

# NORFOLK COMMUNITY SERVICE BOARD

## MINUTES

December 14, 2010

225 W. Olney Road, Norfolk, Virginia

### Members Present

Lewis J. Taylor, Ph.D., Chair  
William Graves, III, Ed. D.  
Kathy Weaver, Secretary  
Eunice Whitehurst  
Patrick Thrasher, MD  
Capt. Garrat "Gary" Cooper, Ret  
George Tatterson  
William Hovland, MD  
Capt. Henry Conde, Ret.  
Dorothy Isaac  
Sr. Pastor Ken Bryant  
Capt. Nel Walsh, Ret

### Staff Present

Maureen Womack, Executive Director

### Advisors Present

Jack Cloud, Norfolk City Counsel

### Absent

Dana Redding  
CDR Gary Hammond, Ret  
William Graves

### Executive Director's Report

The Executive Director's report included the following

**Follow -up Item:** The Board is given a copy of a comparative analysis of the VSCB and other care provider proposals presented to the Dept. of Medical Assistance for management of the Medicaid behavioral health services in Virginia. No information was provided on costs of services, defined benefits or reimbursement rates. This additional information will be researched. There will be a budget hearing open to public comment on **Jan. 6<sup>th</sup>** at Norfolk State University.

**Monitoring Items:** A revised **2011 Annual Budget** and the **Statement of Revenues, Expenses and Changes in Assets** documents were presented. There is a notable deficit in the area of client fees collections and insurance reimbursements. The development of a newly established revenue cycle and collections dept., and a continuing effort to assist Medicaid eligible consumers in filing for benefits may reduce this problem. Due to an increase in persons seeking care, a Charitable Care Policy needs to be considered.

**Items for Action:** Lease on the Roland Park Facility (Therapeutic Training Center) will soon expire. The Center will eventually be moved to the Virginia Beach Blvd. location.

Contingent plans are being considered should the building be sold before the TTC is ready to move. There was discussion about using \$70,000.00 from the NCSB reserve fund to finance the architectural fee for development of the future Crisis Stabilization Center at Sentara Hospital. Lease or purchase of the building on Virginia Beach near Granby will need to be addressed

**Items for Information:** The audit performed by Randy Sherrod, CPA, showed no material findings but listed several recommendations for developing more effective internal controls. Also included for review were the Strategic Plan for the Department of Behavioral Health and Developmental Services and the Program Director reports

### **Matters of the Board**

With regard to the \$70,000.00 mentioned above, the board has determined that the decision to take these funds from the reserve fund falls within the purview of the CEO. The Board, however, may wish to revisit the terms of Management Delegation in the Policy Manual.

Nominations for Board officers for 2011 term were again presented: Dr. Lewis J. Taylor as Chairman and Kathleen Weaver as Secretary. There were no further nominations from the floor.

Proposals for Ends Policies were presented by Dr. Taylor as a starting point for discussion. Further discussion is required and will continue next meeting.

### **Actions**

A motion was presented to the board to name Dr. Taylor as Board Chair and Ms. Weaver as Board Secretary for the 2011 term. A vote was taken and the motion was unanimously approved by attending members.

### **Self Evaluation**

Ends Policies proposals brought forth good debate from the board members but more discussion is needed.

### **Consent Agenda** – none

The meeting was adjourned at 6:00 p.m.

The next meeting will be held on **January 11, 2011 at 4:00 p.m.** – same location.

Respectively submitted,

Kathleen Weaver