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# June 16, 2020 Board of Directors Meeting Minutes

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## Call to order

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held at June 16 at 5 p.m. via Zoom. Attendees included Debbie Draper, Nancy Beebe, Matt Zurasky, Susan Gayle, Kheia Hilton, Beth Elkins, Karen Kallay, Ken Lapin, Linda Ball, Greg Sokolowski, Melissa White, Jane Yaun, Jacque Kobuchi, Joe Wickens, Michelle Wagaman, Rhonda Pellicano, Terry Moore, Brandie Williams, Andrea Merwin, and Amy Umble. Members not in attendance included Lawrence Davies and Linda Carter.

## Permission to Meet Electronically in Accordance with Code §2.2-3708.2 (A)(3)

Jane Yaun reviewed the Code allowing the Board to meet electronically during a state of emergency. She said that because Governor Ralph Northam's executive order 51 declared a state of emergency for Virginia the board could meet electronically to discuss RACSB's operational response and continuity of operations. She said that the meeting had been announced online and that an avenue for public comment had been created but no comments were received.

## Employee Service Awards

Jane Yaun announced that the following employees had celebrated anniversaries for years of service at RACSB:

- **Five Years:**
  - Torrie Luebke, RAAI Caroline County Site Leader
- **Ten Years**
  - Kari Norris, Coordinator of Emergency Services
- **Twenty Years**
  - Sheila Winslow, Sponsored Placement Residential Specialist

## May 19, 2020 Minutes, Board of Directors

The Board approved the minutes from the May 19 meeting.

**ACTION TAKEN:** The Board approved the minutes with two corrections to reflect the name of the meeting and the fact that Ken Lapin was not present at the meeting.

Moved by: Ken Lapin Seconded: Linda Ball

The roll call vote was as follows: Linda Ball, yes; Greg Sokolowski; yes, Susan Gayle, yes; Debbie Draper, yes, Kheia Hilton, yes; Beth Elkins, yes; Karen Kallay, yes; Matt Zurasky, yes; Nancy Beebe, yes; Melissa White, yes

## Budget, FY 2021 Rappahannock Area Community Services Board

Rhonda Pellicano reviewed the proposed budget for Fiscal Year 2021. She reminded the Board that the budget would be revisited throughout the year as it was impossible to predict the impact of COVID-19 on the agency budget and on state and local funding. She told the Board that capital projects have been placed on hold, salaries frozen, trainings and conferences suspended, and marketing costs evaluated on a case-by-case basis. She said that other cost-cutting measures would be considered in response to funding challenges presented by the pandemic.

**ACTION TAKEN:** The Board approved the budget as presented.

Moved by: Matt Zurasky Seconded: Linda Ball

The roll call vote was as follows: Linda Ball, yes; Greg Sokolowski; yes, Susan Gayle, yes; Debbie Draper, yes, Kheia Hilton, yes; Beth Elkins, yes; Karen Kallay, yes; Matt Zurasky, yes; Nancy Beebe, yes; Melissa White, yes

## Consent Agenda

- I. Recommended by Program Planning and Evaluation Committee June 9, 2020
  - A.1 Approved, Healthy Families: Community Foundation Relief Fund, Spotsylvania County DSS COVID-19 Funding Request; Rappahannock United Way Funding Application
  - A.2 Information Only, Extraordinary Barriers List, May 2020
  - A.3 Information Only, Independent Assessment Certification and Coordination Team Update
  - A.4. Information Only, Information Technology/Electronic Health Record Update
  - A. 5 Information Only, Crisis Intervention Team Assessment Center Report
  - A.6 Information Only, Emergency Custody/Temporary Detention Order Report
  - A.7 Information Only, May 2020 Wait List
  - A.8 Information Only, Data Highlights, July 1, 2019 through March 31, 2020
  - A.9 Approved, DBHDS Office of Licensing Corrective Action Plans
  - A.10 Information Only, Operations Review, Coronavirus Update

- II. Recommended by Finance Committee June 9, 2020
  - B.1 Approved, Fiscal Year 2020 Budget
  - B.2 Approved, April 2020 Financial Report
  - B.3 Information Only, April 2020 Financial Trend Report
  - B.4. Information Only, April 2020 Investment Report
  - B.5 Information Only, April 2020 Reimbursement Report
  - B. 6 Information Only, April 2020 Health Insurance Account Report
  - B. 7 Information Only, April 2020 Other Post-Employment Benefits Report
- III. Recommended by Personnel Committee June 10, 2020
  - C.1 Information Only, May 2020 EEO Report and Recruitment Update
  - C.2 Information Only, May 2020 Retention Report
  - C.3 Information Only, Summary, COVID-19 Reorganization Structure
- IV. Recommended by Prevention and Public Information Committee, June 10, 2020
  - D.1 Information Only, Suicide Prevention Training
  - D.2 Information Only, Understanding ACEs Training
  - D.3 Information Only, Website and Social Media Update, March 1 through May 31, 2020
  - D.4. Information Only, Public Information Media Releases and Publications

