#### MINUTES OF THE JANUARY MEETING OF THE HORIZON BEHAVIORAL HEALTH BOARD OF DIRECTORS

The Fagan Building 2241 Langhorne Road Lynchburg, Virginia Board Approved 2-27-13

January 30, 2013

PRESENT: James Borland Hunsdon Cary, III Clyde Clark William Craft, *Treasurer* Gary Marple, *Chair* David Pugh, Jr. William Schneider, *Vice-Chair* William Scott Jim Sikkema Parks Snead Mary Lou Spiggle, *Secretary*  Campbell County City of Lynchburg City of Lynchburg Appomattox County ARC Representative Amherst County City of Lynchburg Campbell County Bedford County Additional Member Appomattox County

- ABSENT:Krystal HulletteBedford CountyDana KoenigAdditional MemberSteve RushCity of Bedford
- 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 Gary Ratliff, Director, Human Resources, Administration
- **GUESTS:** Victoria Cochran, *Director, Office of Behavioral Health & Criminal Justice Services* Robert Wade, *Probation Director, Department of Juvenile Justice*

# 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 mailed. The motion was seconded by Parks Snead and carried by unanimous vote.

### B. PUBLIC COMMENT

There was none.

### C. <u>MINUTES</u>

1. Consideration of the Board Minutes of December 12, 2012

MOTION: Secretary Mary Lou Spiggle made a motion to approve the December 12, 2012 minutes as mailed. The motion was carried by majority vote.

# D. DEPARTMENT PRESENTATION

Victoria Cochran, Director of the Office of Behavioral Health & Criminal Justice Services and Robert Wade, Probation Director with the Department of Juvenile Justice gave a brief presentation on the JuDi Project Initiatives. Gary thanked them on behalf of the entire board of directors for their informative presentation.

### E. COMMITTEE REPORT

1. Performance Improvement Committee

MOTION: Committee Chair, Parks Snead made a motion on behalf of the Performance Improvement Committee to approve the FY13 Second Quarter Goals and Objectives as mailed. The motion was carried by majority vote.

2. Personnel Committee

Committee Chair, Jim Sikkema reviewed items discussed.

# F. STAFF REPORT

1. Chief Executive Officer

Nancy Cottingham

Andre' McDaniel

Felicia Prescott

Sandy Bryant

Gary Ratliff

Nancy reviewed several items from her submitted report and gave an update on her Richmond visits with the agency's state legislative delegation in January. She also reminded members of the February board meeting at the Horizon Behavioral Health-Bedford site.

2. Administration Department

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 4:43 p.m.

3. Adult & Family Services Department

Felicia will make available to any board member wanting to see the modified design of the Bowyer-Warren facilities who were unable to attend the meeting prior to the board meeting.

4. Child & Family Services Department

Sandy had nothing to add to her submitted report.

5. Human Resources

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

Gary thanked Jim Sikkema for being willing to accept the position of Personnel Committee Chair.

# H. NOTICES AND REMINDERS

Minutes of the January 30, 2013 Meeting of the Board of Directors of Horizon Behavioral Health

The February 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 February board packets.

#### I. ADJOURNMENT

There being no further business, *Mr. Cary, III made a motion to adjourn. The motion was seconded by William Craft and carried by unanimous vote.* The meeting was adjourned at 5:00 p.m.

Above minutes were approved at the meeting held on <u>February 27, 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*