

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**BOARD OF DIRECTORS MEETING**

Tuesday, June 20, 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  
Debbie Draper  
Beth Elkins  
Kheia Hilton

Karen Kallay  
Jack Rowley  
G. Warren Samuel  
David Vaughn  
Matthew W. Zurasky

**ABSENT**

Linda Carter  
Ken Lapin  
Ellen Sears

**OTHERS PRESENT**

Ronald W. Branscome, *Executive Director*  
Jane Yaun, *Deputy 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*  
Thomas Novak, *Day Support Counselor*  
Allison Hayden, *Office Manager*  
Angela Ringersma, *PE-ID Coordinator*  
Sherri Dorsey, *Psychosocial Advocate*  
Stephen Curtis, *ID Residential Coordinator*  
Amy Jindra, *Psychosocial Program Coordinator*  
Nathan Reese *Assistant Coordinator Day Support*  
Alison Standring, *ICC and Part C Services Manager*  
Tina Sears, *Community Member*  
Diane Deibel, *Community Member*  
Greg Sokolwski, *Community Member*

---

**ISSUE: MINUTES OF THE MAY 16, 2017 BOARD OF DIRECTORS MEETING**

**DISCUSSION:** Mrs. Ball called for corrections and additions to the minutes of the May 16, 2017 Board of Directors meeting. 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:

. Five Years of Service

- **Melanie Balek**, RAAI Day Support Specialist
- **Wanda Campbell**, ID Residential Counselor-Churchill Group Home
- **Thomas Novak**, RAAI Day Support Counselor
- **Sarah Allison Hayden**, Office Manager – King George
- **Megan O’Connell**, Group Home Manager – Galveston Group Home
- **Angela Ringersma**, PE-ID Coordinator

Fifteen Years of Service

- **Mary Newman**, Assistant Manager – Belmont Apartments

Twenty Years of Service

- **Mary E. Thompson**, ID Residential Counselor – Belmont Apartments
- **Sherry Dorsey**, Psychosocial Advocate – Kenmore Club

**ACTION TAKEN:** No action necessary. Mr. Novak, Ms. Ringersma, Ms. Dorsey, Ms. Jindra, Mr. Curtis, Mr. Reese, and Mrs. Standing 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 community members took the opportunity to speak.

**ACTION TAKEN:** No action necessary

**ISSUE: PROGRAM PLANNING AND EVALUATION COMMITTEE**

**MEETING:**

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

- Extraordinary Barriers List
- Program for Assistance with Transition from Homelessness Grant

- Emergency Services Activity and TDO Exception Report
- CIT Assessment Center Report
- Information Technology/Electronic Health Records
- Galveston Road Group Home HUD Report
- Victims of Crime Act Grant
- State Targeted Response—Opioid Grant
- Myers Drive Quarterly Census Report
- Waiting List
- Quality Assurance Review – Adult Mental Health Case Management Services
- Quality Assurance Dashboard Report
- Developmental Disability Case Management Update
- DBHDS Unannounced Licensure Reviews
- Consumer and Family Advisory Committee
- Corporate Responsibility Resolution

The minutes were corrected to reflect that the Committee voted to recommend the Board approve the Program for Assistance with Transition from Homelessness Grant.

The next Program Planning and Evaluation Committee Meeting is scheduled for Tuesday, July 11, 2017.

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

**ISSUE:** **FINANCE COMMITTEE MEETING:**  
**DISCUSSION:** Mr. Collins reported that the Finance Committee met on June 13, 2017 and reviewed the following:

- OPEB Valuation Report
- April 2017 Financial Report
- April 2017 Financial Trend Report
- April 2017 Investment Report
- April 2017 Reimbursement Report
- Third Quarter FY 2017 OPEB Trust Fund Report
- April 2017 OPEB Trust Fund Report
- FY 2018 Annual Policy and Procedure Manual Update
- April 2017 Representative Payee Audit Report
- April 2017 Health Insurance Account Report
- FY 2018 Budget and State Performance Contract
- Capital Project Update
- Capital Projects Plan FY 2018-2023

- Construction Project Updates

The next Finance Committee meeting is scheduled for Tuesday, June 11, 2017.

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

**ISSUE: PERSONNEL COMMITTEE MEETING: JUNE 14, 2017**

**DISCUSSION:** Mr. Rowley reported that the Personnel Committee met on June 14, 2017, and reviewed the following items:

- Closed Meeting, VA Code §2.2-3711 A (4), A (7), and A (15)
- May 2017 EEO Report
- May 2017 Retention Report
- May 2017 Disability Claims Report
- Holiday Policy Update
- Code of Ethics Annual Review
- Mission Statement Annual Review
- Organizational Chart Annual Review
- Change to the Executive Director Contract

The next Personnel Committee meeting is scheduled for Wednesday, July 12, 2017.

**ACTION TAKEN:** It was moved by Mr. Rowley and seconded by Mrs. Elkins that the Board of Directors approves the actions recorded in the minutes of the Personnel Committee meeting dated June 14, 2017. The motion was unanimously approved.

