

# NORFOLK COMMUNITY SERVICES BOARD MINUTES

June 14, 2011

225 W. Olney Road, Norfolk, Virginia

## **Members Present:**

Lewis J. Taylor, Ph.D., Chair  
Kathy Weaver, Secretary  
William Graves, III. Ed.D.  
George H. Tatterson, Jr., CPA  
Dana L. Redding  
Kenny Bryant  
Capt. Henry Conde, Ret.  
Capt. Garrat "Gary" Cooper, Ret.  
Capt. Neil Walsh, Ret.  
Eunice Whitehurst  
Dorothy Isaac

## **Staff Present:**

Maureen Womack, Executive Director  
Robert Horne, Corp. Compliance Officer/Board Clerk

## **Advisors Present:**

Jack Cloud, Norfolk City Counsel

## **Absent:**

Patrick D. Thrasher, M.D.  
CDR Gary Hammond, Ret.

Comprising a quorum of the members of the board

## **Call to Order**

The meeting was called to order by the Chair at 4:02 p.m.

## **Approval of the May 24, 2011 board meeting minutes**

A motion was made and seconded to accept the minutes for May 24, 2011 as amended. The motion passed unanimously.

## **Executive Session**

The Board entered executive session at 4:05 p.m. and subsequently certified pursuant to Virginia Code Section 2.2- 3711 and 2.2-3712. The executive session ended at 4:26 p.m.

## **Report of the Chair**

A motion was made and seconded for the adoption of board resolution regarding the hiring of the Chief Financial Officer (see attached resolution). The motion carried unanimously.

## **Report of the Executive Director**

The executive director provided an update on the increase in service requests by the Norfolk Community Services Board (Norfolk CSB). She also shared the design of the Norfolk CSB's charitable care policy and benefit design. As part of the assessment the Norfolk CSB will be adopting the use of the Adult Needs and Strengths Assessment (ANSA). The implementation of the ANSA will also provide outcomes data to the Norfolk CSB. The executive director provided the members of the board with an overview of the proposed benefit design matrix. She defined that the individuals applying for services will be receiving services based on the benefit matrix regardless of their payer source. There was some discussion of the use of the Children's Assessment of Needs & Strengths (CANS) for children and youth. The executive director shared that most of the children and youth seeking services come in with a defined benefit package. The executive director offered to bring our geographical maps of the locations of our individuals around Norfolk to the next board meeting.

The executive director presented to the board members on the timeline for the draft Performance Contract, including the notice of the 30-day public review/comment period. The Performance Contract is our contract with the Virginia Department of Behavioral Health and Developmental Services (DBHDS).

The executive director shared with the members of the board that we had not received any additional information from SAMHSA on changes from funding from that source. She provided an overview of the 2012 budget. This included the reduction in funding from the City of Norfolk, the reduction in administrative and mid-level staffing, and the addition of the fees due to the Quad 0000 initiative. There was discussion of the significant use of the Norfolk CSB's unencumbered reserves (~\$1.5 million) to support operating expenses. There was a question raised about the ratio of staff to persons served by the Norfolk CSB and how that compares to the ratio at other community services boards. The executive director indicated that she would look into providing some benchmarking to the members of the board on this issue. She also offered to provide the patient-to-staff ratios for each for each of the various services provided by the Norfolk CSB.

A motion was made and seconded to adopt the SFY 2012 annual budget as presented. The motion passes unanimously.

The Chair brought up an issue for discussion related to future board agendas. Specifically, he asked for recommendations on subjects for education for next month's board meeting. There was some discussion of planning for the Board's retreat. A suggestion was made to provide the members of the board with an explanation and exploration the various alternatives that are possible should the City of Norfolk make a decision to bring the Norfolk CSB under the direct operation of the City of Norfolk. The executive director shared with the board members about some of her recent interactions with the City Manager regarding the balancing of synergy vs. risk in considering the options for the City of Norfolk regarding the Norfolk CSB. Currently there was no information on the composition of the task force that will be looking into this issue beginning in July. The executive director suggested that the board consider inviting the former Commissioner (Dr. James Reinhart) to provide education at the next board meeting on the 'state of the art' in behavioral health care.

