

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

***Board
Approved
9-23-09***

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

July 22, 2009

- PRESENT:** Clyde Clark City of Lynchburg
William Craft Appomattox County
Lynn Doss, *Chair* Appomattox County
Debbie Drake City of Bedford
Jeff Helgeson, *Treasurer* City of Lynchburg
Krystal Hullette Bedford County
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
- ABSENT:** Stan Goldsmith Campbell County
Phil Theisen 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*
- GUESTS:** Keith Lisenbee, *Adult & Family Services, Program Manager*
Terrell Cosby, *Adult & Family Services, Program Manager*

**Minutes of the July 22, 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: *Clyde Clark made a motion to approve the agenda as mailed. The motion was seconded by Clyde Porter and carried by unanimous vote.*

B. PUBLIC COMMENT

There was none

C. MINUTES

1. Consideration of the Board Minutes of June, 2009

RECOMMENDATION: *Dana Koenig made a motion to approve the June 2009 minutes as mailed. The motion was carried by unanimous vote.*

D. DEPARTMENT PRESENTATION

Keith Lisenbee and Terrell Cosby, Program Managers with Adult & Family Services gave an overview of the Emergency Services programs.

E. COMMITTEE REPORTS

1. Finance Committee

Due to the lack of a quorum there was no Finance Committee meeting.

F. BOARD ACTION

1. Projected FY 2010 Carryover

RECOMMENDATION: *Clyde Clark made a motion to approve the RESTRICTED FUNDS CARRYOVER in the amount of \$411,674.00 and the DAP (FY2009 CLIENT-SPECIFIC FUNDING, NOT RECORDED AS REVENUE) in the amount of \$211,510.00 as presented. The motion was seconded by Jeff Helgeson and carried by unanimous vote.*

The Finance Committee will meet in September to review the remaining item from the Projected FY 2010 Carryover – SURPLUS FUNDS CARRYOVER in the amount of

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\$410,000.00. This committee will also review the remaining July proposed agenda items from the May 2009 minutes, Annual Fee Schedule and the Annual Administration & Finance Policies & Procedures.

G. STAFF REPORTS

1. **Executive Director** **Nancy Cottingham**
Nancy reviewed several items from her submitted report.

2. **Administration** **Andre' McDaniel**
Andre' reviewed the Statement of Cash Flows handout. He also revised numbers from his submitted Board Report under **June Financial Results (Preliminary)** as follows:

- \$634,000 changed to \$605,000
- \$214,000 changed to \$305,000
- \$999,000 changed to \$1,113,000
- \$999,000 changed to \$1,113,000
- \$1.8 million changed to \$1.9 million

Members were asked to make adjustments to submitted figures.

3. **Adult & Family Services** **Felicia Prescott**
Felicia had nothing to add to her submitted report.

4. **Child & Family Services** **Sandy Bryant**
Sandy reported that SAMSHA selected CVCS Child & Family Services as a top performer in the country.

5. **Compliance Department** **Beth Ludeman-Hopkins**
Beth had nothing to add to her submitted report.

G. CHAIRMAN'S ITEMS

There will be no meeting in the month August.

H. NOTICES AND REMINDERS

The next meeting of the Board of Directors is scheduled for **Wednesday, September 23, 2009 at 4:00 p.m.** and will be held at the **Administration Building, 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 Debbie Drake and carried by unanimous vote.*

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Above minutes were approved at the meeting held on **September 23, 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*