

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

BOARD OF DIRECTORS MEETING

Tuesday, March 21, 5:00 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
Al Collins
Kheia Hilton
Karen Kallay

Ken Lapin
Jack Rowley
G. Warren Samuel
Ellen Sears
David Vaughn
Matthew W. Zurasky

ABSENT

Beth Elkins

OTHERS PRESENT

Ronald W. Branscome, *Executive Director*
Jane Yaun, *Deputy Executive Director*
Rhonda Pellicano, *Finance and Administration Director*
Sharon Killian, *Clinical Services Director*
Joe Wickens, *Community Support Services Coordinator*
Brandie Williams, *Coordinator of Parent Education—Infant Development*
Terry Moore, *Human Resources Manager*
Michelle Wagaman, *Prevention Services Coordinator*
Amy Umble, *Public Information Officer*
Andrea Merwin, *Executive Associate*
John Butler, *Coordinator, Sunshine Lady House for Mental Health
Wellness and Recovery*
Michelle Miner, *Jail and Detention Services Coordinator*
Helen Conley, *Peer Coach, Sunshine Lady House for Mental Health
Wellness and Recovery*
Joseph Cooper, *Residential Counselor, Ruffins Pond Group Home*
Janice Reid, *Peer Coach, Sunshine Lady House for Mental Health
Wellness and Recovery*
Stephen Curtis, *ID Residential Coordinator*

ISSUE:

**MINUTES OF THE FEBRAURY 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:

- **Helen Conley**, *Peer Coach, Sunshine Lady House for Mental Health Wellness and Recovery*
- **Joseph Cooper**, *Residential Counselor, Ruffins Pond Group Home*
- **Yasnaia Poston**, *Family Resource Specialist, Healthy Families Rappahannock Area*
- **Janice Reid**, *Peer Coach, Sunshine Lady House for Mental Health Wellness and Recovery*

Ten Years of Services:

Dera Woode, *Residential Counselor, Stonewall Estates Group Home*

ACTION TAKEN: No action necessary. Mr. Curtis, Mr. Cooper, Ms. Reid and Ms. Conley departed the meeting.

ISSUE: WAL-MART COMMUNITY GRANT

DISCUSSION: Mr. Butler, *Coordinator, Sunshine Lady House for Mental Health Wellness and Recovery*, presented to the Board a grant application in the amount of \$2,500 to the Wal-Mart Community Fund. If received, the funds will be used to create self-soothing kits for residents as part of Dialectical Behavioral Therapy (DBT). Residents take the kits home and can add to them. Mr. Butler said the portable kits provide health options for coping skills for individuals with borderline personality disorders. The kits contain various items to soothe the five senses.

ATTACHMENT I

ACTION TAKEN: No action necessary. Mr. Butler departed the meeting.

ISSUE: DBHDS JAIL DIVERSION GRANT

DISCUSSION: Ms. Miner, *Jail and Detention Services Coordinator*, presented to the Board a Jail Diversion grant application in the amount of \$28,195. This is additional funding to enhance the current program services through housing and transportation support and accessing additional community resources.

ATTACHMENT II

ACTION TAKEN: No action necessary. Ms. Miner departed the meeting.

ISSUE: FY 2017 DBHDS MID-YEAR PERFORMANCE CONTRACT REPORT

DISCUSSION: Mrs. Pellicano, *Finance and Administration Director*, presented to the Board the Fiscal Year 2017 Mid-Year Performance Contract Report as submitted to the Virginia Department of Behavioral Health and Developmental Services (DBHDS).

During the first half of the fiscal year, RACSB reported revenue for mental health, intellectual disability, and substance abuse services in the amount of \$18,798,808 and expenses of \$16,317,155. Of the \$2,481,653 balance, \$1,180,462 or 48% is regional funds for inpatient hospitalization and discharge assistance.

ATTACHMENT III

ACTION TAKEN: No action necessary.

ISSUE: PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING: NEXT MEETING, APRIL 11, 2017

DISCUSSION: Mr. Zurasky reported that the Program Planning and Evaluation Committee will meet on April 11, 2017.

ACTION TAKEN: No action necessary.

