

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

BOARD OF DIRECTORS MEETING

Tuesday, May 16, 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
David Vaughn
Debbie Draper
Matthew W. Zurasky

ABSENT

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*
Michelle Wagaman, *Prevention Services Coordinator*
Brandie Williams, *Director of Operations*
Joe Wickens, *Community Support Services Coordinator*
Jacque Kobuchi, *Emergency Services Coordinator*
Jennifer Coleman, *Lead Emergency Services Therapist*
Tamika Johnson, *Assistant Group Home Manager*
Tina Sears, *Community Member*

ISSUE: **MINUTES OF THE APRIL 18, 2017 BOARD OF DIRECTORS MEETING**

DISCUSSION: Mrs. Ball called for corrections and additions to the minutes of the April 18, 2017 Board of Directors meeting. After correcting some dates, 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:

Ten Years of Service:

Lincoln Saludez, *Residential Counselor, Leeland Road Group Home*

Five Years of Services:

Jennifer Coleman, *Lead Emergency Services Therapist*
Tamika Johnson, *Scottsdale Estates Group Home Manager*

ACTION TAKEN: No action necessary. Mrs. Kobuchi, Ms. Coleman, and Ms. Johnson 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: **PRESENTATION: FY 2018 BUDGET AND STATE PERFORMANCE CONTRACT**

DISCUSSION: Mrs. Pellicano presented the FY 2018 Budget and State Performance Contract. The entire agency budget for FY 2018 is \$40,605,452. Of that amount, \$35m123m273 or 86% is allocated to State Performance Contract Programs for Mental Health, Developmental Services, and Substance Abuse. The FY 2018 budget for the performance contract programs is 2% higher than FY 2017. The entire agency budget is .02% higher than the prior year's budget.

ACTION TAKEN: No action necessary. The budget will be approved after a public hearing on June 2, 2017.

ISSUE: **PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING:**

DISCUSSION: Mr. Zurasky reported that the Program Planning and Evaluation Committee met on May 9, 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 Assurance Review – ID Residential, Group Homes
- Developmental Disability Case Management Update
- Third Quarter Exhibit B Performance Measures Report
- Wolfe Street Intermediate Care Life Code Safety Survey
- Opioid Summit

The next Program Planning and Evaluation Committee Meeting is scheduled for Tuesday, June 13, 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 May 9, 2017. The motion was unanimously approved.

ISSUE: **FINANCE COMMITTEE MEETING:**
DISCUSSION: Mr. Collins reported that the Finance Committee met on May 9, 2017 and reviewed the following:

- March 2017 Financial Report
- March 2017 Financial Trend Report
- March 2017 Investment Report
- March 2017 Reimbursement Report
- March 2017 OPEB Trust Fund Report
- March 2017 Health Insurance Account Report
- Capital Project Update
- FY 2018 Budget and State Performance Contract
- Construction Project Updates

The next Finance Committee meeting is scheduled for Tuesday, June 13, 2017.

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 May 9, 2017. The motion was unanimously approved.

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

- Closed Meeting, VA Code §2.2-3711 A (4), A (7), and A (15)
- April 2017 EEO Report
- April 2017 Retention Report

- April 2017 Disability Claims Report
- Leadership Training
- Opioid Summit
- Myers Drive Respite Home Open House

The next Personnel Committee meeting is scheduled for Wednesday, June 14, 2017 at 11:00 a.m.

ACTION TAKEN: It was moved by Mr. Rowley and seconded by Mrs. Carter that the Board of Directors approves the actions recorded in the minutes of the Personnel Committee meeting dated May 11, 2017. The motion was unanimously approved.

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

DISCUSSION: Mrs. Ball reported that the Prevention/Public Information Committee is scheduled to meet June 14, 2017.

ACTION TAKEN: No action necessary.

ISSUE: **NOMINATING COMMITTEE**

DISCUSSION: Mr. Zurasky reported that Linda Ball would be the chair for Fiscal Year 2018, Debbie Draper would be the vice-chair, and Jack Rowley would be the secretary. Karen Kallay will fill the at-large position on the Executive Committee.

ISSUE: **F7 2018 EXECUTIVE DIRECTOR'S WORK PLAN**

DISCUSSION: Ms. Yaun presented her work plan for the upcoming fiscal year. She reported that first year executive directors have to submit a work plan to the state. She reviewed new and continuing initiatives surrounding Program Planning, Development and Coordination; Administrative Management and Finance; Human Resources Management; and Community and Agency Liaison.

Mr. Rowley noted that the plan was very large, and wondered if it would be possible to accomplish all of the goals in the first year. Ms. Yaun reported that several of the initiatives involve her supporting staff, and would be done with assistance from the Management Team. Mrs. Ball suggested starting the work plan, and reviewing it during the first few months to see if any changes would be needed.

