

Planning District One Behavioral Health Services
Board Meeting – December 1, 2023
Martha Washington Inn, Abingdon VA

Board members present: Bobby Cassell, Robert Ledford, Margaret Gibson, JoAnna Edds, Susan Widener and Lana Mullins

Board members absent: Joey Carico and Delores Belcher

Staff members present: Sandy O’Dell, Kim Howell, Lisa Kilgore, Megan Herron, Kristie Hammonds, Eric Greene, Kim Trantham and Heather Crouse

Others present: None

A quorum was present.

I. Call to order

The meeting was called to order by the Chair, Bobby Cassell

II. Public Comment

There was no public comment.

III. Secretary’s Report

Margaret Gibson made a motion to approve the October 25, 2023 minutes as presented, Susan Widener seconded the motion and it passed unanimously.

IV. Financial Report

Kristie Hammonds presented the Frontier Health October 2023 financial report

- For October FY24 Virginia services had a margin of \$193,293 and a year-to-date margin of \$274,061.
- Service revenue is down in some areas like case management, offset by personnel costs, which are under budget due to vacancies.
- Professional fees remain high primarily for foster parent fees and the items hitting the infrastructure funding directly – Sage (accounting software) and the VA portion of SmartCare.
- October includes capital funds brought in for the call center

Margaret Gibson reviewed the October 2023 PD1 financial report and Kim Howell presented it to the board members.

Robert Ledford made a motion to file the financial report as presented, JoAnna Edds seconded the motion and it passed unanimously.

V. Chair Report
No report was given.

VI. Audit Reports
Margaret Gibson stated the Finance Committee met with Tamara Greear with Rodefer Moss & Co PLLC on November 29, 2023, to discuss the PD1 audit and reported it was a clean audit meaning there were no significant deficiencies relating to the internal controls, no instances of noncompliance material to the financial statements and no significant deficiencies relating to federal monies and recommended accepting the audit as presented.
Kim Howell reviewed the PD1 audit report with Board members.
Lana Mullins made a motion to approve the audit report as presented, Robert Ledford seconded the motion and it passed unanimously.

Sandy O'Dell congratulated Kim Howell on receiving a certification as a Certified Government Financial Manager.

Kristie Hammonds reviewed the Frontier Health audit report. There were no findings, and the audit was approved by the Frontier Health Board of Directors.

VII. Nominating Committee
Robert Ledford stated the Nominating Committee met on October 25, 2023 and made the recommendations for the following Board members to serve as officers for the 2024 calendar year.

Chair – Delores Belcher
Vice Chair – Margaret Gibson
Treasurer – Robert Ledford
Secretary – Joey Carico

Robert Ledford made a motion to approve the slate of officers as presented, JoAnna Edds seconded the motion and it passed unanimously.

VIII. Executive Director Report

- Sandy O'Dell thanked Bobby Cassell for serving as Chair and presented him with a token of appreciation. Ms. O'Dell thanked the Board of Directors and Frontier Health staff for their service during the past year.
- Discussed additional funding for salary increases. Ms. O'Dell will have more details at the January meeting.
- Thanked Eric Greene for his service to Frontier Health.
- Ms. O'Dell handed out tokens of appreciation to the board members and staff.

IX. Service Reports
Eric Greene reviewed the September 2023 Mental Health, Substance Abuse, and Intellectual Disabilities Statistical report.

X. Frontier Health Report

- Kristie Hammonds discussed salary adjustments for staff effective January 2024.
- Discussed sign-on and retention bonuses.
- Introduced Heather Crouse, VP of Children and Specialty Services and reported Hope Salyers has been named as Director of Outpatient Services.

XI. Board Member's Comments

There were no additional comments.

XII. Date and location of next meeting

The next meeting will be held at Wise County Behavioral Health Services on January 24, 2024 at 5 pm.

XIII. There being no other business, Margaret Gibson made a motion to adjourn, Robert Ledford seconded the motion and it passed unanimously.

Respectfully Submitted,


Robert Ledford, Secretary