
April 2021 Program Planning and Evaluation Committee Meeting Minutes

Call to order

A meeting of the Program Planning and Evaluation Committee of Rappahannock Area Community Services Board was held via Zoom on **April 13, 2021**. Attendees included Ken Lapin, Linda Ball, Karen Kallay, Nancy Beebe, Susan Gayle, Melissa White, Junice Kulick, Jane Yaun, Jacque Kobuchi, Joe Wickens, Rhonda Pellicano, Stephanie Terrell, Andrea Merwin, Brandie Williams, Suzanne Poe, and Amy Umble. Debbie Draper and Matt Zurasky were not present.

Extraordinary Barriers List

Jacque Kobuchi reviewed the situation of four individuals 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, a need for appropriate placements, a need for developmental disability services, a need for nursing home availability, and a need for behavioral supports.

ATTACHMENT I

Independent Assessment Certification and Coordination Team Update

Jacque Kobuchi told the Committee that RACSB received 29 IACCT referrals in March and completed 28 assessments.

ATTACHMENT II

Information Technology/Electronic Health Record Update

Brandie Williams said that the information technology department closed 1,173 help tickets in March. Additionally, 4,768 video meetings with a total of 14,706 participants were held using Zoom.

ATTACHMENT III

Data Highlights, Dashboard Measures

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 IV

Crisis Intervention Team Assessment Center Report

Jacque Kobuchi reported that the CIT Assessment Center Assessed 41 individuals in the month of March 2021: Fredericksburg 14; Caroline 2; King George 1; Spotsylvania 10; Stafford 14.

Also, the program held a 40-hour training from March 22—March 26. There were 14 participants from King George, Spotsylvania, Stafford, Caroline Detention Center, District 21, Quantico, and RACSB.

ATTACHMENT V

Emergency Custody Order and Temporary Detention Order Report

Jacque Kobuchi told the Committee that emergency services staff completed 465 emergency evaluations in March 2021. During that month, 82 Emergency Custody Orders were issued and 100 Temporary Detention Orders were executed. Fifteen adults were transported directly to state psychiatric facilities.

ATTACHMENT VI

March 2021 Wait List

Stephanie Terrell reported that no individuals were waiting more than 30 days for outpatient therapy appointments as of March 31. As of April 1, there were 10 older adolescents and adults and two children waiting longer than 30 days for a psychiatry intake appointment. The community support services waiting lists included: Mental Health Residential, 2 (needs, 0; referral, 1; acceptance, 1); Developmental Disability Residential, 97 (needs, 95; referral, 1; acceptance, 1); Program for Assertive Community Treatment, 24 (needs, 15; referral, 9, acceptance, 0); and DD Waiver Services, 769.

Jane Yaun informed the Committee that recruitment for licensed clinicians continues to be a challenge which could lead to the need for a waiting list in the future.

ATTACHMENT VII

Quality Assurance Report

Stephanie Terrell reported that the compliance staff reviewed charts in

- Intellectual Disability Residential Services: Galveston and Churchill
- Rappahannock Adult Activities Inc.: Spotsylvania and Stafford
- Developmental Disability Support Coordination: disAbility Resource Center: Spotsylvania

Corrective Action Plans have been created to address any issues discovered in the review.

ATTACHMENT VIII

DBHDS Licensing Corrective Action Plans

Stephanie Terrell told the Committee that RACSB received approval from the Department of Behavioral Health and Developmental Services for one corrective action plans in March. She reminded the Committee that community services boards throughout the state have been receiving more licensing citations from DBHDS.

ATTACHMENT IX

MH Transitional Housing

Joe Wickens reported that RACSB had applied for \$201,529 per fiscal year for mental health transitional housing. As a condition of this funding, RAC SB will dedicate 6 of its 29 total beds to be used solely for state psychiatric discharges. RACSB currently offers transitional housing but it is subsidized by other programs because of a decrease in state funding. The grants will be announced by April 15.

ATTACHMENT X

Operation Review Corona Virus

Jane Yaun updated the Committee on how services have been impacted by the pandemic. She said that RACSB has been helping staff and group home residents receive vaccinations if they want them. Day programs remain open, but are not at full capacity. She said the agency continued to monitor the situation in order to maintain the health and safety of individuals served and employees while continuing to provide services and maintain productivity. Kenmore Club and PEID maintain a hybrid of virtual and in-person service delivery.

ATTACHMENT XI

Closed Meeting

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

Ken Lapin requested a motion for a closed meeting.

It was moved by Ken Lapin and seconded by Kheia Hilton 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; 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, Ken Lapin 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:

Ken Lapin – voted aye

Junice Kulick – voted aye

Nancy Beebe – voted aye

Linda Ball – voted aye

Kheia Hilton – voted aye

Melissa White – voted aye

Susan Gayle – voted aye

Karen Kallay – voted aye

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

Adjournment

The meeting adjourned at 11:39 a.m.