

NORFOLK COMMUNITY SERVICE BOARD

MINUTES

January 11, 2011

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. Henry Conde, Ret
Capt. Garrat "Gary" Cooper, Ret
George Tatterson
Capt. Neil Walsh, Ret
Dana Redding
CDR Gary Hammond, Ret

Staff Present

Maureen Womack, Executive Director
Dawn Griffith, Enterprise Controller

Advisors Present

Jack Cloud, Norfolk City Counsel
Randy Sherrod, CPAQ, Dept. BHDS
Sheryl Systros, CPA, KMGP

Absent

Sr. Pastor, Ken Bryant
Dorothy Isaac
William Hovland, MD

Executive Director's Report

Joseph Shorter, the newly recruited Director of Human Resources, was introduced to the Board members. He was invited to present a brief verbal employment and educational resume. He is a welcome addition to the NCSB leadership staff

Randy Sherrod, Audit Manager for the Department of Behavioral Health and Developmental Services presented his report and his findings resulting from the special internal audit conducted because of the J. McClone incident. His first focus was to present the amount of money owed to the Federal Government (approximately \$186,000) and to the Commonwealth of Virginia (approximately \$39,000). Joan McClone was paid \$319,000 during a period of 12 years when she was on a "leave with pay" from the NCSB. The wages paid were taken from a Federal block grant and must be returned.

Mr. Sherrod's second focus was to present ten findings resulting from the audit and subsequently made recommendations for correcting these noted deficiencies. A corrective action plan is being developed for each area discussed in an effort to improve the operation integrity of the agency.

Sheryl Systros, CPA, KMGB, gave a status report on the funds related to the MetLife stock issued during 1999 as part of a demutualization process by MetLife. The stock distribution of 17,867 shares has been identified and these assets will be distributed with due interest to participants of the defined contribution plan that is sponsored by the NCSB.

Expressions of appreciation were extended to Gary Cooper and Dottie Isaac for their outstanding presentation to the Health and Human Services Appropriations Committee of the General assembly on January 6, 2011.

It has been reported that the City of Norfolk is imposing a 7.5 % reduction in city sourced money coming into the agency. Our budget will have to reflect this budget cut.

There will be nine applicants interviewed for the position of Chief Financial Officer.

Matters of the Board

Dr. Taylor presented to the board a new guide for discussing Ends Policies. He has asked the members to review this guide and to contact him with any suggestions for change or additions prior to the next meeting so we can quickly proceed with the discussion and hopefully finalize our decisions.

The board members are also asked to review the 2011 Proposed Annual Calendar and to come to the next meeting with additional ideas and/or suggestions for change.

A proposed agenda for next month will be a discussion of corporate compliance. We are reminded to review the handout on **Corporate Responsibility and Corporate Compliance** prior to the meeting.

Actions

A motion was made to change the wording on page 2 , Section 3 of the NCSB By-laws to read: " The Board shall elect its officers annually at the December meeting by affirmative vote of a majority of the Board members and each Officer shall take office on January 1st of the next calendar year.

Self Evaluation

Much of this meeting was devoted to reports related to the recent special audits.

Ms. Whitehurst expressed concern about how to best approach the public with concepts of the Carver Method when explaining how our Board operates.

Consent Agenda – none

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

The next meeting will be held on **February 8, 2011** at **4:00 p.m.** – same location.

Respectively submitted,

Kathleen Weaver