ISSUE: FINANCE COMMITTEE MEETING: NEXT MEETING, APRIL 11, 2017

DISCUSSION: Mr. Collins reported that the Finance Committee will meet on April 11, 2017.

ACTION TAKEN: No action necessary.

ISSUE: PERSONNEL COMMITTEE MEETING: MARCH 8, 2017

DISCUSSION: Mr. Rowley reported that the Personnel Committee met on March 8, 2017, and reviewed the following items:

- Closed Meeting, VA Code §2.2-3711 A (4), A (7), and A (15)
- February 2017 EEO Report
- February 2017 Retention Report
- February 2017 Disability Claims Report
- FY 2018 Health Insurance Renewal Proposal from Anthem
- Delta Dental Renewal Proposal
- FY 2018 Health Insurance Renewal and Premiums

The next Personnel Committee meeting is scheduled for Wednesday, April 12, 2017 at 10:00 a.m.

ACTION TAKEN: It was moved by Mr. Rowley and seconded by Ms. Kallay that the Board of Directors approves the actions recorded in the minutes of the Personnel Committee meeting dated March 8, 2017. The motion was unanimously approved.

ISSUE: PREVENTION/PUBLIC INFORMATION COMMITTEE: NEXT MEETING, MAY 10, 2017

DISCUSSION: Mrs. Draper reported that the Prevention/Public Information Committee is scheduled to meet May 10, 2017 but that the meeting needs to be rescheduled. The Committee will now meet May 11, 2017 at noon.

ACTION TAKEN: No action necessary.

ISSUE: APPROVAL OF CONSENT AGENDA – PROGRAM PLANNING AND EVALUATION COMMITTEE

DISCUSSION: Ms. Yaun presented to the Board the following items as part of the Consent Agenda:

- Approval of the Extraordinary Barriers List
- Approval of the Emergency Services Activity and TDO Exception Report
- Approval of the CIT Assessment Center Report
- Approval of the Wal-Mart Community Grant
- Approval of the Wolfe Street ICF Post-Move Exception Report
- Approval of the Waiting List
- Approval of the Information Technology/Electronic Health Records
- Approval of the Quality Dashboard
- Approval of the Quality Assurance Review – Intellectual Disability Day Support Services
- Approval of the DBHDS Jail Diversion Grant
- Approval of the CARF Quality Improvement Plan
- Approval of the Developmental Disability Case Management Update

ACTION TAKEN: It was moved by Mr. Rowley and seconded by Mrs. Sears that the Board of Directors approves the Consent Agenda as presented. The motion was unanimously approved.

ISSUE: APPROVAL OF CONSENT AGENDA – PROGRAM PLANNING AND EVALUATION COMMITTEE

DISCUSSION: Mr. Branscome presented to the Board the following items as part of the Consent Agenda:

- Approval of the FY 2017 Part C Mid-Year Report
- Approval of the January 2017 Financial Report
- Approval of the January 2017 Financial Trend Report
- Approval of the January 2017 Investment Report
- Approval of the January 2017 Reimbursement Report
- Approval of the FY 2017 Second Quarter OPEB Trust Fund Report
- Approval of the January 2017 OPEB Trust Fund Report
- Approval of the January 2017 Health Insurance Account Report
- Approval of the January 2017 Clinic Cash Audits
- Approval of the February 2017 Representative Payee Audits
- Approval of the FY 2017 Intellectual Disability Group Home Spending and Inventory Audits
- Approval of the FY 2017 DBHDS Mid-Year Performance Contract Report
- Approval of the Capital Project Update

- Approval of the Construction Project Updates

ACTION TAKEN: It was moved by Mr. Rowley and seconded by Mrs. Sears that the Board of Directors approves the Consent Agenda as presented. The motion was unanimously approved.

ISSUE: APPROVAL OF RETIREMENT ACTUARIAL VALUATION REPORT

DISCUSSION: Mr. Rowley expressed concern about the increase in unfunded liability. Mrs. Pellicano said that the fund’s assets were still greater than the liability.

ACTION TAKEN: It was moved by Mr. Zurasky and seconded by Mrs. Sears that the Board of Directors approves the Retirement Actuarial Valuation Report as presented by staff. The motion was unanimously approved.

