

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

BOARD OF DIRECTORS MEETING

Tuesday, November 15, 2016, 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, Vice Chair
Beth Elkins
Karen Kallay
Al Collins
Jack Rowley
Ken Lapin
Ellen Sears
David Vaughn
Matthew W. Zurasky

ABSENT

G. Warren Samuel

OTHERS PRESENT

Ronald W. Branscome, *Executive Director*
Jane Yaun, *Deputy Executive Director*
Jim Gillespie, *Retiring Community Support
Services Director*
Sharon Killian, *Clinical Services Director*
Rhonda Pellicano, *Finance and
Administration Director*
Terry Moore, *Human Resources Manager*
Michelle Wagaman, *Prevention and Public
Information Coordinator*
Amy Umble, *Public Information Officer*

Andrea Merwin, *Executive Associate*
Joe Wickens, *Community Support Services
Director*
Suzanne Poe, *Information Technology
Coordinator*
Teresa Kirtley, *Substance Abuse Case
Manager*
Brenda Boggs, *Intellectual Disability
Residential Counselor*
David Sears, *Individual Served*

ISSUE: MINUTES OF THE OCTOBER 18, 2016 BOARD OF DIRECTORS MEETING

DISCUSSION: Mrs. Ball called for corrections and additions to the minutes of the October 18, 2016 Board of Directors meeting. Hearing none, 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:

Twenty Years of Service

- Suzanne Poe, *Information Technology Coordinator*

Fifteen Years of Service

- Teresa Kirtley, *Substance Abuse Case Manager*

Five Years of Service

- Brenda Boggs, *Intellectual Disability Residential Counselor*

Also recognized for five (5) years of service but not in attendance were Ana Moralez, *Family Resource Specialist*, and Ashley Wilson, *Assistant Group Home Manager*

Accepting her certificate, Mrs. Poe thanked her coworkers and Mr. Branscome for his leadership. She said, “When I say, ‘I’m off to work,’ or ‘I’m working,’ it doesn’t mean what most people think ‘work’ means. It means I’m serving others, doing what I love, with people that I love, for people that I love. As Confucius said, ‘Choose a job you love, and you will never have to work a day in your life.’”

ACTION TAKEN: No action necessary. Mrs. Poe. Mrs. Kirtley and Ms. Boggs 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 members of the public took the opportunity to speak.

ACTION TAKEN: No action necessary

ISSUE: **PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING: NOVEMBER 8, 2016**
DISCUSSION: Mr. Zurasky reported that the Program Planning and Evaluation Committee met on November 8, 2016, and reviewed the following items:

- Part C Monitoring Results
- Extraordinary Barriers List
- Office of Licensing Corrective Action Plan
- First Quarter Incident Report Review
- Emergency Services Activity and TDO Exception Report
- CIT Assessment Center Report
- Waiting List
- Information Technology/Electronic Health Records
- Quality Assurance Review/Audit of Mental Health Case Management
- CARF Survey Update
- Independent Assessment Certification and Coordination Team
- Exhibit B DBHDS FY 2017 First Quarter Performance Measures Report

The next Program Planning and Evaluation Committee meeting is scheduled for Tuesday, December 13, 2016 at 10:30 a.m.

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 Program Planning and Evaluation Committee meeting dated November 8, 2016. The motion was unanimously approved.

ISSUE: **PERSONNEL COMMITTEE MEETING: NOVEMBER 9, 2016**
DISCUSSION: Mr. Rowley reported that the Personnel Committee met on November 9, 2016 and reviewed the following items:

- Closed Meeting, VA Code §2.2-3711 A(4), A(7) and A(15)
- Final Overtime Rule
- October 2016 EEO Report
- October 2016 Retention Report
- October 2016 Disability Claims Report
- Training Sessions for Supervisory Staff

The next Personnel Committee meeting is scheduled for Wednesday, December 14, 2016 at 10:00 a.m.

ACTION TAKEN: It was moved by Mr. Rowley and seconded by Mrs. Sears that the Board of Directors approves the actions recorded in the minutes of the Personnel Committee meeting dated November 9, 2016. The motion was unanimously approved.

ISSUE: SEARCH COMMITTEE UPDATE

DISCUSSION: Mr. Rowley reported that the Executive Search Committee has held a few face-to-face interviews with candidates for the Executive Director position, and that the Committee had one more interview scheduled and hoped to have more information to report soon.

