

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**BOARD OF DIRECTORS MEETING**

Tuesday, October 17, 5:00 p.m.

Ronald W. Branscome Building, Board Room 208  
600 Jackson Street, Fredericksburg, Virginia 22401

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**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  
Beth Elkins

**ABSENT**

**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*  
Joe Wickens, *Community Support Services Coordinator*  
Jennifer Drew, *Intensive Care Coordination Case Manager*  
Valerie St. John, *Supervisor, ID/DD Support Coordination*  
Rachel Anderson, *ID Support Coordinator*  
Tiera Davidson, *Assistant Group Home Manager*  
Mary Coles, *MH Residential Counselor*  
Traci Collier, *Group Home Manager*  
Dennis Dandridge, *Day Support Counselor*  
Ashley Burgess, *MH Supervised Apartment Supervisor*  
Donna Andrus, *Child and Adolescent Case Management Coordinator*  
Jennifer Acors, *Support Services Supervisor*  
Nancy Czeko *MH Residential Services Coordinator*  
Amber Scruggs, *Lead Day Support Specialist*  
Stephen Curtis, *ID/DD Residential Services Coordinator*  
Caroline Wagaman, *Community Member*

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**ISSUE:**

**MINUTES OF THE SEPTEMBER 19, 2017 BOARD OF DIRECTORS MEETING**

DISCUSSION: Linda Ball called for corrections and additions to the minutes of the September 19, 2017 Board of Directors meeting. The minutes were approved as presented.

ACTION TAKEN: No further action necessary.

**ISSUE: EMPLOYEE OF THE QUARTER, FIRST QUARTER FY 2018**

DISCUSSION: Jane Yaun recognized Mary Coles as the Employee of the Quarter for the First Quarter of Fiscal Year 2018. Jane Yaun noted that Mary Coles received five nominations. Those nominations cited Ms. Coles' dedication to her job and to the individuals served in the Mental Health Residential Services program.

Some of the remarks in the nominations included:

*Mary ended up sacrificing her 4<sup>th</sup> of July plans in order to wait in the crowded ER for hours until the resident received treatment. I didn't know until a later date that she had returned from Richmond specifically to be with the resident. The resident ended up not being admitted until the following day, requiring additional time from Mary. Mary has continued to visit with the resident at the hospital daily to provide updates and monitoring of the residents condition.*

*Not only is she an asset to our agency but she's an all-around wonderful person. It is always such a pleasure to work with her. Mary goes above and beyond in her duties and work with the residents at Home Road. Mary is always willing to lend a helping hand to her coworker and even goes out of her way to provide additional training to the new staff members to ensure they are comfortable. Mary is such a hard worker and deserves to be Employee of the Quarter due to her outstanding job performance, her strong work ethic, and her dedication to the individuals she works with.*

*She is one of the mos/ dedicated. ·taffj'at the program and has shown a deep level (of care and concern,for the individuals who Lile at the program. She is ali,,lays willing to help out other staff and has attended meetings on days she is not scheduled to work, just because she wanted to show support )or the individuals. She is genuine and honest and has been with the agency many years.*

ACTION TAKEN: No action necessary.

**ISSUE: EMPLOYEE SERVICE RECOGNITIONS**

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

**Five Years of Service**

- 1. Rachel Anderson, ID Support Coordinator
- 2. Rachel Brookman, ID Residential Specialist
- 3. Valerie St. John, Supervisor, ID/DD Support Coordination
- 4. Ashley Burgess, MH Supervised Apartment Supervisor, Home Road
- 5. Traci Collier, Group Home Manager, Ruffin's Pond
- 6. Jeffrey Williams, LCSW, Fredericksburg

**Ten Years of Service**

- 1. Grace Arthur, ID Residential Counselor, New Hope Estates
- 2. Jennifer Drew, Intensive Care Coordination Case Manager

**Fifteen Years of Service**

- 1. Dennis Dandridge, RAAI Day Support Counselor

**ACTION TAKEN:** No action necessary. Rachel Anderson, Valerie St. John, Ashley Burgess, Traci Collier, Jennifer Drew, Dennis Dandridge, Amber Scruggs, Mary Coles, Nancy Czeko, and Stephen Curtis 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:** **PRESENTATION—FAMILY ASSESSMENT PLANNING TEAM**  
**DISCUSSION:** Donna Andrus reviewed the Family Assessment Planning Team process with the Board of Directors. She explained that the team consists of key players from a multitude of disciplines. Each locality has a team, which discusses comprehensive services for children who are in foster care or special education or who have significant behavioral concerns.

