

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**BOARD OF DIRECTORS MEETING**

Tuesday, January 24, 5:00 p.m.

Ronald W. Branscome Building, Board Room 208  
600 Jackson Street, Fredericksburg, Virginia 22401

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**PRESENT**

Linda Ball, Chair  
Linda Carter  
Al Collins  
Beth Elkins  
Karen Kallay  
Matthew W. Zurasky  
Jack Rowley  
Ken Lapin  
Ellen Sears  
David Vaughn  
Kheia Hilton

**ABSENT**

G. Warren Samuel  
Lawrence Davies  
Debbie Draper

**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 Services Coordinator*  
Amy Umble, *Public Information Officer*  
Andrea Merwin, *Executive Associate*  
Joe Wickens, *Community Support Services Director*  
Dr. Scott Young, *Medical Services Director*  
Jennifer Hitt, *Mental Health Nurse Manager*  
Erica Hockstedler, *Emergency Services Therapist*  
Lynne Higgins, *ID Lead Day Support Specialist*  
David Higgins, *Community Member*  
Teresa Bass, *ID Lead Day Support Specialist*  
Jacque Kobuchi, *Emergency Services Coordinator*  
Meri Brooks-Payne, *ID Day Support Coordinator*  
Gregory Bundrick, *Community Member*

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**ISSUE: MINUTES OF THE DECEMBER 20, 2016 BOARD OF DIRECTORS MEETING**

**DISCUSSION:** Mrs. Ball called for corrections and additions to the minutes of the December 20, 2016 Board of Directors meeting. Hearing none, the minutes were approved as presented.

ACTION TAKEN: No further action necessary.

**ISSUE: EMPLOYEE OF THE QUARTER**

DISCUSSION: Mr. Branscome recognized Thomas Novak, *Day Support Counselor, Rappahannock Adult Activities*, as the Employee of the Quarter. Mr. Novak received four nominations for the award and Mr. Branscome read the first nomination:

*I would like to nominate Tom Novak, Day Support Counselor at 750 Kings Highway, for employee of the quarter. Tom has been an integral part of the success at 750. He always does whatever task is asked of him without complaint. Recently our site has been under construction so some individuals have been transferred to other day support sites until the renovation is complete. Tom has been willing to drive a body on chassis van back and forth every day of the week to transport individuals from a group home to different sites to make the transition as smooth as possible.*

*Tom truly cares for the individuals he supports and this shows in his relationship with them. Tom is a mentor to new staff and he models the appropriate skill sets at all times. Tom makes sure that all of the vans are in good working order and he lets his supervisor know immediately if there is a problem. As a supervisor I count on Tom to keep me abreast of any van issues and it is a relief knowing I have a conscientious staff member responsible.*

*Tom graciously volunteered to go to a church meeting after work hours to get paperwork signed so we could use the church during the week and not have a stoppage in services.*

*Tom works well with all types of individuals including ICF individuals with high behavioral needs. He also works with individuals with many health issues.*

*When Tom is in the community I know he will represent RAAI in the best light at all times and again that is a relief to me as a supervisor knowing that he will take the best care of the individuals in the community. Tom never complains or says he can't or won't do anything that is asked of him. For these reasons and probably many others, I can't think of a more deserving staff member to receive employee of the quarter.*

ACTION TAKEN: No action necessary.

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

Twenty Years of Service

- Susan Larkin, *Day Support Counselor*

Ten Years of Service

- Dr. Scott Young, *Medical Services Director*

Five Years of Service

- Jennifer Hitt, *Mental Health Nurse Manager*
- Erica Hockstedler, *Emergency Services Therapist*

**ACTION TAKEN:** No action necessary. Mr. and Mrs. Higgins, Ms. Bass, Mr. Novak, Mrs. Kobuchi, Ms. Hitt, Ms. Hockstedler and Dr. Young 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.

Mr. Bundrick spoke to the Board about why clinical documentation is sometimes incomplete. Mr. Bundrick listed several reasons for incomplete documentation, including time management, training, inconsistent expectations and management favoritism. He said that he does not know if these occur at RACSB but that they are observations he has made during his experience as a licensed clinical social worker.

**ATTACHMENT I**

**ACTION TAKEN:** No action necessary

**ISSUE:** **PROGRAM PLANNING AND EVALUATION COMMITTEE**  
**MEETING: JANUARY 10, 2017**  
**DISCUSSION:** Mr. Zurasky reported that the Program Planning and Evaluation Committee met on January 10, 2017, and reviewed the following items:

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

- Information Technology/Electronic Health Records
- Unannounced Licensure Visit
- Response to Serious Incident Reports
- Consumer and Family Advisory Committee
- Human Rights Regulations Update
- Developmental Disability Case Management Update

The next Program Planning and Evaluation Committee meeting is scheduled for Monday, February 13, 2017 at 10:30 a.m.

Mr. Lapin asked if there had been an update on the Developmental Disability Case Management issues, and Mr. Branscome said that he has not received a reply to our request for a regulatory policy interpretation from the Department of Behavioral Health and Developmental Services and the Department of Medical Assistance Services.

