

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

**Board
Approved
5-28-10**

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

April 28, 2010

PRESENT: Clyde Clark City of Lynchburg
William Craft Appomattox County
Debbie Drake City of Bedford
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
Marsha Rose Amherst County
Mary Lou Spiggle Appomattox County
Terry Stelle Campbell County
William Schneider, *Vice-Chair* City of Lynchburg
Phil Theisen Bedford County

ABSENT: None

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: Jim Thornton, *Program Manager, Child & Family Services*

**Minutes of the April 28, 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. Welcome New Board Member

Gary welcomed Leon Parrish as the new Board member representing the County of Amherst.

4. Adoption of the Agenda

RECOMMENDATION: *Jeff Helgeson made a motion to approve the agenda as mailed. The motion was seconded by William Craft and carried by unanimous vote.*

B. PUBLIC COMMENT

There was none

C. MINUTES

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

RECOMMENDATION: *Dana Koenig made a motion to approve the February, 2010 minutes as mailed. The motion was carried by unanimous vote.*

D. DEPARTMENT PRESENTATION

Child and Family Services – Kindred Homes

Jim Thornton gave a PowerPoint presentation on the Kindred Homes. Chair Gary Marple thanked him on behalf of the Board of Directors for his informative presentation.

E. COMMITTEE REPORTS

1. Nominating & Bylaws Committee

- A. “Additional” Member Recommendation

RECOMMENDATION: *Marsha Rose made a motion on behalf of the Nominating and Bylaws Committee to submit a request to the City of Lynchburg, the appointees jurisdiction of domicile, to appointment Parks Snead as an “additional” member to the CVCS Board of Directors.. The motion was approved by unanimous vote.*

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2. Personnel Committee

A. Recruiting Procedures Policy

RECOMMENDATION: *Committee Chair, Clyde Clark made a motion on behalf of the Personnel Committee to approve the Recruiting Procedures Policy as mailed. The motion was carried by unanimous vote.*

B. On-line Exit Reports

Clyde asked staff to present to the full board a six-month progress report on the success of exiting staff use of the on-line feature for completing exit reports.

3. Finance Committee

Dana Koenig left at 4:46 p.m.

RECOMMENDATION: *Committee Chair, Jeff Helgeson, made a motion on behalf of the Finance Committee to approve the FY 2011 Budget of \$37,680,866.00 as presented adding a footnote stating: The total reserve contribution for the agency from FY 2010 and FY 2011 will equate to \$2,448,000.00. The motion was carried by majority vote. Jeff Helgeson and Phil Theisen both voted nay.*

Note: this approved budget includes implementing the Second Phase of the Salary Compensation Study and including a 2% salary increase for all employees.

RECOMMENDATION: *Jeff Helgeson made a motion on behalf of the Finance Committee to approve the FY 2011 Capitol Budget of \$300,000.00 as presented. The motion was carried by unanimous vote.*

Board Chair, Gary Marple commended the Finance Committee and staff for all of the hard work put in to finalizing the FY 2011 budget.

F. STAFF REPORTS

1. **Chief Executive Officer** **Nancy Cottingham**
Nancy invited all board members to assist her during the Amherst County and Campbell County budget hearing presentations.

2. **Administration** **Andre' McDaniel**
Andre' reviewed the current FY 2010 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.

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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

Gary thanked Felicia Prescott for her leadership in making the 2010 Board Training the best training so far. Gary asked staff to look into the possibility of moving several future Board meetings to additional agency sites.

H. NOTICES AND REMINDERS

The next meeting of the Board of Directors is scheduled for **Wednesday, May 26, 2010** and will be held at the CVCS Administration Building, Board Room, 2241 Langhorne Road, Lynchburg, VA.

I. ADJOURNMENT

There being no further business, *Stan Goldsmith made a motion to adjourn. The motion was seconded by Leon Parrish and carried by unanimous vote.* The meeting was adjourned at 5:03 p.m.

Above minutes were approved at the meeting held on **May 26, 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*