

MINUTES

Rappahannock Area CSB

Board of Directors Meeting

Tuesday, January 23, 2018, 5:00 pm - 7:00 pm

600 Jackson Street., Board Room 208, Fredericksburg, VA

In Attendance

Al Collins; Amy Umble; Andrea Merwin; Brandie Williams;
Debra Draper; Ellen Sears; Greg Sokolowski; Jack Rowley;
Jane Yaun; Joe Wickens; Karen Kallay; Ken Lapin; Kheia
Hilton; Linda Ball; Michelle Wagaman; Rhonda Pellicano;
Sharon Killian; Suzanne Poe; Terry Moore; Tina Sears;
Lawrence Davies; Beth Elkins; Sachiko Jordan; Jennifer
Drew; Mr. Drew

Not In Attendance

Linda Carter

A. MINUTES, BOARD OF DIRECTORS 12/19/17 (Ball)

Linda Ball called for corrections and additions to the minutes of the December 19, 2017 Board of Directors meeting.

The Board unanimously voted to approve the minutes from the December 19, 2017 Board of Directors meeting

Move: Ken Lapin Second: Ellen Sears Status: Passed

B. EMPLOYEE OF THE QUARTER-2ND QUARTER FY18 (Yaun)

Jennifer Drew- Intensive Care Coordination- Child and Adolescent Case Management

Jane Yaun presented Jennifer Drew, Intensive Care Coordinator, with the Employee of the Quarter award for the second quarter of FY 2018. Her nomination detailed Mrs. Drew's work with children and teenagers with significant issues, including some recovering from trauma, sexual abuse, and traumatic brain injury. Mrs. Drew's dedication, talents, and compassion have changed many lives, the nomination said.

C. EMPLOYEE SERVICE AWARDS--January 2018 (Yaun)

Jane Yaun presented the Employee Service Awards for January 2018:

1. Five Years of Service

1. Timothy Irving, Assistant Group Home Manager, Ruffin's Pond

2. Sachiko Jordan, Child and Adolescent Therapist

Move: Greg Sokolowski Second: Linda Ball Status: Passed

2. Ten Years of Service

Kelly Lefler, Occupational Therapist, PE-ID

3. Fifteen Years of Service

Karen Noblin, ID Residential Counselor, Brittany Commons Supervised Apartment Program

D. Public Comments - Linda Ball

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.

E. Board Training - Chrome Books (Williams)

Brandie Williams showed the Board Members how to use the BoardPaq portal on their Chrome Books.

F. Committee Reports

1. Program Planning & Evaluation Committee (Hilton)

01/09/18

Kheia Hilton reported that the Program Planning and Evaluation Committee met on January 9, 2018 and reviewed the following items:

- Board Retreat Next Steps
- 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
- Information Technology/Electronic Health Records
- Waiting List
- Quality Assurance Report

The next Program Planning and Evaluation Committee Meeting is scheduled for Tuesday, February 13, 2018.

Move: Kheia Hilton Second: Tina Sears Status: Passed

2. Finance Committee - 01/09/18 (Collins)

AL Collins reported that the Finance Committee met on January 9, 2017 and reviewed the following:

- November 2017 Financial Report
- November 2017 Financial Trend Report
- November 2017 Investment Report
- November 2017 Reimbursement Report
- November 2017 OPEB Trust Fund Report
- November 2017 Health Insurance Account Report
- November 2017 Representative Payee Account Audit
- Capital Project Update

The next Finance Committee meeting is scheduled for Tuesday, February 13, 2018.

Move: Al Collins Second: Ellen Sears Status: Passed

3. Personnel Committee, 01/10/18 (Draper)

Jack Rowley reported that the Personnel Committee met on January 10, 2018, and reviewed the following items:

- Closed Meeting, VA Code §2.2-3711 A (4), A (7), and A (15)
- December 2017 EEO Report
- December 2017 Retention Report
- December 2017 Disability Claims Report
- Workers Compensation First Quarter FY 2018
- Community Workforce Development Efforts
- Qualified Mental Health Professionals

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

Move: Jack Rowley Second: Ken Lapin Status: Passed

4. Prevention and Public Information Committee, next meeting 2/13/18 (Draper)

2/13/18 Public Information Agenda

3/13/18 Prevention Agenda

4/10/18 Public Information Agenda

6/12/18 Prevention/Public Information

Jane Yaun reported that the next Prevention and Public Information Committee meeting would be February 14, 2018. She said that the Committee would focus on Public Information. In March, the Committee will

focus on Prevention. In April, the Committee would focus on Public Information. The Committee will be split into Prevention and Public Information until June, when the Board will evaluate any continuing need for a split committee.