**ACTION TAKEN:** No action necessary. Donna Andrus departed the meeting.

**ISSUE:** **PROGRAM PLANNING AND EVALUATION COMMITTEE MEETING: OCTOBER 10, 2017**  
**DISCUSSION:** Kheia Hilton reported that the Program Planning and Evaluation Committee met on October 10, 2017 and reviewed the following items:

- Local Early Intervention System Monitoring
- Extraordinary Barriers List
- Emergency Services Activity and TDO Exception Report
- CIT Assessment Center Report
- Information Technology/Electronic Health Records
- Developmental Disability Case Management Services Update
- Waiting List
- Quality Assurance Report
- DBHDS Corrective Action Plan
- Update: Executive Director Work Plan

The next Program Planning and Evaluation Committee Meeting is scheduled for Tuesday November 14, 2017.

**ACTION TAKEN:** It was moved by Jack Rowley and seconded by Greg Sokolowski that the Board of Directors approves the actions recorded in the minutes of the Program Planning and Evaluation Committee meeting dated October 10, 2017. The motion was unanimously approved.

**ISSUE:** **FINANCE COMMITTEE MEETING: OCTOBER 10, 2017**  
**DISCUSSION:** Al Collins reported that the Finance Committee met on October 10, 2017 and reviewed the following:

- July 2017 Financial Report
- July 2017 Financial Trend Report
- July 2017 Investment Report
- July 2017 Reimbursement Report
- July 2017 OPEB Trust Fund Report
- July 2017 Health Insurance Account Report
- August 2017 Representative Payee Account Audit
- Capital Project Update
- Computers for Board Members

The next Finance Committee meeting is scheduled for Tuesday, November 14, 2017.

Jack Rowley said that other organizations issue laptops or tablets to their board members to use for reviewing documents and other official business. He said that it is a burden to RACSB to assemble board packets each month. Al Collins said that he wants to keep receiving the paper packets. Beth Elkins said that it would still take staff time to assemble a few packets. Ken Lapin said that it would be less time than it would take to assemble packets for the entire Board. Jane Yaun suggested that the

packets could be printed without using a different color for each section, which would save considerable staff time.

**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 October 10, 2017. The motion was unanimously approved.

**ISSUE:** **PERSONNEL COMMITTEE MEETING: OCTOBER 11, 2017**  
**DISCUSSION:** Jack Rowley reported that the Personnel Committee met on October 11, 2017, and reviewed the following items:

- Closed Meeting, VA Code §2.2-3711 A (4), A (7), and A (15)
- September 2017 EEO Report
- September 2017 Retention Report
- September 2017 Disability Claims Report
- Workers Compensation Report
- Board Retreat

The next Personnel Committee meeting is scheduled for Wednesday, November 15, 2017.

**ACTION TAKEN:** It was moved by Jack Rowley and seconded by Ken Lapin that the Board of Directors approves the actions recorded in the minutes of the Personnel Committee meeting dated October 11, 2017. The motion was unanimously approved.

**ISSUE:** **PREVENTION/PUBLIC INFORMATION COMMITTEE:**  
**SEPTEMBER 13, 2017**

**DISCUSSION:** Linda Ball informed the Board that the Prevention/Public Information Committee would meet December 13, 2017.

**ACTION TAKEN:** No action necessary.

**ISSUE:** **REPORT OF THE EXECUTIVE DIRECTOR**

**DISCUSSION:** Jane Yaun reminded the Board that the retreat will be held on November 17-18 in Glen Allen. She said the event will start at 4 p.m. on Friday and then run from 9 a.m. to 3 p.m. on Saturday. She told the Board Members that she would email a survey from the facilitator when she received it.

