

## **Hanover Cares Board Meeting Minutes – October 21, 2019– 4:00 – 5:00PM**

7522 County Complex Rd., Hanover, VA

### **Attendees:**

Heather Shaheen (President), New Song Church  
Octavia Marsh, Executive Director  
Martha Lambert, Hanover Community Services Board  
Lt. Drew Darby, Hanover County Sherriff's Office (Law Enforcement)  
Ivy Sager (by phone), Hanover Community Services Board  
Trip Chalkley, Hanover County Commonwealth's Attorney  
Doug Goodman, Ashland Police Department (Law Enforcement)  
Donna Grile, New Life Journey  
Kerri Wright, Hanover County Public Schools  
Sarah Birkhead, Virginia Department of Health  
Nancy DePaola, Citizen  
Michael Davis, Citizen  
Anthony Keitt, Citizen

### **Financial report - Treasurer – (Prepared by Octavia Marsh for Martha Lambert, Treasurer)**

- Union Bank and Trust Account Balance as of October 16, 2019: \$31,108.29
  - Drug-Free Communities (DFC) Grant:
    - \$125,000 Downloaded total for FY19
    - \$13,063.00 Final Draw-down on September 27, 2019 with \$6,795.21 surplus to carry over to FY20.
    - FY20 budget began on October 1, 2019
  - VA Alcoholic Beverage Control (ABC) Authority Grant:
    - \$10,000 grant awarded in July 2019 (distributed in two installments)
    - First \$5,000 installment received to date
  - Hanover Community Services Board (CSB) SOR Grant
    - \$4,500 provided to Hanover Cares for Coalition Development in September 2019
- Motion to Accept Financial Report - Michael Davis, seconded by Anthony Keitt

### **Approve minutes from July 22, 2019 meeting**

- Motion to approve – Mike Davis, seconded by Anthony Keitt

### **Consent Agenda**

- Presented revised By-Laws to reflect the clarified role of the Executive Committee and eliminate the numerous "sample committees." Motion to approve By-Law revisions - Michael Davis, seconded by Martha Lambert
- Presented revised Personnel Policies (updated tobacco-free language per county policy to include e-cigarettes). Motion to approve – Doug Goodman, seconded by Michael Davis

## **Updates**

- Reviewed Draft FY19 Annual Report. Discussed minor date changes in report and the future development of a one-page info-graphic. Consensus reached for Octavia Marsh to approved final versions.
- Viewed the Comcast Spotlight Commercial
- Nancy Depaola discussed the Family Education Speaker Series. Live events are scheduled through the end of the 2019 calendar year, but Nancy shared concerns of attendance. She observed that that average attendance hovers around five participants, with the range from a low of three to a max of 15 attendees per session. She would like to explore moving this into a digital realm with videos, podcasts, etc. that our community could access at their convenience. Sarah Birkhead offered that a speakers bureau could still be a valuable tool for community groups to request a speaker on a specific topic.

## **Discussion**

- Member roundtable on substance use data/trends/concerns
  - Martha Lambert shared highlights of the Young Adult Survey.
  - Sarah Birkhead provided an overview of cases of lung injury due to vaping and THC.
  - Doug Goodman shared that APD has a fairly level amount of YTD drug arrests comparing 2018 v. 2019 and also shared some of the issues ongoing at the state level that are making the job of enforcing marijuana infractions very difficult for law enforcement. Drew Darby also shared instance of thefts from hemp farms.
- Sustainability activity
  - Discussed the possibility of dedicating most of the January meeting to completing a C.A.S.E. exercise designed to identify fundraising strategies
- Training and Next Steps
  - Octavia Marsh offered to provide interested members of the Board with a copy of the book "Little Book of Boards."

## **Closed Session**

- Motion to enter closed session – Doug Goodman, seconded by Michael Davis
- President Heather Shaheen provided an overview of the Executive Director's performance for 2019. Motion to approve the Executive Director's Annual Evaluation – Doug Goodman, seconded by Michael Davis.
- Motion to approve a 5% merit increase – Doug Goodman, seconded by Michael Davis
  - A robust discussion followed regarding a merit increase for Octavia. There was consensus by the Board that her performance warranted financial incentives, but there were also process concerns voiced in trying to apply the county practices of providing a 5% increase to exceptional performers, especially for such a small operation. After discussion, a majority vote of the Board members present (8) voted to approve a 5% salary increase. Per his request, Tripp Chalkley asked that his "nay" vote be recorded in the minutes.

**Adjourn** - Motion to adjourn – Anthony Keitt, seconded by Martha Lambert (5:10pm)

**Upcoming Board Meetings (unless otherwise noted, Board meetings hosted at the Hanover County Sheriff's Office from 4:00-5:00pm.**

- January 27, 2020
- April 20, 2020
- July 20, 2020

Respectfully Submitted,

Doug Goodman, Secretary