**SAARA OF VIRGINIA**

**Annual Meeting of the Board of Directors**

**August 12, 2017**

In Attendance: Alethea Lambert (President), Michelle Brooks, Jim May (Treasurer), Laura Minnick, Larry Almarode

Absent: Mark Blackwell (Secretary), Alonza George

Others Present: Marjorie Yates (Acting Executive Director)

Quorum Present: Yes

1. **Alethea called the meeting to order at 10:15 am**
2. **Review and Acceptance of Minutes from 06/10/17 Meeting**
3. **Executive Session**

*At 10:45 a.m., a motion was made and passed that the SAARA Board goes into Executive Session pursuant to Code 2.2-3711 for personal matters not related to public business. The Board came out of Executive Session at 11:00 a.m. The Board then voted and approved Michelle Brooks as Vice President of the Board of SAARA of Virginia.*

1. **Financials**

Jim reported that the proposed budget amendment was submitted to the DBHDS. The amendment contains an allowance of 10% for indirect costs. Jim added that he needs assistance from the Board with deducing what those indirect cost items may be. He suggested that the cost of a Board Retreat may be one of these items. Marjorie suggested that event costs be included, as well as printing and marketing costs involved in having these events. The proposed amendment also contains funding for an administration position, a jointly funded position that would allow for a front desk/receptionist presence, among other things.

Jim reported that the DBHDS, through Susan Pauley, Regional Consultant, expressed interest in seeing SAARA’s Recovery Supports budget. The Board discussed this, and Michelle suggested that SAARA consider sharing this information once in the interest of transparency. Jim then reminded the Board that Randy Sherrod, during his last review, requested that the Board come to a consensus on a definition of fixed assets, and that this be a priority task for the Board.

Jim requested that a Board review of one SAARA vendor contract per meeting be on the Board’s agenda for future meetings.

He recommended to the Board that SAARA offer its employees dental, vision, and health insurance, and that SAARA offer to cover 85% of the cost for the selected dental and vision plans, and 85% of the cost for the Anthem Silver Plan, regardless of whether the employee chooses the Silver or the Gold. Coverage would begin September 1. The Board voted and approved the offering.

The Board also voted and approved the purchase of the Benefits Summary Plan and Section 125, and TASC, a flexible spending plan, all administrated by the Rivercross Group, and which keep SAARA compliant with federal regulations.

Jeff Tuck reviewed the financials with the Board and everything was in order.

1. **Advocacy Updates and Center Updates**

Marjorie gave a brief overview of the advocacy initiatives in the last month including:

* The Medically Assisted Treatment/Medically Supported Recovery Training held at the Center on June 19th. The training was conducted by Fell Cadwallader and Blair Jennings of Meaningful Trainings. A peer based training for recovery coaches, it offers a new way to view methadone and suboxone as recovery supports. 20 coaches and 4 trainers were trained.
* The Annual VSIAS (Virginia Summer Institute for Addiction Studies) Conference from July 17-19 at the Woodlands Conference Center in Williamsburg. The Conference covers new national trends in addiction treatment and recovery. The highlight of the Conference was SAARA’s presence at the Awards Luncheon where Carl Gerster received the Ginger Acey Award for Advocacy and Dr. May received the Visionary Leadership Award, for the second time.
* The Governors Substance Abuse Services Council meeting on July 13th. The Council meets bimonthly. The focus of the group is currently on Opioid Use Disorder and how we can assist families with education and resources.
* The Virginia Association of Community Services Boards, or the VACSB, met on July 27th. Of all the legislation discussed, the most germane to SAARA’s advocacy was Virginia Code 37.2-506. . This code tasks the DBHDS with providing a procedure for reviewing and evaluating people with felonies for work in the Substance Abuse and Mental Health arenas. The procedure would include the DBHDS hiring an outside contractor. The individual requesting the review would pay for the contractor’s service. In order to be approved to work, the individual must be deemed “rehabilitated” by the contractor. This must be done in a timely manner.

Marjorie then gave updates on work done on the 2000 Mecklenburg property:

* Together with the volunteers, Marjorie initiated a beautification of the SAARA Center. Not only did the cleaning and clearing lift morale, it now allows the staff to hold trainings in the Center instead of paying for a venue.
* Paul Mouzone was hired to clean, wax and buff the staff office and to deep clean the chairs in the Conference room.
* He then cleared out the old furniture and cleaned Mr. Neeley’s old office, including the windows. He and another volunteered moved the Executive Director suite of furniture into the office for our new ED.

Jim suggested that Paul be hired to clean the carpet in the ED’s office as well. Marjorie requested that the carpet be cleaned in her office, the community room, and the copy room also.

1. **DBHDS Review**

Jim reported that the primary areas of the Review that have been addressed by the Board recently are the ED recruitment, and the revision of the budget. Alethea added that Susan Pauley has responded positively to the work being done so far. Jim noted that the Board has still not heard anything from Randy Sherrod regarding the fiscal review.

Larry reported that he would be interested in the Board having a Board training, to clean and clarify procedures and governance issues. The Board members agreed that this would be a productive initiative.

1. **Affiliate and Organizational Reports**

SAARA of Central Virginia:

Laura reported that SAARA of Central Virginia did not meet in July. In June, the group moved forward with the advocacy plan to have people linked with their legislators and start making visits. The group hopes to have a Board training on advocacy by Becky Lanier of B2L Consulting at its August meeting. Jim added that Barry Travis, a longtime SAARA volunteer from Kilmarnock, and Jim Philbrick, formerly of the MPNN CSB, visited the last SAARA Central Virginia meeting to get more information and ideas for starting the Middle Peninsula SAARA affiliate.

Laura announced that many Recovery Month events are coming up, including the McShin Recoveryfest on September 9th at Hatcher Memorial Church, and the Henrico CSB showing of “A New High”, a recovery themed film, on September 13th at the Henrico Theater. Jim reminded the Board that RBHA will be hosting “Fall into Wellness” on October 22nd. He asked the Board to support the event, and more specifically, the run-walk.

SAARA of the Peninsula:

Alethea reported that the group did not meet in July. She reported that the group is working on the Suit Drive currently, and that on August 10th, the affiliate board members shared their stories with a reporter. Lastly, Alethea reported that the board members are planning a comedy show for Recovery Month, and that they do not have a date as yet.

Friends 4 Recovery:

Larry reported that 14 people graduated from Friends 4 Recovery’s WHAM (Whole Health Action Management) Training. He also reported that Friends will be hosting a Mindfulness for Chronic Pain Management on August 14th, which will span 8 weeks. They will host a Smart Recovery group starting on August 25th, and on September 12th, will host their first PRSS Training.

Laura reminded the Board that the DBHDS is expecting an announcement regarding the new Executive Director. Jim reported that the new Executive Director had sent him a bio, and that a press release would follow soon.

**Next Board Meeting:**  Saturday, September 16, 2017

**The Meeting was adjourned at 1:15 p.m.**

**Minutes by Marjorie Yates,**

**Manager, Recovery Supports and Training, SAARA of Virginia**

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