
October 2022 Board of Directors Meeting Minutes

Call to order

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held **October 18, 2022 at 600 Jackson Street**. Attendees included Matt Zurasky, Ken Lapin, Nancy Beebe, Susan Muerdler, Glenna Boerner, Greg Sokolowski, Susan Gayle, Melissa White, Jacob Parcell, Joe Wickens, Brandie Williams, Tina Cleveland, Amy Jindra, Michelle Wagaman, Jacque Kobuchi, Stephanie Terrell, Michelle Runyon, Teresa McDonnel, Jennifer Drew, Jennifer Acors, Steve Curtis, Esther Ackuayi, Lacey Fisher, Valerie St. John. Linda Carter, Claire Curcio, Sarah Ritchie, Kheia Hilton were not present.

September 20, 2022 Minutes Board of Directors

Matt Zurasky suggested the Board Presentation: Strategic Plan section of the September 2022 minutes be changed to reflect “Board approval of the Strategic Plan is not a CARF requirement.”

ACTION TAKEN: The Board approved the minutes as amended.

Moved by: Matt Zurasky Seconded: Susan Muerdler

Employee Service Awards

Joe Wickens announced that the following employees celebrated an anniversary for their service:

5 Years

Esther Ackuayi – Direct Support Professional, Day Program
Traci George – Direct Support Professional, Residential
Marjorie Duncan – Credentialing Specialist/Reimbursement Technician II
Laurie Warren – Developmental Services Support Coordinator
Nicholas Harrison – Therapist

10 Years

Valerie St. John – Developmental Services Support Coordinator Supervisor

15 Years

Grace Arthur – Direct Support Professional, Residential
Jennifer Drew – Child/Adolescent Case Manager

20Years

Dennis Dandridge – Direct Support Professional, Day Program

Consent Agenda

I. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, October 11, 2022

- A. 1 Information Only – Myers Drive Quarterly Report
- A. 2 Information Only – Extraordinary Barriers List
- A. 3 Information Only – Independent Assessment Certification and Coordination Team Update (IACCT)
- 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 – Waitlist
- A. 8 Approved – Corrective Action Plan
- A. 9 Information Only – Data Highlights
- A. 10 Information Only – CARF End of Year Performance Analysis
- A. 11 Information Only – Strategic Plan

II. RECOMMENDED: FINANCE COMMITTEE, October 11, 2022

- B. 1 Approved – August 2022 Financial Reports
- B. 2 Information Only – August 2022 Investment Report
- B. 3 Information Only – August 2022 Reimbursement Report
- B. 4 Information Only – August 2022 Health Insurance Account Report
- B. 5 Information Only – August 2022 Other Post-Employment Benefits Review
- B. 6 Information Only – Write Off Report
- B. 7 Information Only – Payroll Statistics

III. RECOMMENDED: PERSONNEL COMMITTEE, October 11, 2022

- D. 1 Information Only – September 2022 Retention Report
- D. 2 Information Only – September 2022 EEO Report and Recruitment Update

ACTION TAKEN: The Board approved the consent agenda.
Moved by: Greg Sokolowski Seconded: Susan Gayle

Items for Full Board Discussion/Vote

Strategic Plan

Brandie Williams stated the changes were made to the Strategic Plan after the recommended review at the October Program Planning and Evaluation Committee meeting. The changes were as follows: removed goal #3 as suggested during Program Planning and Evaluation, incorporated the strategies for this goal into goal #1 and renumbered the strategies, and changed all references to four goals to indicate 3 goals. Brandie then asked for board approval of the revised Strategic Plan.

ACTION TAKEN: The Board approved a motion to approve the Strategic Plan.
Moved by: Melissa White Seconded: Susan Gayle

Report from the Executive Director

Joe Wickens reminded the Board members to RSVP for the Program Tour on October 27 if they had not done so already. At this time Glenna Boerner and Claire Curcio were planning to attend. Joe also stated this would be open to executive staff if they would like to attend.

Joe thanked Stephanie Terrell for all her hard work getting the agency prepared for CARF. He stated that this was a lot of work and appreciated everything she had done.

Joe asked the Board if they would like to have the Holiday Dinner this year. The dinner will be held after the December Board meeting and would be open to past and present Board Members and their significant others. Joe and Brandie suggested it be held at Ristorante Renato. The Board agreed.

Report of Directors and Coordinators

Jacque Kobuchi stated she has been busy with CARF preparations. She noted the tours with the CARF auditors went well and they were very interactive with staff. She also stated that she has recently submitted several hiring packets.

Tina Cleveland stated she was also busy preparing for CARF. She also noted she had two new hires in this week's New Employee Orientation and this would make her fully staffed.

Michelle Runyon stated Human Resources has hired two new staff members and will be fully staffed. She noted she has been working on preparing for CARF, planning the Staff Holiday Party to be held on December 7 at the Fredericksburg Expo Center, and the Compensation Study.

Stephanie Terrell thanked Joe for the kudos. She stated that CARF was going well and that we had received great feedback so far. She noted that the final meeting will be tomorrow and will get their preliminary results with the final results sent within 6 – 8 weeks. Ken Lapin stated that he enjoyed being able to meet with Wade from CARF. He also stated how appreciative and supportive Wade was regarding RACSB staff.

Michelle Wagaman gave the Board Members "goodie" bags that the staff had the opportunity to make while attending the RACSB Employee Inservice that was held on September 29. She also noted

the Prevention Team would be attending Operation Medicine Cabinet on October 10th and would be partnering with Region 10 to host Rick Griffin from Walla Walla Washington on December 8th.

Amy Jindra also stated that she has been busy preparing for CARF. She noted that Kenmore Club has been going to the YMCA twice a week using the agency paid memberships. Additionally, she informed the Board that both RAAI and Kenmore Club will be holding Fall Festivals this month.

Brandie Williams stated it was nice to hear all the good things that are coming from CARF, such as how great the Board Members are and how RACSB programs are amazing. She stated she wanted to celebrate everyone and all the hard work they have done to make sure we were ready.

Board Time

Jacob Parcell thanked everyone for their hard work.

Matt Zurasky congratulated everyone on a job well done.

Nancy Beebe stated she enjoyed the CARF interview and being able to brag about RACSB.

Susan Muerdler stated it is an honor to be associated with RACSB.

Glenna Boerner stated that she is so impressed with everything we do.

Greg Sokolowski thanked everyone for their hard work.

Susan Gayle thanked everyone for everything they do.

Melissa White stated she is so impressed with everything we do.

Ken Lapin thanked everyone for everything they do.

Adjournment

The meeting adjourned at 5:35 PM.