



Meeting Minutes

Minutes Of: Administrative Committee Meeting Date: May 23, 2011
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Present: John McDonald, Peter Walentisch, Sam Lazarus, David Coe, Keith German, Nancy Shackelford
Absent: Edith Chutkow

I. Call to Order

The meeting was called to order at 4:00 p.m. The Minutes of the April 25, 2011, Administrative Committee Meeting were approved as submitted.

2. New Business:

FY '11 Proposed Budget

The FY '12 Proposed Budget was distributed prior to the meeting. Mr. German reviewed the proposed budget and stated that the state revenue represents a minimal increase. Local funding confirmation had been received. Localities; with the exception of Poquoson who approved a 5% increase with the other jurisdictions approving flat funding. Expenditures do not reflect any general salary increase for staff. It was noted that the expenditures reflect the reorganization of the MH apartment program transferring of support to MH Support. The schedule reflects the addition of a Nurse for Medical, an MH Support Specialist utilizing funds for the residential conversion, and a secretarial position for Children Services. Mr. German stated that the health insurance did reflect an increase; however, it was not as large as anticipated. Mr. German further reviewed the operating budget and details concerning each line item. Discussion. Ms. McDonald motioned to approve the FY' 12 Proposed as presented. Mr. Lazarus seconded. Motion carried. The FY'12 Proposed Budget will be presented at the June Board Meeting.

Facilities Report

Building 3 Renovations continues to move forward and work is completed according to schedule. The process is working extremely well.

Children's Services

David reported that he had met with Dr. Gaskins and toured the facility at Capitol Landing; along with Dan Longo and Debbie Townsend-Pittman. He said that this provided an opportunity for the schools to visit the facility that would house children services at a single location. It was stated that the staff will be ready for assessments around September 1st. The process of moving children services into the Capitol Landing facility is progressing with an anticipated move in date of August 1st. Mr. Lazarus asked what the projected cases would be. Mr. Coe stated that current 231 and any new referral.

Strategic Plan Report

Mr. German presented the Strategic Plan Oversight Report. Mr. German noted that the report remains current.

Matters from the Committee

None

II. *Adjournment*

- The meeting was adjourned at 5:10 p.m.

Submitted by: N. Shackleford

Next Meeting

Date: June 27, 2011

Time: 4:00 p.m.

Location: Bldg. 2