



# HANOVER COUNTY COMMUNITY SERVICES BOARD

**COMMUNITY SERVICES BOARD**  
Sue Randolph – Chair  
Citizen  
Angela Kelly-Wiecek  
Board of Supervisors

## MINUTES

April 17, 2023  
5:30 pm

### Members Present:

Anne Cross, Mary Butler Eggleston (virtual), Johna Jones, Jeff Katz (virtual 6:04pm), Carol McDaid, Gary D. Perkins, Sue Randolph, Robin Trivette, and Jack Wilson

### Staff Members Present:

Lorrie Ann Booker, Ellen Bowyer, Gabriella Caldwell-Miller, Bernie Jordan, Ivy Sager and Jim Taylor

### Additional Attendees:

None

### Presenters:

None

### Location:

Hanover County Administration Building, Board of Supervisors Conference Room

#### I. Call to Order

Sue Randolph, Chair, called the meeting to order at 5:30pm. Ivy Sager stated to the Chair that a quorum was physically present; Mary Butler Eggleston attending virtually for a medical reason with Jeff Katz also expected to join virtually due to a medical reason. Both attended from their personal residence. Linda Wilkinson, Angela Kelly-Wiecek as well as Bill Brenzovich were not present.

#### II. Consideration of Amendments to the Agenda

None

#### III. Approval of the Minutes

The minutes of the March 20, 2023, Board meeting were approved as submitted.

#### IV. Citizens' Time

None

#### V. Presentations and Agenda Items

Action Item: Approval of Revision to Rules of the Board

Sue Randolph presented the Executive Committee's recommendation to amend the Rules of the Board as indicated on the Action Item included in the packet. The revision is specifically related to quorum.

Gary D. Perkins motioned to amend the Rules of the Board as indicated in the action item. Carol McDaid seconded the motion. During the period of discussion, Mr. Perkins asked for clarification regarding remote participation. Ellen Bowyer offered that once a quorum is lost, Board Members participating remotely must leave the meeting as the State Code defines "remote participation". Mr. Perkins expressed his concerns about this, noting that the public can remain on the virtual link, but Board members would have to disconnect. Other board members also expressed their concerns about this.

Jack Wilson asked if the public as well as Board Members have access to the recordings of the meetings. Ivy Sager replied that they do. Ellen Bowyer stated: "Yes, the public as well as Board Members have open access to review."

The Chair recommended that this matter be tabled at this time. Anne Cross made the motion to table the matter. Carol seconded the motion, passing unanimously.

Ms. McDaid asked Ms. Bowyer if she could share the iterations of the bill addressing quorum issues. Ms. Bowyer replied in the affirmative.

#### Donations:

Jack Wilson moved to accept, seconded by Robin Trivette and passing unanimously the following donations: Asphalt Angels Auto Club donated \$500 to the CSB Food Pantry and St. Paul's Episcopal Church donated \$500 to the RAFT Member Fund.

#### Chairperson's Report:

Ms. Randolph noted that all committees have met since the last board meeting. She asked that a representative from each provide an update.

Ms. McDaid provided an update from the Staff Appreciation Committee's April 11<sup>th</sup> meeting. She announced the date of June 6, 2023, for the Staff Appreciation Event, which will be held at Mechanicsville United Methodist Church with yard games, cookout and gift cards as door prizes. She asked Board Members to sign up to man games, bring sides as well as provide gift cards.

Mary Butler Eggleston provided an update from the Advocacy Committee's meeting. The Committee's purpose as well as processes in getting items before the Legislative Committee were discussed. She also announced the Committee plans to meet with Dennis Walter, County Attorney, for assistance in refining processes.

Ms. Cross provided an update from the Public Awareness Meeting, announcing the date of October 25<sup>th</sup> for the Jean C. Harris award to be held in St. Paul's Parish Hall. The Committee also discussed ways to connect with those citizens that are unaware of the CSB's services and plans to start by speaking to local faith leaders to ensure they have the information they need to support those in the community they may interact with.

