

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

BOARD OF DIRECTORS MEETING

Tuesday, April 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
Beth Elkins
Al Collins
Kheia Hilton
Karen Kallay

Ken Lapin
Jack Rowley
G. Warren Samuel
Ellen Sears

ABSENT

Debbie Draper
Matthew W. Zurasky
David Vaughn

OTHERS PRESENT

Ronald W. Branscome, *Executive Director*
Sharon Killian, *Clinical Services Director*
Terry Moore, *Human Resources Manager*
Amy Umble, *Public Information Officer*
Andrea Merwin, *Executive Associate*
Stephen Curtis, *ID Residential Coordinator*
Shawn Brown, *Mental Health Residential Specialist*
Kathy Smith, *Accounting Coordinator*
Susan McNeal, *Regional Care Coordinator, Virginia Veteran and Family Services*
Brian Anderson, *Supervisor, Lafayette Boarding House and River Place*
Greg Sokolowski, *Community Member*

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

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

ACTION TAKEN: No further action necessary.

ISSUE: **EMPLOYEE OF THE THIRD QUARTER**
DISCUSSION: Mr. Branscome presented the Employee of the Third Quarter Award to **Kimberly Fitzwater, Veteran Resources Specialist.**

He read the nomination submitted on her behalf:

I would like to nominate Kimberly Fitzwater as Employee of the Quarter. Kimberly has been with RACSB for over two years now. I had the opportunity to meet her during our New Employee Orientation class on August 18, 2015. She was an intern at the Crisis Stabilization program and was then hired as a Day Support Counselor at RAAI Christ Church. Shortly thereafter she was promoted to Veteran Resource Specialist with our Virginia Veteran Family and Support Services program. Kimberly is former military and it shows in her work ethic. Recently she had undergone emergency surgery on a Saturday and was right back to work that Tuesday because she told me she had clients to serve. She is very dedicated to the veterans that she serves while carrying out the RACSB mission. She helped one veteran with a \$1,800 utility bill and with her resources knocked it down to less than \$100. She is constantly recruiting veterans to the program and always willing to help a co-worker out.

Ms. Fitzwater said she is grateful for the recognition and loves working with veterans.

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

Ten Years of Service:

Shawn Brown, Mental Health Residential Specialist

Fifteen Years of Services:

Rufus Gbordzi, Residential Counselor, Belmont Supervised Apartments

Twenty Years of Service

Kathy Smith, Accounting Coordinator

ACTION TAKEN: No action necessary. Mr. Brown, Mr. Curtis, Mr. Anderson, Ms. Fitzwater, Ms. McNeal and Ms. Smith 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: APRIL 11, 2017

DISCUSSION: Mr. Branscome reported that the Program Planning and Evaluation Committee met on April 11, 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
- Quality Assurance Review – Kenmore Club and Mental Health Residential Services
- Developmental Disability Case Management Update
- Human Rights Plan Revision
- Wolfe Street Intermediate Care Facility Recertification Survey and Corrective Action Plan

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 Program Planning and Evaluation Committee meeting dated April 11, 2017. The motion was unanimously approved.

ISSUE: FINANCE COMMITTEE MEETING: APRIL 11, 2017

DISCUSSION: Mr. Collins reported that the Finance Committee met on April 11, 2017 and reviewed the following:

- Financial Policy and Procedure Manual Revision
- February 2017 Financial Report
- February 2017 Financial Trend Report
- February 2017 Investment Report
- February 2017 Reimbursement Report
- Mid-Year Write Off Report

- February 2017 OPEB Trust Fund Report
- February 2017 Health Insurance Account Report
- January and February 2017 Clinic Cash Audits
- FY 2017 Intellectual Disability Group Home Spending and Inventory Audits
- February and March 2017 Representative Payee Audits
- Capital Project Update
- Construction Projects Updates
- RAAI Budget Shortfall

Ms. Kallay asked about the reporting of financial variances and requested additional information to assist her with reviewing the report.

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 April 11, 2017. The motion was unanimously approved.

ISSUE: **PERSONNEL COMMITTEE MEETING: APRIL 12, 2017**
DISCUSSION: Mr. Rowley reported that the Personnel Committee met on April 12, 2017, and reviewed the following items:

- Closed Meeting, VA Code §2.2-3711 A (4), A (7), and A (15)
- March 2017 EEO Report
- March 2017 Retention Report
- March 2017 Disability Claims Report
- FY 2017 Workers' Compensation Report
- Employee Open Enrollment Update

The next Personnel Committee meeting is scheduled for Thursday, May 11, 2017 at 11:00 a.m.

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

ISSUE: **PREVENTION/PUBLIC INFORMATION COMMITTEE: NEXT MEETING, MAY 11, 2017**

DISCUSSION: Mrs. Ball reported that the Prevention/Public Information Committee is scheduled to meet May 11, 2017 at 12:00 p.m.

ACTION TAKEN: No action necessary.

ISSUE: NOMINATING COMMITTEE APPOINTMENT

DISCUSSION: Mrs. Ball appointed the following Board Members to serve on the Nominating Committee: Matt Zurasky, Warren Samuel and David Vaughn. She said that Mr. Zurasky would serve as Committee Chair. Mrs. Ball directed the Nominating Committee to present a slate of Officers (Chair, Vice Chair, Secretary and At-Large) to the Board of Directors next month at the May meeting. Election of Officers would take place at the June meeting.

