
August 17, 2021 Board of Directors Meeting Minutes

Call to order

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held August 17 at River Club. Attendees included Linda Carter, Lawrence Davies, Nancy Beebe, Junice Kulick, Matt Zurasky, Melissa White, Susan Gayle, Greg Sokolowski, Jane Yaun, Jacque Kobuchi, Joe Wickens, Michelle Wagaman, Stephanie Terrell, Tina Cleveland, Michelle Runyon, Brandie Williams, Tameika Bradley, Jen Acors, Lacey Fisher, Lynne Higgins, Courtney Ross, Heather Hernandez, Katie LaFleur, Joe Stafford, Vickie Lomax, and Amy Umble. Kheia Hilton, Debbie Draper, Linda Ball, and Ken Lapin were not in attendance.

June 15, 2021 Minutes, Board of Directors

The Board approved the minutes from the June meeting.

ACTION TAKEN: The Board approved the minutes.

Moved by: Greg Sokolowski Seconded: Lawrence Davies

Employee Service Awards

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

July Five Years:

Joyce Osafo - FT DSP - Day Program - ICF Team Kings Highway RAAI

Joseph Stafford - Peer Specialist II, CIT - Fredericksburg

Tameika Bradley- ID Support Coordinator Supervisor- Spotsylvania

Ryan Eagles - Infant/Child Speech and Language Pathologist - PEID

Kelli Kosciolek - MH Resident Specialist - Crisis Stabilization **Ten Years:**

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

Ruth Martin -Office Manager II -RAAI, Kings Highway

July Ten Years:

Patricia Benton—DSP Myers Drive Respite Home

July Fifteen Years:

Vickie Lomax - ID Support Coordinator - King George

Heather Hernandez - Day Support Site Leader - Kings Highway RAAI

August Five Years:

Kathleen "Katie" LaFleur- Day Support Assistant Site Leader - Kings Highway
Alice Martin - Child/ Adolescent Case Manager - Stafford
Jennifer Rosenberg - MH Nurse, RN - Fredericksburg
Amy Umble - Public Information Officer - Fredericksburg
Gina M. Williams - Child/ Adolescent Case Manager – Stafford

August Ten Years:

Robert "Scotty" Spindle - FT DSP - Day Program - Caroline RAAI
Toni DeLeon- Lead Office Manager- Fredericksburg

Board Presentation: Marijuana Legalization

Michelle Wagaman updated the Board on recent changes to state laws surrounding marijuana, and Michelle Runyon explored the way these changes could impact human resources at RACSB.

Consent Agenda

I. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, August 10, 2021

- A. I .Information only - Part C Monitoring Report
- A. 2. Extraordinary Barriers List - July 2021
- A. 3. Information only - Independent Assessment Certification and Coordination Team (IACCT) Update
- A. 4. Information only - Information Technology/Electronic Health Record Update
- A. 5. Information only-Crisis Intervention Team (CIT) Assessment Center Report
- A. 6. Information only -Emergency Custody/ Temporary Detention Order Report
- A. 7. Information only-Wolfe Street ICF Life Safety Code Inspection
- A. 8. Information only-Wolfe Street ICF Recertification Survey
- A. 9. Information only-July 2021 Wait List
- A. I o. Information only -DBHDS Corrective Action Plans - Office of Licensing
- A.11. Information only -Quality Assurance Report -Chart Reviews
- A.12 Information only - Permanent Supportive Housing Grant
- A.13 Information only -Anthem Incentive Payments
- A,14 Information only-Data Dashboard

A.15 Information only -STEP-VA Update -Service Members, Veterans and Families, Peers

II. RECOMMENDED: FINANCE COMMITTEE, August 10, 2021

B.1 Approved - June 2021 Financial Report

B.3 Information Only -June 2021 Investment Report

B.4 Information Only-June 2021 Reimbursement Report

B.5 Information Only-June 2021 Health Insurance Account Report

B.6 Information Only -June 2021 Other Post-Employment Benefits Review

B. 7 Information Only - COVID-19 Impact - Payroll Statistics

B.8 Information Only-June 2021 Financial Trends Report

B.9 Closed Meeting -VA Code 2.2 -3 711 (A), A(7), and A (15)

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)

ACTION TAKEN: The Board approved the consent agenda, including all recommended actions.
Voted by: Greg Sokolowski Seconded: Susan Gayle

Items for Full Board Discussion

PERSONNEL COMMITTEE: August 11, 2021 (no quorum)

C. 1 Information Only -Employee Referral Bonus

C.2 Information Only-July 2021 EEO Report and Recruitment Update

C.3 Information Only - July 2021 Retention Report

C.4 Information Only -Employee Sign On Bonus

One-Time Bonus and Wage Increases

Jane Yaun told the Board that the management team is concerned about increasing overtime costs and about dedicated employees not being able to use their leave. She also said that RACSB employees have persevered to provide the best services possible during a worldwide health crisis with unimaginable overall impact. She recommended a one-time bonus, based on years of service, for all RACSB HopeStarters who, while managing their own stress and anxiety, have continued to provide services to the citizens of Planning District 16.

She said that she also recommended that any position currently not at a minimum of \$15.00 per hours be upgraded to \$15.00 an hour, effective immediately. The on-going additional cost for this adjustment would be \$28,355 for the remainder of FY 2022.

ACTION TAKEN: The Board voted to approve the one-time bonus and salary increase as presented.
Moved by: Lawrence Davies **Seconded:** Susan Gayle

Report of the Executive Director

Jane Yaun told the Board that the VACSB fall conference would be virtual. She also said that Steve Curtis had been chosen to be part of this year's cohort of Leadership Fredericksburg through the Chamber of Commerce. Additionally, she said that the media release about her retirement had been disseminated and the job position posted.

Report of Directors and Coordinators

Jacque Kobuchi told the Board that clinic lobbies were open and in-person services increasing.

Michelle Runyon said that the agency's Family Fall Festival was scheduled for Sept. 22 and that more than 400 people are expected.

Michelle Wagaman said that Prevention Services were increasing community engagement activities She also said that Prevention had been awarded money for a community needs assessment on problem gambling and gaming. Additionally, the Prevention Services team partnered with Germanna Community College and planned to offer Rapid REVIVE! trainings at an event for International Overdose Day.

Joe Wickens thanked the Board for approving bonuses for employees. He also told the group that the Journey of Hope event had been held at the Eagles Lodge the previous week. This annual event is for the individuals who participate in Rappahannock Adult Activities, and about 125 of them attended.

Brandie Williams said that the agency had transitioned to a hosted environment for electronic healthcare records and that the next change would be moving to Avatar X.

Closed Meeting

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

Matt Zurasky requested a motion for a closed meeting.

It was moved by Matt Zurasky and seconded by Linda Carter 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, Nancy Beebe called for a certification from all members that, to the best of their knowledge, the Board 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:

Matt Zurasky – voted aye

Lawrence Davies – voted aye

Nancy Beebe – voted aye

Linda Carter – voted aye

Junice Kulick – voted aye

Greg Sokolowski – voted aye

Susan Gayle – voted aye

Melissa White – voted aye

The motion was unanimously approved.

ACTION TAKEN: Following the closed session, the Board voted to give Jane Yaun the power to negotiate an offer on the 601 Lafayette Boulevard property.

Moved by: Lawrence Davies Seconded: Nancy Beebe

Board Time

Linda Carter said that she hoped Debbie Draper was doing well.

Junice Kulick said she hoped everyone would stay safe.

Matt Zurasky apologized for being late to the meeting.

Adjournment

The meeting adjourned at 6:23 p.m.