

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

***Board  
Approved  
10-28-09***

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

**September 23, 2009**

- PRESENT:** Clyde Clark City of Lynchburg  
William Craft Appomattox County  
Lynn Doss, *Chair* Appomattox County  
Debbie Drake City of Bedford  
Stan Goldsmith Campbell County  
Jeff Helgeson, *Treasurer* City of Lynchburg  
Krystal Hulette Bedford County  
Gary Marple, *Vice-Chair* ARC Representative  
Clyde Porter Campbell County  
Marsha Rose Amherst County  
William Schneider City of Lynchburg  
Phil Theisen Bedford County  
Ray Vandall Amherst County
- ABSENT:** Dana Koenig, *Secretary* Consumer Advocate Representative
- STAFF:** Sandy Bryant, *Director, Child & Family Services*  
Nancy Cottingham, *Executive Director*  
Sandy Farmer, *Executive Assistant*  
Andre' McDaniel, *Chief Financial Officer*  
Felicia Prescott, *Director, Adult & Family Services*
- GUESTS:** John Beghtol, *Director, Western State Hospital*  
Julie Cooper, *HR Manager, Administration Department*

**Minutes of the September 23, 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 Revised Agenda

**RECOMMENDATION:** *William Craft made a motion to approve the revised agenda as presented. The motion was seconded by Clyde Clark and carried by unanimous vote.*

**B. PUBLIC COMMENT**

There was none

**C. MINUTES**

1. Consideration of the Board Minutes of July, 2009

**RECOMMENDATION:** *Lynn Doss made a motion to approve the July 2009 minutes as mailed. The motion was carried by unanimous vote. Phil Theisen and Ray Vandall abstained due to their absence at the July meeting.*

John Beghtol arrived at 4:10 p.m.

**D. PRESENTATION**

John Beghtol, Director of Community Services at Western State Hospital updated members on the current status of admissions and unit capacities.

**E. BOARD ACTION**

1. Communicable Diseases of a Pandemic Nature Policy

**RECOMMENDATION:** *William Craft made a motion to approve the COMMUNICABLE DISEASES OF A PANDEMIC NATURE Policy as emailed and presented. The motion was seconded by Clyde Porter and carried by unanimous vote.*

**F. COMMITTEE REPORTS**

1. Finance Committee

**Minutes of the September 23, 2009, Meeting of the Board of Directors  
of the Central Virginia Community Services Board**

**RECOMMENDATION:** *Jeff Helgeson made a motion on behalf of the Finance Committee as follows: 1. Approve the Projected FY 2010 Carryover Figures related to Surplus Funds Carryover in the amount of \$410,000.00. 2. Approve the FY 2009 Fee Schedule as presented. 3. Approve the Administration and Finance Policies and Procedures as mailed. The motion was carried by unanimous vote.*

The Board recommended allowing staff to submit a quarterly report of the Fee Schedule changes to all Board members during regularly scheduled Board meetings.

**G. STAFF REPORTS**

1. **Executive Director** **Nancy Cottingham**  
Nancy updated members on the FY 2010 State Cuts handout and reviewed several items from her submitted report.
2. **Administration** **Andre' McDaniel**  
Andre' reviewed the monthly FY 2010 Statement of Cash Flows handout.
3. **Adult & Family Services** **Felicia Prescott**  
Felicia updated members on the Detox Program status and 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** **Nancy Cottingham**  
In Beth's absence Nancy reviewed several items from Beth's submitted report.

**H. CHAIRMAN'S ITEMS**

Lynn invited all members to the grand opening of the Center for Recovery and Wellness, located beside the Courtland Center beginning at 3:00 p.m. Thursday, September 24, 2009. He also reminded all members to make an effort to attend the CVCS Staff Retreat taking place on Friday, September 25, 2009 at Paradise Lake Campground in Appomattox.

Lynn also reviewed the revised Schedule of Board and Committee Meetings for 2009 emphasizing the November and December meeting date changes.

**I. NOTICES AND REMINDERS**

The next meeting of the Board of Directors is scheduled for **Wednesday, October 28, 2009 at 4:00 p.m.** and will be held at the **Administration Building, Board Room, 2241 Langhorne Road, Lynchburg, Virginia**

**Minutes of the September 23, 2009, Meeting of the Board of Directors  
of the Central Virginia Community Services Board**

**J. 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 October 28, 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*