

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**BOARD OF DIRECTORS MEETING**

Tuesday, November 21, 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

Kheia Hilton  
Greg Sokolowski  
Karen Kallay  
Beth Elkins

**ABSENT**

Linda Carter  
Ellen Sears  
Tina Sears  
Ken Lapin  
Jack Rowley

**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 Director*  
Rhonda Pellicano, *Director of Finance and Administration*  
Michelle Wagaman, *Prevention Services Coordinator*  
Joe Wickens, *Community Support Services Director*  
Courtney Ross, *Assistant Coordinator of ID Residential Services*  
Francis Kanu, *Day Support Counselor*  
Jennifer Acors, *Coordinator of ID/DD Support Coordination*  
Gabby Acors, *Community Member*  
Katherine Westenberger-Drotar, *Adult MH Case Manager*  
Patricia Newman, *Adult MH Case Management Supervisor*  
Amber Scruggs, *Lead Day Support Specialist*

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**ISSUE:** **MINUTES OF THE OCTOBER 17, 2017 BOARD OF DIRECTORS MEETING**

**DISCUSSION:** Linda Ball called for corrections and additions to the minutes of the October 17, 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**

- Francis Kanu, Day Support Counselor
- John Maresco, Psychosocial Advocate
- Tilisha Minor, ID Residential Counselor, Belmont Supervised Apartment Program
- Lisa Sanchez, ID Residential Counselor, New Hope Estates Group Home
- Kimberly Ehinmiakhena, Belmont Supervised Apartment Program Manager

**Twenty Years of Service**

- Jennifer Acors, Coordinator of ID/DD Support Coordination

**Twenty-Five Years of Service**

- Katherine Westenberger-Drotar-Adult Mental Health Case Manager

**ACTION TAKEN:** No action necessary. Francis Kanu, Jennifer Acors, Gabby Acors, Katherine Westenberger-Drotar, Patricia Newman, and Amber Scruggs departed the meeting.

**ISSUE: PUBLIC COMMENT**

**DISCUSSION:** Jane Yaun reviewed the policy regarding the public comment period. Guests wishing to speak were asked 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: NOVEMBER 14, 2017**

**DISCUSSION:** Kheia Hilton reported that the Program Planning and Evaluation Committee met on November 14, 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 Update
- Information Technology/Electronic Health Records
- Myers Drive Quarterly Census Report
- Developmental Disability Case Management Services Update
- Waiting List

- Quality Assurance Report
- DMAS Quality Management Review
- FY 2018 Accessibility Plan
- FY 2018 Risk Management Plan
- FY 2018 First Quarter Incident Report Review
- FY 2018 First Quarter Suicide Attempts Summary
- Board Retreat

The next Program Planning and Evaluation Committee Meeting is scheduled for Tuesday December 12, 2017.

**ACTION TAKEN:** It was moved by Beth Elkins 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 November 14, 2017. The motion was unanimously approved.

**ISSUE: FINANCE COMMITTEE MEETING: NOVEMBER 14, 2017**

**DISCUSSION:** Al Collins reported that the Finance Committee met on November 14, 2017 and reviewed the following:

- September/August 2017 Financial Report
- September/August 2017 Financial Trend Report
- September/August 2017 Investment Report
- September/August 2017 Reimbursement Report
- September/August 2017 OPEB Trust Fund Report
- September/August 2017 Health Insurance Account Report
- September 2017 Representative Payee Account Audit
- Capital Project Update
- FY 2018 Write-off Report
- FY 2019 Local Funding Application
- Construction Project Report

The next Finance Committee meeting is scheduled for Tuesday, December 12, 2017.

**ACTION TAKEN:** It was moved by Al Collins and seconded by Greg Sokolowski that the Board of Directors approves the actions recorded in the minutes of the Finance Committee meeting dated November 14, 2017. The motion was unanimously approved.

**ISSUE:** **PERSONNEL COMMITTEE MEETING: NOVEMBER 8, 2017**  
**DISCUSSION:** Debbie Draper reported that the Personnel Committee met on November 8, 2017, and reviewed the following items:

- Closed Meeting, VA Code §2.2-3711 A (4), A (7), and A (15)
- Anthem First Quarter FY18 Utilization
- Closed Meeting, VA Code §2.2-3711 A (4), A (7), and A (15)
- October 2017 EEO Report
- October 2017 Retention Report
- October 2017 Disability Claims Report
- Cultural Competencies Annual Demographics Review

The next Personnel Committee meeting is scheduled for Wednesday, December 13, 2017.

**ACTION TAKEN:** It was moved by Debbie Draper and seconded by Beth Elkins that the Board of Directors approves the actions recorded in the minutes of the Personnel Committee meeting dated November 8, 2017. The motion was unanimously approved. Lawrence Davies entered the meeting during discussion.