G. Other Business (Ball)

Jane Yaun reported to the Board that Karen Kallay requested some reporting data to be included in upcoming meetings. Jack Rowley said he was concerned about the role of the Board Members and the role of employees. Kheia Hilton said that most of the requested information was already being reported to the Board. Ken Lapin said that there would be a deeper look at data reporting coming from the Board Retreat and that the discussion should wait until then.

Karen Kallay said that the Board provides direction to the agency and that some of the requested information would help Board Members understand which direction the agency was heading.

Kheia Hilton said that she appreciated Karen Kallay's efforts in her request, but that some of the information would be more suited to the Management Team instead of the Board of Directors.

Jane Yaun said she would bring some of the data required from the state level to the Board.

Jane Yaun also reported that the Virginia Association of Community Services Boards send weekly updates on legislation of interest in the General Assembly. She said she would share that information with Board Members. She asked if Board Members would like to have information in a different format.

Karen Kallay responded that it would be helpful to have alerts when key votes are coming up for votes, along with contact information for legislators on the relevant committees. Debbie Draper said that she didn't feel comfortable understanding all of the issues in the proposed legislation, and she hopes the VACSB would lobby politicians. Beth Elkins said that the Board Members would do what was needed, as directed by RACSB staff.

Jane Yaun said she would continue to send the weekly clearinghouse reports and that she will highlight relevant issues.

H. Report of Executive Director (Yaun)

Jane Yaun thanked Al Collins, Jack Rowley, and Tina Sears for attending the VACSB public policy meeting in Richmond. She reported that she spoke to the George Washington Regional Commission about RACSB's efforts to combat the opioid epidemic.

She also told the Board that there was a wonderful article in The Free Lance-Star about Gladys West, the wife of a former Board Member.

Ms. Yaun reported that she attended a clergy meeting with Amy Umble and that she hopes to start conversations with other community leaders. She thanked the Board Members who attended the facilities tour earlier in the day.

I. Report of Directors and Coordinators

Clinical Services--Killian

Human Resources--Moore

Finance and Administration--Pellicano

Public Information--Umble

Prevention--Wagaman

Community Support Services--Wickens

Director of Operations--Williams

Sharon Killian reported that there are 11 active participants in the Medication-Assisted Treatment program, and that overall the program has engaged with 55 individuals.

Terry Moore reported that she presented two training sessions on Achieving Excellence in Customer Service and there will be one more session later in the month. She also told the Board that RACSB had reached an "all-time low" record of 42 open positions.

Rhonda Pellicano reported that the transition to the new financial system continues. Additionally, the finance department is starting work on the FY 2019 budget.

Amy Umble thanked the Board Members who attended the facilities tour, and she thanked Tina Sears for attending a webinar on engaging politicians. She told the Board that she met with clergy with Jane Yaun, and that the clergy seem eager to help, which is a good sign for future community engagement. She also told the Board that the Art of Recovery will be held on May 4.

Joe Wickens reported that the Rappahannock Adult Activities' garden party will be held on April 19, and the plant sale will start April 20.

Brandie Williams told the Board that the Quality Assurance team was now fully staffed. She also reported that Polycom utilization was 73-77 hours a week.

J. Board Time (Ball)

Tina Sears said that the facilities tour was fabulous and gave her an appreciation for RACSB buildings and staff.

Kheia Hilton said that the Board notices the hard work of staff and that she appreciates the dedication of RACSB employees.

Al Collins reported that it was his 52nd wedding anniversary and that he would turn 78 later in the week.

Debbie Draper said that the opioid situation hit her personally in the past two weeks.

Ellen Sears suggested sending Cornerstone to doctors' offices.

Beth Elkins reported that she would have two knee replacement surgeries in February.

K. Adjournment

The Board of Directors adjourned at 6:24 p.m. The next meeting is scheduled for February 20, 2018 at 5:00 p.m. at the Ronald W. Branscome Building, Board Room 208, 600 Jackson Street in Fredericksburg.