

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

May 28, 2008

- PRESENT:** Nancy Brockman, *Vice-Chair* Amherst County
Clyde Clark City of Lynchburg
William Craft Appomattox County
Lynn Doss, *Chair* Appomattox County
Stan Goldsmith Campbell County
Jeff Helgeson, *Treasurer* City of Lynchburg
Don Kidd Amherst County
Dana Koenig, *Secretary* Bedford County, Consumer Rep
Gary Marple Bedford County, ARC Rep
Clyde Porter Campbell County
William Schneider City of Lynchburg
Marsha Rose Amherst County
Phil Theisen Bedford County
- ABSENT:** Debbie Parker City of Bedford
Annie Pollard Bedford 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:** Cynthia Pegram, *Reporter, News & Advance Newspaper*
Krisann Taylor, *Operations Administrator, Adult & Family Services*

**Minutes of the May 28, 2008, Meeting of the Board of Directors
of the Central Virginia Community Services Board**

A. INTRODUCTION

1. Call to Order/Welcome

Chair, Lynn Doss, opened the meeting at 4:00 p.m. and welcomed Clyde Clark, Board Member representing the City of Lynchburg. Mr. Doss also welcomed the members of the public in attendance.

2. Moment of Silence

A moment of silence was observed.

3. Adoption of the Agenda

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

B. PUBLIC COMMENT

Several members of the public gave comments regarding their concerns related to the closing of a program at The Courtland Center. Lynn thanked all present for their concern. After much discussion it was suggested developing a task force to discuss possible funding alternatives for this population.

C. MINUTES

1. Consideration of the Board Minutes of April, 2008

RECOMMENDATION: *Dana Koenig made a motion to approve the April 23, 2008 minutes as mailed. The motion was approved by unanimous vote. Clyde Clark abstained.*

D. BUDGET UPDATE

Wayne reviewed the Statement of Cash Flows handout noting the current deficit.

E. COMMITTEE REPORTS

1. Quality Improvement Committee Phil Theisen

RECOMMENDATION: *Phil Theisen made a motion to recommend to the full board approval of the FY 2008 Third Quarter Goals and Objectives with 1 carryover to the FY 2009 Goals and Objectives from the Administration Department, as listed below. Included in this motion was a recommendation to the full board, approval of the FY 2009 Goals and Objectives as presented adding an additional objective carried over from FY 2008 to FY 2009 Goal III from the Administration Department. The motion was carried by unanimous vote.*

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Administration (carryover addition to FY 2009)

Goal III. - Upgrade Information Technology software and hardware (as part of budget approval process, approximately \$460,500 for hardware and software upgrades.)

III.4: Replace Microsoft Exchange 2000 (email system) with Microsoft Exchange Standard 2007. (est. \$30,000)

- 2. Finance Committee Jeff Helgeson

RECOMMENDATION: *Jeff Helgeson made a motion to approve the Resolution of the Five-Year Funding Plan for the Board’s Contingency Fund. The motion was carried by unanimous roll call vote as follows:*

- | | |
|----------------------|-------------------------|
| Nancy Brockman - aye | Gary Marple - aye |
| Clyde Clark - aye | Debbie Parker - absent |
| William Craft - aye | Annie Pollard - absent |
| Lynn Doss - aye | Clyde Porter - aye |
| Stan Goldsmith - aye | Marsha Rose – aye |
| Jeff Helgeson - aye | William Schneider - aye |
| Don Kidd - aye | Phil Theisen – aye |
| Dana Koenig - aye | |

F. STAFF REPORTS

- 1. **Executive Director** **Nancy Cottingham**

Nancy reviewed several items from her submitted report.

- 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 gave a brief update on the Report from the Office of the Inspector General. Sandy Farmer will email link to the report to all members.

- 5. **Compliance Department** **Beth Ludeman-Hopkins**

Beth had nothing to add to her submitted report.

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G. CHAIRMAN'S ITEMS

Lynn Doss asked members to review the petitions and handouts concerning the closing of the 28-day program at The Courtland Center.

Mr. Doss reminded all members that the Finance Committee that committee chair, Jeff Helgeson will be making a recommendation for approval of the FY 2009 budget at the June meeting. Lynn asked all members to review the updated budget documents.

He also reminded members of the next meeting of the Board of Directors **Wednesday, June 25, 2008** beginning at 4:00 p.m. at the Administration Building, 2241 Langhorne Road, Lynchburg.

H. ADJOURNMENT

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

The meeting was adjourned at 5:15 p.m.

Above minutes were approved at the meeting held on **June 25, 2008.**

ATTEST: Recording Secretary, Sandy Farmer CAP

Respectfully submitted for Dana Koenig

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