

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

**Board  
Approved  
10-23-13**

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

**September 25, 2013**

- PRESENT:** James Borland Campbell County  
Hunsdon Cary, III City of Lynchburg  
Clyde Clark City of Lynchburg  
William Craft, *Treasurer* Appomattox County  
Gary Marple, *Chair* ARC Representative  
David Pugh, Jr. Amherst County  
William Schneider, *Vice-Chair* City of Lynchburg  
Jim Sikkema Bedford County  
Parks Snead Additional Member  
Mary Lou Spiggle, *Secretary* Appomattox County
- ABSENT:** Krystal Hulette Bedford County  
Dana Koenig Additional Member  
William Scott Campbell County
- STAFF:** Sandy Bryant, *Senior Director, Child & Family Services*  
Nancy Cottingham, *Chief Executive Officer*  
Leigh Farmer, *Communication Coordinator*  
Sandy Farmer, *Executive Assistant*  
André McDaniel, *Chief Financial Officer, Administration*  
Felicia Prescott, *Senior Director, Adult & Family Services*  
Gary Ratliff, *Director, Human Resources, Administration*
- GUESTS:** Liz Anderson, *Instructor Counselor, Adult & Family Services*  
David Cassise, *Senior EHR Coordinator, Performance Improvement*  
Kathy Crone, *Clinician, Adult & Family Services*  
Francine Darby, *Clinician, Adult & Family Services*  
Gloria Drake, *Systems Development Manager, Administration*  
Linda Fontaine, *Dept. Operations Administrator, Child & Family Services*  
Jessica Lloyd, *Clinician, Adult & Family Services*

**Minutes of the September 25, 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 Mary Lou Spiggle and carried by unanimous vote.***

4. Electronic Health Record Staff Recognition

On behalf of the Board of Directors Gary Marple thanked staff for their hard work and dedication during this transition period.

**B. PUBLIC COMMENT**

There was none.

**C. MINUTES**

1. Consideration of the Board Minutes of July 24, 2013

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

2. Consideration of the Executive Committee Minutes of July 24, 2013

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

**D. DEPARTMENT PRESENTATION**

Liz Anderson, Kathy Crone and Francine Darby from the Adult and Family Services Department gave a presentation on Consumer Centered Services with a focus on intellectual disability. Gary Marple thanked them on behalf of the board of directors for their informative presentation.

**E. COMMITTEE REPORT**

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1. Nominating & Bylaws Committee

Committee chair Mary Lou Spiggle reported that this committee reviewed the proposed Board Bylaws revisions. Due to time restraints this committee will reconvene at a specified time next month to continue discussion.

2. Personnel Committee

Committee chair Jim Sikkema stated this committee met and had no recommendations at this time.

3. Executive Committee

**MOTION: Gary Marple made a motion on behalf of the Executive Committee to approve the Board Charter as amended. The motion was carried by unanimous vote.**

The Board Charter will be sent to all five jurisdictions for approval.

**F. STAFF REPORT**

1. Chief Executive Officer

Nancy Cottingham

Nancy reported on her trip to the grand opening of the new Western State Hospital and encouraged all board members to make time to visit. Anyone interested in visiting should contact Ms. Cottingham for a reservation.

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 will be Wednesday, October 23, 2013 and will be held at the Fagan Building, Fagan Conference Room, 2241 Langhorne Road, Lynchburg, VA.

**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 4:52 p.m.

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Above minutes were approved at the meeting held on October 23, 2013.

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*