

**MINUTES OF THE JANUARY MEETING OF  
CENTRAL VIRGINIA COMMUNITY SERVICES BOARD  
Administration Board Room  
2241 Langhorne Road  
Lynchburg, Virginia**

**January 28, 2009**

- PRESENT:** Clyde Clark City of Lynchburg  
William Craft Appomattox County  
Jeff Helgeson, *Treasurer* City of Lynchburg  
Gary Marple, *Vice-Chair* ARC Representative  
Clyde Porter Campbell County  
William Schneider City of Lynchburg  
Phil Theisen Bedford County
- ABSENT:** Lynn Doss, *Chair* Appomattox County  
Stan Goldsmith Campbell County  
Dana Koenig, *Secretary* Consumer Advocate Representative  
Debbie Parker City of Bedford  
Marsha Rose Amherst County
- STAFF:** Sandy Bryant, *Director, Child & Family Services*  
Nancy Cottingham, *Executive Director*  
Sandy Farmer, *Executive Assistant*  
Beth Ludeman-Hopkins, *Director, Compliance*  
Felicia Prescott, *Director, Adult & Family Services*  
Wayne Trent, *Director, Administration & Finance*
- GUESTS:** Sharon Carter, *Program Manager, Adult & Family Services*  
Barbara Slocum, *Clinician, Adult & Family Services*  
Paul Lam, *Consumer*

**Minutes of the January 28, 2009, Meeting of the Board of Directors  
of the Central Virginia Community Services Board**

**A. INTRODUCTION**

- 1. Call to Order/Welcome  
Vice Chair, Gary Marple, opened the meeting at 4:15 p.m.
- 2. Adoption of the Revised Agenda

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

**B. PUBLIC COMMENT**

Paul Lam, consumer, had comments read on his behalf in reference to a Christmas party for residents. Gary Marple thanked Mr. Lam for his comments.

***Enter into Closed Meeting to Discuss Personnel Matter***

*Gary Marple made a consideration to enter into a Closed Meeting according to Section 2.2.3711.A.1 of the Code of Virginia in order to discuss personnel matters. Phil Theisen made a motion to enter into a Closed Meeting. The motion was seconded by Clyde Porter and carried by unanimous vote.*

**Exit out of Closed Meeting**

***Clyde Porter made a motion to exit out of the Closed Meeting therefore resolving that the Board of Directors hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board of Directors of Central Virginia Community Services. The motion was seconded by Jeff Helgeson and carried by unanimous roll call vote as follows:***

- |                     |                         |
|---------------------|-------------------------|
| Clyde Clark - aye   | Clyde Porter - aye      |
| William Craft – aye | William Schneider – aye |
| Jeff Helgeson - aye | Phil Theisen - aye      |
| Gary Marple - aye   |                         |

**RECOMMENDATION:** *There was none.*

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**C. MINUTES**

1. Consideration of the Board Minutes of December 10, 2008.

**RECOMMENDATION:** *Gary Marple made a motion to approve the December 10, 2008 minutes as mailed. The motion was carried by unanimous vote. Phil Theisen abstained due to his absence at the last meeting.*

**D. DEPARTMENT PRESENTATION**

Sharon Carter and Barbara Slocum gave a brief overview of the Transitional Services at the Hudson House. Gary Marple thanked them on behalf of the entire Board for their presentation.

**E. FY 2009 BUDGET UPDATE**

Wayne Trent reviewed the FY 2009 Year-to-Date Budget Figures documents. He handed out the FY 2008 Financial Audit Report and asked members to review and contact him with any questions or comments. Wayne also handed out a request for replacement of the Agency Accounting and Clinical Software that will be forwarded to the Finance Committee for their review and recommendation.

**F. COMMITTEE REPORTS**

1. Quality Improvement Committee Phil Theisen
  - a. FY 2009 Second Quarter Goals and Objectives updates

**RECOMMENDATION:** *Phil Theisen made a motion to approve the FY 2009 Second Quarter Goals and Objectives with five revisions as listed below. The motion was approved by unanimous vote.*

**Administration**

Goal 1.2, Goal II.1, Goal II.2, Goal III.1

*Request target date extension to 6-30-09 to make sure of agency financial status prior to purchase due to higher costs than anticipated and unattractive financing options due to present economy.*

**Child and Family Services**

Goal V.1 –

*Request extension to 3-31-09 to continue work.*

- b. Human Rights Policies and Procedures

**RECOMMENDATION:** *Clyde Porter made a motion to provide copies of the Human Rights Policies and Procedures to all Board members for full Board recommendation at the February meeting. The motion was seconded by Clyde Clark and carried by unanimous vote.*

2. Personnel Committee Gary Marple

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- a. Position Changes Policy – Layoff and Recall

**RECOMMENDATION:** *William Craft made a motion to approve the policy as presented. The motion was seconded by Clyde Porter and carried by unanimous vote.*

- b. FY 2009 Second Quarter Exit Interview Reports

Gary reported that this committee will begin reviewing all Exit Interview completed forms on a trial basis.

**F. STAFF REPORTS**

- 1. **Executive Director** **Nancy Cottingham**  
Nancy reviewed items from her submitted report. She will email copies of the scripts from the Regional Budget Hearings for Board member information.
- 2. **Administration** **Wayne Trent**  
Wayne had nothing to add to his submitted report.
- 3. **Adult & Family Services** **Felicia Prescott**  
Felicia had nothing to add to her submitted report.
- 4. **Child & Family Services** **Sandy Bryant**  
Sandy had nothing to add to her submitted report.
- 5. **Compliance Department** **Beth Ludeman-Hopkins**  
Beth had nothing to add to her submitted report.

**G. CHAIRMAN’S ITEMS**

The next meeting of the Board of Directors is scheduled for **Wednesday, February 25, 2009** beginning at 4:00 p.m. at the Child and Family Center on Old Forest Road in Lynchburg.

There will also be a welcome reception for two new Board members and our new CFO from 2:00 p.m. until 3:30 p.m.

**H. ADJOURNMENT**

There being no further business, *William Craft made a motion to adjourn. The motion was seconded by Clyde Porter and carried by unanimous vote.*

Above minutes were approved at the meeting held on \_\_\_\_\_.

ATTEST: Recording Secretary, Sandy Farmer CAP

Respectfully submitted for Dana Koenig  
By Sandy Farmer CAP, *Executive Assistant & Recording Secretary of the Board of Directors*