Ms. Yaun also reported that the opioid town halls hosted by the Community Collaborative for Youth and Families were successful and well-attended. She thanked Michelle Wagaman for her work in planning

the events, and thanked Sharon Killian, Johnathan Crawford, Pat Bischoff, Melody Cotter, and Dr. Jordan for serving as panelists at the events.

Ms. Yaun thanked Board Members for attending the Virginia Association of Community Services Boards public policy conference. She also told the Board that there would not be a poinsettia sale this year.

Ms. Yaun reminded the Board that the Caroline County Clinic Open House would be held on October 24. She told them that the event would feature a video of a family that has benefited from RACSB services.

Ms. Yaun told the Board that there would be a community suicide prevention event on December 7 from 5:30-8:30 p.m. She told them that suicide prevention had been identified as important in its community needs assessment.

Ms. Yaun said that the River Club purchase was not completely off the table. She said that the church has decreased the price and that Spotsylvania County has agreed to allow use of its easements.

**ISSUE:**  
**DISCUSSION:**

**REPORT OF THE DIRECTORS AND COORDINATORS**

Sharon Killian, *Clinical Services Coordinator*, told the Board that she is honored to work with dedicated staff who are committed to serving the community.

Rhonda Pellicano, *Director of Finance and Administration*, reported that external auditors were on-site the previous week. She also told the Board that an audit of the Intermediate Care Facilities' patient fund accounts did have some findings that staff are working on. She expects to have more to report at the next Finance Committee meeting.

Mrs. Pellicano told the Board that the accounting coordinator will retire early next year.

Amy Umble, *Public Information Officer*, thanked Debbie Draper for representing the agency at the King George County Fall Festival.

Michelle Wagaman, *Prevention Services Coordinator*, informed the Board that the opioid town hall held the previous night was well-attended, plus many more people watched the event either by live-streaming or video.

She reported that Prevention Staff will offer Mental Health First Aid during basic training at the Rappahannock Regional Criminal Justice Academy.

Joe Wickens, Community Support Services Coordinator, told the Board that a candidate for Horticulture Manager will be interviewed this week. He also reported that PACT has 48 individuals enrolled, and is aiming to enroll 80 by September 2018.

Brandie Williams, *Director of Operations*, reported that the agency will meet with the Allegheny Highlands Community Services Board to help them as they approach the go-live date for CCC+.

ACTION TAKEN: No action necessary.

**ISSUE:**

**REPORT OF THE BOARD OF DIRECTORS**

**DISCUSSION:**

Kheia Hilton (Stafford County) reported that the VACSB conference was very informative and that other Board Members from across the state shared advocacy tips.

Greg Sokolowski (Stafford County) said that he wondered what Jane Yaun's previous position was and if it had been filled. Jane Yaun replied that she used to be Deputy Executive Director and that the position had been changed to Director of Operations.

Mr. Sokoloswki also asked where to direct people who needed more information about RACSB services or Medicaid waivers. Ms. Yaun directed him to call Sharon Killian or Jennifer Acors.

Jack Rowley (Stafford County) reported that the Virginia Crossings Hotel was wonderful, and he thought the retreat would be nice.

Al Collins (Caroline County) invited all of the Board Members to the Caroline County Open House on October 24.

Debbie Draper (King George County) said that she and her son would be at the open house.

Diane Deibel (Caroline County) said that she is willing to help at the open house.

Ellen Sears (Spotsylvania County) reported that her son enjoyed his first stay at the respite house, but that there is an issue with not having male staff to help individuals use the restrooms while on outings.

Tina Sears (City of Fredericksburg) said that she learned a lot at the VACSB conference and thanked Jane Yaun for helping her learn her new role as a Board Member.

Beth Elkins (King George County) said that she was disappointed that the poinsettia sale would not happen this year but relieved to know there may be a new Horticulture Manager soon.

Linda Ball (Spotsylvania County) thanked staff for the information provided to the board and thanked RACSB employees for all of their hard work.

**ACTION TAKEN:** No action necessary.

There being no further business, the Board of Directors meeting adjourned at 6:45 p.m. The next meeting is scheduled for Tuesday, November 21, 2017, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, 600 Jackson Street, Fredericksburg, Virginia.

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