ISSUE: REPORT OF THE EXECUTIVE DIRECTOR

DISCUSSION: Deputy Executive Director Jane Yaun reported that Brandie Williams, *Coordinator of Parent Education—Infant Development*, has been hired as the Director of Operations for RACSB. She also apprised the Board of two bills that came out of the General Assembly. One bill allocates money to community services boards for the implementation of Same Day Access. Another bill directs the state to study the costs of integrating medical and behavioral healthcare through Primary Care Screenings.

Ms. Yaun also reported that there will be an opioid summit on May 10, where community stakeholders will discuss the impact of the opioid epidemic in the region and how to address those impacts. A town hall will be held that evening, featuring the film “Chasing the Dragon” and discussions on opioid addiction.

Ms. Yaun praised the community supports staff for helping an individual who has been moved from a group home into hospice care. She said that staff showed compassion to the individual and his family and cared for him even after their shifts ended.

ACTION TAKEN: No action necessary.

ISSUE: REPORT OF THE DIRECTORS AND COORDINATORS

DISCUSSION: Terry Moore, Human Resources Manager, reported that open enrollment is underway. She is also preparing for another training session for supervisors and managers. Additionally, the employee handbook is undergoing revisions.

Sharon Killian, *Clinical Services Coordinator*, reported that the Community Coalition had sponsored an event on substance abuse, and she and other staff offered presentations at the event. She reported that there will be upcoming changes to Medicaid reimbursements and coverage for substance abuse services. She also told the Board that one person is enrolled in the Medication Assisted Treatment program for opioid addiction and another is expected to begin Monday.

Mr. Wickens, *Community Support Services Coordinator*, said that Rappahannock Adult Activities is holding three informational sessions for families, to discuss changes to the day support program. He also 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. The annual spring plant sale begins April 20 and will continue through May 5.

Mrs. Pellicano, *Finance and Administration Director*, reported that she is working on the budget for the next Fiscal Year, which begins July 1, 2017. Local budgets have not been set, but two county administrators have recommended that RACSB receive the full amount requested.

Ms. Wagaman, *Prevention Services Coordinator*, invited Board members to attend “Another Day: A Conversation about Suicide Prevention” being held March 23, 2017 at 7:00 p.m. She reminded Board members that the 13th annual Art of Recovery exhibit will open Friday, May 5, 2017 at PONSHOP. There will be a first Friday reception from 5:00 p.m. to 9:00 p.m. Live performances as part of the third annual “Art, Expression, Light” will begin at 7:30 p.m. in the gallery courtyard.

Mrs. Umble, Public Information Officer, told the Board that there will be an open house at the Myers Drive Respite Home on May 7, 2017 at 2:00 p.m. She also told the Board that an individual served through outpatient services was featured in the Book section of The Free Lance-Star, where she credited RACSB for helping with her recovery from trauma. She told the Board that RACSB recently honored the Fredericksburg Area Association of Realtors for their support of Project LINK for more than two decades.

ACTION TAKEN: No action necessary.

ISSUE: REPORT OF THE BOARD OF DIRECTORS

DISCUSSION: Ms. Kallay (City of Fredericksburg) reported that Recovery In Motion has hired a part-time director.

Mr. Rowley (Stafford County) said that he recently volunteered with the free tax service offered by Rappahannock United Way, which really opened his eyes to the plight of the working poor in the area.

Mrs. Draper (King George County) reported that she attended the Caroline County Special Education Advisory Committee meeting with Angela D'Angelo, *Group Home Manager*, to talk about Myers Drive. She said the people attending the meeting were grateful for the information, and she is going with Ms. D'Angelo tonight to the Stafford Education Advisory Committee meeting.

Mr. Lapin (Spotsylvania County) congratulated Mrs. Williams on her promotion.

Mrs. Ball (Spotsylvania County) said that she enjoyed the recent radio spot on suicide prevention, which featured Mrs. Wagaman.

ACTION TAKEN: No action necessary.

There being no further business, the Board of Directors meeting adjourned at 5:59 p.m. The next meeting is scheduled for Tuesday, April 18, 2017, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, 600 Jackson Street, Fredericksburg, Virginia.