**ACTION TAKEN:** The Board approved the consent agenda as presented, including all recommended actions.

Moved by: Beth Elkins Seconded: Kheia Hilton

The roll call vote was as follows: Linda Ball, yes; Greg Sokolowski; yes, Susan Gayle, yes; Debbie Draper, yes, Kheia Hilton, yes; Beth Elkins, yes; Karen Kallay, yes; Matt Zurasky, yes; Nancy Beebe, yes; Melissa White, yes

## Executive Committee, June 3, 2020

Debbie Draper reported that the Executive Committee met on June 3, 2020 and reviewed the work plan and contract of the executive director and nominated officers for the upcoming Fiscal Year.

**ACTION TAKEN:** The Board approved the slate of officers for FY 2021 as follows: Chair, Kheia Hilton; Vice-Chair, Ken Lapin; Secretary, Greg Sokolowski; At-Large, Debbie Draper.

Moved by: Beth Elkins Seconded: Matt Zurasky

The roll call vote was as follows: Linda Ball, yes; Greg Sokolowski, yes; Susan Gayle, yes; Debbie Draper, yes; Kheia Hilton, yes; Beth Elkins, yes; Karen Kallay, yes; Matt Zurasky, yes; Nancy Beebe, yes; Melissa White, yes

**ACTION TAKEN:** The Board approved Jane Yaun's FY 2021 contract with no changes recommended.

Moved by: Matt Zurasky Seconded: Greg Sokolowski

The roll call vote was as follows: Linda Ball, yes; Greg Sokolowski, yes; Susan Gayle, yes; Debbie Draper, yes; Kheia Hilton, yes; Beth Elkins, yes; Karen Kallay, yes; Matt Zurasky, yes; Nancy Beebe, yes; Melissa White, yes

## Report of the Executive Director

Jane Yaun reported that RACSB had partnered with The Table at St. George's, the Community Foundation, and Virginia Community Food Connections to secure donated produce for individuals using the agency's services.

## Report of Directors and Coordinators

Jacque Kobuchi reported that clinical services staff were "plugging along" and seeing more individuals than ever despite the challenges presented by the pandemic.

Terry Moore highlighted the changes RACSB made to personnel in reaction to COVID-19. She credited staff for being flexible and proactive.

Rhonda Pellicano told the Board that RACSB would be allowed to bill for 65% of usual day support services. RACSB had continued offering some day services to individuals residing in group homes without knowing if reimbursement would be allowed.

Amy Umble reported that the July facilities tour would be virtual.

Michelle Wagaman updated the Board on changes to prevention trainings caused by the pandemic.

Joe Wickens commended community support services staff for doing "a phenomenal job in each program" despite the challenges of the coronavirus.

## Board Time

Linda Ball thanked staff for their hard work.

Kheia Hilton said, "As always, I am proud of the work RACSB continues to do to serve our community and I look forward to serving as chair of the board."

Beth Elkins said she was very grateful to RACSB staff and very proud of the work they do.

Ken Lapin said he was pleased with Jane Yaun's efforts in keeping the board members updated and he was happy with the work staff was doing.

Karen Kallay said that she was "continually proud and pleased with how much the dedicated staff continues to do." She also asked about the role in emergency services in ongoing community conversations about the role of law enforcement and mental health services. Jacque Kobuchi said that emergency services staff respond to law enforcement requests but that they do not show up alone to mental health crises. Jane Yaun said that RACSB would like to be involved in continuing community conversations but that there was not much more the agency could do without more funding.

Greg Sokolowski asked the agency to keep up the good work.

Matt Zurasky thanked Rhonda Pellicano for "an excellent budget in fluid and historic times." He also said that if funding should be reallocated for mental health emergencies, RACSB should be prepared to play a role and to have ideas for how that could work.

Susan Gayle said that she appreciated the way Jane Yaun stayed in contact with the Board.

Nancy Beebe reported that she worked with a family that used RACSB's early intervention services via Zoom and that she had been impressed with how well it worked for the family.

Melissa White said she appreciated the "fabulous job" staff has been doing.

Debbie Draper thanked Jane Yaun for her leadership.

## **Adjournment**

The meeting adjourned at 5:58 p.m.