

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

BOARD OF DIRECTORS MEETING

Tuesday, October 18, 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
Karen Kallay
Al Collins
Jack Rowley
Ken Lapin
Ellen Sears
G. Warren Samuel
David Vaughn

ABSENT

Beth Elkins
Barbara Williams
Matthew W. Zurasky

OTHERS PRESENT

Ronald W. Branscome, *Executive Director*
Jane Yaun, *Deputy Executive 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*
Stephanie Terrell, *Quality Assurance Coordinator*
Jim Gillespie, *Community Supports Services Director*
Joe Wickens, *ID Residential Coordinator*
Heather Honaker, *MH Residential Specialist*
Susan Burks, *MH Residential Specialist*
Stephen Curtis, *Assistant ID Residential Coordinator*
John Butler, *Crisis Stabilization Coordinator*
Greg Bundrick, *Community Member*
David Sears, *Individual Receiving Services*

ISSUE: MINUTES OF THE SEPTEMBER 20, 2016 BOARD OF DIRECTORS MEETING

DISCUSSION: Mrs. Ball called for corrections and additions to the minutes of the September 20, 2016 Board of Directors meeting. Hearing none, the minutes were approved as presented.

ACTION TAKEN: No further action necessary.

ISSUE: EMPLOYEE OF THE QUARTER

DISCUSSION: Mr. Branscome recognized Heather Honaker, Mental Health Residential Specialist, Crisis Stabilization Program at The Sunshine Lady House for Mental Health Wellness and Recovery, as the Employee of the Quarter.

It is my pleasure to nominate Heather Honaker for Employee of the Quarter. Heather has worked with the agency as a counselor with our Mental Health Residential program and as a Residential Specialist with the Sunshine Lady House (SLH).

I have been blessed with an amazing team of over 25 employees at the SLH. Heather's work ethic is unrivaled, and she is the complete package. It's not that she's just able to complete an amazing amount of work each shift; it's that she completes an amazing amount of quality work that first and foremost benefits the individuals we work with, but secondarily benefits the entire staff. Because Heather handles such a heavy workload that is that much less her coworkers have to deal with when they come on shift.

Work ethic goes well beyond production, and as exceptional as Heather is in this department, she shines even brighter in the attitude and demeanor that she brings to the program day in and day out. She always looks at a situation as the "glass half full", and comes to work each and every time with a "can do" attitude for her team and the guests of the house. Heather provides ongoing ideas for improvements of the program that are not criticisms. She presents her ideas in a way that compliments and enhances the betterment of the SLH. If she has an issue to bring to the table, she always brings ideas for solutions as well.

Did I mention her flexibility! Heather has been able to provide coverage to the program at a moment's notice, and has been there to provide coverage for other Residential programs when they were understaffed and needed someone from another program to lend a hand. We aren't talking about some 9-5 shift that she helped out with. One program needed an overnight shift covered, which for 99.9% of staff is the worst shift on the planet. Heather didn't hesitate to raise her hand and fill in for that shift.

She sees a need, she does it. She sees someone that needs help, she helps them. Plain and simple. Heather is one of those employees you can't brag on enough, but she expects nothing in return. She just goes about her business and gains satisfaction in doing an outstanding job.

It is time she was recognized by RACSB for all that she does for the people we serve and her fellow teammates.

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

- Susan Burks, MH Residential Specialist

Fifteen Years of Service

- Stephen Curtis, Assistant ID Residential Coordinator

Also recognized for their years of service but not in attendance were the following staff members:

Twenty Years of Service

- Cynthia Gwaltney, ID Support Coordinator

ACTION TAKEN: No action necessary. Mr. Butler, Ms. Honaker, Ms. Burks and Mr. Curtis 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: OVERVIEW OF CARF SURVEY

DISCUSSION: Ms. Yaun presented to the Board of Directors an overview of the upcoming CARF survey.

ATTACHMENT I

ACTION TAKEN: No action necessary.

**ISSUE: PROGRAM PLANNING AND EVALUATION COMMITTEE
MEETING: OCTOBER 11, 2016**

DISCUSSION: Mr. Collins reported that the Program Planning and Evaluation Committee met on October 11, 2016, and reviewed the following items:

- Transportation Grant
- Extraordinary Barriers List
- FY 2016 Annual Performance Analysis
- Accessibility Plan
- Emergency Services Activity and TDO Exception Report
- CIT Assessment Center Report
- Waiting List
- Information Technology/Electronic Health Records
- Quality Assurance Review/Audit of PACT
- Quality Dashboard

The next Program Planning and Evaluation Committee meeting is scheduled for Tuesday, November 8, 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 October 11, 2016. The motion was unanimously approved.

