

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**BOARD OF DIRECTORS MEETING**

Tuesday, February 21, 5:00 p.m.  
Ronald W. Branscome Building, Board Room 208  
600 Jackson Street, Fredericksburg, Virginia 22401

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**PRESENT**

**ABSENT**

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

Al Collins

**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*  
Amy Umble, *Public Information Officer*  
Andrea Merwin, *Executive Associate*  
Joe Wickens, *Community Support Services Coordinator*  
Stephen Curtis, *Intellectual Disability Residential Coordinator*  
Dawayne Ellison, *Residential Counselor*  
Kimberly Ehinmiakhena, *Belmont Supervised Apartments Manager*  
Alison Standring, *Part C Coordinator*

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**ISSUE:** **MINUTES OF THE FEBRUARY 21, 2017 BOARD OF DIRECTORS MEETING**

**DISCUSSION:** Mrs. Ball called for corrections and additions to the minutes of the February 21, 2017 Board of Directors meeting. Hearing none, the minutes were approved as presented.

**ACTION TAKEN:** No further action necessary.

**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 community members took the opportunity to speak.

**ACTION TAKEN:** No action necessary

**ISSUE: EMPLOYEE SERVICE RECOGNITIONS**

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

Five Years of Service

- Dawayne Ellison, *Residential Counselor*
- Lori Lampkin, *Day Support Counselor*

**ACTION TAKEN:** No action necessary. Mr. Ellison, Ms. Ehinmiakhena and Mr. Curtis departed the meeting.

**ISSUE: LEGISLATIVE UPDATE**

**DISCUSSION:** Mrs. Standring provided the Board with an update on legislative priorities from the Virginia Association of Community Services Boards. She reviewed budget priorities, and reported that Medicaid waivers and Same Day Access were both included in proposed state budgets. She encouraged Board Members to send messages to legislators as quickly as possible, to advocate for services for people with developmental disabilities, mental health challenges, substance use disorders and developmental delays.

**ISSUE: PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING: FEBRUARY 13, 2017**

**DISCUSSION:** Mr. Zurasky reported that the Program Planning and Evaluation Committee met on February 13, 2017, and reviewed the following items:

- Extraordinary Barriers List
- Emergency Services Activity and TDO Exception Report
- CIT Assessment Center Report

- Waiting List
- Information Technology/Electronic Health Records
- Quality Dashboard
- Second Quarter Incident Report Review
- CARF Quality Improvement Plan
- Developmental Disability Case Management Update

The next Program Planning and Evaluation Committee meeting is scheduled for Tuesday, March 14, 2017 at 10:30 a.m.

Ms. Kallay suggested that Board Members share the excellent results of the CARF accreditation survey with their local elected officials.

**ACTION TAKEN:** It was moved by Mr. Zurasky and seconded by Mr. Lapin that the Board of Directors approves the actions recorded in the minutes of the Program Planning and Evaluation Committee meeting dated February 13, 2017. The motion was unanimously approved.

**ISSUE:** **FINANCE COMMITTEE MEETING: FEBRUARY 13, 2017**  
**DISCUSSION:** Mr. Samuel reported that the Finance Committee met on February 13, 2017, and reviewed the following items:

- December 2016 Financial Report
- December 2016 Financial Trend Report
- December 2016 Investment Report
- December 2016 Reimbursement Report
- December 2016 OPEB Trust Fund Report
- December 2016 Health Insurance Account Report
- December 2016 Clinic Cash Audits
- January 2017 Capital Project Report
- Construction Project Updates

The next Finance Committee meeting is scheduled for Tuesday, March 14, 2017 at 12:30 p.m.

**ACTION TAKEN:** It was moved by Mr. Samuel and seconded by Mrs. Sears that the Board of Directors approves the actions recorded in the minutes of the Finance Committee meeting dated February 13, 2017. The motion was unanimously approved.

