

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

BOARD OF DIRECTORS MEETING

Tuesday, September 19, 5:00 p.m.
Ronald W. Branscome Building, Board Room 208
600 Jackson Street, Fredericksburg, Virginia 22401

PRESENT

Linda Ball, Chair
Al Collins
Lawrence Davies
Diane Deibel
Debbie Draper
Linda Carter
Kheia Hilton

Ken Lapin
Jack Rowley
Ellen Sears
Tina Sears
Greg Sokolowski
Karen Kallay

ABSENT

Beth Elkins

OTHERS PRESENT

Jane Yaun, *Executive Director*
Terry Moore, *Human Resources Manager*
Amy Umble, *Public Information Officer*
Andrea Merwin, *Executive Associate*
Brandie Williams, *Director of Operations*
Sharon Killian, *Clinical Services Coordinator*
Rhonda Pellicano, *Director of Finance and Administration*
Michelle Wagaman, *Prevention Services Coordinator*
Courtney Ross, *Assistant Coordinator, ID/DD Residential Services*
Edmund Borfay, *Residential Counselor*
Janet Garza, *Day Support Site Leader*
Tiera Davidson, *Assistant Group Home Manager*
Lacey Fisher, *Acting Coordinator of Day Support Services*
Stephen Curtis, *ID/DD Residential Services Coordinator*

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

DISCUSSION: Linda Ball called for corrections and additions to the minutes of the July 18, 2017 Board of Directors meeting. The minutes were approved as presented.

ACTION TAKEN: No further action necessary.

ISSUE: **EMPLOYEE SERVICE RECOGNITIONS**

DISCUSSION: Jane Yaun recognized the following staff members for their years of service:

Five Years of Service

- Rebecca Alger, Administrative Office Associate
- Edmund Borfay, ID Residential Counselor, Scottsdale
- Elizabeth Himeon, ID Support Coordinator
- Tiera Davidson, Assistant Group Home Manager New Hope Estates
- Tiana Corbett, Day Support Assistant Site Leader King George
- Megan Hartshorn, Lead Emergency Services Therapist
- Elizabeth Nixon, Day Support Counselor Kings Highway

Ten Years of Service

- Lori Beemiller, ID Support Coordinator
- Andrea Lipscomb, ID Residential Counselor Ross Drive ICF
- Courtney Ross, Assistant Coordinator of ID Residential Services

Fifteen Years of Service

- Timothy Alsfeld, Van Driver

Twenty Years of Service

- Joe Wickens, Community Support Services Director,

Twenty-Five Years of Service

- Janet Garza, Day Support Site Leader Stafford

ACTION TAKEN: No action necessary. Courtney Ross, Edmund Borfay, Janet Garza, Tiera Davidson, Stephen Curtis, and Lacey Fisher departed the meeting.

ISSUE: PUBLIC COMMENT

DISCUSSION: Jane Yaun 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: SEPTEMBER 12, 2017

DISCUSSION: Kheia Hilton reported that the Program Planning and Evaluation Committee met on September 12, 2017 and reviewed the following items:

- Extraordinary Barriers List
- Emergency Services Activity and TDO Exception Report
- CIT Assessment Center Report
- Independent Assessment Certification and Coordination Team
- Trauma-Informed Training
- Information Technology/Electronic Health Records
- Developmental Disability Case Management Services Update
- Exhibit B Quarterly Performance Measures Report
- Annual Incident Report Review
- Waiting List
- Quality Assurance Report
- Board Portal Presentation

The next Program Planning and Evaluation Committee Meeting is scheduled for Tuesday October 10, 2017.

ACTION TAKEN: It was moved by Ken Lapin and seconded by Jack Rowley that the Board of Directors approves the actions recorded in the minutes of the Program Planning and Evaluation Committee meeting dated September 12, 2017. The motion was unanimously approved.

ISSUE: **FINANCE COMMITTEE MEETING: SEPTEMBER 12, 2017**
DISCUSSION: Al Collins reported that the Finance Committee met on September 12, 2017 and reviewed the following:

- Part C End of Fiscal Year 2017 Report
- June 2017 Financial Report
- June 2017 Financial Trend Report
- June 2017 Investment Report
- June 2017 Reimbursement Report
- June 2017 OPEB Trust Fund Report
- June 2017 Health Insurance Account Report
- June and July 2017 Representative Payee Account Audit
- Year-End Performance Contract
- FY 2017 Write-off Report
- Capital Project Update
- May 2017 Representative Payee Audit Report
- Construction Project Updates

The next Finance Committee meeting is scheduled for Tuesday, October 10, 2017.

Karen Kallay asked about financial losses in Substance Abuse Case Management, the Program for Assertive Community Treatment, and Myers Drive Respite Home. Rhonda Pellicano reported that the loss in SA Case Management was more of a budgeting issue instead of an actual loss and that the loss in the PACT program was because it was a phased-in program that started with fewer individuals served. Jane Yaun reported that Myers Drive would always operate at a loss and be subsidized by other programs. She said that it is the only program in the state like it and a needed resource.

ACTION TAKEN: It was moved by Al Collins and seconded by Ken Lapin that the Board of Directors approves the actions recorded in the minutes of the Finance Committee meeting dated September 12, 2017. The motion was unanimously approved.

ISSUE: **PERSONNEL COMMITTEE MEETING: SEPTEMBER 13, 2017**
DISCUSSION: Jack Rowley reported that the Personnel Committee met on September 13, 2017, and reviewed the following items:

- Closed Meeting, VA Code §2.2-3711 A (4), A (7), and A (15)
- July 2017 EEO Report
- August 2017 EEO Report
- July 2017 Retention Report
- August 2017 Retention Report
- July 2017 Disability Claims Report
- August 2017 Disability Claims Report
- Handbook Policy Updates

The next Personnel Committee meeting is scheduled for Wednesday, October 11, 2017.

