

NORFOLK COMMUNITY SERVICES BOARD MINUTES

August 9, 2011

225 W. Olney Road, Norfolk, Virginia

Members Present:

Lewis J. Taylor, Ph.D., Chair
Kathy Weaver, Secretary
William Graves, III, Ed.D.
Capt. Henry Conde, Ret.
Capt. Garrat "Gary" Cooper, Ret.
Dorothy Isaac
Patrick D. Thrasher, M.D.
Eunice Whitehurst

Comprising a quorum of the members of the board

Staff Present:

Maureen Womack, Executive Director
Robert Horne, Corp. Compliance Officer/Board Clerk
Joseph Shorter, Human Resources Director

Advisors Present:

Jack Cloud, Norfolk City Counsel
Robert Churchman, KPMG, Partner
Halie Creps, KPMG, Senior Manager, Audit

Absent:

Kenny Bryant
CDR Gary Hammond, Ret.
Dana L. Redding
George H. Tatterson, Jr., CPA
Capt. Neil Walsh, Ret.

Call to Order

The meeting was called to order by the Chair at 4:06 p.m.

Approval of the July 12, 2011 board meeting minutes

There being no changes requested to the minutes, the chair accepted the minutes as prepared.

KPMG Presentation – NCSB Audit Plan (Fiscal Year ending June 30, 2011)

A brief presentation (see attached) from KPMG was made to the board members outlining this year's audit plan for the Norfolk Community Services Board. They explained that the Norfolk CSB audit was being conducted as a part of the of City of Norfolk's audit process. The KPMG representatives answered questions from the members regarding the audit plan for the current year.

Report of the Chair – Monitoring Update

The Chair reviewed the notes on monitoring which he previously sent out to the members. See attached. He reviewed the board's monitoring function as one of three specific responsibilities of the Board: 1) linking to the ownership; 2) creating explicit governing policies; 3) assuring organizational performance. The Chair indicated that he has requested that the Executive Director report monitoring data on both Executive Limitations Policies and Ends Policies in October.

The chair reminded the board that the Executive Director will present the methods by which monitoring data will be developed in September. According to the Board's annual calendar the date for the Board retreat is September. The question was raised whether the Board meeting in September should be held separately, or as part of the retreat or should be cancelled. Members were asked about their thoughts about the form, content and specific items to be included in the Board's retreat. The Chair agreed to work with the Executive Director to develop a draft agenda for the retreat. The consensus was to hold the retreat as part of the monthly meetings. The Chair agreed to poll the members to attempt to determine a workable date for the members to hold its retreat in September.

The Chair indicated that he would be establishing an Ad Hoc Committee to review the process for the evaluation of the Executive Director, for the setting the Executive Director's compensation, and to make a report to the Board in November

with any necessary recommendations. The members of this ad hoc committee are Neil Walsh, Kathy Weaver, and Henry Conde. Eunice Whitehurst agreed to serve as the chair of a nominating committee.

Action Item: Annual Leave Policy

The Executive Director introduced the Director of Human Resources. He presented the recommended modifications to the Employee Leave Policy to the members. The Director of Human Resources presented the modifications that were incorporated into the proposed policy revisions. A copy of the recommended annual leave policy changes and the recommended policy are included in the Executive Director's report.

A motion was made and seconded to table the discussion until the next Board meeting and expand the resolution to address the expansion of the 7.6% increase in health insurance costs. There was no discussion and the motion passed unanimously.

Report of the Executive Director

Items for Monitoring:

- A. Corporate Compliance Report
- B. Audit Infant & Toddler Program – Part C Medicaid
- C. Departmental Reports

Items for Information & Celebration:

- A. The Integration of Primary Care and Behavioral Health Grant Award – The Norfolk CSB has received a grant award from SAMHSA which will start on September 1, 2011. There were a total of 6 awards across the country out of thousands of applicants. The grant was funded for \$2,000,000.00 with an additional \$500,000.00 in fee collections.
- B. Judy Collins – Shedding Light on Stigma – A Night of Music. This is a fundraiser with Judy Collins that will be held on Friday, September 9, 2011. The Executive Director asked for members to volunteer to assist with the event. This is a joint venture with Norfolk NAMI. The tickets are \$45.00 and VIP tickets are \$55.00.

Item for Discussion:

- A. Facilities – Wainwright Building negotiations are moving forward. Meetings have been held with the City Manager, Assistant City Manager, and the builder owner. The plans would be to move our case managers and psychiatrists and would also house our primary care physicians. The building is already zoned for our services. The proposed lease is for a five year lease with an option to renew. The hope is to complete negotiations by the end of this month.

Self-evaluation

The Chair solicited feedback from the members on recommendations for improvement(s) for the board's meeting. The Chair issued a request to provide input on the annual calendar for the Board. There was some discussion on the scheduled solicitation of public input in October in light of the City Manager's committee on the Norfolk CSB.

Adjournment

A motion was made and seconded to adjourn. There was no discussion and the motion passed unanimously. The meeting adjourned at 6:20 p.m.

The date and time of the next meeting will be determined in connection with arrangements for the retreat.

Respectfully submitted,

Kathy Weaver
Secretary

KW/rah

Attach: KPMG NCSB Audit Plan Presentation
Board Chair Report August 2011