

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

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

February 24, 2010

PRESENT:	Clyde Clark	City of Lynchburg
	William Craft	Appomattox County
	Debbie Drake	City of Bedford
	Stan Goldsmith	Campbell County
	Jeff Helgeson, <i>Treasurer</i>	City of Lynchburg
	Krystal Hulette	Bedford County
	Gary Marple, <i>Chair</i>	ARC Representative
	Marsha Rose	Amherst County
	Mary Lou Spiggle	Appomattox County
	Terry Stelle	Campbell County
	William Schneider, <i>Vice-Chair</i>	City of Lynchburg
	Phil Theisen	Bedford County

ABSENT: Dana Koenig, *Secretary* Additional Member

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

GUESTS: Louis Alvey, *Peer Specialist, Adult & Family Services*
Joe Cronin, *DBHDS, Director, Architectural & Engineering Services*
Ron Davia, *DBHDS, Project Manager, Community Housing Projects*
Michael Dougherty, *Program Manager, Adult & Family Services*
Denise Micheletti, *Director, Central Virginia Training Center*
Marianne Powell, *Program Manager, Adult & Family Services*

**Minutes of the February 24, 2010, Meeting of the Board of Directors
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 Agenda

RECOMMENDATION: *Stan Goldsmith made a motion to approve the agenda as mailed. The motion was seconded by Marsha Rose and carried by unanimous vote.*

B. PUBLIC COMMENT

There was none

C. MINUTES

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

RECOMMENDATION: *In Dana Koenig's absence Gary Marple made a motion to approve the January, 2010 minutes as revised. The motion was carried by unanimous vote.*

D. DEPARTMENT PRESENTATION

Adult and Family Services – Wounded Warrior Program

Marianne Powell and Louis Alvey gave a brief overview of the Wounded Warrior Program. Chair Gary Marple thanked them on behalf of the Board of Directors for their informative presentation.

E. BOARD ACTION

1. Central Virginia Bridging Project

RECOMMENDATION: *Phil Theisen made a motion in keeping with the spirit of the 1999 U.S. Supreme Court Homestead Decision (OLMSTEAD) to approve the construction of one, two-home intermediate care facility to be owned and operated by Central Virginia Community Services described as the "Central Virginia Bridging Project" with the following conditions:*

1. *The total cost for the project will not exceed \$1,300,000.00.*
2. *Central Virginia Community Services financial portion of the project's cost will not exceed \$800,000.00. This amount will be recovered from the Centers for*

Medicaid and Medicare Services over the life of the asset. The motion was seconded by Clyde Clark and carried by majority vote. Jeff Helgeson opposed.

F. COMMITTEE REPORTS

1. Nominating & Bylaws Committee

A. Annual Board Bylaws Review

RECOMMENDATION: *Marsha Rose made a motion on behalf of the Nominating and Bylaws Committee to approve the Board Bylaws as mailed. The motion was approved by unanimous vote.*

B. “Additional” Member

Marsha Rose, citizen member representing Amherst County, will give suggestions for a jurisdictional member (not an “additional” member) to the Amherst County Board of Supervisors with the suggested names of Leon Parrish and Jay Barnhardt as possible replacements for the vacant Amherst jurisdictional position on our board.

Nancy Cottingham will pursue a possible “additional” member candidate to fill the “additional” member vacant position on our board. Nancy will report back to the Nominating and Bylaws Committee at the April 2010 meeting for committee discussion and recommendation.

C. Board Membership Requirements

It was decided that at the January meeting of each year CVCS staff will report to the Board of Directors confirming the agency’s current compliance with requirements of membership on our board according to § 37.2-501 of the Code of Virginia. A form will be developed for all members to complete annually and will be filed in a confidential file.

2. Executive Committee

RECOMMENDATION: *Gary Marple made a motion to approve the Board Policies and Procedures with the four revisions listed below. The motion was carried by unanimous vote.*

- 1. Page 2 – AGENCY COMPLIANCE WITH STATE AND LOCAL MANDATES, PROCEDURES, Reference to Chapter 10 – Sandy Farmer will research to make sure this reference is correct and make revisions if needed.**
- 2. Page 14 – BOARD COMMITTEE ROLES AND RESPONSIBILITIES, 4. c. and iii. - capitalize Chief in Chief Executive Officer**
- 3. Page 17 – under BOARD MEETINGS - POLICY STATEMENT, after second paragraph add: The most recently revised version of Roberts Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the Board Policies and Procedures.**

**Minutes of the February 24, 2010, Meeting of the Board of Directors
of the Central Virginia Community Services Board**

4. *Page 20 – BOARD MEMBER ORIENTATION, PROCEDURES, second paragraph - capitalize Chief in Chief Executive Officer.*

3. Finance Committee

Jeff reported that this committee met to discuss the six-month FY 2010 Budget Overview. No recommendations were suggested at this time.

G. STAFF REPORTS

1. **Chief Executive Officer** **Nancy Cottingham**
Nancy invited members to the Riverview Art Space, across from Amazement Square in Lynchburg, to view the CVCS Art Show. She also reviewed several items from her submitted report.
2. **Administration** **Andre' McDaniel**
Andre' reviewed the current financial status handout and 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 stated that CARF, our accrediting agency will return next year. She had nothing to add to her submitted report.

H. CHAIRMAN'S ITEMS

Gary reminded members of the Board Training, flyer at each members place, scheduled for March 24, 2010 and encouraged all members to attend.

Gary stated that due to a scheduling conflict the May 26, 2010 Board of Directors meeting has been changed to **May 19, 2010**. He asked all members to make note of this change.

I. NOTICES AND REMINDERS

The next meeting of the Board of Directors is scheduled for **Wednesday, March 24, 2010** and will be the annual Board of Directors Training located at the Kirkley Hotel and Conference Center, Lynchburg. The festivities will begin at 12:00 noon and continue until 5:00 p.m.

J. ADJOURNMENT

**Minutes of the February 24, 2010, Meeting of the Board of Directors
of the Central Virginia Community Services Board**

There being no further business, *Clyde Clark made a motion to adjourn. The motion was seconded by William Craft and carried by unanimous vote.* The meeting was adjourned at 5:03 p.m.

Above minutes were approved at the meeting held on April 28, 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*