ISSUE: FINANCE COMMITTEE MEETING: NOVEMBER 8, 2016

DISCUSSION: Mr. Collins reported that the Finance Committee met on November 8, 2016, and reviewed the following items:

- Fiscal Year 2016 Financial Report/Audit (Mr. Branscome reported that the draft audit report approved by the Finance Committee has been finalized by Robinson, Farmer, Cox Associates without any changes or revisions. The action being taken by the Board of Directors will be approval of the final FY 2016 Financial Report prepared by Robinson, Farmer, Cox Associates.)
- Fiscal Year 2018 Local Government Funding Application
- August 2016 Financial Report
- August 2016 Financial Trend Report
- September 2016 Investment Report
- September 2016 Reimbursement Report
- September 2016 OPEB Trust Fund Report
- September 2016 Health Insurance Account Report
- October 2016 Capital Project Report
- Construction Project Updates

The next Finance Committee meeting is scheduled for Tuesday, December 13, 2016 at 12:30 p.m.

Mr. Branscome reported that the Committee reviewed a draft version of the Fiscal Year 2016 Financial Report/Audit, while the auditors awaited a letter from RACSB lawyers. The letter has been received by the auditors, and no changes will be made to the draft audit approved by the Finance Committee.

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 November 8, 2016. The motion was unanimously approved.

ISSUE: REPORT OF THE EXECUTIVE DIRECTOR

DISCUSSION: Mr. Branscome told the Board that Barbara Williams has resigned her position on the Board and that Stafford County is already working on a replacement.

Mr. Branscome noted that the Open House events held in Caroline and King George Counties each had a good turnout, but that the joint Open House for Spotsylvania and Stafford Counties and the City of Fredericksburg did not. He suggested thinking of new ways to reach elected officials in those localities.

Mr. Branscome thanked the Board for supporting him at the Fredericksburg Regional Chamber of Commerce's Local Legends event.

ACTION TAKEN: No action necessary.

ISSUE: REPORT OF THE DIRECTORS AND COORDINATORS

DISCUSSION: Jane Yaun, *Deputy Executive Director*, reported that in 32 years, Mr. Gillespie has attended approximately 345 Board meetings.

Jim Gillespie, *Community Support Services Director*, thanked the Board for supporting him during his career and for engaging in supportive, respectful debates. He noted that the Board was instrumental in getting individuals out of institutions and back into the communities. He mentioned receiving a letter from Mrs. Draper in 1996 that requested respite and emergency services for people with developmental disabilities, and noted that both have come to fruition in recent years.

Michelle Wagaman, *Prevention and Public Information Coordinator*, invited the Board to the Community Collaborative on Youth's Holiday Open House. She also updated them on The Virginia Foundation for Healthy Youth's efforts to get funding for prevention programs already offered by Community Services Boards in Virginia.

Amy Umble, *Public Information Officer*, reminded the Board of the tour on November 29, 2016.

ACTION TAKEN: No action necessary.

ISSUE: REPORT OF THE BOARD OF DIRECTORS

DISCUSSION: Mr. Vaughn (City of Fredericksburg) shared memories of working with Mr. Gillespie to meet with legislators. He wished Mr. Gillespie good fortune in his retirement.

Mr. Zurasky (Stafford County) thanked Mr. Gillespie for his service to RACSB and to community partner organizations over the year.

Mrs. Elkins (King George County) thanked Mr. Gillespie for his continuous support of Rappahannock Adult Activities (RAAI) and the annual plant sales.

Mrs. Sears (Spotsylvania County) said that she will miss Mr. Gillespie and noted that RACSB staff work hard to serve individuals.

Mr. Collins (Caroline County) thanked Mr. Gillespie for getting a greenhouse for the Caroline County Clinic.

Ms. Kallay (City of Fredericksburg) expressed gratitude for Mr. Gillespie's work and reported that he was clearly admired by individuals served.

Mr. Rowley (Stafford County) thanked Mr. Gillespie for working hard for the individuals served.

Mrs. Draper (King George County) expressed appreciation for Mr. Gillespie and for being approachable and hard-working.

Mrs. Carter (Caroline County) congratulated Mr. Gillespie on his upcoming retirement.

Mr. Lapin (Spotsylvania County) expressed gratitude for Mr. Gillespie's efforts.

Rev. Davies (City of Fredericksburg) noted that Mr. Gillespie has been "a source of inspiration and information," and expressed gratitude for Mr. Gillespie's service to the community and to Shiloh Old Site Baptist Church.

ACTION TAKEN: No action necessary.

There being no further business, the Board of Directors meeting adjourned at 5:37 p.m. The next meeting is scheduled for Tuesday, December 20, 2016, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, and 600 Jackson Street, Fredericksburg, Virginia.