

NORFOLK COMMUNITY SERVICES BOARD MINUTES

November 8, 2011

225 W. Olney Road, Norfolk, Virginia

Members Present:

Lewis J. Taylor, Ph.D., Chair
Kathy Weaver, Secretary
Kenny Bryant
Capt. Henry Conde, Ret.
Capt. Garrat "Gary" Cooper, Ret.
Dana L. Redding
Capt. Neil Walsh, Ret.
Eunice Whitehurst
Dorothy Isaac
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:

William Graves, III, Ed.D.
CDR Gary Hammond, Ret.
George H. Tatterson, Jr., CPA

Comprising a quorum of the members of the board

Call to Order

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

Approval of October board meeting minutes

The Chair requested whether the members had any changes and whether they would they accept the minutes for the October 6th and 27th, 2011 Ad Hoc committee and the October 11th, 2011 board meeting minutes as prepared. There being no corrections, the Chair accepted the minutes as prepared.

Report of the Chair

1. **Resignation of the Executive Director** – The Chair formally recognized the resignation of the Executive Director as of the end of this current calendar year. He commented on the tremendous legacy that she had left during her tenure as the CEO. He remarked on the remarkable positive changes that she had brought forth during her time with the Norfolk CSB. The Executive Director thanked the board members for their support and governance during her tenure. She commented briefly on the position which she had accepted in Kansas.

The chair indicated that the board would need to look to the appointment of an interim Executive Director. He recommended that the Chair, Mr. Bryant, and Dr. Thrasher serve as the search committee, with consultation from Dr. Forte. He asked that the board authorize this search committee to select an interim Executive Director. The Chair shared that it was unrealistic to determine anything beyond an interim Executive Director within the next two months and until the City reaches a decision on the future structure for the Norfolk Community Services Board. There was some general discussion regarding the means to proceed on the appointment of an interim Executive Director. There was a recommendation made for the inclusion of a female member of the board on the search committee. The Chair agreed to the appointment of Ms. Isaacs to the search committee.

A motion was made that Dr. Taylor, Mr. Bryant, Ms. Isaacs, and Dr. Thrasher serve as the search committee, with consultation from Dr. Forte, to select an interim Executive Director. The motion was seconded. There was no discussion. The members present voted unanimously to adopt the motion.

2. **Draft annual board calendar** – There was discussion about the Draft 2012 Annual Calendar and the adoption of this document as a working document that would be subject to revision. There was some brief discussion about the timeframes for the development of revisions to the budget. **There was a consensus from the member present to adopt the Draft 2012 Annual Calendar (see attached) as working document for the board.**

3. **Drafts of proposed board policy changes** – The Chair presented drafts of revisions to two board policies; Monitoring CEO Performance, 2.4 and Financial Operations, 3.4. The recommended revisions to the policies were reviewed. It was agreed that upon adoption of any changes to board policies that the clerk will send an electronic copy of the revised board policy packet and the current board by-laws to all members of the board.

There was a motion to adopt board policy 2.4 and 3.4. The motion was seconded. There was some discussion about the need to develop debt guidelines as referenced in 3.4.1. It was recommended that the references to debt guidelines either be removed or developed. The Chair agreed to develop a proposed debt guideline for the adoption by the board during the next monthly board meeting. **The members voted unanimously to pass the motion.**

Report of the Ad Hoc Committee on Executive Director Evaluation and Compensation

The Chair presented an overview of the work of the Ad Hoc committee that included the proposed new board policy 2.5 on CEO Compensation and 2.6 on the CEO Contract. This included a proposed broad CEO pay-band, pay step increases, and grading system for CEO performance. There were some recommended modifications to the proposed board policies. There was general discussion about the proposed pay-band and step increases and what the expectations would be for the CEO to receive step increases. **There was a consensus of the member present to adopt the proposed board policy 2.5, as modified; and to defer the proposed board policy 2.6 on the CEO Contract pending legal consultation.**

Report of the Executive Director

1. Monitoring Items:
 - a. Infant & Toddler program – This program was reviewed by the Virginia Department of Behavioral Health and Developmental Services. The program exceeded all state standards.
 - b. Program of Assertive Community Treatment – The program received a provisional license due to documentation and other issues.
2. Items for Information:
 - a. Preliminary SFY 2013 budget – This is a preliminary draft of the budget for SFY 2013. There was some discussion of the decision to give up 41 vehicles from our current fleet as part of the budget reduction.
 - b. Federal payback – The Department of Health and Human Services notified the Norfolk CSB that we must pay back \$186,231.00 of federal substance abuse block grant funds that were inappropriately paid to Jill McGlone. The repayment has been processed as requested.
 - c. Electronic Health Record – The implementation of Uni/Care Profiler® has begun and the initial “boot camp” was completed.
 - d. Behavioral Health Partnership – The Executive Director reported that she is continuing to work with the Norfolk City Attorney’s office about how best to proceed with joining the Virginia Behavioral Health Partnership. There have been efforts to find mutually agreeable solutions to allow the Norfolk CSB to enter into the partnership. The City Attorney has identified that there were some issues with how the City of Virginia Beach joined the partnership. The Executive Director shared that she has been in contact with the City of Chesapeake on the modifications that they made to the partnership agreement. It was suggested that the city attorney involved with this be asked to attend the next meeting of the board to provide a briefing to the board on the issues related to this contract. There was a question raised about whether the board could seek advice from outside legal counsel. The consensus of the members of the board was that this was a matter was a board issue at this point.
 - e. Collaboration Award – Our Juvenile Justice Services was named as the recipient of the Collaborations Award by the Norfolk Educational Foundation.

Nominating Committee Report

The nominating committee met on 10/31/2011 for the purpose of selecting persons to serve as the Chair and Secretary for the board. **The nominating committee recommended Mr. Bryant for nomination as Chair and Ms. Weaver for nomination as Secretary.** There proposed slate of officers for the next year will be voted upon during the December board meeting.

Self-evaluation

The Chair solicited feedback from the members on recommendations for improvement(s) for the board's meeting. There was a question raised about whether there was a need for additional members of the board at this time. It was pointed out that there were no members of the board who would be ending their terms this calendar year. There was a brief discussion regarding the status of the discussions of the City's special advisory group looking at the structure of the Norfolk CSB.

Adjournment

There was a motion to adjourn. The motion was seconded. There was no discussion. The motion passed unanimously and the meeting was adjourned at 6:01 p.m.

The next meeting will be held on December 13, 2011 at the same time & location.

Respectfully submitted,

Kathy Weaver
Secretary

KW/rah