ACTION TAKEN: No additional action necessary.

ISSUE: REPORT OF THE EXECUTIVE DIRECTOR

DISCUSSION: Executive Director Ronald W. Branscome said that the City of Fredericksburg Police Department reported today that the remains of Rochelle Simms, a long time recipient of services from RACSB, had been found in a heavily wooded area in the City limits. An Emergency Services Therapist and a Mental Health Case Manager were onsite today at the psychosocial program to provide debriefing services to staff and members of Kenmore Club.

Mr. Branscome also reported that the Department of Veteran Services (DRS) did not renew its Memorandum of Understanding with RACSB to serve as the fiscal and hiring agent for the Virginia Veteran and Family Services (VVFS) in the Northwest Region of Virginia. He said that the DVS has decided to directly operate the VVFS program in FY 2018. As a result, the employment of six (6) RACSB staff working under the VVFS program will be terminated due to reduction in force effective June 24, 2017. Mr. Branscome said RACSB would lose \$17,789 in administrative overhead fees associated with serving as the fiscal and hiring agent for the VVFS program. He said the employees currently working in the VVFS program will have the opportunity to apply for positions with the DVS as well as open positions with RACSB.

Mr. Branscome announced that the Christ Church and Twin Lakes locations of Rappahannock Adult Activities would close in the next two months due to a budgetary shortfall resulting from a reduction in the rate for Medicaid Waiver reimbursement. He said Christ Church would close on May 8 and Twin Lakes sometime before June 30.

Mr. Branscome thanked Mr. Rowley, Ms. Kallay, Ms. Draper, and Mr. Lapin for their support of the RAAI Garden Party fundraiser scheduled for Thursday, April 20, 5:30 pm., at 750 Kings Highway. He encouraged all Board Members to support the Garden Party event by purchasing tickets. Mr. Branscome said the Garden Party replaces Mayfest as the signature fundraising event for RAAI. He also reminded Board members that the next Tour of RACSB programs and facilities in Spotsylvania County is

scheduled for Tuesday, April 25, 2017. The bus for the tour will be leaving 600 Jackson Street at 9:30 a.m.

Mr. Branscome told the Board that Ms. Yaun would move into his office on May 22.

ISSUE:

DISCUSSION:

REPORT OF THE DIRECTORS AND COORDINATORS

Sharon Killian, *Clinical Services Coordinator*, reported that RACSB would participate in Denim Day on April 26 to raise money for the Rappahannock Council Against Sexual Assault (RCASA). Staff members could wear jeans on that day in return for a \$1 donation to RCASA.

Terry Moore, *Human Resources Manager*, reported that Administrative Professionals Day is April 26. She said that 10 support staff members would attend a seminar at Germanna Community College and the remaining administrative personnel would receive two movie tickets and a \$20 gift card to a local restaurant.

Amy Umble, *Public Information Officer*, reported to the Board that April and May were busy months in the Public Information Office. She said that the website redesign is underway, and she was in the process of taking new photographs of RACSB programs, updating text and creating new pages.

Mrs. Umble also reported that the Art of Recovery Exhibit would be held May 5 – 26, with an opening night reception, 5:00 p.m. on May 5, at the PONSHP Studio and Gallery in Fredericksburg. She reminded the Board that the Rappahannock Adult Activities plant sale would begin April 21 and run through May 6. She announced to Board members that an open house for Myers Drive Respite Home would be held on May 7, and thanked Mr. Samuel and Mrs. Draper for sharing their stories about the respite program to help get the word out. Mrs. Umble said that the RACSB employee picnic would be held on May 11, and the agency would participate in a health fair with the City of Fredericksburg on May 31.

Mrs. Umble reported that a quarterly newsletter had been completed and would be printed this week. The newsletter will contain details about the plant sale, Myers Drive Respite Home, the Art of Recovery and the upcoming Opioid Summit. She reminded the Board that the Summit would take place on May 10 and encouraged them to attend the Town Hall meeting that evening at 5:00 p.m., Fick Conference Center.

ACTION TAKEN: No action necessary.

ISSUE:

REPORT OF THE BOARD OF DIRECTORS

DISCUSSION:

Ms. Kallay (City of Fredericksburg) said that she was happy to see a flyer for the Myers Drive Respite Program and was glad that RACSB was marketing a service that could be helpful to many families. She also reported that she had met with RACSB staff to talk about education for people with behavioral health challenges on the community resources and paraprofessional employment opportunities that are open to them. She said she was happy to hear Ms. Yaun express enthusiasm for these goals.

Mr. Samuel (Caroline County) reiterated his praise of Myers Drive Respite Home and said that his daughter loves to go to the house.

Mrs. Ball (Spotsylvania County) said that the recent suicide prevention event at Germanna Community College was a success. She was happy to see the various agencies collaborating on the issue and reported that Mrs. Killian did a wonderful job serving on the panel for the event.

Mrs. Carter (Caroline County) said that she would attend the Facilities Tour on April 25.

ACTION TAKEN: No action necessary.

There being no further business, the Board of Directors meeting adjourned at 5:42 p.m. The next meeting is scheduled for Tuesday, May 16, 2017, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, 600 Jackson Street, Fredericksburg, Virginia.