

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

**Child & Family Services Center, 3410 Old Forest
Lynchburg, Virginia**

June 24, 2009

***Board
Approved
7-22-09***

PRESENT: Clyde Clark City of Lynchburg
William Craft Appomattox County
Lynn Doss, *Chair* Appomattox County
Stan Goldsmith Campbell County
Jeff Helgeson, *Treasurer* City of Lynchburg
Dana Koenig, *Secretary* Consumer Advocate Representative
Gary Marple, *Vice-Chair* ARC Representative
Clyde Porter Campbell County
Marsha Rose Amherst County
William Schneider City of Lynchburg
Phil Theisen Bedford County

ABSENT: Debbie Drake City of Bedford
Krystal Hullette Bedford County
Ray Vandall Amherst County

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

GUESTS: None

**Minutes of the June 24, 2009, 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.

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 Clyde Clark and carried by unanimous vote.*

4. Retirement Recognition – Wayne Trent

On behalf of the Board of Directors Lynn Doss, presented Wayne with a plaque honoring him for his years of service to Central Virginia Community Services.

B. PUBLIC COMMENT

There was none

C. MINUTES

1. Consideration of the Board Minutes of May, 2009

RECOMMENDATION: *Lynn Doss made a motion to approve the May 2009 minutes as mailed. The motion was carried by unanimous vote. William Craft abstained due to his absence at the last meeting.*

Dana Koenig arrived at 4:15 p.m.

D. FY 2009 BUDGET UPDATE

Andre' McDaniel gave a brief overview of the FY 2009 Budget status.

E. COMMITTEE REPORTS

1. Quality Improvement Committee

RECOMMENDATION: *Phil Theisen made a motion on behalf of the Quality Improvement Committee to approve the FY 2009 Third Quarter Goals & Objectives as mailed. The motion was carried by unanimous vote.*

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RECOMMENDATION: *Phil Theisen made a motion on behalf of the Quality Improvement Committee to approve the FY 2010 Goals & Objectives as mailed. The motion was carried by unanimous vote.*

RECOMMENDATION: *Phil Theisen made a motion on behalf of the Quality Improvement Committee to approve the Human Rights Policies & Procedures as mailed. The motion was carried by majority vote. Jeff Helgeson voted no.*

RECOMMENDATION: *Phil Theisen made a motion on behalf of the Quality Improvement Committee to approve the Compliance Policies & Procedures with three revisions as follows:*

1. Compliance Committee Policy – V. C. The Executive Director reviews, approves, and signs policies and procedures that apply to the entire agency and its programs.

Revision: Add – The Board of Directors and the Executive Director reviews, approves, and signs policies and procedures that apply to the entire agency and its programs.

2. Waiver Allocation Committee Process Policy – IV. A. The term of office for voting / rotating members will not be more than three (3) years. Members may serve more than one (1) term, but not more than two (2) consecutive terms. Appointment of new members will be staggered in order to maintain experienced members on the committee at all times.

Revision: This paragraph was suggested to be removed. The committee recommendation was (1) keep the entire paragraph in the policy, (2) and change second sentence....but not more than (2) consecutive terms to three 3 consecutive terms.

The motion was carried by unanimous vote.

2. Personnel Committee

Gary Marple, Committee Chair, reported that the Personnel Committee performed its review of the FY 2009 Third Quarter Exit Reports.

RECOMMENDATION: *There was none.*

F. STAFF REPORTS

- 1. **Executive Director** **Nancy Cottingham**
Nancy thanked the Board again for their support approving the FY 2010 Budget and reviewed several items from her submitted report.
- 2. **Administration** **Andre' McDaniel**
Andre' 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

Lynn stated that due to scheduling conflicts the July board packets will be hand delivered to all members on Monday, July 20th.

H. NOTICES AND REMINDERS

The next meeting of the Board of Directors is scheduled for **Wednesday, July 22, 2009 at 4:00 p.m.** and will be held at the **Administration Board Room, 2241 Langhorne Road, Lynchburg, Virginia**

I. ADJOURNMENT

There being no further business, *Gary Marple 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 **July 22, 2009.**

ATTEST: Recording Secretary, Sandy Farmer CAP

Respectfully submitted for Dana Koenig

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