

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

BOARD OF DIRECTORS MEETING

Tuesday, July 18, 5:00 p.m.

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

PRESENT

Linda Ball, Chair
Al Collins
Lawrence Davies
Diane Deibel
Debbie Draper
Beth Elkins
Kheia Hilton

Ken Lapin
Jack Rowley
Ellen Sears
Tina Sears
Greg Sokolowski

ABSENT

Linda Carter
Karen Kallay

OTHERS PRESENT

Jane Yaun, *Executive Director*
Terry Moore, *Human Resources Manager*
Amy Umble, *Public Information Officer*
Andrea Merwin, *Executive Associate*
Brandie Williams, *Director of Operations*
Joe Wickens, *Community Support Services Coordinator*
Sharon Killian, *Clinical Services Coordinator*
Joe Wickens, *Community Support Services Coordinator*
Rhonda Pellicano, *Director of Finance and Administration*
Honore' Schrade, *Child and Adolescent Emergency Services Therapist*
Jacque Kobuchi, *Emergency Services Coordinator*
John Butler, *Crisis Stabilization Services Coordinator*
Vicky Newton, *Office Manager*
Glenda Knight, *Project LINK Program Manager*
Gregory Knight, *Community Member*
Gelencia Knight, *Community Member*

ISSUE: MINUTES OF THE JUNE 20, 2017 BOARD OF DIRECTORS MEETING

DISCUSSION: Linda Ball called for corrections and additions to the minutes of the June 20, 2017 Board of Directors meeting. The minutes were approved as presented.

ACTION TAKEN: No further action necessary.

ISSUE: EMPLOYEE OF THE QUARTER

DISCUSSION: Jane Yaun recognized Honore Schrade, Child and Adolescent Emergency Services Therapist as the Employee of the Quarter for the Fourth Quarter of FY 2017.

Ms. Yaun read the nomination letter:

I would like to nominate Honore' Schrade, Child and Adolescent Emergency Services Therapist, for employee of the quarter. Honore' joined our team in September, 2015, as we added new mobile crisis services for children. Honore' was incredibly helpful during the implementation of the new program and was energetic and patient as we finalized policies and procedures. As the program got rolling, Honore' has really been a super star. She's built excellent relationships with community agencies, schools, families and clients. She's been asked to give numerous presentations on our program and how to assist children experiencing crises. She goes above and beyond to help children experiencing crises and works tirelessly to make sure their needs are met. When it comes to taking on additional work, she doesn't know the word "no!" The families she encounters are experiencing their worst moments and in the year and a half she's been in this position, she's helped children through losing parents and siblings, surviving sexual assault and abuse, overcoming suicidal thoughts, learning tools to cope with developmental disabilities and so much more. She provides therapy, support and genuine caring that can't be matched. Despite hearing an endless amount of sad stories and working against huge obstacles, she always has a smile on her face and a positive attitude. She's been such a positive addition to our ES team and we all really enjoy working with her. Our agency and our community are very lucky to have such a talented, caring and hardworking therapist helping our children. There is no one more deserving of our employee recognition program!

ACTION TAKEN: No action necessary.

ISSUE: EMPLOYEE SERVICE RECOGNITIONS

DISCUSSION: Jane Yaun recognized the following staff members for their years of service:

Five Years of Service

- **Fay Koch**, Mental Health Nurse, Sunshine Lady House
- **Christina Martinez**, MH Residential Specialist, Sunshine Lady House

Ten Years of Service

- **Dawn Williams**, Office Associate, Transportation Program

Fifteen Years of Service

- **Glenda Knight**, Project LINK Program Manager

Twenty-Five Years of Service

- **Vicky Thomas**, Office Manager, Stafford

ACTION TAKEN: No action necessary. Honore' Schrade, John Butler, Vicky Newton, Jacque Kobuchi, Glenda Knight, Gregory Knight, and Gelencia Knight departed the meeting.

ISSUE: **PUBLIC COMMENT**

DISCUSSION: Jane Yaun 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: **PRESENTATION ON COMMONWEALTH COORDINATED CARE PLUS**

DISCUSSION: Jane Yaun gave the Board a presentation on Commonwealth Coordinated Care Plus. She told the Board that this new statewide Medicaid managed care program would launch in our region on September 1.

ACTION: No action necessary.

ISSUE: **PROGRAM PLANNING AND EVALUATION COMMITTEE**

MEETING:

DISCUSSION: Kheia Hilton reported that the Program Planning and Evaluation Committee met on July 11, 2017 and reviewed the following items:

- Extraordinary Barriers List
- Emergency Services Activity and TDO Exception Report
- CIT Assessment Center Report
- Independent Assessment Certification and Coordination Team
- Local Early Intervention System Monitoring Results
- Information Technology/Electronic Health Records
- Developmental Disability Case Management Services Update
- Myers Drive Quarterly Census Report
- Waiting List
- Quality Assurance Dashboard Report
- Quality Assurance Dashboard Report Proposal
- VACSB Conference

The next Program Planning and Evaluation Committee Meeting is scheduled for Tuesday September 12, 2017.

ACTION TAKEN: It was moved by Jack Rowley and seconded by Al Collins that the Board of Directors approves the actions recorded in the minutes of the Program Planning and Evaluation Committee meeting dated July 11, 2017. The motion was unanimously approved.