**ISSUE: PREVENTION/PUBLIC INFORMATION COMMITTEE: JUNE 14, 2017**

**DISCUSSION:** Mrs. Draper reported that the Prevention/Public Information Committee met on June 14, 2017 and reviewed the following items:

- Opioid Treatment and Recovery Grant
- Lock and Talk Virginia—Suicide Prevention
- REVIVE! Opioid Overdose Reversal Training
- Mental Health First Aid Training
- Outreach Plan FY 2018

- FY 2018 Marketing Plan
- Board of Directors Tour
- Website Redesign
- Social Media Presence Update
- 2017 Distinguished Volunteer Nominations

Ms. Kallay emphasized that the Board of Directors tour scheduled for July 24, 2018 should be marketed to the community as a presentation of mental health services. She also said that the rebranding efforts should include an updated logo. Mr. Rowley requested that Board Members have input into the Outreach Plan.

The next meeting of the Prevention and Public Information Committee is scheduled for Wednesday, September 13, 2017.

**ACTION TAKEN:** It was moved by Mrs. Draper and seconded by Mr. Samuel that the Board of Directors approves the actions recorded in the minutes of the Personnel Committee meeting dated June 14, 2017. The motion was unanimously approved.

**ISSUE: ELECTION OF OFFICERS**

**DISCUSSION:** Mrs. Ball asked if there were any substitute nominations for officers for Fiscal Year 2018. The Nominating Committee had chosen Linda Ball as the chair, Debbie Draper as the vice-chair, Jack Rowley as the secretary, and Karen Kallay for the at-large position on the Executive Committee. There were no other nominations.

**ACTION TAKEN:** It was moved by Rev. Davies and seconded by Mr. Zurasky that the Board approve the Executive Committee as presented. The motion was unanimously approved.

**ISSUE: COMMITTEE ASSIGNMENTS**

**DISCUSSION:** Ms. Ball presented the committee assignments for Fiscal Year 2018 and requested that Board Members approach her with any concerns. Mr. Rowley said that the Committee Meetings are a good way to understand the work of RACSB.

**ACTION:** No action necessary.

**ISSUE: BANKING RESOLUTIONS**

**DISCUSSION:** Ms. Yaun reported that the banking resolutions are approved annually. This year, those resolutions include the changes of replacing Mr. Branscome's name with her name.

**ACTION:** It was moved by Mr. Rowley and seconded by Mrs. Elkins that the Board approve the Banking Resolutions as presented. The motion was unanimously approved.

**ISSUE: REPORT OF THE EXECUTIVE DIRECTOR**

**DISCUSSION:** Executive Director Ron Branscome thanked the Board of Directors and staff for “a tremendous sendoff” on May 25. He also thanked Ms. Hilton, Mr. Rowley, Ms. Yaun, and Ms. Miner for attending the Stafford County Board of Supervisors meeting where supervisors presented a resolution honoring Mr. Branscome for his years of dedication to the community.

Mr. Branscome asked the board members to show the same support and respect to Ms. Yaun that they have given him throughout the last 33 years. He said, “Get behind Jane, she’ll do a great job. She’s ready for this.” He also said that the change in leadership presented a good opportunity for rebranding RACSB.

**Jane Yaun, Deputy Executive Director,** reported that there would be a presentation on Commonwealth Coordinated Care Plus at the July 18 Board Meeting. She said the presentation would detail information on changes to Medicaid’s managed care system, which could have a large impact on RACSB. She also reported that RACSB is one of five (5) community services boards in Virginia that will work with the Department of Behavioral Health and Developmental Services on Zero Suicide initiatives.

Ms. Yaun reported that RACSB is partnering with the Virginia Department of Health on the opioid crisis, and that VDH will supply 1,500 doses of naloxone to the region. RACSB has requested 1,000 of those doses to be given to REVIVE! training participants and to the outpatient clinics.

Ms. Yaun told the Board that Mental Health America of Fredericksburg would hold Yoga in the Park on Saturday, June 24.

**ISSUE: AUGUST BOARD OF DIRECTORS MEETING**

**DISCUSSION:** Jane Yaun, Deputy Executive Director, reported that the Board typically cancels the August Board of Directors meeting.

**ACTION TAKEN:** It was moved by Mr. Collins and seconded by Rev. Davies that the Board of Directors cancel the August meeting. The motion was unanimously approved.

**ISSUE:**

**REPORT OF THE DIRECTORS AND COORDINATORS**

**DISCUSSION:**

Joe Wickens, *Community Support Services Coordinator*, said that Rappahannock Adult Activities was also exploring rebranding efforts in the upcoming fiscal year.

Amy Umble, *Public Information Officer*, said that the Board Tour scheduled for July 24, 2018 would be marketed to the community as an opportunity to learn about mental health services. She also reported that the story about RACSB's REVIVE! training had been picked up by the wire service and was in state and national newspapers, including U.S. News and World Report. She said that she welcomed Board Member input on the outreach and marketing initiatives.

Brandie Williams, *Director of Operations*, told Board Members to dispose of medications carefully. She also reported that the Specialized Transportation Program was expanding into Caroline County.

**ACTION TAKEN:** No action necessary.

**ISSUE:**

**REPORT OF THE BOARD OF DIRECTORS**

**DISCUSSION:**

Mr. Zurasky (Stafford County) said that he has enjoyed his nine (9) years serving on the Board of Directors.

**ACTION TAKEN:** No action necessary.

There being no further business, the Board of Directors meeting adjourned at 5:56 p.m. The next meeting is scheduled for Tuesday, July 18, 2017, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, 600 Jackson Street, Fredericksburg, Virginia.