PRESENT: √ RSVP’d

 M. Grant ~~K. Nye~~ K. Early D. Kelly J. Honey

 B. Anspach ~~T. Davin~~ ~~P. Nichols~~  ~~S. Hamlin~~

 P. Eliades ~~A. Burden~~ ~~R. Pinksaw~~ T. Stark

Ashley Cole :

**Thursday, September 15, 2022, 6:00pm**

**Country Club of Petersburg**

* Call to Order Time\_ 6:09 By P.Eliades
* Approval of Board Minutes

 Noted changes: None

 Motion made by\_\_\_M. Grant\_\_\_\_ Seconded by\_J. Honey\_\_\_\_\_\_

 and carried by the Board or \_\_XX\_\_\_ yea \_\_\_\_\_ nea

**INTRODUCTION OF NEW BOARD MEMBER**

We extend a warm welcome to our newest board member, Chief William Anspach, III. As many of you learned, Captain Mike Foster has been reassigned as the Investigations Division Commander so Chief Anspach has assumed his position on our policy board. Chief Anspach joined the Colonial Heights Police Department in 1998 as a patrol officer and rose to sergeant, lieutenant, and retired as a Major. Colonial Heights is lucky to have Chief Anspach as their chief of police and we are happy to welcome him to the John Tyler ASAP Policy Board.

 **Financial Report Ashley Cole:**

-In August this year, I completed my first annual financial audit by Brown Edwards CPAs. The initial schedule called for three days, but with preparation and full cooperation, the audit was completed at the end of the second day. A report from their agency is pending.

-We’ve transferred all physical deposits to go to locally owned Village Bank. Staff at the Chester office take deposits to the bank at the end of the day, and we have a remote deposit machine at the Henrico Office. I brought a letter of fiscal responsibility that I’ve asked Peter to sign so that I can work on changing over our online and in person payments to be set to Village Bank instead of Wells Fargo so that we can then change our Payroll and benefits accounts to come out of Village Bank as well.

-With Touchstone Bank (where our Henrico mortgage is) there is $700,000 in a Time Deposit that has a maturity date of December 8, 2025.

-At Virginia Credit Union we have a CD that is currently at $55,266.65 with a maturity date of October 4, 2023.

- As of September 6, 2022, we have $37,488 dollars in Wells Fargo and $105,000 in Village Bank – giving us access to $142,000.

- I’ve contacted The Credit Adjustment Board, Inc (a collections agency) and will be working on a contract with them soon

 **Director's Report**

UPDATED PROGRAM REPORTS

-We are fully staffed and all jurisdictions have an assigned case manager. Our case managers are bright and effective and are working on creating relationships with the Judges in their jurisdictions. We retained all our employees since last meeting.

-Case Manager Ben Lake is assigned to Emporia and to assist consumers in that area, he will be stationed at Emporia’s court twice per month. This will allow clients to appear at court to enroll and then complete their intake in house there, instead of having to drive to Chester or Henrico. We have also worked to coordinate this level of service with consumers in Powhatan. The Commission on VASAP unveiled new electronic case management updates that will allow consumers to enroll remotely and sign forms via docusign instead of having to appear in the office for enrollment.

-In August this year, all staff (and Scharnelle) attended the annual Commission on VASAP training conference in Portsmouth which included a New Director training, information on updates to our electronic case management system as well as notice for upcoming case management training.

-Senior Case Manager, Erika Kempton, created a webinar training with the Commission on VASAP that details how to use case management reminders to keep track of caseload requirements. Her webinar has been made available to all local programs.

On September 16, 2022, the Commission on VASAP has their policy board meeting where the was going to include the increase of fees. Knowing this Board’s opposition, I was set to speak, but the matter has since been removed from the agenda.

**BUILDING REPORT Ashley Cole:**

-Selling the Chester building is extremely important. The last time we were together, the listing price was set at 1.2 million dollars. I spoke with Charlie Polk on September 7, 2022, and he says that there has been some interest via telephone, but most buyers stop interest after the price is mentioned. Charlie says that September is typically the busiest month for commercial sales so if interest doesn’t increase, he could look at lowering the price under 1.1 million but no less than 1 million 75 thousand. I’m asking for the board's approval to do that.

Discussion followed and the desire to sell the property using all methods necessary with the ability to reduce cost was conveyed to the broker.

-We’ve also scouted some potential locations for sub offices. The last time we were together it was agreed that the new office would be no further than 5 miles from the current office. However, I’m asking the board to consider allowing us to look within a 7-mile range, as some of the properties are more than 5 miles from the current Chester location, but only 3 miles or less from the Chesterfield General District Court.

A motion was made by M. Grant and seconded by J. Honey, carried by the board to look for the best option without a mileage restriction.

-The Henrico office has cubicles that have been put upstairs so that all staff have permanent office space and we’re fully utilizing the upstairs space. In the coming days, we will transition all the phone calls to Henrico to be routed to the appropriate staff. A manager (Ashley, Admin manager, or senior case manager) will be rotating attendance at the Chester office. Most of our staff will be in Henrico, therefore, Henrico will field all phone calls.

**Old Business: N/A**

**Executive Session**. N/A

**New Business**

T. Stark wanted to share the positive reviews he has received for JTASAP, and his sentiments were echoed by J. Honey.

The next meeting is December 15, 2022, at the Country Club of Petersburg.

* Adjournment (Time\_\_7:22\_\_\_\_\_\_\_\_\_ pm)

Motion made by\_\_**J. Honey\_\_\_\_\_\_** Seconded by**\_\_B. Ansbach\_\_\_\_\_\_\_\_\_\_\_\_\_**

 and carried by the Board or \_XX\_\_\_\_ yea \_\_\_\_\_ nea