

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD  
**PROGRAM PLANNING & EVALUATION COMMITTEE**

Tuesday, January 9, 2018, 9 a.m.

Ronald W. Branscome Building

Board Room 208, 600 Jackson Street, Fredericksburg, VA

**PRESENT**

**ABSENT**

Al Collins  
Debbie Draper  
Kheia Hilton  
Jack Rowley  
Ken Lapin  
Tina Sears  
Ellen Sears  
Greg Sokolowski  
Linda Ball  
Karen Kallay  
Linda Carter

**OTHERS PRESENT**

Jane Yaun, *Executive Director*  
Rhonda Pellicano, *Finance and Administration Director*  
Joe Wickens, *Community Support Services Director*  
Sharon Killian, *Clinical Services Coordinator*  
Andrea Merwin, *Administrative Associate*  
Terry Moore, *Human Resources Manager*  
Jacque Kobuchi, *Emergency Services Coordinator*  
Kari Norris, *Crisis Intervention Team Program Manager*  
Stephanie Terrell, *Quality Assurance Coordinator*  
Patricia Newman, *Mental Health Case Management Supervisor*  
Amy Umble, *Public Information Officer*  
Elizabeth Wells, *Mental Health Adult Intensive Case Manager*  
Brandie Williams, *Director of Operations*  
Donna Andrus, *Child and Adolescent Support Services Supervisor*  
Greg Bundrick, *Community Member*  
Michelle Wagaman, *Prevention Services Coordinator*  
Nicole Baucum, *Administrative Office Associate*

---

**ISSUE:**

**BOARD RETREAT NEXT STEPS**

**DISCUSSION:**

Jane Yaun reviewed suggested follow-up to the Board Retreat which was held in the fall. She brought the following topics for discussion: Messaging, Quality of Services, Program Development, and Infrastructure. The

Committee discussed the agency's programs and explored options for meeting changing behavioral healthcare and intellectual disability trends.

**ATTACHMENT I**

**ACTIONS TAKEN:** It was moved by Debbie Draper and seconded by Ken Lapin that the Committee recommends the Board approve a motion to separate the Prevention and Public Information Committee meetings and to hold the Public Information Committee meetings every other month, to be reviewed after six (6) months. The motion passed unanimously.

It was moved by Karen Kallay and seconded by Ken Lapin that the Committee recommends the Board approve changing the organizational chart to reflect adding the Quality Assurance Coordinator to the Management Team. The motion was unanimously passed. Terry Moore and Michelle Wagaman departed the meeting. Jacque Kobuchi, Kari Norris, Elizabeth Wells, Patricia Newman, and Donna Andrus entered the meeting.

**ISSUE:** **CLOSED MEETING, VA CODE §2.2-3711 A(4), A(7) AND A(15)**  
**DISCUSSION:** Kheia Hilton requested a motion for a closed meeting.

**ACTION TAKEN:** It was moved by Kheia Hilton and seconded by Ken Lapin that the Personnel Committee 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.

Upon reconvening, Ms. Hilton called for a certification from all Committee members that, to the best of their knowledge, the Committee 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:

Tina Sears – aye	Kheia Hilton – aye
Linda. Ball – aye	Debbie Draper – aye
Jack Rowley – aye	Ken Lapin – aye
Ellen Sears – aye	Al Collins—aye
Greg Sokolowski—aye	Linda Carter—aye
Karen Kallay—aye	

The motion was unanimously approved and no action was taken by the Committee. Elizabeth Wells and Patricia Newman departed the meeting.

**ISSUE:** **EMERGENCY SERVICES AND TDO EXCEPTION REPORT**  
**DISCUSSION:** Jacque Kobuchi presented to the Committee the Emergency Services and TDO Exception Report. She reported that RACSB Emergency Services staff completed 382 emergency evaluations and assisted with the execution of 109 Emergency Custody Orders (ECO) and 109 Temporary Detention Orders (TDO) during December 2017. In 13 cases the primary state psychiatric hospital (Western State Hospital—8 and Commonwealth Center—5) was used as the facility of last resort when a community facility was not found at the end of an 8-hour Emergency Custody Order (ECO) period.

**ATTACHMENT II**

**ACTION TAKEN:** No action necessary.

**ISSUE:** **CIT ASSESSMENT CENTER REPORT**  
**DISCUSSION:** Kari Norris presented to the Committee the Crisis Intervention Team Assessment Center Report for December 2017. She said the CIT Assessment Center assessed 32 individuals in the month of December 2017. The number of persons served by locality were the following: Fredericksburg 10; Caroline 3; King George 1; Spotsylvania 7; and Stafford 11.

**ATTACHMENT III**

**ACTION TAKEN:** No action necessary. Kari Norris and Jacque Kobuchi departed the meeting.

**ISSUE:** **INDEPENDENT ASSESSMENT CERTIFICATION AND COORDINATION TEAM UPDATE**  
**DISCUSSION:** Donna Andrus presented to the Committee an update on the Independent Assessment Certification and Coordination Team (IACCT). She reminded the Committee that as of July 1, 2017, RACSB began serving as the IACCT provider for the Community Policy and Management Teams of all five (5) localities. IACCT was mandated by the Department of Mental Assistance Services to ensure a comprehensive assessment occurs so that only those children and adolescents most in need are placed out of home and community and into a residential facility or group home.

**ATTACHMENT IV**

**ACTION TAKEN:** No action necessary.

**ISSUE: INFORMATION TECHNOLOGY/ELECTRONIC HEALTH RECORD UPDATE**

**DISCUSSION:** Brandie Williams provided the Committee with an update on Information Technology and Electronic Health Record activities since the last meeting. She reported the following: Health Quality Innovators assessed the physical security risk of outpatient facilities, the chrome books would be distributed to Board Members, an agreement with Netsmart/OneTeam for managed network services started on Jan.1; the process of working on integrations between waiver management systems and the electronic health records software started; and the Polycom equipment was used about 73 hours each week for telepsychiatry.

**ATTACHMENT V**

**ACTION TAKEN:** No action necessary.

**ISSUE: WAITING LIST**

**DISCUSSION:** Stephanie Terrell presented to the Committee a report of the individuals waiting for services in December 2017.

As of December 31, 2017 there are 43 individuals on the wait list for outpatient therapy services. and 33 individuals (ages 14 or older) waiting longer than 30-days for an intake appointment with an RACSB psychiatrist

For Mental Health Residential Services, there were four (4) individuals waiting for placement (needs list – 0; referral list – 3; acceptance list – 1). For Intellectual Disability Residential Services, there were 139 on the wait list (needs list – 136; referral list – 2; acceptance list – 1). For the Program for Assertive Community Treatment (PACT), there were 19 individuals waiting for placement (needs list – 9; referral list – 2; and acceptance list – 8).

A total of 53 individuals have been enrolled in PACT.

**ATTACHMENT VI**

**ACTION TAKEN:** It was moved by Ken Lapin and seconded by Linda Carter that the Committee recommends the Board approve the Waiting List as presented by staff. The motion was unanimously approved.

**ISSUE: QUALITY ASSURANCE REPORT**

DISCUSSION: Stephanie Terrell reported to the Committee that Quality Assurance staff performed site inspections and chart reviews for Intellectual Disability Support Coordination services.

**ATTACHMENT VII**

ACTION TAKEN: No action necessary.

There being no further business, the meeting of the Program Planning and Evaluation Committee adjourned at 12:00 p.m. The next meeting of the Program Planning and Evaluation Committee is scheduled for Tuesday, February 13, 2018 at 10:30 a.m. in Board Room 208 at 600 Jackson Street, Fredericksburg, Virginia.

---

---