

**MINUTES OF THE JULY MEETING OF THE
HORIZON BEHAVIORAL HEALTH BOARD OF DIRECTORS**

**Board
Approved
6-26-13**

**Fagan Building
2241 Langhorne Road
Lynchburg, VA 24501**

July 24, 2013

PRESENT: James Borland Campbell County
 Hunsdon Cary, III City of Lynchburg
 Clyde Clark City of Lynchburg
 William Craft, *Treasurer* Appomattox County
 Krystal Hulette Bedford County
 Gary Marple, *Chair* ARC Representative
 David Pugh, Jr. Amherst County
 William Schneider, *Vice-Chair* City of Lynchburg
 William Scott Campbell County
 Jim Sikkema Bedford County
 Parks Snead Additional Member
 Mary Lou Spiggle, *Secretary* Appomattox County

ABSENT: Dana Koenig Additional Member

STAFF: Sandy Bryant, *Senior Director, Child & Family Services*
 Nancy Cottingham, *Chief Executive Officer*
 Sandy Farmer, *Executive Assistant*
 Beth Ludeman-Hopkins, *Director, Performance Improvement*
 André McDaniel, *Chief Financial Officer, Administration*
 Felicia Prescott, *Senior Director, Adult & Family Services*
 Gary Ratliff, *Director, Human Resources, Administration*

GUESTS: Dammy Onafowokan, *Mentor Coordinator, Child & Family Services*
 Jennifer Smith Ramey, *Program Manager, Child & Family Services*

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A. INTRODUCTION

1. Call to Order/Welcome

Chair Gary Marple opened the meeting at 4:02 p.m.

2. Moment of Silence

A moment of silence was observed.

3. Adoption of the Revised Agenda

MOTION: *Clyde Clark made a motion to approve the agenda as amended, adding to E. BOARD ACTION – Board Membership. The motion was seconded by Mary Lou Spiggle and carried by unanimous vote.*

B. PUBLIC COMMENT

There was none.

C. MINUTES

Consideration of the Board Minutes of June 26, 2013

MOTION: *Secretary Mary Lou Spiggle made a motion to approve the minutes as mailed. The motion was carried by majority vote. Krystal Hulette abstained due to her absence at the last meeting.*

D. DEPARTMENT PRESENTATION

Dammy Onafowokan and Jennifer Smith Ramey from the Child and Family Services Department gave a presentation on Project Combine, a mentoring program that partners with our current substance abuse program. Gary Marple thanked Dammy and Jennifer on behalf of the board of directors for their informative presentation.

E. BOARD ACTION – Board Membership

Nancy reviewed the Board Seat Vacancies handout and her proposed plan for making certain the board is represented by jurisdictional proportional population and the Code of Virginia requirements.

RECOMMENDATION: *The board of directors approved the proposed plan and authorized Nancy Cottingham to immediately implement the plan. Ms. Cottingham will make changes to the charter, board bylaws and board policies*

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and procedures which will be brought to the September 2013 board meeting for review and approval.

Approved changes:

Remove the ARC member requirement on our board

Change the two additional members to citizen members

Make recommendations to fill the consumer receiving services board member requirement according to the Code of Virginia

F. COMMITTEE REPORT

1. Performance Improvement Committee

MOTION: Committee chair, Parks Snead made a motion on behalf of the Performance Improvement committee to approve the FY13 3rd quarter goals and objectives as mailed. The motion was approved by unanimous vote.

MOTION: Committee chair, Parks Snead made a motion on behalf of the Performance Improvement committee to approve the FY14 Goals and Objectives as mailed. The motion was approved by unanimous vote.

MOTION: Committee chair, Parks Snead made a motion on behalf of the Performance Improvement committee to approve the Human Rights Policies and Procedures as mailed. The motion was approved by unanimous vote.

2. Executive Committee

Gary Marple made a consideration to enter into a Closed Meeting according to Section 2.2.3711.A.1 of the Code of Virginia in order to discuss personnel matters. William Schneider made a motion to enter into closed session. The motion was seconded by James Borland and carried by unanimous roll call vote as follows:

James Borland – aye	David Pugh - aye
Hunsdon Cary, III –aye	William Schneider – aye
Clyde Clark –aye	William Scott – aye
William Craft –aye	Jim Sikkema – aye
Krystal Hullette –aye	Parks Snead – aye
Gary Marple - aye	Mary Lou Spiggle - aye

EXIT OUT OF CLOSED SESSION - Open Door to Public

Now therefore, be it resolved, that the Board of Directors hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law

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were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board of Directors of Horizon Behavioral Health. Parks Snead made a motion to exit out of closed session, the motion was seconded by William Craft and carried by unanimous roll call vote.

James Borland – aye	David Pugh - aye
Hunsdon Cary, III –aye	William Schneider – aye
Clyde Clark –aye	William Scott – aye
William Craft –aye	Jim Sikkema – aye
Krystal Hullette –aye	Parks Snead – aye
Gary Marple - aye	Mary Lou Spiggle - aye

MOTION: *Committee chair, Gary Marple made a motion on behalf of the Executive committee to approve the CEO Contract as revised and edited. The motion was approved by unanimous vote. Gary Marple will meet with Nancy to review approved contract.*

G. STAFF REPORT

1. Chief Executive Officer

Nancy Cottingham

Nancy advised board members that Leigh Farmer has been hired for the position of Communication Coordinator and will begin her employment August 1, 2013. Nancy reviewed several items from her submitted report.

2. Administration Department

Andre' McDaniel

André reviewed the Balance Sheet, Statement of Cash Flows and the Monthly Statement of Revenues and Expenditures Sheets handout. He also highlighted the Horizon Behavioral Health Cash and Horizon Behavioral Health Cumulative Revenue Less Expenses charts.

Krystal Hullette left at 5:04 p.m.

David Pugh, Jr. left at 5:05 p.m.

H. NOTICES AND REMINDERS

There is no meeting scheduled for the month of August. The next regularly scheduled meeting will be Wednesday, September 25, 2013 and will be held at the Fagan Building, Fagan Conference Room, 2241 Langhorne Road, Lynchburg, VA.

I. ADJOURNMENT

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There being no further business, ***Clyde Clark made a motion to adjourn. The motion was seconded by Hunsdon Cary, III and carried by unanimous vote.***
The meeting was adjourned at 5:17 p.m.

Above minutes were approved at the meeting held on June 26, 2013.
ATTEST: Recording Secretary, Sandy Farmer CAP-OM, CP

Respectfully submitted for Mary Lou Spiggle, Secretary
By Sandy Farmer CAP-OM, CP *Executive Assistant & Recording Secretary of the
Board of Directors*