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# June 15, 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 June 15 at River Club and via Zoom. Attendees included Debbie Draper, Ken Lapin, , Linda Ball, Nancy Beebe, Kheia Hilton, Junice Kulick, Karen Kallay, Melissa White, Susan Gayle, Jane Yaun, Jacque Kobuchi, Joe Wickens, Michelle Wagaman, Stephanie Terrell, Rhonda Pellicano, Michelle Runyon, Brandie Williams, and Amy Umble. Lawrence Davies, Greg Sokolowski, Matt Zurasky, Linda Carter, and Karen Kallay were not in attendance.

## May 18, 2021 Minutes, Board of Directors

The Board approved the minutes from the April meeting.

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

Moved by: Linda Ball Seconded: Nancy Beebe

## Employee Service Awards

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

### Five Years:

Teresa McDonnel-Assistant Coordinator, Information Technology

Emily Paxton -Developmental Services Support Coordinator – Stafford

### Ten Years:

Janice Jones -Direct Support Professional, Intermediate Care Facility - RAAI, Kings Highway

Ruth Martin -Office Manager II -RAAI, Kings Highway

## Consent Agenda

### **I. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, June 8, 2021**

A. 1. Information only - Extraordinary Barriers List -May 2021

A. 2. Information only - Independent Assessment Certification and Coordination Team (IACCT) Update

A. 3. Information only - Information Technology/Electronic Health Record Update

A. 4. Information only-Crisis Intervention Team (CIT) Assessment Center Report

- A. 5. Information only-Emergency Custody/ Temporary Detention Order Report
- A. 6. Information only -May 2021 Wait List
- A. 7. Information only -DBHDS Corrective Action Plans -Office of Licensing
- A. 8. Information only-Quality Assurance Report-Chart Reviews
- A. 9 Closed Meeting -VA Code 2.2 -3711 (A), A(7), and A (15)

**II. RECOMMENDED: FINANCE COMMITTEE, June 8, 2021**

- B.1 Approved - April 2021 Financial Report
- B.2 Information Only-April 2021 Financial Trends Report
- B.3 Information Only-April 2021 Investment Report
- B.4 Information Only-April 2021 Reimbursement Report
- B.5 Information Only-April 2021 Health Insurance Account Report
- B.6 Information Only-March 2021 Other Post-Employment Benefits Review
- B.7 Information Only-COVID-19 Impact Indicators

**III. RECOMMENDED: PERSONNEL COMMITTEE, June 9, 2021**

- C.1 Information Only-May 2021 Retention Report
- C.2 Information Only -May 2021 EEO Report and Recruitment Update
- C.3 Closed Meeting- VA Code 2.2- 3711 (A), A(7), and A (15)

**RECOMMENDED: PREVENTION/PUBLIC INFORMATION: June 9, 2021**

- D.1 Information Only -Lock and Talk Virginia
- D.2 Information Only -Photovoice Project
- D.3 Information Only -Upcoming Speaker Event
- D.4 Information Only-Hope Starter of the Year
- D.5 Information Only -FY 22 Internal Communication Plan
- D.6 Information Only -FY 22 External Communication Plan

**ACTION TAKEN:** The Board approved the consent agenda, including all recommended actions.  
 Moved by: Linda Ball Seconded: Susan Gayle

**Items for Full Board Discussion**

FY 2022 Salary Increase/Budget Adjustment (recommended Finance Committee)  
 Jane Yaun reported that the Finance Committee approved a pay increase for RACSB staff after learning that RACSB would receive an additional \$200,836 in unrestricted state funds for the purpose of providing pay increases to employees. The original FY 2022 budget included a 1% salary increase in July 2021 and a 2% salary increase in January 2022. The annual cost of an additional 1% increase in July 2021 (from 1% to 2%) is approximately \$268,000 based on

current staffing levels

**ACTION TAKEN:** The Board voted to approve the salary increase as presented.

Moved by: Linda Ball Seconded: Susan Gayle

Executive Director Fourth Amendment (recommended Executive Committee)

Jane Yaun told the Board that the Executive Committee had approved her contract for another Fiscal Year, with a 2% increase in salary commensurate to staff's increase.

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

Moved by: Debbie Draper Seconded: Karen Kallay

Cancelling July Meetings

Jane Yaun requested that July committee and board meetings be cancelled for a summer recess.

**ACTION TAKEN:** The Board approved the cancellation of July meetings.

Moved by: Linda Ball Seconded: Greg Sokolowski

## Report of the Executive Director

Jane Yaun thanked Karen Kallay for nine years of service to Rappahannock Area Community Services Board. She reported that the fall VACSB conference would be in mid-October and asked Board Members to let her know by August if they would like to attend. She also said that the city voted not to seek renderings and art for marketing the 601 Lafayette Boulevard property. She also said that she spoke to a reporter from The Free Lance-Star about selling the property.

## Report of Directors and Coordinators

Michelle Wagaman announced that there would be a virtual suicide prevention event featuring Kevin Hines. She also said that Prevention had been awarded more money from a grant and would enable them to expand services.

## Board Time

Debbie Draper thanked Karen Kallay for her service.

Karen Kallay said that she was amazed at how fast nine years went by and said that being on the board was "extremely interesting" and that she enjoyed meeting Board Members and staff throughout the nine years.

Susan Gayle thanked Karen for her work and said that she hoped everyone was having a good summer.

Melissa White thanked Karen and said that she hoped everyone was enjoying their summer.

Linda Ball thanked Karen for her input, information, and questions during her time on the board.

Nancy Ball said that Karen would be missed.

Ken Lapin told Karen to take care and that he looked forward to seeing her again.

Kheia Hilton thanked Karen for all of her work, and thanked everyone at RACSB for doing such a good job.

## Adjournment

The meeting adjourned at 5:23 p.m.