



BOARD OF DIRECTORS MEETING – 26 MARCH 2024

The Southside Behavioral Health (SBH) Board of Directors met, in Open Session, at 1:00 p.m. on March 26, 2024, in the Chipps Conference Room, at the SBH Modlinski Building in Clarksville, with Dr. Betty Adams, Board Chair, presiding.

ATTENDANCE

MEMBERS PRESENT

Betty Adams (Chair)
Joan Bowers (Secretary)
Stuart Comer
Debbi Knox
Carlton Walker

MEMBERS ABSENT

Ivan Hargrove (Vice-Chair)
Evella Hutcheson (Treasurer)
Mary Jane Collie
Tammy Mull

OTHER ATTENDEES

SBH staff members:

Beth Engelhorn, Executive Director
Galyna Hightower, Director of Financial Services
Kameelah Singleton, Director of Human Resources
Ashley Holmes, Institutions & Forensics Services Manager
Sylvia Pyron, Clerk of the Board

PROCEEDINGS

I. CALL TO ORDER

The meeting was called to order at 1:03 p.m. by Dr. Betty Adams, Board Chair. A quorum of Board members being present, with the meeting having been duly convened, the Board was ready to proceed with business.

II. APPROVAL OF BOARD MINUTES

The minutes from the last Board of Directors Meeting, held on February 27, 2024, were approved as presented.

III. PUBLIC COMMENTS

None

IV. BOARD EDUCATIONAL TOPIC: - SBH INSTITUTIONS & FORENSICS SERVICES

Ashley Holmes, Institutions & Forensics Services Manager, Modlinski Building

Southside Behavioral Health's Institutions and Forensic Services Division serves individuals with disabilities who are involved in the Commonwealth's legal system. SBH provides services such as community reintegration, care coordination, restoration services, discharge planning, and financial supports. SBH support staff roles in this program include case management, assessment facilitation, court reporting and case monitoring.

The SBH Institutions and Forensic Services Division has been working diligently to manage state hospital censuses and community needs for individuals who have experienced mental health and criminal crises requiring service intervention. The SBH I/FS Division is also working to increase our department's staff which will enable us to provide more services to the growing specialized populations we serve. This population has seen an increase due to recent changes by the General Assembly and other governing officials to provide more comprehensive care for the criminally mentally ill.

V. EMPLOYEE OF THE MONTH – MARCH 2024

The selection of the Employee of the Month for March, Grace Dunn, Housing Administrator at Administration, was announced to the Board.

VI. OLD BUSINESS

Item A. SBH Strategic Planning Retreat | Berry Hill – April 4th 9:00-12:00

The Board was reminded of the upcoming strategic planning retreat to be held at Berry Hill Conference Center and Resort in South Boston, VA on Thursday, April 4th from 9:00 -12:00.

Item B. Update | Roof Replacement – BCI & JHNC

The Board was briefed regarding the roof replacements progress at both BCI and JHNC. The larger portions of BCI have been replaced and the smaller area will be complete this week weather permitting. Due to the contractor being out of office the start and completion of the JHNC is slated to begin the latter part of April.

VII. FINANCIAL REPORT

Galyna Hightower, Director of Financial Services

As of the end of February 2024 SBH had a cash balance of about \$8.4M. SBH remains in a stable financial position. The accounts receivable balance as of the end of February 2024 compared to the end of January 2024 has shown a slight decrease. The actual revenue should be tracking at 67% at this point in the fiscal year of the budgeted amount. However, it is actually tracking at 53% at this time and Medicaid income is at 52% of the Medicaid Budget. Total expenses as of the end of February 2024 are tracking at 53% for the FY23 budget. SBH revenue is running below budgeted amounts at this time for FY24 due to the reimbursement basis for some FY24 revenue as well as Medicaid revenue. The main factors for this can be found in open beds and low staff as well as the receiving process for reimbursement of federal funding. However, some payments have been received. The reimbursement basis for federal

funds will continue to be delayed by approximately two months. SBH continues to work toward improving productivity by hiring for new positions as well as providers which in turn will generate increased billing for services to help increase SBH revenue. SBH continues to review restricted funding to cover areas of cost and where it can be allocated. The amount of deferred revenue as of the end of February 2024 includes unspent prior years funds and FY24 localities' funds that were received in the beginning of FY24.

VIII. NEW BUSINESS

Item A. Appointment of Nominating Committee (IAW SBH Bylaws, Article 6, Section a.)

B. Adams, Board Chair appointed the following individuals, representative of each county, to serve on the Nominating Committee for the Board of Officer Positions for FY 24-25:

M. J. Collie, Halifax | C. Walker, Brunswick | D. Knox, Mecklenburg

Item B. Employee Benefits: Health Insurance – Director of Human Resources

There have been no changes in cost to the two plans currently being offered to SBH staff. The Board was asked to absorb the same amount paid by the employees (82% employee/63% dependents) as in the previous years. Also, there will be no change in the provider or the structure of plans at this time. Open enrollment will begin in May.

MOTION: Upon motion made by D. Knox, duly seconded by J. Bowers, the following resolution carried unanimously

RESOLUTION: *BE IT RESOLVED*, that the Board of Directors, Southside Behavioral Health, in regular meeting assembled, votes to authorize the Executive Director to adopt the SBH Employee Benefit Health Insurance plan for FY24-25 as presented.

Item C. Policies and Procedures for Board Review/Approval – Betty Adams, Chair, Program Committee

Policies and Procedures recently reviewed for recommendation to the Board by the Program Committee. The Committee Chair recommended to the Board that all of the following policies, that the Committee was asked to review, be approved/adopted by the Board.

