

**GOOCHLAND-POWHATAN COMMUNITY SERVICES
MINUTES**

March 8, 2010

Goochland-Powhatan Community Services Board of Directors held its regularly scheduled monthly meeting on Monday, March 8, 2010 in Powhatan.

Present

Bea Anderson
Charles Bruce
Jane Bowles
Ellen Cooper
Susie Hackenberg
Runda Harris
June Jeter
Paula Price

Absent

Kim Sprouse

Staff Attending

Susan Bergquist
Bob Villa
Randy Camden

R. Harris brought the meeting and first asked if there were any additions to the agenda. S. Bergquist requested that "Contracting for renovation of space" be added after Item #5. Prior to discussion of the minutes, S. Bergquist suggested that the FY 2009 Audit Report be heard and considered.

FY 2009 Audit Report

S. Bergquist introduced Robert Churchman and Robin Harman, auditors from KPMG. Mr. Churchman distributed two documents and gave a summary of the results. He stated that the greatest change has been with the purchase of the Goochland facilities and the resulting rise in GPCS' net assets. He stated that the process has taken longer than usual, but the extra time on this audit should reduce the length of subsequent audits.

The end result is that this is a clean audit, with an unqualified opinion. Mr. Churchman appreciated the efforts of S. Bergquist and the team of staff working with her on this.

ACTION: Motion to accept the FY 09 Audit Report was made by E. Cooper and seconded by P. Price. Motion carried by all and the FY 09 Audit Report was accepted.

Minutes

R. Harris asked if there were any additions or changes to the January, 2010 minutes. S. Bergquist stated that there was no meeting in February, due to snow. There were no additions or corrections.

ACTION: Motion to approve the January '10 minutes was made by E. Cooper and seconded by C. Bruce. Motion carried by all and January, '10 minutes were approved.

Fiscal Year 2nd Quarter Budget Report – from February Board Packet

S. Bergquist reported that the first half of FY '10 ended on a positive financial note. We have expended 47% of budget and have received 49% of expected revenue, showing a balance of \$96,149.

February, '10 was a bad month in terms of revenue. Due to weather issues, both Monacan Services and Virginia House were closed for 2 weeks. There were several days that some consumers did attend, but were not transported by GPCS vehicles. In those instances, consumers were transported by families, group homes or other private transportation providers.

S. Bergquist stated that staff has saved on training by attending either free or very low cost trainings. We have also decreased staff travel by holding meetings by SKYPE in which staff in each location has both visual and audio contact.

ACTION: Motion to approve the 2nd Quarter Budget Report was made by P. Price and seconded by E. Cooper. Motion was carried by all and the 2nd Quarter Budget Report was accepted.

Fiscal Year 2010 Mid year Performance Contract Report – March Board Packet

S. Bergquist reported that this year's Performance Contract is presented in a different format. This year we are reporting in Service Capacity. This is seen as numbers of Full Time Equivalent (FTE's) or Slots (numbers of consumers) available.

The Mid-Year Financial Report does not include Parent Infant Education Program (Part C) funds. The Consolidated Financial Report (Pg. 6) shows a balance of \$157,875, which does include the PIEP funds.

This also indicates that GPCS receives a 21% local match from Goochland and Powhatan counties. This is above the required 10% match.

S. Bergquist reported that , as usual, the numbers of individuals receiving services are almost identical between Goochland and Powhatan Counties. At the mid-year:

Program	GOOCHLAND	POWHATAN
Mental Health	223	214
Intellectual Disability	31	30
Substance Abuse	33	45
Emergency Services	105	120

ACTION: Motion to approve the 2nd Quarter Performance Report was made and seconded. Motion was carried by all and the 2nd Quarter Performance Contract report was accepted.

Expansion – Front Area of Virginia House Building

S. Bergquist reported that Requests for Bids for renovation for the now vacant space in the front area of the Virginia House building have been advertised. The deadline for response has closed. There were 5 responses received, with widely differing estimates.

The scope of work was reviewed by an independent contractor, not bidding for the contract, and a preliminary estimate was received. This was utilized for comparison purposes.

The Management Team reviewed the proposals, rating each on set criteria. One applicant was selected to receive an interview. This proposal was the lowest of the bids and the Management Team wanted to ensure that the estimates of time and cost were appropriate.

Commonwealth Construction Services of Virginia was interviewed and all questions were answered satisfactorily. Several items were negotiated to mutual satisfaction.

The Board commented on the size of the offices and informed that several of the larger offices will be shared spaces.

S. Bergquist also assured the Board that all county permits will be obtained and all required inspections will be done.

ACTION: Motion to approve the contract for expansion plans for the identified space was made by B. Anderson and seconded by E. Cooper. Motion was carried by all and the expansion was approved.