ACTION: It was moved by Mr. Collins and seconded by Mr. Samuel that the Board of Directors approves the FY 2018 Executive Director's Work Plan as presented. The motion was unanimously approved.

ISSUE:
DISCUSSION:

REPORT OF THE EXECUTIVE DIRECTOR

Jane Yaun, *Deputy Executive Director*, reported that the Rappahannock Adult Activities Garden Party was well-attended and thanked Board Members for supporting the fundraiser. She thanked Board Members for attending the recent facilities tour. She also said that the Virginia Association of Community Services Boards conference was helpful and offered insights on upcoming changes that will affect community services boards. She reported a successful Open House for Myers Drive, with 17 families attending. She said that the Opioid Town Hall drew professionals from different areas to tackle the epidemic. She praised Sharon Killian, Michelle Wagaman, and Jennifer Coleman for their roles in the event. She mentioned the Law Enforcement Appreciation Lunch at Kenmore Club and told the Board that Ron Branscome would be honored by the Stafford County Board of Supervisors on June 20, 2017 at 3 p.m. She then introduced Brandie Williams as the new Director of Operations for RACSB.

ISSUE:

REPORT OF THE DIRECTORS AND COORDINATORS

DISCUSSION:

Terry Moore, *Human Resources Manager*, said that RACSB employees had been recognized during Public Service Recognition Week for choosing to work in the human services field.

Sharon Killian, *Clinical Services Coordinator*, reported that RACSB has been asked to participate in the upcoming Veterans Court in Spotsylvania County. She said that staff is receiving training for this “very exciting” opportunity.

Joe Wickens, *Community Support Services Coordinator*, reported that 78 tickets had been sold for the Garden Party, raising \$2,746 for net proceeds of \$2,176.

Michelle Wagaman, *Prevention Services Coordinator*, reported that a free mail-in prescription for naloxone would be available for participants of Revive! training through June. She reminded the Board that the first training session would be held the next day. There will be a second offering on May 31. She said that the Art of Recovery exhibit was up at PONSOP Studio and Gallery through May 29. She reported that Prevention Staff distributed 50 medication lock boxes during the Opioid Town Hall and about 45 medication disposal kits. She said that National Prevention Week was happening and that she was engaged in social media initiatives and other efforts to promote prevention. She additionally

reported that she was the Chair of the Prevention Work Group that had been formed during the Opioid Epidemic Summit.

Amy. Umble, *Public Information Officer*, echoed previous comments that the Myers Drive Respite Home Open House had been successful. She praised the work of Angela D'Angelo, *Respite Services Coordinator*, and said that lives would be changed because of the outreach. She also reported that the opening night reception for Art of Recovery had been well-attended and praised Amy Jindra, *Kenmore Club Coordinator* and Tina Sears, *author of "The River's Edge,"* for offering moving performances during the event. She encouraged Board Members to share "Cornerstone," the RACSB's new quarterly publication.

ACTION TAKEN: No action necessary.

**ISSUE: REPORT OF THE BOARD OF DIRECTORS
DISCUSSION:**

Mrs. Ball (Spotsylvania County) said that she was working on assignments for committees, so Board Members should let her know if they have any preferences. She praised RACSB staff, and said that she enjoyed reading about the wonderful work they do each month in the "kudos" section of "Inside RACSB."

Rev. Davies (City of Fredericksburg) said that he enjoyed "Cornerstone."

Mr. Lapin (Spotsylvania County) praised the budget presentation.

David Vaughn (City of Fredericksburg) said that NAMI-Rappahannock's annual pot luck would be held the next evening at Kenmore Club.

Mr. Samuel (Caroline County) praised Myers Drive Respite Home. "Thank God she has somewhere she loves to go," he said about his daughter.

Mr. Collins (Caroline County) said that he enjoyed The Free Lance-Star's coverage of the Opioid Town Hall.

Ms. Kallay (City of Fredericksburg) said that she learned many things at the VACSB conference.

Mrs. Elkins (King George County) praised "Cornerstone."

Mr. Zurasky (Stafford County) said that the Myers Drive Respite Home staff should reach out to special education students in high school who are 18 and older.

Mrs. Sears (Stafford County): said that a recent event held by the disAbility Resource Center had been very informative.

Ms. Hilton (Stafford County): said that the VACSB conference had offered insightful information and that Mrs. Killian did a great job in her presentation at the conference. She also said that compared to other community services boards, RACSB was ahead of the curve in providing services.

ACTION TAKEN: No action necessary.

There being no further business, the Board of Directors meeting adjourned at 6:32 p.m. The next meeting is scheduled for Tuesday, June 20, 2017, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, 600 Jackson Street, Fredericksburg, Virginia.