

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

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

December 15, 2010

- PRESENT:** Clyde Clark City of Lynchburg
William Craft Appomattox County
Stan Goldsmith Campbell County
Jeff Helgeson, *Treasurer* City of Lynchburg
Krystal Hulette Bedford County
Dana Koenig, *Secretary* Additional Member
Gary Marple, *Chair* ARC Representative
Leon Parrish Amherst County
William Schneider, *Vice-Chair* City of Lynchburg
Parks Snead Additional Member
Mary Lou Spiggle Appomattox County
Phil Theisen Bedford County
- ABSENT:** Debbie Drake City of Bedford
Marsha Rose Amherst County
Terry Stelle Campbell County
- STAFF:** Sandy Bryant, *Director, Child & Family Services*
Nancy Cottingham, *Chief Executive Officer*
Sandy Farmer, *Executive Assistant*
Beth Ludeman-Hopkins, *Director, Performance Improvement Department*
Andre' McDaniel, *Chief Financial Officer, Administration Department*
Felicia Prescott, *Director, Adult & Family Services*
- GUESTS:** Joe Naughton-Travers, *Senior Associate, Open Minds, Inc.*

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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. and welcomed our guest from Open Minds, Inc.

2. Moment of Silence

A moment of silence was observed.

3. Adoption of the Agenda

RECOMMENDATION: *Dana Koenig made a motion to approve the agenda as amended to include a budget update from the Chief Financial Officer. The motion was seconded by Stan Goldsmith and carried by unanimous vote.*

B. PUBLIC COMMENT

There was none.

C. MINUTES

1. Consideration of the Board Minutes of November, 2010.

RECOMMENDATION: *Dana Koenig made a motion to approve the November, 2010 minutes as mailed. The motion was carried by unanimous vote. William Craft abstained due to his absence at the November meeting.*

D. STRATEGIC PLAN PRESENTATION

Joe Naughton-Travers from Open Minds, Inc. gave an overview of the submitted Strategic Plan Executive Summary. Gary thanked Joe on behalf of the entire board of directors for his informative presentation.

E. COMMITTEE REPORTS

1. Personnel Committee

A. Human Resources Policies and Procedures – annual review

RECOMMENDATION: *Clyde Clark made a motion on behalf of the Personnel Committee to approve the Human Resources Policies and Procedures as mailed with two included revisions: Educational Loan Assistance for Clinical Employees – this is a new policy providing loan assistance to those employees pursuing coursework to obtain licensure. Bereavement Leave – this policy has been updated to clarify the timeframe allowed*

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and to revise the list of those recognized as immediate family members. *The motion was carried by unanimous vote.*

B. Annual Evaluation of the Chief Executive Officer

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. Krystal Hulette made a motion to enter into a Closed Meeting. The motion was seconded by William Schneider and carried by a role call vote as follows:

- | | |
|------------------------------|--------------------------------|
| Clyde Clark – aye | Gary Marple – aye |
| William Craft – aye | Leon Parrish – aye |
| Stan Goldsmith – aye | William Schneider – aye |
| Jeff Helgeson- aye | Parks Snead – aye |
| Krystal Hulette – aye | Mary Lou Spiggle – aye |
| Dana Koenig - aye | Phil Theisen - aye |

Exit out of Closed Meeting

Parks Snead 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 William Schneider and carried by unanimous roll call vote as follows:

- | | |
|------------------------------|--------------------------------|
| Clyde Clark – aye | Gary Marple – aye |
| William Craft – aye | Leon Parrish – aye |
| Stan Goldsmith – aye | William Schneider – aye |
| Jeff Helgeson- aye | Parks Snead – aye |
| Krystal Hulette – aye | Mary Lou Spiggle – aye |
| Dana Koenig - aye | Phil Theisen - aye |

RECOMMENDATION: *Clyde Clark made a motion on behalf of the Personnel Committee to extend Nancy Cottingham’s contract for another year beginning January 16, 2011 and ending January 15, 2012. In addition Ms. Cottingham will be given a 2% increase according to SECTION 6. COMPENSATION of her contract ... “Future compensation shall be determined based on the compensation plan applicable to all CVCS salaried employees at that time.” The motion was approved by unanimous vote.*

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F. STAFF REPORTS

1. Chief Executive Officer

Nancy Cottingham

Nancy thanked all members for their support. She reported that the agency has applied for a large federal grant to assist us in becoming a Federally Qualified Health Center (FQHC). To become a FQHC, the agency must set up a 501C-3 organization with a separate board with 51% consumer membership. To assure that the FQHC board is accountable to the CVCS board, the current CVCS board chair and vice-chair will be automatic members of the FQHC's board. The CEO will act as chair and the CFO will serve as treasurer.

2. Financial update

Andre McDaniel

Andre gave a brief update on the Balance Sheet handout.

G. CHAIRMAN'S ITEMS

Gary wished all members a merry Christmas and a very happy new year.

H. NOTICES AND REMINDERS

The next meeting of the Board of Directors is scheduled for **Wednesday, January 26, 2011** and will be held at the Central Virginia Community Services Administration Building, Board Room, 2241 Langhorne Road, Lynchburg, VA.

I. ADJOURNMENT

There being no further business, ***Leon Parrish made a motion to adjourn. The motion was seconded by Dana Koenig and carried by unanimous vote.*** The meeting was adjourned at 5:14 p.m.

Above minutes were approved at the meeting held on _____.

ATTEST: Recording Secretary, Sandy Farmer CAP, CP

Respectfully submitted for Dana Koenig

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