

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

Board Approved 1-29-14

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

December 11, 2013

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

ABSENT:	Dana Koenig	Additional Member
	David Pugh, Jr.	Amherst County

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*

GUESTS: Angela Lee Bolden, Program Director, *Child & Family Services*
Lutheria Smith, *Human Resources Consultant*

**Minutes of the December 11, 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: *William Craft made a motion to approve the agenda as mailed. The motion was seconded by Jim Sikkema and carried by majority vote.*

B. PUBLIC COMMENT

There was none.

C. MINUTES

1. Consideration of the Board Minutes of November 13, 2013

MOTION: *Secretary Mary Lou Spiggle made a motion to approve the minutes as mailed. The motion was carried by unanimous vote.*

D. BOARD RECOGNITION

Nancy Cottingham and Gary Marple recognized each board member present for their commitment and dedication to Horizon Behavioral Health. Outgoing chair, Gary Marple, was honored for his years of service and dedication to the board members, staff and agency.

E. COMMITTEE REPORT

1. Personnel Committee

Jim Sikkema

MOTION: *Committee chair Jim Sikkema made a motion on behalf of the Personnel Committee to approve the Paid Time Off (PTO) Policy as follows: To mandate staff take PTO (Paid Time Off) for the first 5 days of illness, and when staff use LTD (Long Term Disability), staff relinquish their current position but are eligible for rehire pending available position (wording consistent with FMLA verbiage). The motion was carried by majority vote. Clyde Clark objected to the motion.*

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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 recommend approval of the following 2014-2015 Horizon Behavioral Health Board of Directors Officers:*

- Chair – Hunsdon Cary, III**
- Vice Chair – Jim Sikkema**
- Treasurer – James Borland**
- Secretary – Mary Lou Spiggle**

The motion was carried by unanimous vote.

F. STAFF REPORT

- 1. Chief Executive Officer Nancy Cottingham
Nancy reviewed several items from her submitted report.

Krystal Hullette left at 4:53 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.

G. NOTICES AND REMINDERS

The next regularly scheduled meeting of the Horizon Behavioral Health Board of Directors will be Wednesday, January 29, 2014 and will be held at the Fagan Building, Fagan Conference Room, 2241 Langhorne Road, Lynchburg, VA.

Hunsdon Cary, III and Mary Lou Spiggle left at 4:59 p.m.

H. ADJOURNMENT

William Craft made a motion to adjourn. The motion was seconded by Jim Sikkema and carried by unanimous vote. The meeting was adjourned at 5:07 p.m.

Above minutes were approved at the meeting held on January 29, 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*