

**West Virginia Advocates, Inc.**  
**Regular Meeting of the Board of Directors**  
**Charleston Office, Charleston, WV**

**September 12, 2009, 1:15 p.m.**

**Members Present:** Pam Akers, Terry Dilcher, Bob Hardesty, Ted Johnson, Cathy Reed, Carla Walker and Jo Ellen Zacks

**Members by Telephone:** None

**Members Absent:** Jamie Bailey (excused); Clifton Clark (excused); Stuart May (excused) Paula Mieczkowski (unexcused) and Terri Roberts (unexcused)

**Guests:** Melody Urbanic

**Staff Present:** Clarice Hausch (by phone) and Barbara Criner

Mr. Johnson called the meeting to order at 1:25 p.m. He asked for any additions or deletions to the agenda. Ms. Walker introduced Melody Urbanic who will serve as facilitator for the visioning session of this meeting. Ms. Urbanic gave an overview of the process to date and presented the 5 vision statements that had been presented by employees and management.

Ms. Urbanic led the group in discussion of the visioning statement. All members gave their input and the visioning statement that was agreed upon was: *WVA is the recognized catalyst for removing barriers to opportunity and equality for people with disabilities.*

*Motion: Mr. Hardesty moved that the July 11, 2009 minutes be approved as presented. Seconded by Mr. Dilcher. Motion carried; none opposed; no abstentions.*

Mr. Johnson stated that grants management in DHHR had not approved our work statement for the Mental Health Planning Council and WVA will not serve as the fiscal agent.

The draft client grievance procedure was reviewed.

*Motion: Ms. Reed moved that the client grievance procedure be approved as presented. Seconded by Ms. Walker. Motion carried; none opposed; no abstentions.*

**Program Director's Report**

Ms. Hausch referred to Ms. Simiryan's report. She noted that another death in a crisis unit by Mid-Valley had occurred. We are investigating this very questionable death. She noted this is a very serious situation at Northwood. She asked for any questions.

### Finance Committee

Mr. Johnson referred to the financials identified as #5 of the Board packet. He reported that the financials had been reviewed.

***Motion: Ms. Reed moved that the August financials be approved as presented. Seconded by Mr. Dilcher. Motion carried; none opposed; no abstentions.***

Mr. Johnson reported that the Finance Committee had reviewed the annual budget for FY 09-10. He noted that the budget that will be adopted is a preliminary budget as we do not have final grant award letters or audited amounts.

***Motion: Ms. Reed moved that Preliminary agency-wide budget for FY 09-10 be approved as presented. Seconded by Mr. Hardesty.*** Discussion followed. The budget that was presented allows for a one-step increase for staff retroactive to October 1, 2009. Ms. Hausch stated that if the grants did decrease we could revise the budget and decision concerning the one-step increase could be changed. ***Motion carried; none opposed; no abstentions.***

### Quality Assurance Committee

Ms. Reed noted that the Committee had met on August 21. Ms. Hausch had provided training to Ms. Akers, Ms. Reed and Mr. Johnson. Ms. Reed noted that when the Committee has concerns concerning surveys they will forward this information to the Board. Mr. Johnson referred to the Summary contained in the Board mailing.

### PAIMI Advisory Council

Mr. Johnson reported that the Psychiatric Advance Directive Training was a good training. He noted there was a summary of the evaluations for the training in the Board packet.

### Nominations Committee

Mr. Hardesty gave the report in Mr. May's absence. He stated that the Committee had presented a slate of nominations for officers for the next fiscal as follows: President, Ted Johnson; President-Elect, Bob Hardesty; Secretary, Carla Walker and Treasurer, Clifton Clark.

***Motion: Ms. Reed moved that the slate of nominations presented for officers for the fiscal year FY 09-10 be approved. Seconded by Ms. Akers. Motion carried; none opposed; no abstentions.***

The Nominations Committee also discussed the renewal of membership for Pam Akers, Cathy Reed, Carla Walker, and Terri Roberts. The Committee is not recommending the renewal of Terri Roberts due to her lack of involvement with the Board.

***Motion: Mr. Hardesty moved that membership for Pam Akers, Cathy Reed and Carla Walker to the Board be renewed. Seconded by Mr. Dilcher. Motion carried; none opposed; no abstentions.***

A discussion then followed concerning #9 of the Board packet. Mr. Hardesty stated that the present language in the by-laws concerning membership terms for the Board is confusing.

He noted that an individual can serve no more than six years. The language in the by-laws states that if a member is elected outside the start of the fiscal year, this is considered a full two year term. The proposed revised wording is to change the language to 3 two-year terms. If the Board member has been appointed outside the start of the fiscal year, the individual will be allowed to serve out this appointment and then will be eligible to serve the 3 two-year terms. The Executive Committee has reviewed this by-law change and will be presented for vote at the November meeting.

#### Executive Director's Report

Ms. Hausch referred to her report. She noted that a DHHR hearing with the Circuit Court has been scheduled for September 24

A discussion followed concerning the development of a Legal Matters Policy. Mr. Johnson assigned a committee consisting of Clifton Clark, JoEllen Zacks and Stuart May. Ms. Hausch will also serve on the committee.

Ms. Hausch requested approval to issue a check in excess of \$5,000 for the next Wrightlaw Conference.

***Motion: Ms. Reed moved that the Board approve an amount of \$5,000 for the Wrightlaw Conference. Seconded by Mr. Hardesty.*** Discussion followed concerning the increase of this amount to \$7,500. ***Ms. Reed amended her motion for approval of an amount up to \$7,500 for the Wrightslaw Conference. Mr. Hardesty was in agreement with the revision. Motion carried; none opposed; no abstentions.***

The next Board meeting will be held at the WVA offices on Tuesday, November 24 at 3:00 p.m.

#### Unfinished Business

None

#### New Business

None

No further business appearing, the meeting adjourned at 3:40 p.m.

Transcribed by Barbara Criner