

GOOCHLAND-POWHATAN COMMUNITY SERVICES
MINUTES
August 10, 2009

Goochland-Powhatan Community Services Board of Directors held its regularly scheduled monthly meeting on Monday, August 10, 2009 in Goochland.

Present

Kim Sprouse
Bea Anderson
Runda Harris
Charles Bruce
Paula Price

Absent

John Carmack
Ellen Cooper
June Jeter

Staff Attending

Susan Bergquist
Allison Hunter
Bill Desmond
Bob Villa
Randy Camden

Minutes

C. Bruce brought the meeting to order and first asked if there were any additions to the agenda and there were none. C. Bruce next asked if there were any additions or changes to the June, 09 minutes and there were none.

ACTION: Motion to approve the June '09 minutes was made by B. Anderson and seconded by K. Sprouse. Motion carried by all and the June '09 minutes were approved.

FY2009 4th Quarter Report

S. Bergquist reported that for the end of the 4th quarter, we spent 4.2M on personnel which represents 101% of the amount budgeted. Unanticipated personnel expenses included unemployment expenses for several employees that were also extended due to rule changes this year. On the operating side, we spent 96% of the amount budgeted or 1.2M so overall expenses were held at 100% of amount budgeted with an underspent amount of \$1,025.

Our income for the year totaled \$5.4M and represents 99% of the amount projected. In addition, we received 30K for renovations for Southside Virginia Training Center (paid in June, 09 and we are the fiscal agent) as well as \$50,373

received for IT services to include future software development. The renovation money for SVTC was paid out in June and the IT dollars were moved to our Capital account for future disbursement, thus making these two transactions neutral for FY09 budget.

ACTION: Motion to approve the FY2009 4th Quarter Budget Report and receipt/disbursement of \$30,000 to SVTC and \$50,373 to the Capital fund was made by K. Sprouse and seconded by B. Anderson. Motion carried by all and the FY2009 4th Quarter Budget Report and receipt/disbursement of \$30,000 to SVTC and \$50,373 to the Capital fund were approved.

Budget Reduction Plans

S. Bergquist reported that we have been asked once again to plan for state general fund reductions in the amounts of 5%, 10% or 15%. She has also included in the board packet, several memos that have been sent out in anticipation of these reductions. Her understanding is that Governor Kaine will announce his overall budget reduction plans to the General Assembly by mid-August. Knowing this, the management team has thoughtfully put together the following recommendations for the Board to approve:

Beginning September 1, 2009, we will implement a reduction in this year's budget of 5% or \$105,099. We will accomplish this by:

- A one step across the board salary reduction for all employees.
- Eliminate MR family support funds
- Reduce part time hours (certain positions)
- One full time position moved voluntarily to part time

Also we are proposing that beginning September 1, 2009, the work week for a full time employee will be 37.5 hours, a savings of ½ hour per day.

If the Governor announces cuts of 10% (a budget reduction amount of \$210,197 to us), we propose doing the following, in addition to the 5% plan, and this will be implemented October 1, 2009:

- An additional across the board one step salary reduction.
- Eliminate the work transportation contract with CAP-UP

If the cuts are at the 15% level (\$315,296), in addition to the above, we will be recommending layoffs.

There was much discussion from the Board on the above recommendations. Knowing that the September, 2009 Board meeting will be held after the announcement of actual numbers, the Board decided on the below motion at this time.

ACTION: Motion to approve 5% cut as presented (with the 37.5 full time work week) and bring the further reductions to the Board September, '09 meeting after actual figures are available was made by R. Harris and seconded by K. Sprouse. Motion carried by all and the 5% cut was approved as presented with further reductions tabled until the September, '09 Board meeting.

Fee Write Off's

S. Bergquist reported that fee write-offs had increased 17K this year; page 22 details this in the board packet. She stated that the economy is one reason for the increase in addition to a couple of mental health consumers who had no insurance and were charged full fee and didn't get in to a financial to reduce it, therefore causing us to have to write them off. This is being looked at for next fiscal year.

ACTION: Motion to approve FY2009 Fee Write-offs made by P. Price and seconded by R. Harris. Motion carried by all and FY2009 Write-offs were approved.

Fundraising Update

B. Villa stated that they held a Cedarwoods meeting prior to the Board meeting and it was approved for the Monacan Advisory council and all fund-raising activities to now be a part of this 501(3) c non-profit entity (pending a 30 day review period). In the past, fund raising activities were not channeled through this entity but can be now with donations being tax-free for individuals/businesses who would want to contribute. In addition, B. Villa and A. Hunter spent some time giving an update on fundraising activities to date, including an upcoming Spaghetti dinner and raffle slotted for Thursday, September 10th at Virginia House. Proceeds for this event will go to both Monacan Services and Virginia House. A. Hunter spoke of the need for fund raising committee members and P. Price quickly volunteered to be a Board member on this new committee; they are looking for another Board member to volunteer if anyone is interested. Will continue to give updates at future Board meetings so everyone is informed of what this group is doing.

S. Bergquist reported the following:

- Annual staff appreciation breakfast at Monacan services where we honor employees with 5, 10, 15, 20 years service with the agency. This year we have our first 25 year recipient, Elaine Taylor.

- Exploring possibility of moving our transportation services with an outside vendor; possibly with either Community Action now part of Richmond Community Action or another company called VanGo. Just in beginning stages of researching this to see if it may be beneficial.
- Performance contract – both have been approved from the counties.
- Julie Moore’s resignation from the Board had not been recognized yet with the Goochland Board of Supervisors so this is on their agenda for the September meeting. The other Board vacancy we are asking for a “citizen at large” to fill the opening since it has been such a long vacancy for us (over a year).
- Last Board meeting, it was decided that John Carmack and Paula Price be the “members at large” for next fiscal year, but they are both from Powhatan county (should be one from each county). Given that there are 2 less members from Goochland, the group decided to keep it this way until those vacancies are filled and it can be re-visited.

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

ACTION: There being no further business, meeting was adjourned at 6:30 pm.

Submitted by: _____
Ellen Cooper, Secretary

EC/ah