ISSUE: **FINANCE COMMITTEE MEETING:**
DISCUSSION: Al Collins reported that the Finance Committee met on July 11, 2017 and reviewed the following:

- May 2017 Financial Report
- May 2017 Financial Trend Report
- May 2017 Investment Report
- May 2017 Reimbursement Report
- May 2017 OPEB Trust Fund Report
- May 2017 Health Insurance Account Report
- Capital Project Update
- May 2017 Representative Payee Audit Report
- Construction Project Updates

The next Finance Committee meeting is scheduled for Tuesday, September 12, 2017.

ACTION TAKEN: It was moved by Al Collins and seconded by Ellen Sears that the Board of Directors approves the actions recorded in the minutes of the Finance Committee meeting dated July 11, 2017. The motion was unanimously approved.

ISSUE: **PERSONNEL COMMITTEE MEETING: JULY 12, 2017**
DISCUSSION: Jack Rowley reported that the Personnel Committee met on July 12, 2017, and reviewed the following items:

- Anthem Quarterly Insurance Update
- Closed Meeting, VA Code §2.2-3711 A (4), A (7), and A (15)
- June 2017 EEO Report
- June 2017 Retention Report
- June 2017 Disability Claims Report
- Worker's Compensation Report
- Handbook Policy Updates

The next Personnel Committee meeting is scheduled for Wednesday, September 13, 2017.

ACTION TAKEN: It was moved by Jack Rowley and seconded by Al Collins that the Board of Directors approves the actions recorded in the minutes of the Personnel Committee meeting dated July 12, 2017. The motion was unanimously approved.

ISSUE: **PREVENTION/PUBLIC INFORMATION COMMITTEE**
DISCUSSION: Linda Ball reported that the next meeting of the Prevention and Public Information Committee is scheduled for Wednesday, September 13, 2017.

ACTION TAKEN: No action necessary.

ISSUE: **REPORT OF THE EXECUTIVE DIRECTOR**
DISCUSSION: Jane Yaun reported to the Board that the Caroline County Open House would be held October 24 at 6:30 p.m. She also told the Board that she had sent a plan for implementing the federal grant the on opioid crisis. The challenge in creating a plan is that the money may not be ongoing. Ms. Yaun said that she would attend the annual ARC of Virginia Conference with some staff and individuals who receive day support services.

Ms. Yaun announced that the board retreat would be November 17—18 in Glen Allen. Additionally, she told the Board that RACSB is having a t-shirt competition that would be used as motivation for wellness initiatives.

ISSUE: **REPORT OF THE DIRECTORS AND COORDINATORS**
DISCUSSION: Terry Moore, *Human Resources Manager*, reported that RACSB was partnering with the Virginia Employment Commission to hold a job fair at the Workforce Center in September. She also reported that fall TB tests and flu shot clinics have been scheduled.

Sharon Killian, *Clinical Services Coordinator*, reported that IACCT began July 1, and RACSB has already handled two referrals in Spotsylvania County. She said that staff performed well in these new tasks.

Rhonda Pellicano, *Director of Finance and Administration*, announced that all five localities have approved a funding increase for RACSB in the next fiscal year. Overall, local government contributions would be 7.65% greater under this new budget. Mrs. Pellicano told the Board that RACSB will migrate its financial systems and plans are in development. She

expects the project to be complete in January. She also told the Board that property management staff had found, captured, and released a snake that entered a group home.

Amy Umble, *Public Information Officer*, said Michelle Wagaman, Prevention Coordinator, was on vacation but that she wanted the Board to know that REVIVE! trainings would be held in July and August; that RACSB has trainers certified in Public Safety and Higher Education modules; six training sessions have been scheduled in August (including sessions at the University of Mary Washington and Spotsylvania County Public Schools; The Community Collaborative for Youth and Families will host a series of town halls on the opioid epidemic; and that Lock and Talk Virginia is in negotiations with the Department of Behavioral Health and Developmental Services to expand to other regions in the state.

Mrs. Umble also told the Board that the agency's new website is scheduled to launch on September 1 and that the Virginia Association of Community Services Boards was sending monthly ideas for outreach to legislators. She told the Board she would send an email with this month's idea and with contact information for the legislators.

ACTION TAKEN: No action necessary.

ISSUE: REPORT OF THE BOARD OF DIRECTORS

DISCUSSION: Tina Sears (City of Fredericksburg) reported that she was happy to be part of the Board and that she was looking forward to the VACSB conference, the board retreat and the facilities tour.

Beth Elkins (King George County) asked if the horticulturalist position would be filled. Terry Moore reported that the job had been posted on Friday.

Ken Lapin (Spotsylvania County) reported that he had seen an ad for the National Alliance on Mental Illness on television.

Al Collins (Caroline County) said that he missed Warren Samuel but was happy to welcome Diane Deibel to the Board.

Ellen Sears (Spotsylvania County) said that she loves the new emails Jane Yaun has started sending to the Board highlighting agency updates.

Greg Sokolowski (Stafford County) said that he was happy to be part of the Board and that he hopes to make the retreat and other RACSB events.

Linda Ball (Spotsylvania County) reminded the Board that there would be no August meetings and congratulated Jane Yaun on a great first Board Meeting as Executive Director.

ACTION TAKEN: No action necessary.

There being no further business, the Board of Directors meeting adjourned at 6:18 p.m. The next meeting is scheduled for Tuesday, September 19, 2017, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, 600 Jackson Street, Fredericksburg, Virginia.