

GOOCHLAND-POWHATAN COMMUNITY SERVICES
MINUTES
November 7, 2011

Goochland-Powhatan Community Services Board of Directors held its regularly scheduled monthly meeting on Monday, November 7, 2011 at the Goochland office.

Present

John Grady
Lorrie Shevrin
Jane Bowles
Eileen Ford
Susie Hackenberg

Absent

Paula Price
Runda Harris

Staff Attending

Susan Bergquist
Allison Hunter
Bill Desmond

Minutes

J. Grady brought the meeting to order and first asked if there were any additions to the agenda; S. Bergquist stated that there would be an additional policy regarding "Social Media" for the Board to review. J. Grady next asked if there were any additions or changes to the September minutes and there were none. Additional item to add to agenda.

ACTION: Motion to approve the October, '11 minutes was made by E. Ford and seconded by L. Shevrin. Motion carried by all and October, '11 minutes were approved.

FY2012 1st Quarter Budget Report

S. Bergquist stated that the FY2012 1st Quarter Budget Report is "unremarkable" as we ended up in the positive and she directed the group to the summary of this on page 4 of the Board report. Through 9/30, we spent a total of \$924K or 25% of what is budgeted and 21% of budget in expenses or \$233,335. Federal income is at 30% because we received all of the ARRA funds in the first quarter; all others are at 25%. In summary, we spent 1.158k and received \$1,219K which gives us a positive balance of \$61K.

ACTION: Motion to approve the FY2012 1st Quarter Budget Report was made by J. Bowles and seconded by S. Hackenburg. Motion carried by all and the FY2012 1st Quarter Budget Report was approved.

Holiday Schedule

S. Bergquist stated that the Governor has awarded State employees two additional days this year; the day before Christmas (23rd) and the day before Thanksgiving (23rd). For 2012, the extra days off are the day before Thanksgiving and the Monday after Christmas. She said that per our personnel policy, additional holiday time off for our employees as well must be granted by the Board and will be given to employees as floating holiday time. After discussion from the group, it was decided to give two days as well at the pleasure of the Board for this year and next.

ACTION: At the Board's pleasure, motion to approve granting two additional floating holidays for 2011 and 2012 to GPCS employees was made by L. Sevrin and seconded by E. Ford. Motion carried by all and the additional floating holidays were granted.

Powhatan Building Plans

S. Bergquist stated that the lease/purchase agreement was sent to our attorney and she met with him today. She said they both agreed that it was confusing in several spots; lease language with both 20 year and 5 year renewals. 10% increase over the next 5 year period or 2% each year (she will make sure of this and not the 20%). She stated that there is also some "car wash lot" language that looks as though this was a template they took and forgot to change all the language in it. She will also request a "schedule of rent" to clarify. In addition, the renewal notices are all over the map with the need to change to 180 day notice for all renewal. Also, the agreement requires us to get property insurance even during our leasing (?) which clearly is something we cannot do; we would provide only liability insurance along with insurance of our contents during this lease period. She also said that the agreement states that we are responsible for all the maintenance, but this should be delineated with owner/leasee. We would also need to clarify "common area maintenance" (snow removal, etc) and also ask for an estimate of what this is. She then asked the Board if anyone else wanted to look at it and J. Grady recommended that all the Board members get a copy of it to review as well. S. Bergquist stated that she would make sure to send it to the group.

Social Media Policy

S. Bergquist stated that we currently have no policy around social media networks; this would include Facebook, Twitter and other such web pages that are open to the public. If you recall, we had a Facebook page for the Chili cook-off and will continue to have presence there going forward. In addition, language needs to be established for social media networks among staff members who use it as well. Although we recognize that this is one's own personal site, if you associate yourself with GPCS on your page you must post a

disclaimer that the opinions expressed by you are your own and are not intended to be interpreted as supported or adopted by GPCS. In addition, employees who associate themselves with GPCS on their social media pages may not post any material that is obscene, profane, etc to another person or entity. Also, use of social media may not infringe on work time. Those found in violation will be asked to either restrict their use of social media to personal time or to remove any association with GPCS, in the event that their postings violate the above restrictions.

ACTION: Motion to approve the Social Media policy and to append to the Computer Use and Email policy was made by S. Hackenberg and seconded by L. Shevrin. Motion carried by all and the Social Media policy was approved.

Cedarwoods Fundraising Update

S. Bergquist stated that at the last Cedarwoods Board meeting, the group decided to do something more related to 30 year anniversary and opening of our Powhatan building rather than the gala at The Mill; this opens it up to everyone in the community at large with possibly also having a silent auction and ribbon cutting event surrounding our new facility. This would hopefully be in the timeframe of late summer/fall of 2012. We have contacted The Mill and thanked them for their efforts thus far in helping us in the beginning stages of our gala; they graciously refunded the deposit and left the door open for a gala event down the road.

Regional, State and Federal Updates

S. Bergquist stated that election day is tomorrow so go vote! She said that there is a lot at stake both at the local and state levels. Governor will release his budget right before Christmas (19th).

S. Bergquist reported the following:

- Auditors will be at the next meeting (December) to present to the Board. Holding it due to Goochland County's audit but we think we are done!
- Hired a part time substance abuse counselor; screening soon for Bob's position and MH Clinician/ES clinician openings.
- Training day this Friday, November 11th for entire staff; offices will be closed.

J. Grady asked if there was any other business to discuss.

ACTION: There being no further business, regular meeting was adjourned at 5:30 pm.

Submitted by: _____
Paula Price, Secretary

PP/ah