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# June 2020 Program Planning and Evaluation Committee Meeting Minutes

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## Call to order

A meeting of the Program Planning and Evaluation Committee of Rappahannock Area Community Services Board was held at online via Zoom on June 9, 2020. Attendees included Kheia Hilton, Karen Kallay, Matt Zurasky, Linda Ball, Debbie Draper, Nancy Beebe, Jane Yaun, Brandie Williams, Jacque Kobuchi, Joe Wickens, Michelle Wagaman, Rhonda Pellicano, Andrea Merwin, and Amy Umble. Members not in attendance included Ken Lapin, Melissa White, and Susan Gayle.

## Healthy Families Rappahannock Area

Michelle Wagaman reported that Healthy Families Rappahannock Area received a grant of \$7,610 from the Community Relief Fund of the Community Foundation on May 4 to support families with diapers, wipes, and pack-and-plays. Additionally, the nonprofit has applied for another grant from the fund to support telehealth; for a grant from Spotsylvania County Department of Social Services to support Village Fathers; and for Rappahannock United Way funding to support home visiting, targeted case management, and Village Fathers.

### **ATTACHMENT I**

**ACTION TAKEN:** The Committee approved a motion recommending the Board approve the Healthy Families Rappahannock Area grants and requests as presented.

Moved by: Linda Ball Seconded: Matt Zurasky

Roll Call Vote:

Kheia Hilton, yes  
Karen Kallay, yes  
Matt Zurasky, yes  
Linda Ball, yes  
Debbie Draper, yes  
Nancy Beebe, yes

## Extraordinary Barriers List

Jacque Kobuchi reviewed the situation of one individual ready for discharge from state psychiatric hospitals but facing various barriers to return to the community. Barriers included the not guilty by reason of insanity process and an increase in symptoms.

### **ATTACHMENT II**

## Independent Assessment Certification and Coordination Team Update

Jacque Kobuchi told the Committee that RACSB received 16 IACCT referrals and completed 15 assessments in May. Eight were initial assessments, and eight were re-authorizations; seven were from Spotsylvania, six from Stafford, and three from Caroline.

### **ATTACHMENT III**

## Information Technology/Electronic Health Record Update

Brandie Williams said that the information technology department closed 963 help tickets in May. Additionally, in May, 3,798 video meetings with a total of 11,474 participants were held using Zoom.

### **ATTACHMENT IV**

## Crisis Intervention Team Assessment Center Report

Jacque Kobuchi reported that the CIT Assessment Center assessed 41 individuals in May: Fredericksburg, 4; Caroline, 3; King George, 1; Spotsylvania, 16; and Stafford, 17.

### **ATTACHMENT V**

## Emergency Custody Order and Temporary Detention Order Report

Jacque Kobuchi told the Committee that emergency services staff completed 193 emergency evaluations in May. During that month, 74 emergency custody orders were issued and 76 temporary detention orders were issued. Seven adults and one youth were transported directly to state psychiatric facilities.

### **ATTACHMENT VI**

## May 2020 Wait List

Jane Yaun reported that no individuals were waiting more than 30 days for outpatient therapy appointments as of May 31. As of June 2, there were seven older adolescents and adults waiting longer than 30 days for a psychiatry intake appointment. The community support services waiting lists included: Mental Health Residential, 5 (needs, 0; referral, 4; acceptance, 1); Developmental Disability Residential, 154 (needs, 144; referral, 9; acceptance, 1); and Program for Assertive Community Treatment, 26 (needs, 12; referral, 13, acceptance, 1).

### **ATTACHMENT VII**

## Data Highlights July 1, 2019 through March 31, 2020

Brandie Williams said that RACSB is committed to using data-driven decision-making to improve performance and quality and to demonstrate the value of services. She provided an overview of the Behavioral Health and Developmental Disability performance measures for the Department of Behavioral Health and Developmental Services Performance Dashboard.

### **ATTACHMENT VIII**

## DBHDS Office of Licensing Corrective Action Plans

Jane Yaun reviewed three corrective action plans from the Department of Behavioral Health and Developmental Services. These plans involved late reporting and a data entry error.

### **ATTACHMENT IX**

**ACTION TAKEN:** The Committee approved a motion recommending the Board approve the corrective action plans as presented.

Moved by: Nancy Beebe Seconded: Linda Ball

Roll Call Vote:

Kheia Hilton, yes  
Karen Kallay, yes  
Matt Zurasky, yes  
Linda Ball, yes  
Debbie Draper, yes  
Nancy Beebe, yes

## Operation Review Corona Virus

Jane Yaun updated the Committee on how services have been impacted by the pandemic. She said the agency has been operating as status quo for the past few weeks but are increasing purchases of cleaning supplies and looking at environmental modifications to prepare for bringing the agency back to in-person operations. She told them that Myers Drive Respite Home would be open during the day for individuals who participate in Rappahannock Adult Activities. These individuals would have the opportunity to spend one day at Myers during the week, to be able to get out of the house and participate in some activities. Jane Yaun also said that on June 22 the group home cohorts would be attending day support at RAAI clinics.

## Closed Meeting VA Code §2.2-3711 A(4), A(7), & A(15)

It was moved by Linda Ball and seconded by Matt Zurasky that the Program Planning and Evaluation 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, 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:

Karen Kallay – aye	Nancy Beebe—aye
Matt Zurasky – aye	Kheia Hilton – aye
Linda Ball—aye	Debbie Draper—aye

The motion was unanimously approved and no action was taken by the Committee.

## Adjournment

The meeting adjourned at 11:18 a.m.