

GOOCHLAND-POWHATAN COMMUNITY SERVICES  
MINUTES  
May 2, 2011

Goochland-Powhatan Community Services Board of Directors held its regularly scheduled monthly meeting on Monday, May 2, 2011 at the Powhatan office.

Present

Charles Bruce  
Lorrie Shevrin  
John Grady  
Susie Hackenberg  
Eileen Ford  
June Jeter

Absent

Ellen Cooper  
Jane Bowles  
Paula Price  
Runda Harris

Staff Attending

Susan Bergquist  
Allison Hunter  
Bob Villa  
Bill Desmond

Minutes

C. Bruce brought the meeting to order and first asked if there were any additions to the agenda and S. Bergquist stated that she brought one more personnel policy change to the Board. C. Bruce next asked if there were any additions or changes to the April minutes and there were none.

**ACTION: Motion to approve the April, '11 minutes was made by J. Grady and E. Ford. Motion carried by all and April, '11 minutes were approved.**

Space Discussion

S. Bergquist stated that we are still in conversation with the area land development firm and their "design build" building that would be located in an open lot in front of the current Midlothian Family Practice on Rt. 60; this lot currently is already "pad ready" and they are proposing an 8800 square foot building be built with the option to lease/rent it to us upon completion or buy it outright for a cost of 1.5mil. S. Bergquist stated that we are not terribly interested in renting forever, but advised them she would like option to purchase after a certain of a period of time (years) with a portion of the rent going to the purchase price. Proposing 7 year lease with purchase after 7 years; during this time 10% of all rent monies will go to purchase price to buy it down. S. Bergquist said that this may be very favorable for us since we will be finished with purchasing the Goochland buildings by then; in addition we would have some equity in building at the end of this 7 year period and can work towards saving

the balance for purchasing at that time. She estimates that the \$162K that we would be paying yearly is slightly less than the Village building we are currently renting from the County. This firm is estimating it would take approximately 9 months to build since the pad site is already there.

S. Bergquist also stated that while she has been in discussions with this firm, the other contractor/realtor got in touch to talk about the possibility of a new building as well; how/where/how soon are still to be seen as she is still waiting to hear back from them.

S. Bergquist then asked the group how they wanted her to communicate with them going forward as she should have more information to share over the next couple of weeks. J. Grady suggested that she ask both parties to give the same type of information so everyone is on the same page; a "mini-RFP" so to speak so that they are answering the same questions with a designated "date" deadline to do so. He suggested that these be communicated via email and the group agreed.

### **FY2011 3<sup>rd</sup> Quarter Budget Report**

S. Bergquist first stated to the group that she won't go by page numbers since you cannot see them! She recapped the FY2011 3<sup>rd</sup> Quarter Budget report first by saying 74% of personnel costs budgeted to date were spent or \$2,867,615. She stated that this total seems to be running fairly well even with all the retirees we have had this year. In addition, we will be paying out next year's insurance payment in June so we will be close to 100% with pre-paying this insurance cost. In operating expenses, 72% of budget has been spent or \$711,976. Again, facility, vehicle and liability insurance will be paid from this category in June.

On the revenue side, 74% of the amount budgeted has been received for the first 9 months of the year or \$3,684,231. She stated we are in "good shape" at this point in the year as we end the third quarter with \$104,640 positive balance. Knowing this, she would like to move some money in the Capital account at the end of the year if we have a positive balance after pre-paying what we can.

She stated that the "all programs combined" follows with the detail on each found on the subsequent pages. As the group can see, income is running well; transportation is at 80% which is an increase since reimbursement took it over. As an end note, S. Bergquist informed the group that the current detail is divided into three categories for next year instead of four due to the retirement/departure of R. Camden.

**ACTION: Motion to approve the FY2011 Fiscal Year 3<sup>rd</sup> Quarter Report was made by S. Hackenberg and seconded by J. Grady. Motion carried by all and FY2011 Fiscal Year 3<sup>rd</sup> Quarter Report was approved**

## **Personnel Policy revisions**

S. Bergquist stated that she has brought back two personnel policy revisions to be approved by the group and one additional revision added late per a County policy change. The first is a new “Administrative Leave Pending Investigation” section and the wording is as follows:

“Administrative Leave Pending Investigation may be necessary in cases involving alleged serious misconduct that involves safety, workplace security or legal issues where the employee may be immediately placed on administrative leave pending investigation into the matter. Administrative Leave Pending Investigation is not disciplinary. Administrative Leave Pending Investigation is with pay and shall not last longer than ten (10) working days, or until the initial investigation into the allegation is complete, whichever is sooner. Further Administrative Leave Without Pay shall be approved by the Executive Director in consultation with the Board of Directors.”