Regional, State, Federal Updates

S. Bergquist stated that there is no definite information on the state budget. The Senate and House of Delegates have their respective budget proposals and are in the process of negotiating between the two. In order for the Legislature to adjourn on time, the negotiations need to be done by Friday, 3/12/2010.

There are currently 4 different versions of a budget: Governors' Kaine and McDonnell as well as those from the Senate and House of Delegates.

Some of the most important issues for GPCS and our consumers are; Status of proposed freeze or reductions on Medicaid Waiver slots and reimbursement rates; status of Commonwealth Center for Adolescents; status of Marion Center for adolescents; raising the financial eligibility for Medicaid, which would cause some consumers to lose vital services, including healthcare.

The Budget comes to the Board in June. S. Bergquist will bring it early if it looks like there will be drastic reductions.

Reports

- S. Bergquist stated that she has been in discussion with the County Administrator in Powhatan regarding space in the Village Building. These discussions have centered on reducing the amount of space leased by GPCS, thereby reducing rent paid to the county.

The County Administrator was receptive to this, stating that the county is in need of space. Current plans are to move PIEP to Goochland. Another possibility would be to reconfigure space and return the Resource room as well. It was agreeable with Ms. Cios for GPCS to begin looking for other space in Powhatan. The goal is maintain our strong presence in the county, but to have a presence that is more visible and accessible. Any presence would need to consider IT and transportation issues.

- S. Bergquist reported that the Goochland Forum Club, formerly the Ruritan Club, met at Virginia House for its February meeting. Virginia House catered the dinner. It was such a success that the club is returning for its May meeting.
- S. Bergquist reported that our case management charts were audited by Medicaid. The auditors made citations for treatment plans remaining unchanged from one year to another. We presented our position that the plans were, in fact, different. This was denied. GPCS has appealed this ruling.

GPCS is audited by many different sources: Licensure; Human Rights; Medicaid (both Mental Health & Intellectual Disabilities); and Financial.

- S. Bergquist and A. Hunter are presenting to the Goochland Board of Supervisors' budget workshop on 3/15/10 at 2:45. Powhatan has done this for years. Board members are welcome to attend.
- The Goochland County Administrator has stated that FY 2012 will be a "tough year".
- We have had one staff resignation. A half-time Substance Abuse clinician has resigned to accept full time employment with the federal government. This staff has been employed part-time for 25 years. Neither this position nor a vacant part-time case management position will be filled.

Fundraising/Public Awareness Kick-Off – February Board Packet

Bob Villa presented power point focusing a GPCS Development Plan for 2010 and beyond. He prefaced this with the sub-title "How Can We Do More With Less?"

Current attempts to gain increased public recognition include: the Spaghetti Supper; regular attendance at both Chambers of Commerce; presentation to the Goochland Forum leading to its catered meetings at Virginia House; participation in the Powhatan leadership class; advertisement in the Powhatan Community Guide.

Opportunities for Fundraising/Public Awareness

- An event (in Fall?) with Community Partners
 - Would we ask to join a partner or "pick their brain"?

- Partners would be agency which is a like-provider and more experienced with process. Examples given were Goochland Free Clinic/Fellowship, ARC, Mental health America, NAMI.
- Partners are very important when trying to increase visibility.
- GPCS 30th anniversary is 2012 – perfect opportunity for major event.
- Boards of Supervisors
 - S. Bergquist stated that she feels the Powhatan BoS is more aware of the scope of services than Goochland BoS.
- Churches – Speaking to and/or working with.
- Internships with area high schools. We have had limited experience with this. But more schools are emphasizing community/volunteer opportunities which could provide more opportunities.
- Board Members stated that they would be glad to assist with these opportunities, if provided with fact/information sheets.

Create Ability to On-going Donations

- Have investigated Pay Pal. The fees for PayPal that staff has found were high. Board members stated that they thought that non-profits' fees were lower. Staff to check again.

Powhatan 4th Fridays

- Beginning in April. There are some vacancies.
- Agency would require a Sponsor (business/corporate) to donate \$2000 and agency would receive percentage of profits.

Advancement

- Types of other activities were:
- Fundraiser dinner. An example was an “All You can Eat Crab Dinner”, held on a Saturday night, with high ticket price; entertainment. Another was a Silent Auction.
- Both of these could be held on agency property unless another venue could be found at reduced cost.

Targeted

- Easier to raise funds for specific purpose. Examples are the \$23,000 it costs per person in Day Support program and the \$12,000 GPCS cut out of budget utilized for respite services.

ACTION: Motion by P. Price made and seconded by J. Bowles stating the Board will decide about a major fund-raising event, and accompanying time frame at the April meeting. Motion was carried by all.

Y. Harris asked if there was any other business to discuss.

S. Bergquist stated that pictures of the Board will be taken at the April meeting.

ACTION: There being no further business, meeting was adjourned at 6:20 pm..

Submitted by: _____
Ellen Cooper, Secretary

EC/rc