

# NORFOLK COMMUNITY SERVICE BOARD MINUTES

February 8, 2011

225 W. Olney Road, Norfolk, Virginia

## Members Present

Lewis J. Taylor, Ph.D., Chair  
William Graves, III, Ed. D.  
Capt. Henry Conde, Ret.  
Capt. Garrat "Gary" Cooper, Ret.  
George Tatterson  
Capt. Neil Walsh, Ret.  
Dana L. Redding  
CDR Gary Hammond, Ret.  
Sr. Pastor, Ken Bryant  
Dorothy Isaac

## Staff Present

Maureen Womack, Executive Director

## Advisors Present

Bernard Pishko, City Attorney  
Jack Cloud, Norfolk City Counsel  
Adam Melita, City Attorney's Office

## Absent

William Hovland, MD  
Kathy Weaver, Secretary  
Eunice Whitehurst  
Patrick D. Thrasher, M.D.

The meeting was called to order at 4:04 p.m.

Executive session entered at 4:05 and subsequently certified pursuant to Virginia Code Section 2.2- 3711 and 2.2-3712. The executive session ended at approximately 6:00 p.m.

## Executive Director's annual review

A motion was made and seconded to accept the ad hoc committee recommendation to keep Ms. Womack's salary at the current level and award her a bonus based on her job performance. The motion passed with one abstention.

## City Budget

A budget for the use of city funds was presented by Ms. Womack. Action was deferred pending further guidance from the City regarding budget cuts.

## NCSB Board Policy Manual

A motion was made and seconded to approve the Ends Policy (Policy 4.0). Policy 4.3.1.2 was revised to remove the word "entitlements" and replace it with the word "resources." The motion as revised passed on a unanimous vote.

## NCSB Annual Calendar

A motion was made and seconded to adopt the Annual Calendar as proposed. The motion was seconded and passed unanimously.

The meeting adjourned at 6:34pm.

The next meeting will be held on **March 8, 2011**, same location.

Respectfully submitted,

Dana L. Redding  
Acting Secretary

**NORFOLK COMMUNITY SERVICES BOARD MEETING  
OF FEBRUARY 8, 2011**

**MOTION TO ENTER EXECUTIVE SESSION**

It has been moved and properly seconded that the members of the Norfolk Community Service Board and the Executive Director go into a closed session for the purposes set out below, pursuant to The Virginia Freedom of Information Act, subsection 2.2-3711 of the Code of Virginia (1950), as amended:

- (1) Consulting with legal counsel to discuss status of existing civil suits and the filing of further civil suits. These matters are exempt from the open meeting laws pursuant to Section 2.2-3711 of the Virginia Code (1950), as amended, subsection A 7 (Consultation with legal counsel pertaining to actual or probable litigation and consultation with legal counsel regarding specific legal matters).
  
- (2) Evaluating the performance of a specific employee. These matters are exempt from the open meeting laws pursuant to Section 2.2-3711 of the Virginia Code (1950), as amended, subsection A. 1 (Discussion, consideration, etc., of appointment, promotion, demotion, performance, etc., of specific public officers, appointees, or employees of any public body).

Roll Call:

[certify vote of each member]

Lewis J. Taylor, PhD  
 William H. Graves, EdD  
 Kathleen M. Weaver  
 George H. Tatterson, Jr., CPA  
 Dana Redding  
 Gary R. Hammond, JD  
 Rev. Ken Bryant  
 Eunice B. Whitehurst  
 Garrat E. Cooper  
 Patrick D. Thrasher, MD  
 Dorothy M. Isaac  
 Henry D. Conde  
 Neil P. Walsh  
 William N. Howland, MD

Date of Meeting: 2/8

Motion made by: George Tatterson

Second by: William Graves

*NCSB*

**NORFOLK COMMUNITY SERVICES BOARD MEETING  
OF FEBRUARY 8, 2011**

**A RESOLUTION CERTIFYING AN EXECUTIVE SESSION**

A RESOLUTION CERTIFYING AN EXECUTIVE SESSION OF THE NORFOLK COMMUNITY SERVICES BOARD IN ACCORDANCE WITH THE PROVISIONS OF THE VIRGINIA FREEDOM OF INFORMATION ACT.

WHEREAS, the Norfolk Community Services Board (Board) convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law;

NOW, THEREFORE BE IT RESOLVED that the Norfolk Community Services Board certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed, or considered by the Norfolk Community Services Board.

