

**NORFOLK COMMUNITY SERVICES BOARD
MINUTES**

**Wednesday, May 25, 2016
225 W Olney Road, Norfolk, Virginia**

Members Present*

Gary Cooper, Vice Chair (0)
Pat Thrasher (1)
Michael Hires (0)
Elizabeth Burns (3)
Jennette Franklin (6)
Neil Walsh (3)
Chris Nicholas (5)
Karen Fox (2)
Lynn Martin (0)
Michael Blankenship (0)
Coby Dillard (0)

Members Absent**

Erica Bullock (2)
Linda Irwin-DeVitis (6)
Michael O'Toole (4)
Andrew Bucholz (2)

Staff Present

Sarah Paige Fuller, Executive Director
Bob Horne, Board Operations/Board Clerk
Jacklyn Griffin, Executive Assistant
Amy Liu, Operations Controller
Jack Cloud, City Attorney

Comprising a quorum of the members of the board.

* *Numbers in parenthesis represent number of absences during the last twelve (12) months.*

** *Ms. Bullock and Mr. O'Toole were excused.*

I. CALL TO ORDER

The meeting was called to order by the Vice-Chair at 6:02 p.m.

II. ROLL CALL

III. INTRODUCTION OF NEW MEMBERS

For the benefit of the new members and those members absent at the last meeting, Mr. Cooper asked each of the board members and staff present to introduce themselves and provide a brief introduction. The new members are Ms. Lynn Martin, Pastor Michael Blankenship, Mr. Coby Dillard, and Dr. Andrew Bucholz (absent).

IV. APPROVAL OF MINUTES

The minutes of April 27th were approved unanimously.

V. MATTERS OF THE EXECUTIVE DIRECTOR

A. Financial Report (Amy Liu)

Ms. Liu presented the Norfolk Community Services Board's Financial Report through April 30, 2016 (see handout). She indicated that there were no major deviations from prior reports. Revenues are on target and YTD fees are in excess of the annual budgeted amount, and we are currently projecting a 5-7% carry over fund balance for FY 2017.

B. Financial Policy – Consumer Balance Write Off (Amy Liu)

Ms. Liu spoke about the proposed revision to the policy of the Norfolk Community Services Board for the write-off of a consumer's balance due. The revised policy replaces the present aging provision that considered current accounts defined as receivables of "less than 120 days" with receivables of "less than 365 days." It also replaces the current aging provision that states days shall be written off when equal to or greater than 120 days with "equal to or greater than 365 days". Finally, it aligns with other third-party accounts receivable policy provision that accounts with an age

greater than the maximum billing period, (e.g. 365 days) shall be written off (e.g. Medicare, Medicaid/Magellan, Anthem and Optima). Ms. Liu and Ms. Fuller responded to questions about the policy revision from the members. A motion was made and approved unanimously the policy as presented.

C. Brief Points from the FY 2017 City Budget (Sarah Fuller)

Ms. Fuller also reported that she received notification from DBHDS that the NCSB would be receiving \$250,000 for ID/DD housing assistance to the region. The NCSB will serve as the regional manager for these funds. These funds will be placed into a special revenue account rather than into the general fund.

Ms. Fuller also reported that on May 3rd we received permission from SAMHSA to use \$20,00/yr. (up to \$500 per person) from CABHI Grant to be able to provide 'Welcome Home' kits and other materials (not to include furniture).

Additionally, Ms. Fuller reported that our ITCN program received notification from the Federal government that only 5% of funding can be charged to administrative overhead. This will mean that we will have to absorb \$100 K in administrative overhead expenses in the ITCN program. Ms. Fuller responded to questions from the members related to these announcements.

Ms. Fuller provided a brief overview of the City Budget as it relates to the Norfolk Community Services Board. The FY 2017 budget for the Norfolk Community Services Board will be \$26 M (not including special revenue accounts). It will include a 2% COLA, effective 1/1/2017 and the medical insurance costs to employees will increase by 3%, effective 1/1/2017. Ms. Fuller reported that the Norfolk Community Services Board lost no positions in the FY 2017 budget, and actually gained 2 positions (proposed CDBG) for Jail Case Managers. Ms. Fuller responded to questions from the members related to the FY 2017 City budget.

D. Vision – CSB Services (Sarah Fuller)

Ms. Fuller provided an update on the vision for the Norfolk Community Services Board, moving forward. She presented the following four dimensions of Care Coordination:

- **Housing** – Quality, Affordable, Permanent, Choice, Legal
- **Healthcare** – Access to Behavioral Healthcare and Primary Healthcare, Access to medications and supplies, appropriate benefits
- **Income** – Has SSI/SSDI/Veterans/Retirement income/Employment income. Is income sufficient?
- **Purpose** – Hobbies, Activities, Spiritual, Education, Training, Skill development, Vocation, Relationships, Socialization.

Ms. Fuller responded to questions from the members present.

E. GAP Update (Sarah Fuller)

Ms. Fuller provided an update to the members on the status of the GAP program. She reported that the Norfolk Community Services Board served over 1,000 persons through GAP and has billed over \$800,000 in GAP. GAP will be extended for an additional 3 years and, as of 7/1/2016, the income eligibility will increase to 85%. Ms. Fuller responded to questions from the members present.

F. Performance Contract (Sarah Fuller)

Ms. Fuller presented the members present with copies of the SFY 2017 & 2018 Performance Contract Cover Memo, dated May 6, 2016, as well as the SFY 2017 & 2018 Performance Contract,

and further indicated that the primary focus of the June meeting will be the SFY 2017 Performance Contract. She responded to questions from the members.

VI. MATTERS OF THE CHAIR

A. Facilities Tour (Gary Cooper)

Mr. Cooper announced that there will be a tour of the NCSB facilities for the new members on June 22nd at 2:00 PM. The tour will start at the Olney Road location and will return to the Olney Road location at the end of the tour in time for the Board Meeting.

B. Consumer Advisory Committee Update (Erica Bullock)

As Ms. Bullock was absent from the meeting, Ms. Fuller announced that the peer certification training will graduate 24 peer facilitators at the end of this week. She responded to questions from the members present.

C. Nominating Committee: Committee to present their recommendations for Chair (Neil Walsh, Coby Dillard, and Michael Blankenship)

Mr. Cooper asked that Nominating Committee submit a nomination for the Chair of the Norfolk Community Services Board by the June meeting. Ms. Fox indicated that she was willing to volunteer to serve as the Chair if that was the pleasure of the members. Mr. Walsh, Mr. Colby and Pastor Blankenship are serving as the members of the nominating committee.

D. Legislative Information Update (Neil Walsh)

Mr. Walsh shared that citizens of Norfolk should have recently received a new voter registration form. He shared that members should engage with their representatives (local, state, and federal) to support the efforts of the Norfolk Community Services Board. He encouraged members to engage in interaction with their delegates, representatives, and senators to advocate for the needs of the Norfolk Community Services Board. He also indicated that summer visits with state legislators are a key to strong advocacy.

VII. ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 8:02 p.m. The motion passed unanimously. The next meeting will be held on June 22, 2016, at 6:00 p.m. at 225 W Olney Road location.

Respectfully submitted,

Robert A. Horne
Board Clerk

APPROVED:

Garratt Cooper
Vice-Chair