The executive director shared that she was hopeful of executing the Electronic Health Record (EHR) contract this week. She also indicated that we will be looking at the very successful implementation that was made by Henrico CSB of their Unicare EHR.

The executive director shared that we had received confirmation that Judy Collins will be here on September 8<sup>th</sup> at the Harrison Opera House.

A question was raised about the public comment period for the SFY 2012 Performance Contract. The City Attorney shared that the Norfolk CSB will follow the same process for public comment that is currently followed by DBHDS. The value of public comment to inform the Board was discussed, even if such comments cannot modify the SFY 2012 Performance Contract.

### **Self-evaluation**

Feedback was solicited from the members on recommendations for improvement(s) for the board's meeting. Several board members commented on the value of the presentation on charitable care benefit design. The executive director shared that any public comments that have been received are communicated to DBHDS as part of her cover letter accompanying the Performance Contract.

### **Adjournment**

A motion was made and seconded to adjourn. There was no discussion. The motion passed unanimously. The meeting adjourned at 5:55 p.m.

The next meeting will be held on July 12, 2011, at the same time & location.

Respectfully submitted,

Kathy Weaver  
Secretary

KW/rah

## MOTION TO ENTER EXECUTIVE SESSION

It has been moved and properly seconded that the members of the Board of the Norfolk Community Services Board and its Executive Director go into a closed session with counsel 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) Discussion and consideration of the performance of specific employees. This is exempt from the open meeting laws pursuant to subsection A 1 of Section 2.2-3711 of the Virginia Code, which authorizes closed meetings for such purposes; and
- (2) Consultation with legal counsel regarding the above employees and legal issues related to the revision of a personnel policy. These are specific legal matters requiring the provision of advice by counsel, and are exempt from the open meeting laws pursuant to subsection A 7 of Section 2.2-3711 of the Virginia Code, which authorizes closed meetings for such purposes.

Roll Call:

[Certify vote of each member]

Lewis J. Taylor, PhD	Aye
William H. Graves, EdD	Aye
Kathleen M. Weaver	Aye
George H. Tatterson, Jr., CPA	Aye
Dana Redding	Aye
Kenny Bryant	Aye
Eunice B. Whitehurst	Aye
Garrat E. Cooper	Aye
Dorothy M. Isaac	Aye
Henry D. Conde	Aye
Neil P. Walsh	Aye

Date of Meeting: June 14, 2011

Motion made by: Dana Redding

Second by: Kathleen M. Weaver

NORFOLK COMMUNITY SERVICES BOARD MEETING  
**of June 14, 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 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 Board.

Roll Call:

[Certify vote of each member]

Lewis J. Taylor, PhD	Aye
William H. Graves, EdD	Aye
Kathleen M. Weaver	Aye
George H. Tatterson, Jr., CPA	Aye
Dana Redding	Aye
Kenny Bryant	Aye
Eunice B. Whitehurst	Aye
Garrat E. Cooper	Aye
Dorothy M. Isaac	Aye
Henry D. Conde	Aye
Neil P. Walsh	Aye

**A RESOLUTION OF THE NORFOLK COMMUNITY  
SERVICES BOARD**

A RESOLUTION APPROVING THE EXECUTIVE  
DIRECTOR'S APPOINTMENT OF A CHIEF FINANCIAL  
OFFICER.

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WHEREAS, it has come to the attention of the Board that the Norfolk Community Services Board's new Chief Financial Officer, appointed by the Executive Director to this regular, full-time position on March 23, 2011, has substance abuse convictions in his background;

WHEREAS, this officer was frank about his convictions in his application, and after careful consideration the Executive Director, whose authorities and duties include the appointment of all the officers and employees of the Norfolk Community Services Board, decided that his past record was not a disqualification either under the laws of the Commonwealth of Virginia or the policies of the Norfolk Community Services Board; and

WHEREAS, the Executive Director decided that he was the best qualified applicant, his mistakes from years ago being heavily outweighed by his career accomplishments and credentials; and

WHEREAS, the City Attorney has reviewed this matter; now, therefore,

BE IT RESOLVED, by the Board of Directors of the Norfolk Community Services Board that the Board hereby expresses its approval of the Executive Director's decision of March 23, 2011, appointing the Chief Financial Officer of the Norfolk Community Services Board.