Roll Call:

[certify vote of each member]

Lewis J. Taylor, PhD  
 William H. Graves, EdD  
 Kathleen M. Weaver  
 George H. Tatterson, Jr., CPA  
 Dana Redding  
 Gary R. Hammond, JD  
 Rev. Ken Bryant  
 Eunice B. Whitehurst  
 Garrat E. Cooper  
 Patrick D. Thrasher, MD  
 Dorothy M. Isaac  
 Henry D. Conde  
 Neil P. Walsh  
 William N. Howland, MD

Date of Meeting: 2/8/11

Motion made by: George Tatterson

Second by: Ken Bryant

## NORFOLK COMMUNITY SERVICES BOARD

### REPORT OF AD HOC COMMITTEE ON EXECUTIVE DIRECTOR EVALUATION AND COMPENSATION

February 8, 2011

#### COMMITTEE MEMBERS

Lewis J. Taylor  
George H. Tatterson, Jr.  
Eunice B. Whitehurst  
Garra E. Cooper

#### COMMITTEE PURPOSE

This ad hoc committee was appointed to evaluate the performance during the past year of Maureen Womack, Executive Director, and to make recommendations to the board for any adjustments to her compensation package.

#### FINDINGS ON PERFORMANCE

The committee reviewed the ED's February, 2010 performance evaluation and her report of the performance of the organization in regard to the CSB's strategic objectives since then. The committee also reviewed board policies on executive limitations. The committee agreed that her performance over the past year met or exceeded her performance as evaluated in February, 2010, in all of the areas examined at that time. The committee further agreed that the progress that the CSB has made toward achieving its strategic goals is commendable.

The committee was particularly impressed that these accomplishments were made during a period of crisis for the organization. Ms. Womack's leadership during this period has been outstanding. She has maintained organizational morale and kept the staff's focus on mission accomplishment. She has modeled for her staff the values of transparency, accountability and responsibility and has provided training for the staff to learn how to implement these values in their work. She has transformed the clinical service delivery system to be consistent with these values. She has continued to work on modernizing the CSB's financial management system to improve transparency and accountability as well as to improve the efficiency of day-to-day financial operations. The organization has undergone major audits by the DBHDS and Medicaid with no material findings. In addition, Ms. Womack has continued to build partnerships with related organizations in the community as can be seen in her strategic goals report. Thus, both the means that she has employed and the ends that she has achieved have been consistent with board policies. In no instance did the committee find that Ms. Womack has violated any of the board's Executive Limitations policies.

#### FINDINGS ON COMPENSATION

Ms. Womack's base salary is currently \$115,000. The board in February, 2010, used a performance-based approach to increase her salary, partly to bring her compensation closer to that of other CSB directors and partly to bring the compensation system in line with modern methods of CEO compensation. She was given a bonus of \$15,000 bringing her gross salary to \$130,000. It should be noted that the bonus was paid as salary and so is subject to taxation. Also, bonuses cannot be included in the calculation of the CSB's retirement fund contribution. It is not known at this time whether or not the CSB staff will be given a cost-of-living increase this year. This will depend on whether or not a budget can be crafted that will allow it, in light of proposed city budget cuts. It was noted that the Consumer Price Index for urban consumers in communities of equivalent size to Norfolk and Hampton Roads in the southern region was 1.2% in 2010.

Surveys of the compensation of CSB directors in Hampton Roads and across the state were reviewed. One of these surveys that gave data from FY 2009 indicated that Executive Directors of large urban CSB's with annual budgets of over \$25 million had an average salary of \$142,691. The average budget of these CSB's was \$33 million. Executive Directors of medium-sized CSB's with annual budgets of \$13-25 million had an average salary of \$130,750. The average budget of the medium-sized CSB's was \$21.2 million. The annual budget of the Norfolk CSB is just over \$25 million. The committee also reviewed a current survey that indicated that ED salaries have not changed significantly since the earlier survey was done.

#### RECOMMENDATIONS

The committee recommends to the Board that Ms. Womack's salary remain at \$115,000 and that she be eligible for any cost of living salary increase that is granted to CSB employees this year. The committee further recommends that Ms. Womack be paid a bonus of \$21,700 in recognition of the excellent performance of her duties during the past year. If approved by the board, the bonus will be paid no later than March 1, 2011, from NCSB reserve funds.

Respectfully submitted on behalf of the committee,



Lewis J. Taylor  
Chair