

NORFOLK COMMUNITY SERVICES BOARD MINUTES

May 24, 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
Kenny Bryant
CDR Gary Hammond, Ret.
Capt. Henry Conde, Ret.
Capt. Neil Walsh, Ret.
Capt. Garrat "Gary" Cooper, Ret.
Patrick D. Thrasher, M.D.

Staff Present:

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

Advisors Present:

Jack Cloud, Norfolk City Counsel

Absent:

Dana L. Redding
Eunice Whitehurst
Dorothy Isaac

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 10, 2011 Board Meeting Minutes

A motion was made and seconded to accept the minutes for May 10, 2011 as amended. The motion passed unanimously.

Executive Session

Executive session entered at 4:06 p.m. and subsequently certified pursuant to Virginia Code Section 2.2- 3711. The executive session ended at 5:31 p.m. Copies of the resolutions related to the Executive Session are attached.

A motion was made to request that the City Attorney's office draft a resolution for the Board of Directors in support of the Executive Director's hiring of the Chief Financial Officer. The motion was seconded. There was no discussion. The members passed the motion unanimously.

Consideration of Proposed Changes to the Annual Budget

The Executive Director shared with the members plans to deal with the reduction in City funds with changes to the budget. The organization has agreed to deal with this decrease without impacting direct services. The decision was to flatten the administrative structure of the agency. This balancing of the budget includes an allocation from agency reserves of \$1.5 million for the 2012 fiscal year. The Executive Director also shared that there are at least two additional rounds of budget cuts which will be forthcoming due to cuts in funding from SAMHSA to take place between now and October of 2011. This will leave the unencumbered agency reserves at around \$3.8 million. This will also have an impact on the agency's ability to provide charitable care at the same level as is being provided currently. The Executive Director agreed to provide a briefing paper on the agency's charitable care policy to the members.

The Chair asked the Executive Director to enumerate for the members the currently planned encumbrances on the agency reserves. She described the following items planned for the reserves (see May 10, 2011 Executive Director's Report for additional details on most of these items):

- Electronic Health Record
- Workstation Lifecycle Plan
- Crisis Stabilization Build Out
- Quad 0000 Start Up Costs

- ICF/MR
- Supportive and Enclave Employment
- Adult Medical Home Building Renovations
- Adult Medical Home Building – Equipment Purchase and Start Up
- Retention Incentive to Norfolk CSB Employees to match City of Norfolk (Executive Team exempt)

It was the agreement of the members to defer the formal adoption of the budget until the June 14, 2011 meeting of the members. This will allow for any changes as a result of the pending SAMHSA cuts to be included and discussed with the members prior to the required submission of the SFY 2012 Performance Contract on June 17, 2011.

Adjournment

A motion was made by and seconded to adjourn. The motion passed unanimously. The meeting was adjourned at 6:12 p.m.

The next meeting will be held on June 14, 2011, at the same time & location.

Respectfully submitted,

Kathy Weaver
Secretary

KW/rah

24 MAY 2011

MOTION TO ENTER EXECUTIVE SESSION

It has been moved and properly seconded that the members of the Norfolk Community Services Board and the 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 a specific employee. 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 same, a specific legal matter requiring the provision of advice by counsel. This is 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:

Lewis J. Taylor, Ph.D., Chair - Aye
Kathy Weaver, Secretary - Aye
William Graves, III. Ed.D. - Aye
George H. Tatterson, Jr., CPA - Aye
Kenny Bryant - Aye
CDR Gary Hammond, Ret. - Aye
Capt. Henry Conde, Ret. - Aye
Capt. Neil Walsh, Ret. - Aye
Patrick D. Thrasher, M.D. - Aye

Date of Meeting: May 24, 2011

A RESOLUTION CERTIFYING AN EXECUTIVE SESSION

A RESOLUTION CERTIFYING AN EXECUTIVE MEETING 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) has 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 meeting 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:

Lewis J. Taylor, Ph.D., Chair - Aye
Kathy Weaver, Secretary - Aye
William Graves, III. Ed.D. - Aye
George H. Tatterson, Jr., CPA - Aye
Kenny Bryant - Aye
CDR Gary Hammond, Ret. - Aye
Capt. Henry Conde, Ret. - Aye
Capt. Neil Walsh, Ret. - Aye
Patrick D. Thrasher, M.D. - Aye

Date of Meeting: May 24, 2011