

GOOCHLAND-POWHATAN COMMUNITY SERVICES
MINUTES
August 1, 2011

Goochland-Powhatan Community Services Board of Directors held its regularly scheduled monthly meeting on Monday, August 1, 2011 at the Goochland office.

Present

Jane Bowles
John Grady
Susie Hackenberg
Runda Harris
Lorrie Shevrin

Absent

Eileen Ford
Paula Price

Staff Attending

Susan Bergquist
Allison Hunter
Bob Villa
Bill Desmond

Minutes

R. Harris brought the meeting to order and first asked if there were any additions to the agenda. R. Harris next asked if there were any additions or changes to the June minutes and there were none.

ACTION: Motion to approve the June, '11 minutes was made by J. Grady and seconded by J. Bowles. Motion carried by all and June, '11 minutes were approved by all.

FY2011 4th Quarter Budget Report

S. Bergquist stated that the figures used for this report are as yet unaudited. The report covers expenses and revenue through June 30th 2011. She said she did compare our revenue and expense numbers with the County of Goochland and we reconcile with their year-end totals for us as well. We spent approximately 3.8 million in salaries and fringes for the year or 98% of the amount budgeted. In expenses, we spent 94% of the amount budgeted or approximately 1 million; this included paying out facility, vehicle and liability insurance premiums for FY12. We also were able to transfer 50K to Capital fund in June as well. Overall, 4.8 million was spent or 97% of the amount budgeted for FY11. In revenue we received 99% of amount budgeted, or 4.92 million.

S. Bergquist directed the group to details of this report which was found on the following pages. Overall, she stated that we had a good year, ending with a \$56K positive balance and she felt very comfortable with the numbers, even with bonuses given out in December.

ACTION: Motion to approve the FY 2011 4th Quarter Budget Report was made by J. Grady and seconded by L. Shevrin. Motion carried by all and FY 2011 4th Quarter Budget Report was approved by all.

FY2011 Bank Balances

S. Bergquist stated that she was also providing year-end numbers for our other bank accounts:

- Capital Account balance of 126K. Expenses from this account included finishing out the new space in Goochland, as well as a new refrigerator and cabinets/countertops in Va. House. Repairs were paid for in emergency situations, such as a new sink because of leak in Va. House, and a major roof leak in Taylor Building so replacement of roof for that location.
- Auto account balance of 140K. Into this account we pay ourselves for use of our vehicles (averaging about 9k a quarter) and we also bought two vehicles within the fiscal year.
- Cedarwoods Residential Houses. This account started the fiscal year with a balance of \$10,100 and ended with \$11,100. This account includes rent, utility payments for the group homes and then pays mortgage along with maintenance of same.
- Cedarwoods Fundraising account. This account includes fundraising for Monacan, Va. House, Tri-County, MH/SA Residential and our GPCS General Fund (emergency fund of Cedarwoods). Current balance is \$14.7K.

Fee Write-offs

S. Bergquist stated that at the end of each fiscal year, we summarize accounts receivable and write off uncollectable fees. These would include such reasons as consumer has declared bankruptcy, dies, moved or otherwise not responded to request for settlement of bills. FY2010 write offs totaled \$28,913.08 and this year's totals are down slightly at \$27,990.77

She then directed the group to the break-down of what these charges are, as it is broken out into the categories of Mental Health, Substance Abuse, Crisis, etc. and then a rough breakdown of the cause and amount. In the past, the Board has discussed hiring a fee collection agency for these accounts but felt overall that they tend to be very aggressive with little return as well as it being "bad business" when we are in the public service arena for the two counties.

ACTION: Motion to approve the FY 2011 Fee Write Offs was made by J. Grady and seconded by S. Hackenberg. Motion carried by all and FY 2011 Fee Write Offs was approved by all.

Building Plans

S. Bergquist stated that we talked about first “leasing” a proposed building and site at the last Board meeting; this would be somewhere in the area of a 7 year length with purchase of said building/property at the end. She said we were eager to move on things with one particular site in mind (Rt. 60 in front of doctor’s office complex) but property acquisition has now become a problem. From what she understands, developer bought site and is now in default, so previous family estate trust is in process of taking it back and wants multi-tenant use instead. Our developer has given us all a second pad site to look at in that same area but it has issues (big dirt pile to the right of site and tall weeds in front that may or may not be mowed by owner). That being said, a third alternative property was looked at 3 miles down Rt. 60 (Flat Rock area) and is currently held by Wilton properties. There are actually several pad sites here that could work for us; water/sewer coming to that area in about 6 months which would be in line with our new building timeline. So, the outcome for now is “stay tuned” and Susan will keep everyone informed as we continue to move forward!

Cedarwoods Update

B. Villa stated that Cedarwoods is now meeting monthly; we currently have three upcoming events that he wants to mention to the group; Powhatan 4th Fridays on September 23rd, Festival of the Grape on October 22nd and our gala in March, 2012. He stated that we brought a sign-up sheet for 4th Friday’s for any Board member who still hasn’t volunteered; if you do volunteer you will be given a discount (10%) to our Gala. Also looking for volunteers for the Festival of the Grape; we will have an informational booth set-up here and possible raffle for one free gala ticket.

At the last Cedarwoods meeting, the group brainstormed on who may be a potential performer for the gala and Steve Bassett was mentioned since he is a well-known artist in the area. S. Hackenberg said that we should contact Colleen at The Mill about him since they have him at several of their events and she may be able to help us. Next meeting for Cedarwoods is August 17th.

Regional, State and Federal Updates

Only update S. Bergquist has is that at the state level, a new director has been named at DMAS, Cindi Jones has been appointed as Director of the Department of Medical Assistance Services.

Reports

S. Bergquist reported the following:

- Monacan talent show (2nd annual) – really great show and another success! There is a DVD if anyone wants to view it
- Lobby area in both Goochland and Powhatan offices has client artwork at both locations; Nora Dinu doing art therapy and has decided to exhibit it
- Regionally our Children's assessment process has started; we just had our first one today and have another one tomorrow (Clinician D. Dilzer)
- Also putting in a proposal for a sub-crisis unit with CSU funds from state to do this; Children's crisis stab unit (6 bed facility) that would offer brief crisis stab stay; regionally be a nice unit to stabilize them in their home
- Rehab counselor in Virginia House retired 8/1; Outpatient Supervisor retiring 10/1 but have some interest internally and will be posting soon
- Activities at our day programs – Virginia House has raised beds and growing plants there (herbs, tomatoes, pumpkin seeds); Monacan is now signed up for Silver Sneakers program at the Y

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

ACTION: There being no further business, regular meeting was adjourned at 5:40 pm and moved into Executive Session.

EXECUTIVE SESSION

At 5:40 p.m., J. Grady moved that the Board convene in a closed meeting pursuant to Virginia Code § 2.1-344 A (4) for the protection of the privacy of individuals in personal matters not related to public business. S. Hackenberg seconded this motion and the Board unanimously approved it.

RECONVENED IN REGULAR SESSION

Whereas the Goochland-Powhatan Community Services Board of Directors convened in a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and Whereas § 2.1-344.1 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with the Virginia Freedom of Information Act. Now therefore, be it resolved that the Goochland-Powhatan Community Services Board of Directors certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

ACTION: Motion made by J. Grady to certify conformity of closed meeting hearings; seconded by S. Hackenberg. All members affirmed this by show of hands.

Submitted by: _____
Paula Price, Secretary

PP/ah