

**Minutes of the February 27, 2013 Meeting of the Board of Directors
of Horizon Behavioral Health**

A. INTRODUCTION

1. Call to Order/Welcome

Chair Gary Marple opened the meeting at 4:00 p.m.

2. Moment of Silence

A moment of silence was observed.

3. Adoption of the Agenda

MOTION: *Parks Snead made a motion to approve the agenda as mailed. The motion was seconded by Hunsdon Cary, III and carried by unanimous vote.*

B. PUBLIC COMMENT

There was none.

C. MINUTES

1. Consideration of the Board Minutes of January 30, 2012

MOTION: *Secretary Mary Lou Spiggle made a motion to approve the January 30, 2012 minutes as mailed. The motion was carried by majority vote. Krystal Hulette abstained due to her absence at the last meeting.*

Nancy thanked Katie Chan, Jay Goding and Shawn Cumella and his maintenance team for the phenomenal job they did with the selection of the new board room furniture and redecoration.

D. DEPARTMENT PRESENTATION

Rose Lee and Ashley Vaughan from the Adult and Family Services Department gave a brief overview of the sliding fee scale with testimonials from clients. Gary thanked them on behalf of the entire board of directors for their informative presentation.

E. COMMITTEE REPORT

1. Personnel Committee

MOTION: *Committee Chair, Jim Sikkema made a motion on behalf of the Personnel Committee to approve the two submitted human resources*

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***policies, Grievance Policy and Disciplinary Procedure Policy as amended.
The motion was carried by majority vote.***

2. Nominating and Bylaws Committee

MOTION: Committee Chair, Mary Lou Spiggle made a motion on behalf of the Nominating and Bylaws Committee to approve the Bylaws with the changes listed below. The motion was carried by unanimous vote.

*Page 2, paragraph 4 – keep original language as stated in the Charter.
Page 5, section 1, first sentence – replace less with fewer*

3. Executive Committee

MOTION: Committee Chair, Gary Marple made a motion on behalf of the Executive Committee to approve the Board Policies and Procedures as presented with the omission of approval of the Conflict of Interest Policy. The motion was carried by unanimous vote.

Nancy Cottingham will take the Conflict of Interest Policy to one of the agency’s attorneys for clarification with laws and regulations of the State of Virginia. This policy will be presented to the Executive Committee for further review once received from the attorney.

Hunsdon Cary, III left at 4:18 p.m.
Krystal Hullette left at 4:20 p.m.

F. STAFF REPORT

1. Chief Executive Officer Nancy Cottingham

Nancy gave an update on recent agency audits, some of which were listed in the Performance Improvement report. Nancy thanked Katie Chan, Sandy Bryant, Felicia Prescott for their hard work on the annual report. She also invited all members to the Hudson House 40th Anniversary celebration, flyer behind the Adult and Family tab. Nancy and Felicia gave a land search update for building the next ICF homes.

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.

Dr. Borland left at 4:39 p.m.

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3. Adult & Family Services Department Felicia Prescott

Felicia had nothing to add to her submitted report.

4. Child & Family Services Department Sandy Bryant

Sandy noted that the Region I project to provide more psychiatric services for children is progressing well.

5. Human Resources Gary Ratliff

Gary had nothing to add to his submitted report.

6. Performance Improvement Department Beth Ludeman-Hopkins

Beth reviewed several items from her submitted report.

G. CHAIRMAN'S ITEMS

None

H. NOTICES AND REMINDERS

The March 27, 2013 board meeting will be held at the Horizon Behavioral Health-Bedford location, 1409 Ole Dominion Boulevard, Bedford. Directions will be included in your March board packets.

I. ADJOURNMENT

There being no further business, ***Jim Sikkema made a motion to adjourn. The motion was seconded by William Craft and carried by unanimous vote.*** The meeting was adjourned at 4:51 p.m.

Above minutes were approved at the meeting held on April 24, 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*