

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

BOARD OF DIRECTORS MEETING

Tuesday, December 20, 2016, 4:00 p.m.
Ronald W. Branscome Building, Board Room 208
600 Jackson Street, Fredericksburg, Virginia 22401

PRESENT

Linda Ball, Chair
Linda Carter
Lawrence Davies
Debbie Draper, Vice Chair
Beth Elkins
Karen Kallay
Matthew W. Zurasky
Jack Rowley
Ken Lapin
Ellen Sears
David Vaughn
Kheia Hilton

ABSENT

Al Collins
G. Warren Samuel

OTHERS PRESENT

Ronald W. Branscome, *Executive Director*
Jane Yaun, *Deputy Executive Director*
Sharon Killian, *Clinical Services Director*
Rhonda Pellicano, *Finance and Administration Director*
Terry Moore, *Human Resources Manager*
Michelle Wagaman, *Prevention and Public Information Coordinator*
Amy Umble, *Public Information Officer*
Andrea Merwin, *Executive Associate*
Joe Wickens, *Intellectual Disability Residential Coordinator*
Jacque Kobuchi, *Emergency Services Coordinator*
Ellen Poulin, *Office Manager*
David Sears, *Individual Served*
Joel Rothenberg, *Virginia Department of Behavioral Health & Developmental Services*
Bob Cramer, *Staffing Consultant*

ISSUE: MINUTES OF THE NOVEMBER 15, 2016 BOARD OF DIRECTORS MEETING

DISCUSSION: Mrs. Ball called for corrections and additions to the minutes of the November 15, 2016 Board of Directors meeting. Hearing none, the minutes were approved as presented.

ACTION TAKEN: No further action necessary.

ISSUE: EMPLOYEE SERVICE RECOGNITIONS

DISCUSSION: Mr. Branscome recognized the following staff members for their years of service:

Ten Years of Service

- Jacque Kobuchi, *Emergency Services Coordinator*

Five Years of Service

- Ellen Poulin, *Office Manager, Spotsylvania County Clinic*

ACTION TAKEN: No action necessary. Mrs. Kobuchi and Mrs. Poulin departed the meeting.

ISSUE: PUBLIC COMMENT

DISCUSSION: Mr. Branscome reviewed the policy regarding the public comment period. Guests wishing to speak were requested to provide their name, home address, and name of organization(s) they are representing. Each speaker is allotted three (3) minutes.

No members of the public took the opportunity to speak.

ACTION TAKEN: No action necessary

ISSUE: PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING: DECEMBER 13, 2016

DISCUSSION: Mr. Zurasky reported that the Program Planning and Evaluation Committee met on December 13, 2016, and reviewed the following items:

- Extraordinary Barriers List
- Emergency Services Activity and TDO Exception Report
- CIT Assessment Center Report
- Waiting List
- Computer Virus Update
- Information Technology/Electronic Health Records
- Quality Assurance Review/Audit of Crisis Stabilization
- Quality Dashboard
- One-Time Salary Supplement
- CARF Survey Update
- DBHDS Family Wellness Grant

The next Program Planning and Evaluation Committee meeting is scheduled for Tuesday, January 10, 2017 at 10:30 a.m.

ACTION TAKEN: It was moved by Mr. Zurasky and seconded by Mrs. Sears that the Board of Directors approves the actions recorded in the minutes of the Program Planning and Evaluation Committee meeting dated December 13, 2016. The motion was unanimously approved.

ISSUE: FINANCE COMMITTEE MEETING: DECEMBER 13, 2016

DISCUSSION: Mr. Branscome reported that the Finance Committee met on December 13, 2016, and reviewed the following items:

- October 2016 Financial Report
- October 2016 Financial Trend Report
- October 2016 Investment Report
- October 2016 Reimbursement Report
- First Quarter FY 2017 OPEB Trust Fund Report
- October 2016 OPEB Trust Fund Report
- October 2016 Health Insurance Account Report
- September 2016 HUD Review
- October 2016 Clinic Cash Audits
- October and November 2016 Representative Payee Audits
- November 2016 Capital Project Report
- Construction Project Updates
- One-time Salary Supplement
- Changing the Date for the January 2017 Board Meeting

The next Finance Committee meeting is scheduled for Tuesday, December 13, 2016 at 12:30 p.m.

ACTION TAKEN: It was moved by Mr. Zurasky and seconded by Mrs. Sears that the Board of Directors approves the actions recorded in the minutes of the Finance Committee meeting dated December 13, 2016. The motion was unanimously approved.

ISSUE: PERSONNEL COMMITTEE MEETING: DECEMBER 14, 2016

DISCUSSION: Mr. Rowley reported that the Personnel Committee met on December 14, 2016 and reviewed the following items:

- Closed Meeting, VA Code §2.2-3711 A (4), A (7) and A (15)
- Disability Insurance Renewal
- Final Overtime Rule Update
- November 2016 EEO Report
- November 2016 Retention Report
- November 2016 Disability Claims Report
- One-time Salary Supplement

- CARF Accreditation
- Computer Virus Update

The next Personnel Committee meeting is scheduled for Wednesday, January 11, 2017 at 10:00 a.m.

ACTION TAKEN: It was moved by Mr. Rowley and seconded by Mrs. Sears that the Board of Directors approves the actions recorded in the minutes of the Personnel Committee meeting dated December 14, 2016. The motion was unanimously approved.

ISSUE: **CLOSED MEETING, VA CODE §2.2-3711 A(1)**

DISCUSSION: Mr. Rowley requested a motion for a closed meeting.

ACTION TAKEN: It was moved by Rev. Davies and seconded by Mrs. Sears that the Board of Directors of the Rappahannock Area Community Services Board convene in a closed meeting pursuant to Virginia Code §2.2 – 3711 A(1) to interview a candidate for the position of RACSB Executive Director. The motion was unanimously approved.

Upon reconvening, Mrs. Ball called for a certification from all Board members that, to the best of their knowledge, the Committee discussed only matters lawfully exempted from statutory open meeting requirements of the Freedom of Information Act; and only public business matters identified in the motion to convene the closed meeting.

A roll call vote was conducted:

Rev. Davies – aye	Mrs. Draper – aye
Mrs. Carter – aye	Mrs. Kallay – aye
Mr. Rowley – aye	Mr. Vaughn – aye
Mrs. Elkins – aye	Mr. Lapin – aye
Mrs. Sears – aye	Mr. Zurasky – aye
Ms. Hilton – aye	Mrs. Ball – aye

ACTION TAKEN: It was moved by Mr. Rowley and seconded by Mrs. Carter that the Board of Directors approve the hiring of Jane Yaun as the next Executive Director of Rappahannock Area Community Services Board effective July 1, 2017 for an annual salary of \$138,918 under the terms and conditions outlined in the employment agreement developed by the Search Committee and approved by the Department of Behavioral Health and Developmental Services. The motion was unanimously approved.

There being no further business, the Board of Directors meeting adjourned at 6:20 p.m. The next meeting is scheduled for Tuesday, January 24, 2017, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, 600 Jackson Street, Fredericksburg, Virginia.
