

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

BOARD OF DIRECTORS MEETING

Tuesday, December 19, 5:00 p.m.

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

PRESENT

Linda Ball, Chair
Linda Carter
Ellen Sears
Diane Deibel
Debbie Draper

Kheia Hilton
Greg Sokolowski
Karen Kallay
Beth Elkins
Tina Sears
Jack Rowley

ABSENT

Lawrence Davies
Al Collins
Ken Lapin

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*
Patricia Bischoff, *Substance Use Disorder Services Coordinator*
Rebecca Gallagher, *Child/Adolescent Case Manager*

ISSUE: MINUTES OF THE NOVEMBER 21, 2017 BOARD OF DIRECTORS MEETING

DISCUSSION: Linda Ball called for corrections and additions to the minutes of the November 21, 2017 Board of Directors meeting. The minutes were approved as presented.

ACTION TAKEN: It was moved by Ellen Sears and seconded by Linda Carter that the Board of Directors approves the minutes of the Board of Directors meeting dated November 21, 2017. The motion was unanimously approved.

ISSUE: EMPLOYEE SERVICE RECOGNITIONS

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

Five Years of Service

- Pat Bischoff, Substance Use Disorder Services Coordinator
- Rebecca Gallagher, Child/Adolescent Case Manager
- Hiter Davis, Peer Specialist

ACTION TAKEN: No action necessary. Pat Bischoff and Rebecca Gallagher 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: DECEMBER 12, 2017

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

- Closed Meeting, VA Code §2.2-3711 A(4), A(7) AND A(15)
- Emergency Services Activity and TDO Exception Report
- CIT Assessment Center Report
- Independent Assessment Certification and Coordination Team Update
- Board Retreat Summary
- Information Technology/Electronic Health Records
- Veterans Treatment Docket
- Waiting List
- Quality Assurance Report
- Point-In-Time Satisfaction Survey
- Governor's Proposed Budget
- January Board of Directors Meeting

The next Program Planning and Evaluation Committee Meeting is scheduled for Tuesday, January 9, 2018.

ACTION TAKEN: It was moved by Ellen Sears and seconded by Linda Carter that the Board of Directors approves the actions recorded in the minutes of the Program

Planning and Evaluation Committee meeting dated December 12, 2017.
The motion was unanimously approved.

ISSUE: **FINANCE COMMITTEE MEETING: DECEMBER 12, 2017**
DISCUSSION: Debbie Draper reported that the Finance Committee met on December 12, 2017 and reviewed the following:

- Fiscal Year 2017 Audited Financial Statement
- October 2017 Financial Report
- October 2017 Financial Trend Report
- October 2017 Investment Report
- October 2017 Reimbursement Report
- October 2017 OPEB Trust Fund Report
- October 2017 Health Insurance Account Report
- October 2017 Representative Payee Account Audit
- Capital Project Update
- First Quarter FY OPEB Trust Fund Performance Report
- ICF Patient Liability/Patient Funds Audit Summary
- Cost of Living Increase
- Financial Policy Related to Reporting
- Construction Project Report

The next Finance Committee meeting is scheduled for Tuesday, January 9, 2017.

ACTION TAKEN: It was moved by Greg Sokolowski and seconded by Ellen Sears that the Board of Directors approves the actions recorded in the minutes of the Finance Committee meeting dated December 12, 2017. The motion was unanimously approved.

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

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

The next Personnel Committee meeting is scheduled for Wednesday, January 10, 2018.

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

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

DISCUSSION: Debbie Draper informed the Board that the Prevention/Public Information Committee met December 13, 2017 and discussed the following:

- Healthy Families Site Visits
- Opioid Treatment and Recovery Grant
- Mental Health First Aid Training
- Lock and Talk Virginia
- Website Analytics
- Finding a Message
- Caroline County Clinic Open House
- Distinguished Volunteer Awards.

ACTION TAKEN: It was moved by Ellen Sears and seconded by Linda Carter that the Board of Directors approves the actions recorded in the minutes of the Prevention/Public Information Committee meeting dated December 13, 2017. The motion was unanimously approved.

ISSUE: REPORT OF THE EXECUTIVE DIRECTOR

DISCUSSION: Jane Yaun reported that work on the easements for the River Club property continues. She told the Board that RACSB has indicated that any additional costs for easements would be paid by the seller.

Ms. Yaun told the Board that the Virginia Association of Community Services Boards 2018 legislative conference would be held Jan. 16-17.

Ms. Yaun reported Board Members were welcome to tour the Sunshine Lady House on December 21, 2017.

She also reported that two RACSB employees have resigned to work for managed care organizations through CCC+. She also said that RACSB staff recently saved an individual by using their REVIVE! training.

She told the Board that the next meeting would be January 23, because of the VACSB conference. Ms. Yaun invited all Board Members to attend the January 9 Program Planning and Evaluation Committee meeting,

which will begin at 9 a.m. to allow for discussion of the Board retreat summary.

She said that she received a thank you note from an individual who said she was “grateful to be a client since 2001.” Additionally, the family of an individual who recently died sent a note that thanks RACSB staff for “all that you did to make her life more fulfilling.”

ISSUE:

DISCUSSION:

REPORT OF THE DIRECTORS AND COORDINATORS

Rhonda Pellicano, *Director of Finance and Administration*, reported that the agency is transitioning to a new financial system, which means a lot of data has to be transferred. She said the project is being spearheaded by Kelly Young.

Michelle Wagaman, *Prevention Services Coordinator*, informed the Board that a suicide prevention town hall was held Dec. 7. More than 50 professionals attended a training during the day, and about 100 people attended the town hall in the evening.

ACTION TAKEN: No action necessary.

ISSUE:

DISCUSSION:

REPORT OF THE BOARD OF DIRECTORS

Kheia Hilton (Stafford County) suggested that Board Members come to the Program Planning and Evaluation Committee with their top three priorities from the Board retreat.

Beth Elkins (King George County) wished everyone a Merry Christmas.

Greg Sokolowski (Stafford County) asked why the salmon-colored papers weren't printed double-sided in the meeting packet. He also wished everyone a Merry Christmas.

Debbie Draper (King George County) wished everyone a Merry Christmas.

Jack Rowley (Stafford County) said that the Lions Club is selling White House ornaments. He also said that it has been a “great year at RACSB.”

Karen Kallay (City of Fredericksburg) reported that she attended a sub-committee meeting of the General Assembly and was heartened to discover “a momentum in Richmond for improving mental health.” She

said a major topic of discussion was alternate transportation for people going to state hospitals.

Diane Deibel (Caroline County) said she hopes everyone has happy holidays.

Linda Ball (Spotsylvania County) wished everyone a Happy Hanukkah or Merry Christmas and said that she hopes the Board continues to make a difference in our community in 2018..

ACTION TAKEN: No action necessary.

There being no further business, the Board of Directors meeting adjourned at 5:40 p.m. The next meeting is scheduled for Tuesday, January 23, 2018, at 5:00 p.m., Ronald W. Branscome Building, Board Room 208, 600 Jackson Street, Fredericksburg, Virginia.