Ms. Kallay asked why there had been a larger than usual number of individuals waiting for mental health services at the Fredericksburg clinic. Mrs. Killian reported that there had been some staffing changes that temporarily impacted the numbers and that there has been a high rate of people being discharged from psychiatric hospitals.

**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 January 10, 2017. The motion was unanimously approved.

**ISSUE:** **FINANCE COMMITTEE MEETING: JANUARY 10, 2017**  
**DISCUSSION:** Mr. Collins reported that the Finance Committee met on January 10, 2017, and reviewed the following items:

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

The next Finance Committee meeting is scheduled for Monday, February 13, 2017 at 12:30 p.m.

**ACTION TAKEN:** It was moved by Mr. Collins and seconded by Mrs. Sears that the Board of Directors approves the actions recorded in the minutes of the Finance Committee meeting dated January 10, 2017. The motion was unanimously approved.

**ISSUE:** **PERSONNEL COMMITTEE MEETING: JANUARY 11, 2017**  
**DISCUSSION:** Mr. Rowley reported that the Personnel Committee met on January 11, 2017 and reviewed the following items:

- Closed Meeting, VA Code §2.2-3711 A (4), A (7) and A (15)
- Workers Compensation Report
- December 2016 EEO Report
- December 2016 Retention Report
- 2016 Disability Claims Report
- Human Resources Handbook
- Leadership Training Update

The next Personnel Committee meeting is scheduled for Wednesday, February 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 January 11, 2017. The motion was unanimously approved.

**ISSUE:** **PREVENTION/PUBLIC INFORMATION COMMITTEE:**  
**DISCUSSION:** Mrs. Ball reported that the next meeting of the Prevention/Public Information Committee would be February 8, 2017 at 12:00 p.m.

**ACTION TAKEN:** No action necessary.

**ISSUE:** **REPORT OF THE EXECUTIVE DIRECTOR**  
**DISCUSSION:** Mr. Branscome reminded the Board that the Personnel and Prevention/Public Information Committees would meet on February 8, 2017, which would happen before the Program Planning and Evaluation and Finance Committee meetings on February 13, 2017.

Mr. Branscome reported that six Board members (Ball, Collins, Rowley, Lapin, Kallay, Hilton) joined staff at the Virginia Association of Community Services Boards 2017 Legislative Conference. Several Board and staff members met with legislators and legislative aides on January 18,

2016. They advocated for help with Same-Day Access, Waiver Waiting Lists, the opioid epidemic and the governor's budget. Mr. Branscome suggested finding a different time to meet with legislators, as many did not make their scheduled appointments because of other unexpected meetings.

Mr. Branscome reported that he had signed a Real Estate Purchase Contract Addendum Number Four giving the Seller of the River Club Center property until March 15, 2017 to acquire the necessary utility easements to bring electric power, telephone and cable to the shell building. He indicated that it was unlikely that any further contract extensions would be executed by him to purchase the property if the March 15, 2017 deadline for utility easements was not met by the Seller.

**ACTION TAKEN:** No action necessary.

**ISSUE:**

**DISCUSSION:**

**REPORT OF THE DIRECTORS AND COORDINATORS**

Jane Yaun, *Deputy Executive Director*, reported that Scott Lloyd from MTM Consulting had kicked off the process for RACSB to implement Same Day Access at our five outpatient clinics. Mr. Lloyd met with RACSB staff on January 19, 2017 to discuss methods for implementing Same Day Access and ways to decrease wait times for outpatient and case management mental health and substance abuse services.

Ms. Yaun reported on two community initiatives that RACSB will participate as a community partner. One is a Community Health Assessment with the Rappahannock Area Health District. The other is Rappahannock United Way's ALICE (Asset Limited, Income Constrained, Employed) project.

Sharon Killian, Clinical Services Director, said that the first patient is expected to start Medication Assisted Treatment on January 27, beginning with a weekend stay at the Sunshine Lady House.

Michelle Wagaman, *Prevention Services Coordinator*, reminded the Board about orientation on February 10, 2017. She said that the Regional Suicide Prevention Coordinator would present information about various suicide prevention initiatives.

Amy Umble, *Public Information Officer*, reminded the Board of the tour of RACSB programs on January 31, 2017 and encouraged Board members to invite friends and family to join the RACSB email newsletter mailing list.

**ACTION TAKEN:** No action necessary.

**ISSUE:**

**REPORT OF THE BOARD OF DIRECTORS**

**DISCUSSION:**

Mr. Vaughn (City of Fredericksburg) reported that NAMI-Rappahannock raised \$8,000 in its last fundraising walk.

Ms. Hilton (Stafford County) thanked the Board for welcoming her and said she looks forward to working with everyone.

Mr. Rowley (Stafford County) said he was glad to see RACSB doing so well and reported that Rappahannock United Way has a program that provides free tax preparation for people in households with an income of less than \$64,000.

Ms. Kallay (City of Fredericksburg) said she looked forward to talking with Mr. Branscome and Ms. Yaun about RACSB partnering with Recovery In Motion.

**ACTION TAKEN:** No action necessary.

There being no further business, the Board of Directors meeting adjourned at 6:10 p.m. The next meeting is scheduled for Tuesday, February 21, 2017, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, 600 Jackson Street, Fredericksburg, Virginia.