**ISSUE:** **PREVENTION/PUBLIC INFORMATION COMMITTEE:**  
**DECEMBER 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:** **CLOSED MEETING, VA CODE §2.2-3711 A(4), A(7) AND A(15)**  
**DISCUSSION:** Linda Ball requested a motion for a closed meeting.

**ACTION TAKEN:** It was moved by Beth Elkins and seconded by Karen Kallay that the Board of Directors of the Rappahannock Area Community Services Board convene in a closed meeting pursuant to Virginia Code §2.2 – 3711 A(4) for the protection and privacy of individuals in personal matters not related to public business; Virginia Code §2.2 – 3711 A(7) to receive a briefing by staff pertaining to litigation, where such briefing would affect the litigation posture of RACSB if held in open session; and Virginia Code §2.2 – 3711 A(15) to discuss medical records excluded from 2.2 – 3711 pursuant to subdivision 1 of 2.2 – 3705.5, specifically to deliberate in the case of SH.

Upon reconvening, Mrs. Ball called for a certification from all Board members that, to the best of their knowledge, the Board discussed only

matters lawfully exempted from statutory open meeting requirements of the Freedom of Information Act; and only public business matters identified in the motion to convene the closed meeting.

A roll call vote was conducted:

Beth Elkins—aye	Diane Deibel—aye
Karen Kallay—aye	Debbie Draper—aye
Lawrence Davies—aye	Kheia Hilton—aye
Al Collins—aye	Greg Sokolowski—aye
Linda Ball—aye	

The motion was unanimously approved, and no action was taken following the closed session.

**ISSUE:**

**DISCUSSION:**

**REPORT OF THE EXECUTIVE DIRECTOR**

Jane Yaun reported that the easements for the River Club property have been approved by Spotsylvania County. She told the Board that the next step is for the church to record the deed.

Ms. Yaun told the Board that the Virginia Association of Community Services Boards 2018 legislative conference would be held Jan. 16-17. She also said that the National Council on Behavioral Health's annual conference will be held April 23-25 in Washington, D.C.

Ms. Yaun reported that she and Al Collins had met with Del. Bobby Orrock that morning to talk about financial realignment and STEP VA. She reminded the Board that the holiday dinner would be held on Dec. 19 at the Fredericksburg Country Club.

**ISSUE:**

**DISCUSSION:**

**REPORT OF THE DIRECTORS AND COORDINATORS**

Sharon Killian, *Clinical Services Director*, told the Board that she plans to continue the day-in-the-life feature of her board reports each month.

Rhonda Pellicano, *Director of Finance and Administration*, reported that external auditors were working on the financial reports that are due soon. She told the Board that the Intermediate Care Facility cost settlement report was now complete and that the transition to a new accounting system is moving along.

Michelle Wagaman, *Prevention Services Coordinator*, informed the Board that a suicide prevention town hall will be held Dec. 7. She also told the

Board that the Community Collaborative on Youth and Families will hold a holiday open house on Dec. 8.

Joe Wickens, *Community Support Services Director*, told the Board that a horticulture manager had been hired for RAAI and that seeds had been ordered for the spring plant sale.

Brandie Williams, *Director of Operations*, reported that the Chrome Books for Board members had been ordered.

**ACTION TAKEN:** No action necessary.

**ISSUE:**

**REPORT OF THE BOARD OF DIRECTORS**

**DISCUSSION:**

Kheia Hilton (Stafford County) reported that she was very proud of RACSB and “the amazing work they do.”

Greg Sokolowski (Stafford County) said that he was “honored and blessed” to be part of RACSB and that he enjoyed the board retreat.

Al Collins (Caroline County) requested a list of acronyms and of board members and committee assignments. He also suggested providing updates from closed sessions at board meetings.

Debbie Draper (King George County) said that the retreat was really helpful and that RACSB is such a complex organization that she always learns new things about the agency.

Diane Deibel (Caroline County) said that the Gathering Place Thanksgiving Lunch was very nice. She said, “Staff outdid themselves.”

Lawrence Davies (City of Fredericksburg) wished everyone a Happy Thanksgiving.

Karen Kallay (City of Fredericksburg) said that she wanted RACSB staff to know that the Board recognizes the work they do and that when Board members make requests, it is not because they think the work isn’t being done.

Beth Elkins (King George County) said that she found the retreat very informative.

Linda Ball (Spotsylvania County) said she appreciates the hard work of RACSB staff and thanked Board members for attending the retreat.

**ACTION TAKEN:** No action necessary.

There being no further business, the Board of Directors meeting adjourned at 5:56 p.m. The next meeting is scheduled for Tuesday, December 19, 2017, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, 600 Jackson Street, Fredericksburg, Virginia.

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