

GOOCHLAND-POWHATAN COMMUNITY SERVICES  
MINUTES  
February 7, 2011

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

Present

Charles Bruce  
Lorrie Shevrin  
Ellen Cooper  
Susie Hackenberg  
Eileen Ford  
John Grady

Visitors

Randy Sherrod  
Kitty Kimmel

Absent

Runda Harris  
Paula Price  
Jane Bowles  
June Jeter

Staff Attending

Susan Bergquist  
Allison Hunter  
Bob Villa

Minutes

C. Bruce brought the meeting to order and first asked if there were any additions to the agenda and there were none.

Guests attending the Board meeting were introduced – Randy Sherrod and Kitty Kimmel, both of the Internal Audit Department of the Department of Behavioral Health and Developmental Services. They are at GPCS conducting a financial and program audit this week.

C. Bruce next asked if there were any additions or changes to the January minutes and there were none.

**ACTION: Motion to approve the January 7, 2011 minutes was made by E. Ford and seconded by L. Shevrin. Motion carried by all and January, '11 minutes were approved.**

Next, executive session minutes from January 7, 2011 were reviewed by all. C. Bruce asked if there were any additions or changes to these minutes and there were none.

**ACTION: Motion to approve the January 7, 2011 Executive Session minutes was made by E. Cooper and seconded by S. Hackenberg. Motion carried by all and January Executive Session minutes were approved.**

## **FY 2011 2<sup>nd</sup> Quarter Budget Report**

S. Bergquist directed the Board to page 5 in the Board Packet, which starts with her memo giving a summary of the 2<sup>nd</sup> quarter report. She stated that personnel expenses totaled \$1,941,974 during this six month period and reflects 50% of the amount budgeted; this included a \$1,000 bonus for all full time staff, pro-rated for permanent part time staff and implementation of the existing bonus plan for hourly employees. These monies were paid at the December 15 paycheck. This totalled approx. \$62,000 in personnel expenses, pretty much what was estimated. She stated that we spent 48% of the amount budgeted to date for operating expenses or \$478,259. Revenue for the 6 months is tracking at 50% as expected even with fees; December was a challenging month for fee collection in that there were holidays and several days closed due to inclement weather. January followed the pattern with inclement weather and subsequent days closed. She said that Goochland County schools has "erred on the side of caution" and closed several times, which subsequently closes our day programs. We should expect that fees will continue to be slightly down for January and February due to these closings (we receive fees in January for December services and in February for January services).

In summary, S. Bergquist stated that we show at mid year a positive balance of \$62,048. She directed the group to the detail on the following pages; all categories combined and then the breakdown by program and cost center to follow. She mentioned that fees are tracking nicely with Waiver at 49%.

**ACTION: Motion to approve the FY2011 2<sup>nd</sup> Quarter Budget report was made by E. Cooper and seconded by J. Grady. Motion carried by all and the FY 2011 2<sup>nd</sup> Quarter Budget was approved.**

### **Other Bank Accounts**

S. Bergquist stated that she talks a great deal about our other accounts in board meetings, but has not actually brought a report of these accounts and their balances and expenditures to the Board recently. These accounts include the Capital Account and the Automobile Account.

The Capital account evolved over the years. In the past the account was used to receive monthly lease payments when we rented out space and to pay for some maintenance and repairs. Now it is used for capital costs on the building (heat pumps, etc) and renovations (funds went to build-out new Admin space and for the new cabinets in the Virginia House kitchen). She said that \$12,500 is budgeted to be transferred into that account quarterly from the operating fund. We can pay for emergency repairs out of this account more quickly as opposed to the general fund, which can only do pay-outs on the 15<sup>th</sup> and end of the month. She ended by saying we are currently looking at replacing the roof on the Taylor

building and will be doing an RFP for this in the next month or so. The current balance in this account is \$68,893, with \$50,000 of that reserved for information technology.

The Auto account is used to replace vehicles. We deposit money into this account quarterly – the statement presented shows that we deposit approximately \$10,000 quarterly. This amount is based on the usage of agency vehicles outside of the transportation routes. She stated that we recently bought two vehicles; latest purchase is not reflected in the documents presented. If there is a vehicle that is using a lot of maintenance and repair, we would recommend replacing them with funds from this account. The current balance in this account is \$142,705.

S. Bergquist then asked the Board how often they would like to see reports on these two accounts; after discussion from the group, it was decided to do so quarterly, in line with the budget reports.

### **Cedarwoods Update**

B. Villa updated the Board on their last meeting. S. Hackenberg's daughter, Tara, presented to the group for over 2 hours. She is the current fundraiser for Culpeper Regional Hospital and has done several different projects including a gala and a golf outing. B. Villa stated that the group got enough ideas to move forward in fundraising programs and that they are realistic expectations for the Board to be able to use. He stated that the committee agreed on a gala for next spring; potentially in conjunction with The Mill and Suzie's other daughter, Colleen. This event would be for approximately 100-150 people and would be advertised as part of our 30<sup>th</sup> year anniversary. S. Hackenberg stated that Colleen can meet possibly the morning of 2/16 if it can be arranged.

### **Regional, State and Federal updates**

S. Bergquist directed the group to the sheets in the board packet on the House and Senate budget amendments and what are VACSB "priority amendments" for each. Following this is the VACSB summary of priorities for Virginia's communities, coded by blue for Community Service Boards. Regionally S. Bergquist said, we are watching the state. She stated that VRS will be need to be watched as well with the Governor's proposal that all employees be required to pay the 5% employee share and whether it will be mandated for us or if we will have a choice.

### **Reports**

S. Bergquist reported the following:

- Goochland County Treasurer's arrest for embezzlement: There is no solid information at this time, but we are assured that our operating account, which Goochland County owns, is intact and we are keeping an eye on it. While Ms. Grubbs is still a constitutional officer and being paid by Goochland County, all signature cards have been updated as of Friday, 2/4 to eliminate her signature and thus her ability to access accounts. We were able to deposit today into our operating account. It has yet to be determined how payroll will run and how other functions of the Treasurer's Office will be carried out.
- Randy Camden's party for his retirement was a huge success. He has written a farewell note to all in the current Board packet. Board members commented that they had read it and appreciated it.
- DBHDS Internal Audit progress: This audit began today and the team will be on site all week.
- We have hired a new supervisor for Monacan Services. Jimmy Gilbert; started on February 1. We have also hired a new part time Office Services Specialist, Regina Early;
- Our Tri-County Support person has resigned and we will be advertising and filling it with two part time positions – a support position and a coordinator at 20 hours/each.
- We have had an SA Clinician retirement and we are currently advertising for that position.
- Peer support liaison position – We have interviewed and are currently waiting on the background check before hire.

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

**ACTION: There being no further business, meeting was adjourned at 5:35 pm.**

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

PP/ah