

CHESAPEAKE COMMUNITY SERVICES BOARD
MEETING MINUTES
SEPTEMBER 11, 2006

PRESENT

Ms. Janice Hudgins, Chairperson
Ms. Mary McQuown, Vice Chairperson
Dr. Diane Martin, Secretary
Ms. Elizabeth Everett
Mr. Carl Hanbury
Mr. Richard Losea
Ms. Teresa Parsons
Mr. William Pierce
Mr. John Sulfaro
Ms. Patricia Yewcic
Ms. JoAnn York

ABSENT

Mr. Darin Ely

STAFF PRESENT

Ms. Cheryl Collier, Mental Retardation Program Director
Ms. Brenda Crockett, Infant Intervention Services Program Supervisor
Mr. George Ennels, Mental Health/Substance Abuse Program Director
Ms. Lisa Vanlandingham, Fiscal Administrator
Ms. Candace B. Waller, Executive Director

GUESTS

Ms. Kathy Leonard, Office of State Delegate Algie T. Howell

CALL TO ORDER

Ms. Hudgins called the meeting to order at 5:00 p.m.

INVOCATION

The invocation was led by Ms. McQuown.

APPROVAL OF AGENDA

One action item was removed from the Consent Agenda and two action items were added to the Regular Agenda. Ms. Everett moved to approve the agenda as revised. Mr. Pierce seconded and all present voted in favor.

APPROVAL OF MINUTES

Ms. Everett moved to approve the minutes of the July 10, 2006 meeting as presented.
Ms. Yewcic seconded and all present voted in favor.

PUBLIC COMMENT

Ms. Kathy Leonard, an aide in the office of Delegate Algie Howell introduced herself.

PRESENTATION – INFANT INTERVENTION SERVICES, BRENDA CROCKETT, PROGRAM SUPERVISOR

Ms. Crockett presented a brief overview of the services provided by the Infant Intervention Program. The infant program provides services for children age birth to 3 years with developmental delays.

CONSENT AGENDA

A. REVISION TO THE FY 2007 BUDGET

ACTION ITEM: BOARD APPROVAL TO REVISE THE BUDGET TO INCLUDE THE ADDITIONAL \$23,100 IN VIRGINIA SERVICE INTEGRATION PROGRAM (VASIP) FORMERLY KNOWN AS CO-OCCURRING STATE INFRASTRUCTURE GRANT FUNDING.

ACTION ITEM: BOARD APPROVAL TO REVISE THE BUDGET TO INCLUDE THE ADDITIONAL PERSONNEL FUNDING ALLOCATION OF \$310,500.

Ms. McQuown moved to approve the Consent Agenda as presented. Ms. Everett seconded and all present voted in favor.

COMMITTEE REPORT

A. COMMUNITY & GOVERNMENTAL RELATIONS – JULY 10, 2006

The Committee recommends the appointment of Keri Pasiliao to the Board of Directors of Elizabeth River Properties of Chesapeake, Inc., for a term beginning September 11, 2006 and ending December 31, 2008. All present voted in favor.

B. PROGRAMS AND SERVICES COMMITTEE – JULY 17, 2006

The Committee recommends the revision of Article IX of the Chesapeake Community Services Board bylaws to require the Programs and Services Committee to “make recommendations to the Board regarding the acceptance or refusal of gifts, donations, bequests, or grants of money or property that exceed \$1,000 in value.” All present voted in favor

C. ADMINISTRATION AND FINANCE COMMITTEE

The Committee recommends approval of the editorial changes to the following policies:

- 1.3 GOALS OF THE COMMUNITY SERVICES BOARD
- 1.4 THE STRUCTURE OF THE BOARD
- 1.5 THE BOARD AND ITS MEMBERS
- 1.6 BOARD OF DIRECTORS MEMBER TRAINING & ORIENTATION
- 1.8 THE BOARD’S FISCAL RESPONSIBILITIES

1.9 BOARD ACCOUNTABILITY
3.10 CRIMINAL BACKGROUND CHECK

All present voted in favor.

The board discussed recommended changes to policy 1.7, *General Board Responsibilities and Policies*.

After a lengthy discussion Ms. Everett moved that Section I, Subsection S of policy 1.7 *General Board Responsibilities and Policies* be revised to include that the Executive Director will “plan and perform the orientation of board members as required to ensure maximum understanding of the duties and responsibilities of their service to Chesapeake citizens whose lives are affected by mental health, mental retardation and substance abuse.” Ms. McQuown seconded and all present voted in favor.

FINANCIAL REPORT

Ms. Vanlandingham reviewed the June and July 2007 financial reports. The June report shows an excess of \$886,000 that will go into the CSB fund balance. The majority of this figure, \$640,000 is a result of vacancy savings.

REGULAR AGENDA

A. REVISION TO THE FY 2007 BUDGET

Ms. Everett moved that the Board revise the budget to include the additional \$10,625.39 in regional reinvestment funding and \$213,626 in transformation funding. Mr. Losea seconded and all present voted in favor.

Ms. Everett moved the Board accept the additional \$52,955.60 in mental health needs of Juvenile Accountability Block Grant (JABG) funds. Ms. Yewcic seconded and all present voted in favor.

B. VACSB PUBLIC POLICY CONFERENCE

Ms. McQuown will be attending the VACSB Public Policy Conference October 4 through 6 in Charlottesville. Mr. Pierce and Ms. Hudgins are considering attending.

C. ACTION ITEMS FOR THE OCTOBER 6TH VACSB BUSINESS MEETING

Ms. Waller reviewed the proposed bylaw changes. Ms. Everett moved that the Chesapeake Community Services Board vote in support of the proposed VACSB bylaw changes. Ms. McQuown seconded and all present voted in favor.

Ms. Waller also reviewed the proposed changes to the VACSB FY 2006 to 2007 and 2007 to 2008 budgets. Mr. Losea moved that the Chesapeake Community Board of Directors vote in support of the proposed VACSB budget changes. Ms. Yewcic seconded and all present voted in favor.

Ms. Everett moved that Ms. McQuown attend the business meeting and vote on behalf of the Chesapeake Community Services Board. Mr. Pierce seconded and all present voted in favor.

D. BOARD RELATED

Ms. Waller reviewed the information received from the City Attorney's office regarding the Virginia Public Records Act. The CCSB retains a complete board package; board members may discard their package as they desire.

ANNOUNCEMENTS

- A. MR STRATEGIC PLAN MEETING – October 11th 9:00
- B. ANNUAL REPORT – Included after the Agency Report
- C. NAMI CHESAPEAKE – Walk for Enlightenment October 8th

ADJOURNMENT

There being no further business, Ms. Hudgins adjourned the meeting at 6:40 p.m.

Amy Blondell
Office Coordinator

Dr. Diane Martin
Board Secretary

These minutes are subject to full Board approval.