

CHESAPEAKE COMMUNITY SERVICES BOARD  
MEETING MINUTES  
MAY 14, 2007

**PRESENT**

Ms. Mary McQuown, Chairperson  
Mr. Richard Losea, Vice Chairman  
Ms. Patricia Yewcic, Secretary  
Ms. Janice Hudgins, Member-at-Large  
Mr. Darin Ely  
Ms. Elizabeth Everett  
Mr. William Pierce  
Mr. John Sulfaro

**MEMBERS ABSENT**

Mr. Carl Hanbury  
Ms. Rose Husted  
Dr. Diane Martin  
Ms. Theresa Parsons

**STAFF PRESENT**

Ms. Cheryl Collier, Mental Retardation Program Director  
Ms. Rosemary Mills, Assistant Director  
Dr. Jeffrey Shelton, MH/SA Program Administrator  
Ms. Lisa Vanlandingham, Fiscal Administrator  
Ms. Candace B. Waller, Executive Director

**CALL TO ORDER**

Mr. Losea called the meeting to order at 5:04 p.m.

**INVOCATION**

The invocation was led by Mr. Losea.

**APPROVAL OF AGENDA**

Items were added to the New Business section of the agenda and action items were added to the Regular Agenda section. Mr. Pierce moved to approve the revised agenda as presented.  
Ms. Yewcic seconded and all present voted in favor.

**APPROVAL OF MINUTES**

Mr. Losea requested an amendment to the summary of the discussion on the process for awarding available Waiver slots to include his recommendation that the process be reviewed by the Programs and Services Committee who will in turn make a recommendation to the full Board. Ms. Everett moved to approve the minutes from the April 9, 2007 meeting as amended. Ms. Hudgins seconded and all present voted in favor.

## **PUBLIC COMMENT**

There was none.

## **CONSENT AGENDA**

### **A. REVISION TO THE FY 2007 REVISED BUDGET**

ACTION ITEM: Board approval to revise the budget to include the \$2,000 in NGRI funding and \$19,584 in restoration services funding.

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

## **COMMITTEE REPORT**

### **A. ADMINISTRATION & FINANCE COMMITTEE – APRIL 9<sup>TH</sup>**

The Committee reviewed and recommended approval to the following policies:

3.5 STAFF SUPERVISION AND EVALUATIONS

3.6 GUIDING STAFF DEVELOPMENT

3.8 TRAVEL

3.9 STAFF CONFLICT OF INTEREST

The Committee recommended the Board approve the revisions to Policy 3.5 Staff Supervision and Evaluations. All present voted in favor.

The Committee recommended the Board approve the revisions to Policy 3.6 Guiding Staff Development. All present voted in favor.

The Committee recommended the Board approve the revisions to Policy 3.8 Travel. All present voted in favor.

The Committee recommended the Board approve renaming Policy 3.9 to “Conflict of Interest” and the revisions to the policy to include CSB volunteers in addition to employees and former employees. All present voted in favor.

### **B. ADMINISTRATION & FINANCE COMMITTEE – APRIL 24<sup>TH</sup>**

Mr. Losea reviewed the revisions recommended by the Committee to the budget and performance contract.

The Committee recommended the Board approve the revisions to the budget and performance contract. All present voted in favor.

## C. PROGRAMS & SERVICES COMMITTEE – MAY 1<sup>ST</sup>

The Board reviewed the data to be submitted for the Comprehensive State Plan for 2008 – 2014. Clarification was requested on the waiting list number for Mental Retardation. Additionally, the Board requested more information on the number of individuals with autism or Aspergers syndrome seeking services as well as those using assistive technology devices.

The Committee recommended Board approval of the submission data for the Comprehensive State Plan for 2008 – 2014. All present voted in favor.

The Committee discussed the process used to award Mental Retardation Waiver slots as they become available and developed proposed revisions to the process.

The Committee recommended Board approval of the revisions to the process of selecting a recipient for a Mental Retardation Waiver slot. All present voted in favor.

## FINANCIAL REPORT

Ms. Vanlandingham reviewed the financial report which contained data through the end of March 2007. There is approximately \$1.4 million in excess revenue.

## NEW BUSINESS

### A. REPORT FROM THE VACSB CONFERENCE – MR. ELY AND MS. MCQUOWN

Mr. Ely and Ms. McQuown attended the VACSB conference in early May and briefly reported on the highlights of the conference.

### B. REPORT ON THE VOLUNTEER RECOGNITION EVENT – MS. MCQUOWN AND MR. PIERCE

Ms. McQuown and Mr. Pierce attended the CSB Volunteer Recognition Event and reported on the highlights.

### C. REPORT ON SPRINGFEST – MR. PIERCE AND MR. SULFARO

Mr. Sulfaro and Mr. Pierce attended the Customer Appreciation Day on May 11<sup>th</sup>. The event was well organized and enjoyed by those who attended.

## REGULAR AGENDA

### A. HOUSING UPDATE

To assist the CSB to act quickly to purchase housing for clients, the CSB proposes we:

1. Create a pool of individuals to be on call to go look at houses when they are identified
2. Appropriate 1,000,000 from the CSB to Elizabeth River Properties of Chesapeake, Inc. to use to purchase acceptable house(s)
3. Enter into an agreement with ERP-C regarding the use of the funds. John Oliver, Deputy City Attorney, has drafted this agreement
4. Use the \$25,000 that City Council has approved as matching funds for housing as long as some of the housing is used for individuals with Mental Retardation

Ms. Everett moved the Board approve appropriating \$1,000,000 to Elizabeth River Properties of Chesapeake, Inc. for the purchase of residential properties that will be used by the individuals we serve. Ms. Hudgins seconded and all present voted in favor.

Mr. Pierce, Mr. Sulfaro, Mr. Ely and Ms. Hudgins volunteered to be on call to go look at houses.

The Board provided their comments on the draft agreement between the CSB and ERP-C. Ms. Waller will forward the comments to John Oliver.

### B. CITY BUDGET UPDATE

City Council met and approved a budget with a tax rate of \$1.04. This results in \$12,000 budget reduction for the CSB. City Council has asked the new City Manager to develop a plan to outline what needs to be done to make the tax rate \$0.99.

### C. FY 08 TRANSFORMATION FUNDING

The CSB will receive \$183,630 in transformation funding.

### D. WAITING LISTS

A waiting list has been re-established for mental health outpatient services. The mental health outpatient services unit is experiencing a staff shortage due to vacancies. Additionally, two employees are out on extended medical leave. The new psychiatrist has been hired and we will begin seeing individuals on the waiting list for psychiatric services.

E. FY 2008 WAIVER SLOTS

The State notified the CSB that we will receive 8 Waiver slots.

F. BOARD MEMBER TERMS

The Board reviewed the list of term expirations. Ms. Yewcic asked for clarification on the terms she has served.

**OTHER**

A. ANNOUNCEMENT FROM THE EXECUTIVE DIRECTOR

Ms. Waller announced her plans to retire effective December 31, 2007. She has requested to use annual leave from November 1, 2007 through December 31, 2007.

Mr. Ely moved the Board accept the Executive Director's plans for retirement. Ms. Yewcic seconded and all present voted in favor.

Mr. Ely moved the Board approve the Executive Director's request to use annual leave for the period of November 1, 2007 through December 31, 2007. Ms. Yewcic seconded and all present voted in favor.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:50 p.m.

Amy Blondell  
Office Coordinator

Patricia Yewcic  
Board Secretary

*These minutes are subject to full Board approval.*