ISSUE: FINANCE COMMITTEE MEETING: OCTOBER 11, 2016

DISCUSSION: Mr. Collins reported that the Finance Committee met on October 11, 2016, and reviewed the following items:

- July 2016 Financial Report
- July 2016 Financial Trend Report
- July/August 2016 Investment Report
- July/August 2016 Reimbursement Report
- July/August 2016 OPEB Trust Fund Report
- July/August 2016 Health Insurance Account Report
- September 2016 Certified Community Behavioral Health Center Monthly Report
- Financial Policies and Procedures Revisions

The next Finance Committee meeting is scheduled for Tuesday, November 8, 2016 at 12:30 p.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 Finance Committee meeting dated November 8, 2016. The motion was unanimously approved.

ISSUE: **PERSONNEL COMMITTEE MEETING: OCTOBER 12, 2016**
DISCUSSION: Mr. Rowley reported that the Personnel Committee met on October 12, 2016 and reviewed the following items:

- Anthem Insurance Claims Update
- Workers Compensation Claims Report
- September 2016 EEO Report
- September 2016 Retention Report
- September 2016 Disability Claims Report

Mr. Rowley commended Mrs. Moore on creating a comprehensive Retention Report. He also reported that the Executive Search Committee has received nine (9) applications for Executive Director that are worth pursuing. Mr. Vaughn expressed an appreciation for the charts presented in the financial and personnel reports and requested more visual presentations of information. Ms. Kallay mentioned that she was impressed with the steps RACSB has taken to keep its employees healthy and safe and requested that the vending machine in the employee break room be stocked with healthier options.

The next Personnel Committee meeting is scheduled for Wednesday, November 9, 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 October 12, 2016. The motion was unanimously approved.

ISSUE: **REPORT OF THE EXECUTIVE DIRECTOR**
DISCUSSION: Mr. Branscome reported that the Executive Search Committee would meet later in the evening to screen applicants for the Executive Director position. He reminded the Board of the three (3) upcoming Open House events and the CARF survey orientation. He praised Mrs. Yaun and the Quality Assurance staff for working hard to prepare for the survey.

ACTION TAKEN: No action necessary.

ISSUE:

REPORT OF THE DIRECTORS AND COORDINATORS

DISCUSSION:

Jane Yaun, *Deputy Executive Director*, provided information on the Chesterfield County Community Services Board's Same Day Access program and reported that RACSB will begin a similar program next year.

Terry Moore, *Human Resources Manager*, reported that the annual Rappahannock United Way campaign was underway and that RACSB was a main sponsor in the previous week's regional job fair.

Sharon Killian, *Clinical Services Director*, reported that the Spotsylvania County Clinic had begun a small launch of Same Day Access and that the initiative was going well, with 86 individuals benefiting from the program to date.

Jim Gillespie, *Community Supports Services Director*, distributed order forms for the poinsettia fundraiser for Rappahannock Adult Activities.

Rhonda Pellicano, *Finance and Administration Director*, reported that the deadline for local funding requests for Fiscal Year 2018 is October 31, and that RACSB would be asking for additional funds for Medication Assisted Treatment.

Michelle Wagaman, *Prevention and Public Information Coordinator*, thanked Mr. Collins and Ms. Kallay for attending her social media presentation at the VACSB conference. She reported that a needs assessment was underway for Prevention Services.

Amy Umble, *Public Information Officer*, reminded the Board about the upcoming Open House events.

ACTION TAKEN: No action necessary.

ISSUE:

REPORT OF THE BOARD OF DIRECTORS

DISCUSSION:

Mr. Vaughn (City of Fredericksburg) said that thousands of people participated in the annual walk for the National Alliance on Mental Illness in Glen Allen. He thanked Mr. Branscome for supporting the walk and gave him a t-shirt.

Mr. Rowley (Stafford County) congratulated Mr. Wickens on his promotion as Community Support Services Director and Mr. Gillespie on his retirement.

Mrs. Sears (Spotsylvania County) congratulated Mr. Wickens and Mr. Curtis on their promotions.

Mr. Samuel (Caroline County) reported that his daughter has been hospitalized every three weeks and that when she is out of the hospital, she enjoys visiting the Myers Drive Respite Home, which allows him to attend some board meetings.

Mr. Collins (Caroline County) invited the Board to the Open House on October 25, 2016 at the Caroline County Clinic.

Ms. Kallay (City of Fredericksburg) said she will try to phone her representatives to inform them that the Open House events will focus on Medication Assisted Treatment.

Mrs. Draper (King George County) invited the Board to the Open House on November 3, 2016 at the King George County Clinic. She suggested inviting religious leaders because they are on the frontlines of mental health and substance abuse issues.

ACTION TAKEN: No action necessary.

There being no further business, the Board of Directors meeting adjourned at 6:03 p.m. The next meeting is scheduled for Tuesday, November 15, 2016, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, and 600 Jackson Street, Fredericksburg, Virginia.