Ms. Randolph thanked Ms. Eggleston, Anne Cross and Linda Wilkinson for attending the County budget public hearing.

Jim Taylor spoke to the Board of Supervisor's April 12<sup>th</sup> approval of the budget; highlighting the 7% merit increase for staff which will be effective July 1<sup>st</sup>.

Executive Director's Report:

Ivy Sager announced only one staffing change in April, Rhonda Lowry's transition to the Reimbursement Supervisor role.

Ms. Sager spoke to the onboarding of School Based Clinicians, providing a summary of the open positions and staff already in place. She noted juggling of staff to cover as positions are filled.

Mr. Taylor announced the Hanover County School Budget includes more money for mental health.

Ms. Sager spoke to the customer feedback portion of the dashboard; noting two online forms received, with the first not really providing any feedback. The second form commented on the challenges when scheduling sibling appointments.

Ms. Sager spoke to two feedback phone calls received by Quality Assurance. Information from the first call was investigated and determined unfounded as the concerns were not substantiated. The second was around a medication error, reported by staff, which was deemed a founded complaint. Staff were able to address the error with no adverse impact.

Ms. Sager noted RAFT's Betsy Connell recently received the Year of the Peer Pioneer Award.

Ms. Sager spoke to waiting to hear if any of the CSB's funding was changed in the budget approval process. Updates will be provided to the Board when the information is available.

Ms. Sager noted excusing herself from a Hanover Cares funding transaction as she is on their Board.

Ms. Sager spoke to changes around Bill Brenzovich and Ms. Eggleston's participation at the VACSB conference and asked if anyone is interested in participating to please let her know as soon as possible.

Gary D. Perkins asked if it would be appropriate for the Board to recognize staff receiving service awards. Ms. Sager spoke to staff service recognition and asked the Staff Appreciation Committee to consider what additional recognition would look like. She also mentioned seeking the Employee Engagement Committee's thoughts around additional recognition. It was clarified however that Mr. Perkins was specifically recommending that a letter of recognition from the Board be provided to Ms. Connell for her recent award.

Mr. Taylor spoke to asking the Board of Supervisors to act as Fiscal Agent for two regional grant applications: expanding Project Recover as well as a needs assessment for pregnant women in recovery. He also mentioned a presentation to the Board of Supervisors around the Opioid Abatement Spending Plan.

Mr. Taylor gave an update to the draft on the CSB Board Rules and Responsibilities. He spoke to working with John Budesky, County Administrator, as well as Ellen Bowyer in drafting the document and then sharing it with Ms. Kelly-Wiecek. He went on to describe presenting the document to the remainder of the Board of Supervisors as well as the CSB Board's Executive Committee and then full CSB Board.

Ms. McDaid asked if the CSB Board will have an opportunity to see the document prior to it being shared with the Board of Supervisors. Mr. Taylor offered that the plan is not in stone, and he can look at sharing it with the CSB Board first. Mr. Taylor also mentioned working on a Board Handbook.

Mr. Perkins asked if the Board rules and responsibilities are broken down by what the state mandates versus what the Board of Supervisors expects. Mr. Taylor responded that the legal review of the document is to ensure the code is followed. He also mentioned reviewing the Board's job description and protocols for when interacting with the State and Local Officials as well as the Executive Director.

Mr. Taylor reviewed the Performance Evaluation process, providing a new timeline and processes for the upcoming evaluation of the Executive Director. Mr. Perkins asked if this new process eliminates the closed session. Mr. Taylor offered that a closed session could be held during the May 15<sup>th</sup> Board Meeting if needed. Ms. McDaid asked that a closed session be included on the May agenda, just in case it is needed.

**VI. Other Items**

Ms. McDaid asked for a presentation from a School Based Clinician, someone actually working with students. Ms. Sager spoke to conferring with the Children's Program Coordinator in putting together a School Based presentation.

**VII. Announcements**

None

**VIII. Adjournment**

Ms. Randolph adjourned the meeting at 6:28pm. The next regularly scheduled Board meeting will be held May 15, 2023.