**ISSUE:** **PERSONNEL COMMITTEE MEETING: FEBRUARY 8, 2017**  
**DISCUSSION:** Mr. Rowley reported that the Personnel Committee met on February 8, 2017 and reviewed the following items:

- Closed Meeting, VA Code §2.2-3711 A (4), A (7) and A (15)
- Workers Compensation Report
- January 2017 EEO Report
- January 2017 Retention Report
- January 2017 Disability Claims Report
- Revisions to the Employee Handbook

The next Personnel Committee meeting is scheduled for Wednesday, March 8, 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 February 8, 2017. The motion was unanimously approved.

**ISSUE:** **PREVENTION/PUBLIC INFORMATION COMMITTEE:**  
**DISCUSSION:** Mrs. Draper reported that the Prevention/Public Information Committee met on February 8, 2017 and reviewed the following items:

- Clinic Open House Events/Legislative Get-Together
- Update on Social Media Presence
- Website Redesign
- Board of Directors Tour
- Myers Drive Respite Group Home
- Healthy Families Rappahannock Area Accreditation
- Tobacco Control Events
- Mental Health First Aid Training
- Upcoming Events
- Board Member Photo

Mrs. Draper reported that the Committee will explore different methods for reaching local legislators, as turnout has been low for events in Fredericksburg, Stafford and Spotsylvania. Mrs. Draper said that the Committee will meet on May 10, 2017 to review options.

Ms. Hilton suggested that RACSB staff connect with Facebook groups as a way to promote the agency's social media initiatives.

The next meeting of the Prevention/Public Information Committee will be Wednesday, May 10, 2017 at 12:00 p.m.

**ACTION TAKEN:** It was moved by Mrs. Draper and seconded by Mr. Lapin that the Board of Directors approves the actions recorded in the minutes of the

Prevention/Public Information Committee meeting dated February 8, 2017. The motion was unanimously approved.

**ISSUE: REPORT OF THE EXECUTIVE DIRECTOR**

**DISCUSSION:** Jane Yaun, *Deputy Executive Director*, reported that RACSB will partner with Mary Washington Healthcare and Mental Health America Fredericksburg to hold a regional summit on the opioid epidemic in the spring. No firm date has been set for the event at this time.

She also reported that RACSB staff continues to work with MTM Consulting to provide Same Day Access. The consultant is exploring ways to tweak documentation and administrative processes to decrease wait times for outpatient services.

**ACTION TAKEN:** No action necessary.

**ISSUE: REPORT OF THE DIRECTORS AND COORDINATORS**

**DISCUSSION:** Joe Wickens, *Community Support Services Coordinator*, said that Rappahannock Adult Activities will hold a Garden Party to raise money. The event will be held April 20, 2017, and tickets will cost \$35 each.

Rhonda Pellicano, *Finance and Administration Director*, reported that the Program for Assertive Community Treatment should be moved into its new office by the next Board meeting.

**ACTION TAKEN:** No action necessary.

**ISSUE: REPORT OF THE BOARD OF DIRECTORS**

**DISCUSSION:** Mrs. Ball (Spotsylvania County) said that the Board orientation on suicide prevention provided valuable information.

Mr. Zurasky (Stafford County) congratulated Mr. Branscome on his recent recognition by the Virginia General Assembly.

Mr. Samuel (Caroline County) reported that his daughter continues to use Myers Drive Respite Home. "You'll never know how much that place means to our family," he said.

Rev. Davies (City of Fredericksburg) congratulated Mr. Branscome on his recognition from the General Assembly.

Ms. Kallay (City of Fredericksburg) said she had been impressed with the suicide prevention workshop offered at the previous Board orientation.

Ms. Hilton (Stafford County) reported that she had attended the Youth Mental Health First Aid training and said the presenters did a wonderful job and the participants learned a great deal.

Mrs. Sears (Spotsylvania County) congratulated Mr. Branscome on his recent honor.

Mrs. Elkins (King George County) said that she appreciates all that Mr. Branscome has done for RACSB.

ACTION TAKEN: No action necessary.

There being no further business, the Board of Directors meeting adjourned at 5:54 p.m. The next meeting is scheduled for Tuesday, March 21, 2017, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, 600 Jackson Street, Fredericksburg, Virginia.