancy Cottingham

In Beth's absence Nancy had nothing to add to her submitted report.

G. CHAIRMAN'S ITEMS

Gary tasked the Nominating and Bylaws Committee to bring a recommendation of an additional Board member residing in Amherst County to the February Board meeting for consideration, making our Board a 15 member Board. Gary also reminded the Executive Committee of the scheduled meeting of this committee in February.

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Jeff Helgeson stated that the Finance Committee will meet in February as well to review the six-month financial overview of the agency.

H. NOTICES AND REMINDERS

The next meeting of the Board of Directors is scheduled for **Wednesday, February 24, 2010** at **4:00 p.m.** and will be held in the **Administration Building, Board Room, 2241 Langhorne Road, Lynchburg, Virginia.**

I. ADJOURNMENT

There being no further business, *William Craft made a motion to adjourn. The motion was seconded by Jeff Helgeson and carried by unanimous vote.* The meeting was adjourned at 5:16 p.m.

Above minutes were approved at the meeting held on February 24, 2010.

ATTEST: Recording Secretary, Sandy Farmer CAP

Respectfully submitted for Dana Koenig

By Sandy Farmer CAP, *Executive Assistant & Recording Secretary of the Board of Directors*