

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

**Board
Approved
12-12-14**

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

November 10, 2014

PRESENT: James Borland, Treasurer Campbell County
Betty Brickhouse City of Lynchburg
Clyde Clark, Vice-Chair City of Lynchburg
William Craft Appomattox County
Gary Marple ARC Representative
Rob Merryman Campbell County
William Scott Campbell County
Parks Snead Additional Member
Jim Sikkema, Chair Bedford County
Mary Lou Spiggle, *Secretary* Appomattox County

ABSENT: Dana Koenig Additional Member
Claudia Tucker Amherst County
Trenay Tweedy City of Lynchburg

STAFF: Damien Cabezas, *Chief Executive Officer*
Sandy Bryant, *Senior Director, Child & Family Services Department*
Leigh Farmer, *Communication Coordinator*
Sandy Farmer, *Executive Assistant*
Beth Ludeman-Hopkins, *Director, Performance Improvement*
Theresa McCaskill, *HR Director*
André McDaniel, *Chief Financial Officer*
Felicia Prescott, *Senior Director, Adult & Family Services Department*
Janet Smiley, *Administrative Assistant*

GUESTS: Alicia Petska, *Reporter, News and Advance*

**Minutes of the November 10, 2014 Meeting of the Board of Directors
of Horizon Behavioral Health**

A. INTRODUCTION

1. Call to Order/Welcome
Chair Jim Sikkema opened the meeting at 4:00 p.m.
2. Moment of Silence
A moment of silence was observed.
3. Adoption of the Agenda

**MOTION: Gary Marple made a motion to approve the agenda as mailed.
The motion was seconded by William Scott and carried by unanimous vote.**

B. PUBLIC COMMENT

There was none.

C. MINUTES

Consideration of the Board Minutes of October 22, 2014

**MOTION: Rob Merryman made a motion to approve the minutes as revised.
The motion was seconded by Parks Snead and carried by majority vote.
Clyde Clark and William Craft abstained.**

D. PROGRAM PRESENTATIONS – Talent Management

Human Resources Director, Theresa McCaskill gave a brief presentation on the Employee Satisfaction Survey, New Employee 90 day follow-up survey, Supervisory Training and Talent Management Objectives. Jim Sikkema thanked Theresa on behalf of the entire Board of Directors for her informative presentation.

E. COMMITTEE REPORTS

1. Risk Management Committee
The members of the Risk Management Committee reviewed the proposed Risk Management Policy and will bring back to the full board once finalized. This committee also reviewed the Risk Map which will be included in the November board packet for all members to review.

F. STAFF REPORT

1. Chief Executive Officer

Damien reported that a Horizon Opportunities, Inc. sent out a mass mailing to 5000 to potential donors. Damien is continuing to explore innovative ways for fund raising.

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2. Financial Report

André reported that the cash position deteriorated in the last several months. The Reimbursement Department is being realigned with the assistance of the Acting Reimbursement Director, Terri Tuck. Roles are being re-defined, additional billing and cash has been identified. Damien is receiving weekly reports from Ms. Tuck.

The financial staff that was reporting to separate departments are now reporting directly to André. All financial intake staff have been realigned and those that meet with consumers report directly to the reimbursement department. The Housekeeping staff is now under Maintenance and is consolidating ordering supplies from one source.

G. NOTICES AND REMINDERS

The next regularly scheduled meeting of the Horizon Behavioral Health Board of Directors will be Wednesday, December 10th and will be held at the Fagan Building, Fagan Conference Room, 2241 Langhorne Road, Lynchburg, VA.

H. ADJOURNMENT

Parks Snead made a motion to adjourn. The motion was seconded by Clyde Clark and carried by unanimous vote. The meeting was adjourned at 4:54 p.m.

Above minutes were approved at the meeting held on **December 12, 2014.**

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*