

CHESAPEAKE COMMUNITY SERVICES BOARD
MEETING MINUTES
DECEMBER 8, 2008

PRESENT

Mr. Richard Losea (via telephone)
Mr. John Sulfaro, Secretary
Ms. Janice Hudgins, Member-at-Large
Mr. Jeffrey Coleman
Mrs. Peggy Crutchfield
Ms. Elizabeth Everett
Ms. Teresa Parsons
Mr. William Pierce
Mr. Frank Williams

ABSENT

Mr. Darin Ely
Dr. Diane Martin
Dr. Toney L. McNair

STAFF PRESENT

Mr. George Ennels, Mental Health/Substance Abuse Program Director
Mrs. Brenda Crockett McGee, Mental Retardation Program Director
Ms. Rosemary Mills, Assistant Director
Mr. Joe Scislowicz, Executive Director
Ms. Helen Slater
Ms. Lisa Vanlandingham, Fiscal Administrator
Ms. Debra Waters, Quality Assurance Administrator

GUESTS

Mark Stiles
Patricia Yewcic

CALL TO ORDER

Mr. Sulfaro called the meeting to order at 5:00 p.m.

INVOCATION

The invocation was led by Mr. Scislowicz.

APPROVAL OF AGENDA

The agenda was revised to add New Business. Ms. Parsons moved to approve the agenda as revised. Dr. McNair seconded and all present voted in favor.

APPROVAL OF MINUTES

Ms. Everett moved to approve the minutes of the October 6, 2008 meeting as presented.
Mr. Sulfaro seconded and all present voted in favor.

PUBLIC COMMENT

There was none.

CONSENT AGENDA

A. REVISION TO FY 2009 BUDGET

ACTION ITEM: BOARD APPROVAL TO REVISE THE FY 2009 BUDGET TO INCLUDE:

- (1) \$2,000 IN NGRI FUNDING**
- (2) \$6,900 IN PREPAREDNESS INITIATIVES WITH THE VIRGINIA DEPARTMENT OF HEALTH MOU FUNDS**

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

COMMITTEE REPORT

A. NOMINATING COMMITTEE

The Committee recommended the following slate of officers:

Chair – Mr. Losea
Vice Chair – Mr. Ely
Secretary – Mr. Sulfaro

B. PROGRAMS & SERVICES COMMITTEE

The Committee met to conduct its annual review of the bylaws. The Committee does not recommend any changes to the bylaws at this time.

C. JOINT MEETING: ADMINISTRATION & FINANCE AND PROGRAMS AND SERVICES

The Agency is required to cut 5% in State general funds. The Committees reviewed recommendations from staff to meet the 5% target and recommend full board approval of the proposed budget reductions. All present voted in favor.

The Committees discussed the process currently used to award vouchers to individuals seeking Day/Vocational Services through the MR unit. There is more demand than can be met by the Agency.

The Committees recommend staff:

- (1) Conduct a utilization review of the Voucher Program.
- (2) Present a plan for the elimination of funding for some services
- (3) Present a plan to establish minimum levels of service funding
- (4) Present a plan to award Vouchers based on need determination

All present voted in favor.

NEW BUSINESS

A. APPOINTMENT OF MS. CRUTCHFIELD TO A BOARD COMMITTEE

Ms. Crutchfield will serve on the Programs and Services Committee.

B. ELECTION OF OFFICERS

Mr. Losea asked for additional nominations. There were none. Ms. Everett moved the Board accept the slate of officers as presented by the Nominating Committee. Dr. Martin seconded and all present voted in favor. Ms. Hudgins will serve as Member-at-Large.

FINANCIAL REPORT

Ms. Vanlandingham reviewed the financial report which contains data through the end of September, 2008. Available excess revenue is approximately \$1,000,000 and the Agency is close to its vacancy target.

Mr. Scislowicz reported that the City Manager informed Department Heads that the City is seeking to reduce the overall budget by \$4.5 million. The CSB has been asked to make a reduction of 13% or \$975,891. This is approximately 22% of the City's overall target. Mr. Scislowicz will seek further clarification from the City and update the board when information is available.

REGULAR AGENDA

A. STRATEGIC PLAN UPDATE

A draft copy of the strategic plan was presented to the Board for review and comment. Mr. Scislowicz introduced Suzanne Puryear who explained the process for developing the strategic plan. Leadership Team served as the core planning group. They reviewed the initial SWOT (strengths, weaknesses, opportunities and threats) analysis. Ms. Puryear then solicited input from mid-level management, line staff, and key stake holders and advocacy groups. From the information gathered, clear strategic themes emerged and are presented in the strategic plan.

OTHER

A. ELIZABETH RIVER PROPERTIES AUDIT

An audit of Elizabeth River Properties has been done at the City's request.

ADJOURNMENT

There being no further business, Mr. Losea adjourned the meeting at 6:42 p.m.

Amy Blondell
Office Coordinator

John Sulfaro
Board Secretary

These minutes are subject to full Board approval.