

# MINUTES

## Rappahannock Area CSB

### October Board of Directors Meeting

Tuesday, October 16, 2018, 5:00 pm - 6:00 pm

Board Room 208, 600 Jackson Street, Fredericksburg, VA 22401

#### In Attendance

Al Collins; Amy Umble; Brandie Williams; Courtney Ross; Debra Draper; Diane Deibel; Greg Sokolowski; Jane Yaun; Jim Howard; Karen Kallay; Ken Lapin; Linda Carter; Matt Zurasky; Michelle Wagaman; Nancy Beebe; Nathan Reese; Pam Hutchinson; Rhonda Pellicano; Sharon Killian; Stephanie Terrell; Terry Moore; Tina Sears

#### Not In Attendance

Beth Elkins

#### A. Minutes, Board of Directors, 9/18/18

Debra Draper

The Board approved the minutes from the Sept. 18 meeting of the Board of Directors.

Move: Jim Howard Second: Karen Kallay Status: Passed

#### B. Employee of the Quarter

Jane Yaun

Ellen Poulin--Spotsylvania Clinic Coordinator

Jane Yaun presented the Employee of the Quarter for the First Quarter of FY19 to Ellen Poulin, Spotsylvania Clinic Office Manager.

Jane read from two nominations for Ellen. One said, "Ellen is a dedicated co-worker who is client-centered. I have had many clients tell me about her caring and compassionate qualities. One client told me that they were hesitant to apply for services and when they met Ellen and she smiled and made them feel comfortable they knew right away that they had made the right decision. She always goes above and beyond her duties here at Spotsylvania."

Another nomination quoted comments from the Point-in-Time Surveys, including:

"As a person with PTSD that has had a really hard time leaving the house, the women who schedules my follow-up appointments makes things so much easier. They are understanding to my needs and always schedule me when the

office is not crowded--AMAZING. Thank you."

"Ellen is excellent! She's always professional and so positive."

"Front office staff are friendly, efficient, and very helpful!"

"Very caring lady at front desk even when they call you they make you feel like you're a real human."

"The lady at the front desk is always really nice."

### C. Employee Service Awards

Jane Yaun

Five Years: Mary DiSalvo, Physical Therapist--PE-ID  
Cynthia Kallis, Lead Day Support Specialist, RAAI

Twenty Years: Elizabeth House, Developmental Disability Support Coordinator

Twenty-five Years: Mary Coles, MH Residential Counselor, Home Road

Forty Years: Andrea Merwin, Executive Associate

Jane Yaun presented the Employee Service Awards for:

Five Years

1. Mary DiSalvo, Physical Therapist, PE-ID
2. Cynthia Kallis, Lead Day Support Specialist, RAAI

Twenty Years

1. Elizabeth House, Developmental Disability Support Coordinator

Twenty-five Years

1. Mary Coles, MH Residential Counselor II, Home Road

Forty Years

1. Andrea Merwin, Executive Associate

### D. Public Comments

### E. Presentation: RACSB Local Funding Budget Request Process

Rhonda  
Pellicano

Rhonda Pellicano offered a presentation explaining RACSB's process of requesting money from the localities in Planning District 16. She told the Board that localities must provide a minimum 10 percent match to state funds, per

Virginia Code Section 37.2-509.

She also reminded the Board that RACSB faces a reduction in state funds of \$266,426 in FY 19 and \$602,970 in FY 20.

F. Consent Agenda

Debra Draper

Jane Yaun explained that this would be the first time the Board used a consent agenda. She told Board Members they could remove items from the consent agenda.

The Board passed a motion approving the consent agenda.

Move: Jim Howard Second: Matt Zurasky Status: Passed

1. Recommended by Program Planning and Evaluation Committee, 10/9/18

Ken  
Lapin

Information Only:

1. Extraordinary Barriers List
2. Emergency Services and TDO Exception Report
3. CIT Assessment Center Report
4. Independent Assessment Certification and Coordination Update
5. Information Technology and Electronic Health Record Update
6. Myers Drive Quarterly Review
7. Data Highlights: Behavioral Health Measures
8. Permanent Supportive Housing Fund
9. Wait List
10. Quality Assurance Report
- Approved: 11. DBHDS Corrective Action Plan

2. Recommended by Finance Committee, 10/8/18

Al Collins

1. Information Only: July 2018 Financial Report and Financial Trend Report
2. Approved: August 2018 Financial Report and Financial Trend Report
3. Information Only: July 2018 Investment Report
4. Approved: August 2018 Investment Report
5. Information Only: July 2018 Reimbursement Report
6. Information Only: August 2018 Reimbursement Report
7. Information Only: July 2018 Other Post-Employment Benefits Fund Report
8. Information Only: August 2018 OPEB Report
9. Information Only: July 2018 Health Insurance Account Report
10. Approval: August 2018 Health Insurance Account Report
11. Approval: Representative Payee Audit, August 2018
12. Information Only: August 2018 Capital Project Report
13. Information Only: Construction Project Update

3. Recommended by Personnel Committee, 10/10/18

Nancy  
Beebe

Information Only:

1. Job Fair Summary
2. September 2018 EEO Report and Recruitment Update
3. September 2018 Disability Claims Report
4. Worker's Compensation Report--First Quarter FY19

Approval:

5. Cultural Competencies--Annual Demographics Review

G. Other Business

H. Report of Executive Director

Jane Yaun

Jane Yaun thanked the Board Members who attended the recent Virginia Association of Community Services Boards conference. She reported that the Commissioner of Department of Behavioral Health and Developmental Services visited RACSB the previous week. She said that the commissioner spoke about electronic health records, funding challenges, and . She said that NAMI-Rappahannock would host an event at Germanna Community College on Oct. 23, and the Caroline County Clinic Open House would be held Oct. 30. Bids have gone out for the build-out at River Club, and the rebranding process is moving along.

I. Report of Directors and Coordinators

Amy Umble  
Brandie Williams  
Joe Wickens  
Michelle Wagaman  
Rhonda Pellicano  
Sharon Killian  
Stephanie Terrell  
Terry Moore

Rhonda Pellicano said she will be working on the local funding application.

Amy Umble said that RAAI was beginning its poinsettia campaign and that online ordering is available this year.

Michelle Wagaman said that Lock and Talk Virginia has three billboards up regionally. She said that the Community Collaborative for Youth and Families would screen a documentary "Like Any Youth" in November.

J. Board Time

Nancy Beebe said that VACSB conference was informative.

Ken Lapin suggested board members attend the VACSB conferences when they occur. He also said that the Lions Club is selling White House ornaments.

Al Collins reminded the Board that the Caroline County Clinic Open House would be Oct. 30 and that 12 people are already signed up to attend.

Diane Deibel said that her son's friend had trouble recently that was tied to childhood trauma.

Debbie Draper said she enjoyed the VACSB conference, especially a presentation on state budgets. She said that a slide said that the DBDHS budget is about 4% of the state budget. This is similar to other states, she was told, but that states spend that money differently and that Virginia spends more money on facilities than on community services.

#### K. Adjournment

The meeting adjourned at 6:14 p.m.