

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

July 26, 2011, 5:00 p.m.

Members Present: Pam Akers, Terry Dilcher, Robert Hardesty and Cathy Reed

Members by Telephone: Sam Benson, Carolyn Brubaker, Clifton Clark and LaWana Ward

Members Absent: Kelly Miller (unexcused) and Toni Wasserman (excused)

Guests: William Akers

Staff Present: Clarice Hausch, Linnie Simiryan and Barbara Criner

Mr. Hardesty called the meeting to order at 5:00 p.m.

Motion: Ms. Reed moved that the May 31, 2011 minutes be approved as presented. Seconded by Mr. Dilcher. Motion carried; none opposed; no abstentions.

Mr. Hardesty asked for additions or deletions to the agenda. Items added included: potential new board membership, Night at Ballpark, NDRN conference and a Systems Administrator/Operations job description.

Follow-up from May

Mr. Hardesty stated that the Board had voted to remove Carla Walker from the Board at the May meeting. Staff was asked to send a certified letter advising her of her removal from the Board.

A discussion followed concerning Paula Mieczkowski's Board attendance.

Motion: Ms. Reed moved that Paula Mieczkowski be removed from the board as a result of her having exceeded the allowable excused absences. Seconded by Mr. Dilcher. Motion carried; none opposed; no abstentions.

Program Director's Report

Ms. Simiryan referred to her report and asked for any questions. She reported that an advocate had been hired and two positions are currently vacant.

Mr. Hardesty asked for an update on the boiler at Sharpe. Ms. Simiryan reported that the repairs are currently in phase 1 of 3 stages. She added that we have requested information concerning the stages from Sharpe. WVA has no control over this matter.

Executive Committee

Mr. Hardesty reported that the committee had met to complete the performance evaluation for the Executive Director. He reported that Ms. Hausch is doing a wonderful job and all of her efforts are very much appreciated by the Board.

Finance Committee

Ms. Hausch reported that the committee had met to review the June financials. No problems were noted.

Ms. Hausch reported that an extension through August 31 had been negotiated with DHHR for the Potomac grant.

Work will commence on the draft FY 12 budget later this week.

Motion: Ms. Reed moved to accept the June 2011 financials as presented. Seconded by Mr. Dilcher. Motion carried; none opposed; no abstentions.

Personnel and Policy Committee

The job description for Systems Administrator/Operations was distributed. Ms. Hausch reported that Craig Duff had completed the IT training and will start the new position on August 9. We have contracted with Jacob Kerr to serve as a back-up on an as needed basis.

Mr. Hardesty suggested that 'researches and recommends computer/hardware purchases' be added to the description. Also to be added 'processes positive pay and direct deposit for payroll'.

Motion: Ms. Reed moved to accept the Systems Administrator/Operations job description with the changes. Seconded by Mr. Dilcher. Motion carried; none opposed; no abstentions.

Membership Committee

Ms. Reed reported that she and Mr. Hardesty had interviewed Elizabeth (Ann) Moore from Jackson County. Ms. Moore is a retired school teacher who is active in the Court Appointed Special Advocate (CASA) for children in foster care program. Both Ms. Reed and Mr. Hardesty recommend her. Ms. Hausch added that Ms. Moore has no conflict of interest.

Motion: Ms. Reed moved that Elizabeth (Ann) Moore be elected to serve on the Board of Directors. Seconded by Ms. Akers. Motion carried; none opposed; no abstentions.

Ms. Reed reported that she and Mr. Hardesty had also interviewed Donn Neurman who is a retired pharmacist from Charleston. Mr. Hardesty noted that he has studied accounting and could serve on the Finance Committee. Both Ms. Reed and Mr. Hardesty recommend him. Ms. Hausch added that Mr. Neurman has no conflict of interest.

Motion: Ms. Reed moved that Donn Neurman be elected to serve on the Board of Directors. Seconded by Ms. Akers. Motion carried; none opposed; no abstentions.

Mr. Hardesty will notify both Ms. Moore and Mr. Neurman of their election to the Board.

Resource Development Committee

Mr. Dilcher reported that his contact with CVS has retired.

A discussion followed concerning Jefferson Whitney's sponsorship of Fan Night. Staff will be present to serve an outreach table.

Quality Assurance Committee

Ms. Reed reported that a consumer had indicated on a satisfaction survey that WVA send a complaint to the town of Newburg concerning the post office. Directors felt that staff could educate the consumer that the town does not control the post office. Ms. Simiryman noted that we have not yet been able to contact the consumer but will continue to follow-up.

PAIMI Advisory Council

Ms. Reed reported that due to a lack of quorum, the PAIMI council did not meet in June. She noted that she had attended the NDRN conference in Baltimore and there had been several good trainings. Mr. Hardesty requested that Ms. Reed determine the most important training she attended and give a brief summary at the September Board meeting.

Executive Director's Report

Ms. Hausch referred to the draft Priorities and Objectives for FY 12 (#7 of the Board mailing).

Motion: Ms. Reed moved to accept the draft P&Os for FY 2012. Seconded by Mr. Dilcher. Motion carried; none opposed; no abstentions.

Ms. Hausch referred to her report and asked for any questions. Mr. Hardesty asked if the website contained information about the WVA attorney training scheduled for September 13. Ms. Hausch responded that it was. Directors interested in attending were asked to contact Brittany Given.

Unfinished Business

None

New Business

Ms. Hausch presented a brief summary of the SAMSHA Peer Review of the FY 09 PPR.

Ms. Hausch reported that the Peer Review stated that attendance is poor for the PAIMI Council. She noted that we may need to talk about reducing the number of meetings. Ms. Reed will discuss at the next Council meeting.

A discussion followed concerning Page 3 (Goals and Objectives). Mr. Hardesty suggested that at the end of the third quarter, staff present a report on the progress of the P&Os to the Board with any recommendations for P&O changes. Ms. Reed will present this information to the Council.

The next meeting will be held Tuesday, September 27th at 4:00 p.m.

No further business appearing, the meeting adjourned at 7:20 p.m.

Transcribed by: Barbara Criner