This will be inserted at the end of the Standards of Conduct Policy.

S. Bergquist stated that the second personnel policy revision is actually an amendment to our current drug and alcohol free policy. Currently our policy states that per calendar year, a maximum number (5%) will be tested yearly (specific to certain job categories as it can't be all employees) and these employees will be “randomly selected”. We currently do not do this (with the exception of our van drivers who are tested every year). She is proposing that we don't randomly test people but instead we do it “for cause”. This would allow us to test any employee at any time if we have reason to believe there is cause and then proceed as appropriate.

Finally, S. Bergquist stated that the last revision involves health insurance for retirees and a moving of policy towards more consistency for all County departments, including our CSB. This will also “simplify” the insurance for all current employees. After July 1, 2011, new employees hired will not have access to our retiree insurance or to the retirement insurance credit. Reasons behind this decision at the County level is the ongoing and future impact this has on our group insurance rates as well as it is a “rich benefit” to give to employees who are retiring. In addition, most retirees have access to other insurance options, i.e.: Medicare Part A/Part B, etc.

The new proposed language will be as follows:

Effective July 1, 2011, the following covers retirement insurance:

1. Retirees employed after July 1, 2011 will not have access to GPCS group insurance, or to the retirement insurance credit.

2. Retirees employed prior to July 1, 2011 have the option to continue on GPCS group insurance at retirement if they meet the following:
  - 50 years of age.
  - 5 years of consecutive service with GPCS.
  - Retire from service with GPCS (those employees deferring retirement are not eligible).

Retirees who meet the above criteria and opt for GPCS group insurance upon retirement are eligible for a health insurance credit, which will be calculated as follows:

- \$4.00 times the number of years of service per month. Example: An employee with 20 years' service will receive \$80.00 per month (\$4.00 x 20) credit towards GPCS group insurance.
- Retirees who retired prior to July 1, 2011 will continue to receive the amount of insurance credit set at their retirement dates.

**Action: Motion to approve the GPCS Personnel Policy Revisions was made by E. Ford and seconded by J. Jeter. Motion carried by all and the GPCS Personnel Policy Revisions were approved.**

### **Cedarwoods Update**

B. Villa stated that there was a joint Cedarwoods committee and fundraising meeting and main topic discussed was the 4<sup>th</sup> Friday event on September 23rd. He said that we are focusing right now on getting a lot of volunteers for this event; concern with activity where alcohol would be served from a couple of staff members but we will be getting others from the community to help with the beer truck and serving. It was decided that monies raised going forward will be divided; half will continue to go to the emergency fund and half to discretionary fund that goes beyond (may not be "crisis" but need assistance anyway). There is continued talk about the gala; S. Hackenberg stated that the Mill will be expanding and they are hoping to be done by end of February, 2012; so any day in March will be ok. All will look at their calendars for next year and go from there. Also, R. Camden donated \$500 to our emergency fund from his mother's estate who just passed away.

### **Regional, State and Federal Updates**

S. Bergquist wanted to again mention assessments for children's services. Beginning July 1, CSB/BHAs will have the responsibility of performing

independent assessments of children being considered for intensive in home services, therapeutic day treatment services, and mental health supports. Residential services levels A and B will be added at some time in the future. There are work groups currently deciding on all details of this project, with assessor trainings scheduled for early June. These assessments must be completed within established time frames, in established forms, and by clinicians who are either licensed or license eligible. We will be paid for the assessments, but the fee has not been formally set at this point. We can perform all the assessments in house, or contract to have them completed. Elk Hill has offered to help us (they cannot assess their own consumers). We continue to assess our capacity and keep our options open. We have good relationships with the known private providers in this area, so it is hoped that the process will go smoothly.

### **Reports**

S. Bergquist reported the following:

- Currently recruiting for a Psycho-Social Rehab Supervisor to replace J. Kelly who retires at the end of May
- We retired two additional employees at the end of April; J. Bailey and B. Calhoun.

C. Bruce asked if there was any other business to discuss.

**ACTION: There being no further business, meeting was adjourned at 5:40 pm.**

Submitted by: \_\_\_\_\_  
Paula Price, Secretary

PP/ah