MINUTES OF THE APRIL MEETING OF THE HORIZON BEHAVIORAL HEALTH BOARD OF DIRECTORS

Board Approved 6-26-13

Fagan Building 2241 Langhorne Road Lynchburg, VA 24501

April 24, 2013

Campbell County

Appomattox County

City of Lynchburg

PRESENT: James Borland

Clyde Clark City of Lynchburg William Craft, Treasurer Appomattox County Krystal Hullette **Bedford County** Dana Koenig Additional Member Gary Marple, Chair **ARC** Representative William Schneider, Vice-Chair City of Lynchburg William Scott **Campbell County** Jim Sikkema **Bedford County**

ABSENT: Hunsdon Cary, III

David Pugh, Jr.

Steve Rush

City of Bedford

Parks Snead

Additional Member

STAFF: Sandy Bryant, Senior Director, Child & Family Services

Katie Chan, Community Relations Specialist Nancy Cottingham, Chief Executive Officer

Sandy Farmer, Executive Assistant

Mary Lou Spiggle, Secretary

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: Ethan Cooper,

Linda Fontaine, Department Operations Administrator, Child & Family

Kim Harrell, Clinician, Child & Family

Scot Evans, Manager-Financial Planning & Analysis, Administration

Ashley Vaughan, Adult & Family Services

David Young

Minutes of the April 24, 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: Clyde Clark made a motion to approve the agenda as amended. The motion was seconded by Dr. Borland and carried by unanimous vote.

4. Recognition of Retiree-Kim Harrell

On behalf of the board of directors, Gary Marple presented Ms. Harrell with a plaque in honor of her 34 years of service to our agency.

B. PUBLIC COMMENT

There was none.

C. MINUTES

Consideration of the Board Minutes of March 27, 2013

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

D. COMMITTEE REPORT

1. Finance Committee

MOTION: William Craft made a motion on behalf of the finance committee to approve the FY14 Budget as mailed. The motion was approved by unanimous vote.

2. Personnel Committee

Committee chair Jim Sikkema gave a brief report from the committee meeting.

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E. STAFF REPORT

1. Chief Executive Officer

Nancy Cottingham

Nancy thanked members of the finance committee for their hard work and diligence recommending approval of the FY14 Budget and for the full boards approval. She also reminded members of the May 22nd board training to be held at the Old Forest Road location from 2:00 p.m. until 5:00 p.m.

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.

3. Adult & Family Services Department

Felicia Prescott

Felicia praised the EHR (Electronic Health Records) staff and the implementation committee for their hard work getting to the May 1st implementation date.

4. Child & Family Services Department

Sandy Bryant

Sandy highlighted several items from her submitted report.

5. Human Resources

Gary Ratliff

Gary reported that the outsourcing of the payroll system was awarded to ADT.

6. Performance Improvement Department

Beth Ludeman-Hopkins

Beth highlighted several items from her submitted report..

H. CHAIRMAN'S ITEMS

Gary reminded board members of the April Finance Committee budget work sessions and encouraged members to attend.

I. NOTICES AND REMINDERS

The April 24, 2013 board meeting will be held at the Horizon Behavioral Health Fagan Building, Fagan Conference Room, 2241 Langhorne Road, Lynchburg, VA.

Katie gave instructions about the ribbon-cutting ceremony and photo opportunity which followed the meeting

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J. ADJOURNMENT

There being no further business, *Jim Sikkema made a motion to adjourn. The motion was seconded by William Scott and carried by unanimous vote.* The meeting was adjourned at 4:57 p.m.

Above minutes were approved at the meeting held on <u>June 26, 2013</u>. 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*