

MINUTES

REGULAR MEETING OF THE ALLEGHANY HIGHLANDS COMMUNITY SERVICES BOARD

March 26, 2020

The Alleghany Highlands Community Services Board held the March 2020 meeting on March 26, 2020 at 4:00 p.m. via teleconference from the Administration Office located at 205 E. Hawthorne Street in Covington, VA.

PRESENT VIA TELECONFERENCE: Anne Dean, Connie Back, Bill Gilliland, Lisa Hicks, Teresa Johnson, Robin Sweeney, Brenda Woodie and Terrie Wright.

ABSENT: Bob McCallister

ALSO PRESENT VIA TELECONFERENCE: Ingrid W. Barber, Executive Director; Angie Goodbar, Director of Developmental Services; Adam Kenny, IT Manager; Crystal Homer, Human Resources Manager; Patty Flanagan, Finance Manager and Lynn Brackenridge, QI Manager

Anne Dean, Chair, called the meeting to order at 4:00 p.m.

Anne Dean, Chair, ask for a motion to amend the agenda due to the mandate by the Attorney General in regards to board meetings to only discuss emergent matters. The meeting would be limited to the following:

- Update on Demolition of Hawthorne Street Property
- Approval of FY 2019 Form 990-Tax Return for Alleghany Highlands CSB Foundation
- Approval of Kovar Grant
- Possible Guinan Center Expansion Quote
- Corona Virus Preparation/Update

MOTION: That the Board approve the amendment of the March 26, 2020 agenda to limit to emergent matters.

MOTION: Robin Sweeney

SECOND: Terri Wright

VOTE: The motion passed with a roll call vote unanimously. 8 yes 0 no.

Old Business

1. **Update on Demolition of Hawthorne Street Property** - Ingrid Barber provided an update on demolition of the Hawthorne Street property. Asbestos work has been completed and demolition is scheduled to begin Monday, March 30, 2020.
2. **Approval of FY 2018 Form 990-Tax Return for Alleghany Highlands CSB Foundation** – A correction was made to reflect that Form 990 is for FY 2018 as shown on the form. Anne Dean stated that board approval is needed for the 2018 Form 990 Tax Return Documents for Alleghany Highlands Community Services Board Foundation.

MOTION: That the Board approve the FY 2018 Form 990-Tax Return for Alleghany Highlands Community Services Board Foundation.

MOTION: Teresa Johnson

SECOND: Bill Gilliland

VOTE: The motion passed with a roll call vote unanimously. 8 yes 0 no

New Business

1. **Approval of Kovar Grant-** Board approval is required for the Kovar grant for Friendship Residence for a new handicap accessible bathroom on the main floor of the house adjacent to the old bathroom. This new bathroom will include hook-ups for the washer and dryers to be moved from the basement to the first floor. Application and estimate are included in packet.

MOTION: That the Board approve the Kovar Grant for Friendship Residence for a new handicap accessible bathroom with washer/dryer hookups.

MOTION: Connie Back

SECOND: Robin Sweeney

VOTE: The motion passed with a roll call vote unanimously. 8 yes 0 no

2. **Possible Guinan Center Expansion Quote** – Anne Dean gave a brief explanation about the possibility of updating the Pit (unfinished space at the clinic in the back) for additional office space. Ingrid provided a quote from a local contractor to give the board an idea of the cost. This will be discussed at a later date.
3. **COVID-19** – Ingrid opened with thanking Leadership for the hard work in keeping the CSB running smoothly during this time. The leadership team has been meeting weekly to discuss plans for the agency around the Corona Virus and communication to employees. Our CSB has also been meeting with local stakeholders and obtaining information from the Centers for Disease Control and Prevention and Virginia Department of Health websites. We have also been obtaining information from DBHDS. Proper handwashing and sanitizing have been encouraged and sick employees were also encouraged to stay home. Ingrid Barber gave a brief timeline of actions that have taken place within the Agency since the COVID-19 outbreak and she will continue to provide the Board updates.

Robin Sweeney ask if something could be done to recognize the front line staff working during the COVID-19 emergency. Anne Dean stated that this is something that can be looked, but we also need to evaluate our fiscal capacity.

ADJOURNMENT

MOTION: That the November 21, 2019 regular meeting of the Alleghany Highlands Community Services Board be adjourned.

MOTION: Teresa Johnson

SECOND: Robin Sweeney

VOTE: The motion passed with a roll call vote. 8 yes 0 no

TIME: 4:26 pm

NEXT MEETING: The next scheduled meeting will be on Thursday, May 21, 2020, at 4:00 PM at the Administration Office located at 205 E. Hawthorne Street in Covington, Virginia.