ACTION TAKEN: It was moved by Jack Rowley and seconded by Al Collins that the Board of Directors approves the actions recorded in the minutes of the Personnel Committee meeting dated September 13, 2017. The motion was unanimously approved.

ISSUE: **PREVENTION/PUBLIC INFORMATION COMMITTEE:**
SEPTEMBER 13, 2017
DISCUSSION: Debbie Draper reported that the Prevention/Public Information Committee met on September 13, 2017 and discussed the following:

- Opioid Prevention Treatment and Recovery Grant
- REVIVE! Opioid Overdose Reversal Trainings
- Mental Health First Aid Training

- Suicide Prevention Initiative/Upcoming Events
- Local Prevention Coalition—The Community Collaborative for Youth and Families
- Update: Electronic Newsletter/Social Media Accounts
- Clinic Open House Events
- Website Redesign
- FY 2017 Media Mentions
- 2017 Distinguished Volunteer Nominations
- Outreach Events

Jack Rowley said that he would like to receive the media mentions in a combination list/copy of articles format that concentrates on larger articles of interest. He also expressed concern that an outreach had not yet been planned for Fredericksburg and the counties of Stafford and Spotsylvania. Kheia Hilton said that she would be willing to participate in outreach efforts and to help RACSB spread the word about its work in the community.

The next meeting of the Prevention/Public Information Committee will be December 13, 2017.

ACTION TAKEN: It was moved by Debbie Draper and seconded by Jack Rowley that the Board approve the actions recorded in the minutes of the September 13, 2017 Prevention/Public Information Committee meeting. The motion was unanimously passed.

ISSUE: REPORT OF THE EXECUTIVE DIRECTOR

DISCUSSION: Jane Yaun reported to the Board that she plans to reach out to State Legislators who work on the Finance and Appropriations Committees and invited Board Members to accompany her.

She also reported that she attended the 36th graduation for the Parent Education—Infant Development program, where 49 children graduated. And she reminded the Board that the VACSB Conference is approaching.

Ms. Yaun announced that RACSB will not finalize the contract for the River Club building as the church that owns the property has decided not to grant any easements for utilities. She reported that the agency is seeking other property.

Ms. Yaun told the Board that other Community Services Boards in Virginia were experiencing “extreme audits” where hundreds of files were being pulled at a time.

She reminded the Board that the Board Retreat will be held November 17 in Glen Allen and told Board Members that she would miss parts of October committee meetings to meet with the interim commissioner of the Department of Behavioral Health and Developmental Services.

ISSUE:
DISCUSSION:

REPORT OF THE DIRECTORS AND COORDINATORS

Sharon Killian, *Clinical Services Coordinator*, reported that a Mental Health Case Manager recently accompanied an individual to a healthcare appointment when the individual collapsed and needed resuscitation efforts. She said the individual is now in the hospital and waiting for open-heart surgery. She praised staff for handling the situation well and told the Board that RACSB staff face a myriad of similar issues every day.

Terry Moore, *Human Resources Manager*, reported that RACSB was partnering with the Virginia Employment Commission to hold a job fair at the Workforce Center next week.

Rhonda Pellicano, *Director of Finance and Administration*, reported that her office is preparing for the Fiscal Year-End Audit. She said the audited financial statement is due to the Department of Behavioral Health and Developmental Services by December 1, so there is a tight timeframe.

She announced that RACSB is transitioning to a new financial system, which should go live January 1, 2018. She said that the reimbursement department took back billing that had been outsourced and discovered \$100,000 that had not been billed. The department is also hiring one and a half new staff members. She reported that the property department just cleaned out the two day support locations where RACSB did not renew its leases. She told the Board that the property department consists of two people and that in the month of July, they worked at 29 different locations, with the help of some contracted workers.

She also reported that she had asked finance directors of other Community Services Boards about their administrative costs and discovered that there is no consistency in what is counted as an administrative cost. She plans to ask DBHDS for guidance.

Amy Umble, *Public Information Officer*, told the Board that the RAAI mum sale would end the next day. Additionally, she reported that Kenmore Club was hosting a job fair for people with a disability and reminded the Board Members of the upcoming Facilities Tour.

Michelle Wagaman, *Prevention Services Coordinator*, informed the Board that there are three suicide prevention events coming up. She also told them that October 28 would be National Drug Take-Back Day and

encouraged them to assess their medications and dispose of any that are not being used. She also reported that she received a fellowship in leadership through the Chamber of Commerce.

Brandie Williams, *Director of Operations*, reported that CCC+ went live on September 1 for our region. She also reported that the Churchill Group Home recently had a licensing visit and that the auditor said the home was “super organized” and “well-run.”

Additionally, she reported that the Quality Assurance Department has revamped its dashboards. And the Information Technology Department was working to meet new requirements to integrate Individual Service Plans and Virginia Individual Developmental Disability Eligibility Surveys with the Virginia Waiver Management System. Additionally, she told the Board that RACSB has been chosen to be part of a Netsmart pilot group exploring a kiosk option.

ACTION TAKEN: No action necessary.

ISSUE: REPORT OF THE BOARD OF DIRECTORS

DISCUSSION: Karen Kallay (City of Fredericksburg) reported that the naloxone she received after REVIVE! training was going to expire in three months.

Greg Sokolowski (Stafford County) said that he was glad to complete his first round of Committee and Board Meetings.

ACTION TAKEN: No action necessary.

There being no further business, the Board of Directors meeting adjourned at 6:13 p.m. The next meeting is scheduled for Tuesday, October 17, 2017, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, 600 Jackson Street, Fredericksburg, Virginia.