[1300] Human Rights

[1750] Staff Communications with Southside Behavioral Health Board of Directors

[1820] Title VI Policy

[3125] Employee Grievance

[3260] Hours of Work

[3710] Records Retention, Human Resources

[3800] Salary Administration

[3840] Smoking

[4085] Discharge under [4095] Documentation

[4450] Managing Inappropriate and Dangerous Behaviors

[4890] Telemedicine

[6774] Records Retention-Destruction

MOTION: Upon motion for approval from the Program [Policies and Procedures] Committee the following resolution carried unanimously.

RESOLUTION: *BE IT RESOLVED*, that the Board of Directors, Southside Behavioral Health, in regular meeting assembled, authorizes the Executive Director to implement the policies, procedures and standard operating procedures as presented and reviewed by the Board, in toto.

Item D. Review New Electronic Executive Director Evaluation Form

Dr. Betty Adams, Board Chair presented and reviewed with the Board of Directors in attendance the new electronic Executive Director's evaluation form as well as how to complete the form. The new electronic form will be scored with a five-point scale which will include: core responsibilities, annual goals, a narrative/comment section and salary considerations for the SBH Executive Director. Once all forms and information are submitted it will be received by the SBH Human Resources Department who will then compile the data and return the findings to the Board Chair to brief both the Board of Directors as well as the Executive Director.

IX. EXECUTIVE DIRECTOR'S REPORT

STATE AND DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES (DBHDS)

Step VA There is no new updated information from DBHDS in regard to budgets.

We will be creating a cost assessment for all STEP VA services along with all other CSB's in the state. This information will be presented to legislators to assist with the development of a budget for the transition to Certified Community Behavioral Health Centers (CCBHC) in FY 25/26. There are already 4 CCBHCs in the state of VA. The movement to this federal designation will change funding opportunities and the way CSB's are funded. It will increase the level of reporting and change required services. The good news is that STEP VA has more requirements and required services than the CCBHC requirements.

CONSORTIUM – REGIONAL UPDATES

There are no new updates at this time.

COUNTIES

The county 10% match requests have been confirmed by Halifax. To the best of my knowledge Mecklenburg will meet its 10% match request. Brunswick has not yet announced their funding for this next fiscal year.

County	Clients per county	Percentage	Requested Amount	County Response	Percentage from County
Brunswick	620	19.12%	\$146,535.00	TBD	
Halifax	1257	38.77%	\$297,088.00	\$210,000.00	70%
Mecklenburg	1365	42.10%	\$322,614.00	\$322,614.00	100%
Total	3242	100.00%	\$766,237.00	TBD	TBD

AGENCY

BUILDING UPDATES - RRC completed tile work. We have one report of glue in one area. Buck is looking into the issue to see if this was an area that was not addressed. Updates will be provided.

ROOF REPAIRS - Brunswick Creative Innovations is 75% completed and the John H. Northington building is next to be completed. This project is going well.

HIRING STRATEGY - SBH marketing will be utilizing 30 second videos to promote SBH as a "great place to work!". We will be using staff who will talk about why they love working here and why they chose SBH. These will appear on our website, Indeed, Facebook and other social media sites. Research has shown that videos increase the response to job openings in a company especially when the individuals in the video are actually employees.

STAFF SATISFACTION SURVEY - This is scheduled for release at the end of March.

STRATEGIC PLANNING SURVEYS - These went out to all staff and all community partners to be completed. We are looking forward to hearing more about the outcome of these surveys.

AGENCY PRODUCTIVITY - I am pleased to report that Adult Out-patient services are seeing their highest levels of productivity since we have been recording them. The highest productivity is 94% and the lowest is 47%. The average is 60%. This team has made significant gains in service provision and have been embracing technology in order to increase our ability to provide services when and where we need it.

DOJ SETTLEMENT - We continue to have audits and expectations regarding the DOJ settlement. We are waiting with DBHDS to hear if the judge will charge the state of VA in contempt of settlement judgment. There are still areas where we have not met the benchmarks required by the judge.

LEGISLATIVE MEETINGS - There are no new updated news in this area.

MECKLENBURG CFS - These services have moved into the building previously occupied by Adult OP. This has allowed Early Intervention to expand into the other building in Boydton and provides space for school-based services.

- The two buildings in Boydton are now:
 - Mecklenburg Child and Family Services
 - The Clover Building - Early Intervention and School Based Services
 - We are planning on filing a grant for a therapeutic playground for the CFS building.

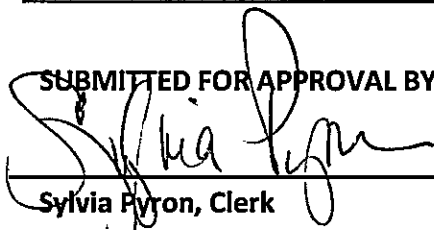
EXECUTIVE DIRECTOR ACTIVITIES:

- Providing therapy on Wednesdays in Halifax
- HUD property reviews and updates
- Marketing strategy for programs and agency events
- Recovery Event in September planning
- Assisting with ED evaluation process
- Evaluation of current services and progress in growth, increase in productivity and evaluation of the need to hire for expanding programs
- Review of areas that continue to lag behind in spite of increased resources and attention
- Planning for Staff Appreciation Event in June
- Supervisor Training plan for all agency leadership and supervisors

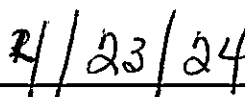
X. ADJOURNMENT

The next Board of Directors meeting is scheduled for Tuesday, April 23, 2024. There being no further business to come before the Board, the meeting was adjourned at 2:11 p.m.

SUBMITTED FOR APPROVAL BY



Sylvia Pyron, Clerk
SBH Board of Directors



Date of Approval