

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

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

February 26, 2014

**Board
Approved
4-23-14**

- PRESENT:** James Borland, *Treasurer* Campbell County
Betty Brickhouse City of Lynchburg
Hunsdon Cary, III, *Chair* City of Lynchburg
Clyde Clark City of Lynchburg
David Craft Consumer Representative
William Craft Appomattox County
Krystal Hulette Bedford County
Gary Marple ARC Representative
Rob Merryman Campbell County
William Scott Campbell County
Jim Sikkema, *Vice-Chair* Bedford County
Parks Snead Additional Member
Mary Lou Spiggle, *Secretary* Appomattox County
Claudia Tucker Amherst County
- ABSENT:** Dana Koenig Additional Member
- STAFF:** Sandy Bryant, *Senior Director, Child & Family Services Department*
Nancy Cottingham, *Chief Executive Officer*
Leigh Farmer, *Communication Coordinator*
Sandy Farmer, *Executive Assistant*
Beth Ludeman-Hopkins, *Director, Performance Improvement*
Theresa McCaskill, *Director, Human Resources*
André McDaniel, *Chief Financial Officer*
Felicia Prescott, *Senior Director, Adult & Family Services Department*
- GUESTS:** Megan Bowen, *Program Manager, Adult & Family Services*
Gerrie Hodge, *Program Manager, Adult & Family Services*
Judy Micklem, *Financial Assistant, Adult & Family Services*

**Minutes of the February 26, 2014 Meeting of the Board of Directors
of Horizon Behavioral Health**

A. INTRODUCTION

1. Call to Order/Welcome
Chair H. Cary opened the meeting at 3:53 p.m.
2. Moment of Silence
A moment of silence was observed.
3. Adoption of the Revised Agenda
MOTION: *William Craft made a motion to approve the agenda as revised. The motion was seconded by David Craft and carried by unanimous vote.*
4. Welcome New Board Member
H. Cary welcomed Betty Brickhouse, City of Lynchburg representative, Rob Merryman, Campbell County representative and Claudia Tucker, Amherst County representative to the board and thanked them for their service.

B. PUBLIC COMMENT

There was none.

C. MINUTES

1. Consideration of the Board Minutes of January 29, 2014
MOTION: *Parks Snead made a motion to approve the minutes as mailed. The motion was seconded by William Craft and carried by majority vote. Clyde Clark and Krystal Hulette abstained due to their absence at the January meeting.*
2. Consideration of the Executive Committee Minutes of January 29, 2014
MOTION: *James Borland made a motion to approve the minutes as mailed. The motion was seconded by Mary Lou Spiggle and carried by unanimous vote.*

D. DEPARTMENT PRESENTATION

Meagan Bowen, Gerri Hodge and Judy Micklem with the Adult and Family Services Department gave an overview of the cost effectiveness through the ability to pay scales. H. Cary thanked them on behalf of the entire board of directors for their informative presentation.

E. BOARD ITEM

ENTER INTO CLOSED SESSION

Clyde Clark made a motion to enter into a Closed Meeting according to Section 2.2.3711.A.6 of the Code of Virginia in order to discuss a legal matter. The motion was seconded by Mary Lou Spiggle and carried by unanimous roll call vote as follows:

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James Borland - aye	Gary Marple - aye
Betty Brickhouse - aye	Rob Merryman - aye
H. Cary - aye	William Scott - aye
Clyde Clark - aye	Jim Sikkema –aye
David Craft - aye	Parks Snead - aye
William Craft - aye	Mary Lou Spiggle - aye
Krystal Hulette - aye	Claudia Tucker - aye

Clyde Clark made a motion to exit out of the Closed Session. The motion was seconded by Parks Snead and carried by unanimous roll call vote as follows:

James Borland - aye	Gary Marple - aye
Betty Brickhouse - aye	Rob Merryman - aye
H. Cary - aye	William Scott - aye
Clyde Clark - aye	Jim Sikkema –aye
David Craft - aye	Parks Snead - aye
William Craft - aye	Mary Lou Spiggle - aye
Krystal Hulette - aye	Claudia Tucker - aye

With sadness and regret H. Cary announced that effective June 30, 2014 Nancy Cottingham, CEO will retire from Horizon Behavioral Health. Felicia Prescott was named Interim CEO until a permanent replace could be found.

An Ad Hoc – Search Committee was established with the following members: Clyde Clark, Gary Marple, William Scott, Jim Sikkema – chair, Parks Snead and Mary Lou Spiggle.

F. COMMITTEE REPORT

- 1. Executive Committee H. Cary

MOTION: Committee chair H. Cary made a motion on behalf of the Executive Committee to approve the Board Policies and Procedures with the following change:

Policy – Board Member Attendance – Procedures: 3. After two (2) unexcused absences or two (2) consecutive excused absences, the Chair will **send a standard letter to the** ~~contact the~~ Board member ~~by phone~~ to remind them of the need to attend meetings and to relate policy requirements under #4.

The motion was carried by unanimous vote.

H. Cary left at 4:55 p.m. – Jim Sikkema took over board chair duties
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2. Nominating & Bylaws Committee

Mary Lou Spiggle

MOTION: Committee chair Mary Lou Spiggle made a motion on behalf of the Nominating & Bylaws Committee to approve the Board Bylaws as mailed. The motion was carried by unanimous vote.

3. Personnel Committee

William Scott

Committee chair William Scott gave a brief overview of the committee meeting. No recommendation at this time.

G. STAFF REPORT

1. Chief Executive Officer

Nancy Cottingham

Nancy announced the ribbon cutting date for the two new Bowyer/Warren intermediate care facilities as March 20th. She also reminded board members of the annual board training scheduled for Wednesday, March 26th.

2. Financial Report

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.

**Jim Sikkema left at 5 p.m. – James Borland took over board chair duties
William Craft, Parks Snead and Krystal Hulette left at 5 p.m.**

H. NOTICES AND REMINDERS

The next regularly scheduled meeting of the Horizon Behavioral Health Board of Directors will be Wednesday, April 23, 2014 and will be held at the Fagan Building, Fagan Conference Room, 2241 Langhorne Road, Lynchburg, VA.

I. ADJOURNMENT

Clyde Clark made a motion to adjourn. The motion was seconded by Mary Lou Spiggle and carried by unanimous vote. The meeting was adjourned at 5:08 p.m.

Above minutes were approved at the meeting held on April 23, 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*