
September 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 at 600 Jackson Street on **September 14, 2021**. Attendees included Ken Lapin, Kheia Hilton, Linda Ball, Debbie Draper, Nancy Beebe, Susan Gayle, Melissa White, Jacque Kobuchi, Jane Yaun, Michelle Wagaman, Teresa McDonnel, Brandie Williams, Michelle Runyon, and Amy Umble. Junice Kulick and Matt Zurasky were not present.

Healthy Families Rappahannock Area Grant

Michelle Wagaman told the Committee that HFRA applied for and received a renewal of the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) grant in the amount of \$261,826 with four (4) one-year renewals. The total aggregate is estimated to be \$1,309,130.

This funding supports three (3) Family Support Specialists who providing ongoing home visiting services to 66 families residing in the City of Fredericksburg and the Counties of Caroline and Spotsylvania. The funding provides partial support for the Program Manager, Program, Supervisor, and Data Specialist/Office Manager.

This is the third time the program has applied for and received this federal funding.

ATTACHMENT I

Extraordinary Barriers List

Jacque Kobuchi reviewed the case of one individual on the Extraordinary Barriers List. Barriers to placement include need for intensive medical care, behaviors, struggles with activities of daily living, and the status of being a Tier III sexual offender.

ATTACHMENT II

Independent Assessment Certification and Coordination Team Update

Jacque Kobuchi told the Committee that RACSB received 21 IACCT referrals in August and completed 17 assessments.

ATTACHMENT III

Information Technology/Electronic Health Record Update

Brandie Williams said that the information technology department closed 1,071 help tickets in August. Community Consumer Submission data was sent to the state Aug. 20. Additionally, 3,683 video meetings were held with a total of 10,676 participants in August.

ATTACHMENT IV

Crisis Intervention Team Assessment Center Report

Jacque Kobuchi reported that the CIT Assessment Center Assessed 36 individuals in the month of August 2021: Fredericksburg 13; Caroline 2; King George 2; Spotsylvania 9; Stafford 10. In August, two shifts were not staffed by law enforcement, due to COVID concerns and law enforcement workforce issues.

Additionally, The CIT program held a 40-hour training for 14 people from Aug.9-13.

ATTACHMENT V

Emergency Custody Order and Temporary Detention Order Report

Jacque Kobuchi told the Committee that emergency services staff 394 emergency evaluations in August 2021. 86 Emergency Custody Orders (ECO) were issued, 77 Temporary Detention Orders were issued and 77 Temporary Detention Orders (TDO) were executed. Five individuals were transported directly to state psychiatric facilities. Jane Yaun said that there was an increasing number of individuals in crisis waiting in emergency departments for state hospital beds and that this presents safety concerns.

ATTACHMENT VI

Lucas and Ross ICF Life Safety Code Inspection

Joe Wickens explained that the State Fire Marshal conducted on-site Life Safety Code at Lucas Street and Ross Drive Intermediate Care Facilities on July 30. The survey included inspection of facility fire systems, electrical systems, evacuation plans, and physical property. This inspection was conducted as an annual requirement for the program s recertification as an JCF. The program was noted to have no deficiencies or delinquent findings consequent of the inspection.

ACTION TAKEN: The Committee unanimously approved a motion recommending the Board of Directors accept the inspection as presented.

Moved by: Nancy Beebe Seconded by: Linda Ball

ATTACHMENT VII

Lucas and Ross ICF Recertification Survey

Joe Wickens explained that the Virginia Department of Health conducted on-site visits at Lucas Street and Ross Drive intermediate care facilities in July. Findings were reported in two separate program reports, which listed five deficiencies for the combined facilities. Corrective action plans have been submitted to the Virginia Department of Health.

ACTION TAKEN: The Committee unanimously approved a motion recommending the Board of Directors accept the inspection as presented.

Moved by: Nancy Beebe Seconded by: Linda Ball

ATTACHMENT VIII

August 2021 Wait List

Stephanie Terrell reported that no individuals were waiting more than 30 days for outpatient therapy appointments as of Aug. 31. As of Sept. 3, there were 16 older adolescents and adults and no children waiting longer than 30 days for a psychiatry intake appointment. The community support services waiting lists included: Mental Health Residential, 0 (needs, 0; referral, 0; acceptance, 0); Developmental Disability Residential, 97 (needs, 92; referral, 3; acceptance, 2); Assertive Community

Treatment, 13 (needs, 6; referral, 7, acceptance, 0); and DD Waiver Services, 772.

ATTACHMENT IX

Corrective Action Plan

Stephanie Terrell told the Committee that The Department of Behavioral Health and Developmental Services, Office of Licensing, require providers to submit a corrective action plan for identified discrepancies related to DBHDS regulations. The submitted CAP is reviewed by Office of Licensing staff member and either approved or denied. RACSB's Developmental Disabilities Group Home Services, Sponsored Residential Services, and Developmental Disabilities Day Support Services submitted and received approved CAPS during the month of August.

ATTACHMENT X

Quality Assurance Report

Stephanie Terrell reported that quality assurance staff had reviewed randomly selected charts, files, and documents in the following programs:

- Intellectual Disability Support Coordination: Spotsylvania
- Assertive Community Treatment Program (ACT)
- Rappahannock Area Adults Inc. (RAAI): King George

ATTACHMENT XI

Data Highlights

Brandie Williams said that RACSB is committed to using data-driven decision-making to improve performance, quality, and demonstrate the value of services. She reviewed an overview of the Behavioral Health and Developmental Disability performance measures for the Department of Behavioral Health and Developmental Services Performance Dashboard. The report showed performance July 1, 2020 through June 30, 2021 for Behavioral Health and October 2020 through May 2021 for Developmental Disabilities measures.

ATTACHMENT XII

DBHDS School Mental Health Services Grant

Jacque Kobuchi told the Committee that RACSB applied for \$175,000 to provide school-based mental health services in Spotsylvania County Public Schools. The agency just learned that it was one of four community services boards chosen to receive this grant.

ATTACHMENT XIII

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 Susan Gayle that the PPE 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:

Nancy Beebe – voted aye
Susan Gayle – voted aye
Linda Ball – voted aye
Ken Lapin – voted aye

Melissa White – voted aye
Debbie Draper – voted aye
Kheia Hilton – voted aye

The motion was unanimously approved.

ACTION TAKEN: The Committee unanimously approved a motion recommending the Board approve the draft policy of a vaccine mandate as presented. The policy will be reviewed in its entirety during the September Board of Directors meeting. Moved by: Melissa White Seconded by: Susan Gayle

Adjournment

The meeting adjourned at 11:50 a.m.