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# January 19, 2021 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 Jan. 19 via Zoom. Attendees included Debbie Draper, Karen Kallay, Greg Sokolowski, Matt Zurasky, Susan Gayle, Kheia Hilton, Linda Carter, Linda Ball, Beth Elkins, Melissa White, Junice Kulick, Jane Yaun, Jacque Kobuchi, Joe Wickens, Michelle Wagaman, Stephanie Terrell, Rhonda Pellicano, Michelle Runyon, Brandie Williams, Andrea Merwin, and Amy Umble. Lawrence Davies, Nancy Beebe, and Ken Lapin were not in attendance.

## December 15, 2020 Minutes, Board of Directors

The Board approved the minutes from the December meeting.

**ACTION TAKEN:** The Board approved the minutes.

Moved by: Greg Sokolowski Seconded: Linda Ball

## Employee of the Quarter, Second Quarter FY 2021

Jane Yaun announced that Tessa Kress, a day support counselor, was elected Employee of the Quarter. Jane read from nominations, including, "Tessa is one of the most amazing employees I have come across in the eight years I have been working at RACSB. Tessa is very patient, kind, nurturing and creative. She always comes to work in a spunky/happy mood. Tessa is truly dedicated to the work that she does."

## Employee Service Awards

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

### Five Years:

Vickie Parker, Direct Support Professional- Stonewall Group Home  
Teresa Quick- Substance Use Case Manager/Therapist- Medication Assisted Treatment  
Robert Rezendes - Utilization Review Specialist  
Ashley Smith - Direct Support Professional - Scottsdale Group Home  
Gwendolyn Stewart - Leeland Group Home Manager  
Kimberly Yoder - Direct Support Professional - RAAI Kings Highway

### Ten Years:

Stephanie Caldwell, Direct Support Professional  
Amy Jindra—Coordinator, Program of Assertive Community Treatment

### Twenty Years:

## Norma Butler- Direct Support Professional - Caroline

### Board Training—Advocacy/Legislation of Interest

Amy Umble reviewed ways the Board Members could advocate for RACSB in the community and across the commonwealth. Jane Yaun reviewed legislation before the General Assembly that could impact RACSB's work.

### Consent Agenda

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

Moved by: Linda Ball Seconded: Debbie Draper

#### **RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, January 12, 2021**

A. 1. Information only - Part C Monitoring Results FFY 19/SFY 20

A. 2 Approved- Healthy Families- Grant Award Joe and Mary Wilson Community Fund (pulled for discussion)

A. 3. Extraordinary Barriers List - January 2021

A. 4. Information only - Independent Assessment Certification and Coordination Team (IACCT) Update

A. 5. Information only-Information Technology/Electronic Health Record Update A. 6. Information only -Dashboard Measures

A. 7. Information only-Crisis Intervention Team (CIT) Assessment Center Report A. 8. Information only -Emergency Custody/ Temporary Detention Order Report

A. 9. Information only-December 2020 Wait List

A. 10. Information only- Quality Assurance Chart Reports

A. 11. Information only -Operation review -Corona Virus

#### **II. RECOMMENDED: FINANCE COMMITTEE January 12, 2021**

B.1. Approved - RACSB Financial Audit Report -FY 2020 -Robinson, Farmer, Cox (pulled for discussion)

B.2 Approved-November 2020 Financial Report

B.3 Information only-November 2020 Financial Trends Report

B.4 Information only -November 2020 Investment Report

B.5 Information only - November 2020 Reimbursement Report

B.6 Information only -November 2020 Health Insurance Account Report

B.7 Information only-November 2020 Other Post- Employment Benefits

B.8 Information only -COVID-19 Impact Indicators

### **III. RECOMMENDED: PERSONNEL COMMITTEE January 13, 2021**

C. 1. Information only-December 2020 Retention Report

C. 2 Information only -December 2020 EEO Report and Recruitment Update C. 3. Information only-COVID 19 Reorganization Structure

C. 4 Approved -Handbook Amendment

C. 5.Approved-Online Recruiting System with Advertising Proposal

### **Healthy Families- Grant Award Joe and Mary Wilson Community Fund**

Matt Zurasky reported that Healthy Families Rappahannock Area has been awarded a \$5,000 grant from The Joe and Mary Wilson Community Benefit Fund of Mary Washington Hospital Foundations.

**ACTION TAKEN:** The Board of Directors accepted the grant as presented.

**Moved by: Matt Zurasky Seconded: Greg Sokolowski**

### **Financial Audit**

Matt Zurasky reviewed the audited financial statements from RACSB for FY 2020. The audit was presented to the Finance Committee by Josh Roller of Robinson, Farmer, Cox Associates.

**ACTION TAKEN:** The Board of Directors accepted the audit as presented.

**The Board of Directors accepted the audit as presented. Moved by: Matt Zurasky Seconded: Debbie Draper**

### **Closed Meeting**

#### **CLOSED MEETING – VA CODE § 2.2 – 3711 A (4), A (7), and A (15)**

Kheia Hilton requested a motion for a closed meeting.

It was moved by Kheia Hilton and seconded by Susan Gayle that the Board of Directors 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; 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. The motion was unanimously approved.

Upon reconvening, Kheia Hilton called for a certification from all Committee members that, to the best of their knowledge, the Committee discussed only matter 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:

Linda Ball – voted aye	Kheia Hilton – voted aye
Debbie Draper – voted aye	Karen Kallay – voted aye
Matt Zurasky – voted aye	Melissa White – voted aye
Greg Sokolowski – voted aye	Susan Gayle – voted aye
Linda Carter – voted aye	

The motion was unanimously approved and no action was taken in Closed Session.

### Report of the Executive Director

Jane Yaun told the Board that the 2020 Virginia CIT Peer of the Year was Joe Stafford, who works for RACSB in the Crisis Assessment Center at Mary Washington Hospital.

She also told the Board that Andrea Merwin would retire in June and that her position would be advertised soon.

### Report of Directors and Coordinators

Jacque Kobuchi announced that Same Day Access was going well.

Rhonda Pellicano reported that the agency received a small distribution from CARES Act funding.

Michelle Runyon said that the HR team would take over CPR training, for a savings of about \$25,000 per year.

Michelle Wagaman provided an update on virtual prevention trainings and parenting check-in workshops.

Joe Wickens reported that RAAI had started its Valentines flower sale.

### Board Time

Debbie Draper noted that there were two typos in the committee meeting minutes, which said 2020 instead of 2021.

Greg Sokolowski said he continued to be impressed by the work done by RACSB staff.

Karen Kallay said she was trying to keep up with legislation impacting mental health services in Virginia.

Linda Carter offered congratulations to Andrea Merwin.

Kheia Hilton added her congratulations to Andrea Merwin and said that she would miss her very much.

## Adjournment

The meeting adjourned at 6:13 p.m.