

CHESAPEAKE COMMUNITY SERVICES BOARD
MEETING MINUTES
JUNE 13, 2005

PRESENT

Ms. Janice Hudgins, Chairperson
Ms. Mary McQuown, Vice Chairperson
Dr. Diane Martin, Secretary
Ms. Elizabeth Everett, Member-at-Large
Mr. Darin Ely
Mr. Richard Losea
Mr. Robert Rigney
Mr. Mark Stiles
Ms. Patricia Yewcic

ABSENT

Mr. Thomas Brown
Ms. Catherine Jackson
Ms. Jane O. Valentine

STAFF PRESENT

Ms. Cheryl Collier, Mental Retardation Program Director
Mr. George Ennels, Mental Health/Substance Abuse Program Administrator
Ms. Rosemary Mills, Assistant Director
Robert Pitsenbarger, M.D., Medical Director
Ms. Lisa Vanlandingham, Fiscal Administrator
Ms. Candace B. Waller, Executive Director

CALL TO ORDER

Ms. Hudgins called the meeting to order at 5:05 p.m.

INVOCATION

The invocation was led by Ms. McQuown.

APPROVAL OF AGENDA

Ms. Waller highlighted the changes made to the agenda. Mr. Losea moved to approve the agenda as revised. Ms. McQuown seconded and all present voted in favor.

APPROVAL OF MINUTES

Mr. Rigney moved to approve the minutes from the May 9, 2005 meeting as presented.
Ms. Everett seconded and all present voted in favor.

PUBLIC COMMENT

There was none.

CONSENT AGENDA

- A. BOARD APPROVAL OF THE REVISION TO THE BUDGET TO INCLUDE \$4,500 IN NGRI FUNDING
- B. BOARD APPROVAL OF THE REVISION TO THE SCHEDULE OF CHARGES TO INCREASE THE RATE FOR CASE MANAGEMENT SERVICES TO \$326.50 PER MONTH.
- C. BOARD APPROVAL TO CANCEL THE AUGUST 2005 BOARD MEETING.

Ms. McQuown moved to approve the consent agenda. Ms. Everett seconded and all present voted in favor.

COMMITTEE REPORT

- A. COMMUNITY & GOVERNMENTAL RELATIONS COMMITTEE – May 16th

The Committee discussed appointments needed for the various boards as well as the Advisory Committee. They also discussed plans for the legislative dinner including possible dates, times and locations, as well as an agenda for the evening.

FINANCIAL REPORT

The Board package contains the financial report through April which shows excess revenue in the amount of \$1.6 million. The Agency continues to meet its vacancy targets.

NEW BUSINESS

- A. REPORT ON THE MAY VACSB MEETING – MS. MCQUOWN

Ms. McQuown updated the board on some of the issues discussed at the VACSB conference.

REGULAR AGENDA

- A. NAMI VIRGINIA

The VACSB provided all CSBs additional information related to NAMI Virginia's (National Alliance for the Mentally Ill) request for monetary support. Nearly all of the other Community Services Boards have approved NAMI's request.

Ms. Everett moved that the Board deny NAMI Virginia's request for a \$500 donation. Ms. McQuown seconded and all present voted in favor.

B. BOARD MEMBER PICTURES

Dr. Martin moved to not install a plaque with board member names and pictures in the lobby.
Ms. Everett seconded and all present voted in favor.

C. REQUEST FOR RE-APPROPRIATION OF FY 05 FUNDS

Due to City deadlines for major purchases at the end of the fiscal year, we will be unable to spend the money to purchase a 15 passenger van, nor all of the \$75,000 received from Dyntek by the end of this fiscal year. In order to use these funds in the next fiscal year (beginning July 1, 2005), we must request City Council re-appropriate them.

Ms. Everett moved the Board request City Council re-appropriate funds from the CSB fund balance. Dr. Martin seconded and all present voted in favor.

D. FY 06 BUDGET

Most years, at the end of the fiscal year, there is generally excess revenue. One way to reduce the amount of excess available at the end of the year is to reduce our vacancy factor and fill more positions.

Dr. Martin moved that the Board direct the staff to be more aggressive in filling staff vacancies. Ms. Everett seconded, Mr. Stiles abstained and the motion passed with a vote of 5 to 2.

OTHER

A. CCSI LAUNDRY MOVE

The final walk through of the Vocational Center was done on June 8th. The cleaning is the only thing that remains to be completed

B. MEDICAL DIRECTOR

Ms. Waller introduced Dr. Robert Pitsenbarger, the new medical director, to the Board.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:20 p.m.

Amy Blondell
Office Coordinator

Dr. Diane Martin
Board Secretary

These minutes are subject to full Board approval.