
November 2022 Board of Directors Meeting Minutes

Call to order

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held **November 15, 2022 at 600 Jackson Street**. Attendees included Matt Zurasky, Ken Lapin, Nancy Beebe, Susan Muerdler, Glenna Boerner, Claire Curcio, Greg Sokolowski, Susan Gayle, Melissa White, Jacob Parcell, Joe Wickens, Brandie Williams, Tina Cleveland, Amy Jindra, Michelle Wagaman, Jacque Kobuchi, Stephanie Terrell, Michelle Runyon, Jennifer Acors, Katherine Westenberger-Drotar, Tessa Kress, Tammy Grymes, Lacey Fisher. Linda Carter and Kheia Hilton were not present.

October 18, 2022 Minutes Board of Directors

The Board of Directors approved the minutes from the October meeting, with a correction to a typographical error.

ACTION TAKEN: The Board approved the minutes as amended.

Moved by: Claire Curcio Seconded: Susan Gayle

Employee of the Quarter

Joe Wickens presented the Employee of the Quarter award for the first quarter of FY 2023 to Tammy Grymes, Lead Nurse, LPN, Crisis Stabilization.

Employee Service Awards

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

5 Years

Colby Robinson, Vocational Specialist, ACT
Tessa Kress, Day Support Site Leader, Stafford

10 Years

John Maresco, Assistant Coordinator, Kenmore Club

25 Years

Jennifer Acors, Coordinator, Developmental Services Support Coordination

30 Years

Katherine Westenberger-Drotar, Mental Health Case Manager

Board Presentation: Local Government Funding Request

Tina Cleveland reviewed the agency's request for funding from local governments. Community Services Boards are agents of local governments and are required to receive 10% of their funding from localities. She told the Board that RACSB requested an increase of money to help with retention and recruitment. She said that the agency had a 23% vacancy rate and reminded the Board that the state government was giving 5% raises to its behavioral healthcare employees.

Matt Zurasky suggested forwarding the presentation to local supervisors and council members so they understand the issues facing the CSB when considering the funding request.

ACTION TAKEN: The Board approved the consent agenda.
Moved by: Greg Sokolowski Seconded: Glenna Boerner

Consent Agenda

I. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, November 8, 2022

- A.1 Information Only – Part C Monitoring Results
- 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 Assessment Center Report
- A.6 Information Only – Emergency Custody Order/Temporary Detention Order
- A.7 Information Only – Waitlist
- A.8 Information Only – QA Chart Review
- A.8 Approved – Licensing Review

II. RECOMMENDED: FINANCE COMMITTEE November 8, 2022

- B.1 Approved – End of Year Part C Fiscal Report
- B.2 Approved – KOVAR Grant
- B.3 Information Only – Section 5310 Grant
- B.4 Information Only – Additional Funding Summary
- B.5 Approved – September Financial Report

- B.6 Information Only –September Investment Report
- B.7 Information Only – September Reimbursement Report
- B.8 Information Only – September Health Insurance Account Report
- B.9 Information Only – September Other Post-Employment Benefits Review
- B.10 Information Only – Write Off Report
- B.11 Information Only – Payroll Statistics

III. RECOMMENDED: PERSONNEL COMMITTEE November 8, 2022

- C.1 Information Only – Cultural Competencies Review
- C.2 Information Only – Employee Benefits Review
- C.3 Information Only – September Retention Report
- C.4 Information Only – September EEO Report and Recruitment Update

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

Report from the Executive Director

Joe Wickens reminded the Board members to RSVP for the Holiday Dinner to be held after the meeting on Dec. 20. He also said that the VACSB would hold its next conference on Jan. 17 in Richmond. This conference would focus on budget and legislative information and advocacy. He also requested that the Board of Directors' January meeting be moved to Jan. 24 to avoid the scheduling conflict with the VASCB meeting. He thanked the Board Members who attended the October program and facilities tour.

Report of Directors and Coordinators

Jacque Kobuchi stated Clinical Services is struggling with staffing issues and an increased need for behavioral healthcare. She noted that two therapists were in that week's new employee orientation.

Tina Cleveland stated that the Finance Department is fully staffed. She also noted that DBHDS has a new grant process and that a new web-based program should go live in December.

Michelle Runyon stated Human Resources was fully staffed but that a new employee would be on maternity leave starting in November. She said that the department is working intensely on recruitment and that HR staff attended a job fair at Germanna Community College.

Stephanie Terrell said that the CARF study was finished and that DMAS showed up the day before to begin a quality management review that would last five to six weeks.

Amy Umble shared a Free Lance-Star story about the agency and told the Board Members that online ordering for RAAI's poinsettia sale was now up and running.

Michelle Wagaman said that the Prevention team has been busy with training and community events. She reported that 15 community members attended the ACE interface train the trainer presentation. Also, she told the Board that there would be a Dec. 8 training on trauma-informed leadership and that she could give the members a code to register for free.

Amy Jindra said that October had been a busy month with festivals and celebrations for many of the CSS programs, including a PEID pumpkin patch field trip, a trunk or treat at RAAI and a fall festival at Kenmore Club. Staffing shortages remain an issue, and employees from other programs have stepped in to help out at Sunshine Lady House and DD residential programs, where the struggle is especially intense.

Brandie Williams stated that there were small concerns with Track It and that she would keep this on the Board's radar. She also said that she continues to build relationships in the community, including serving on a panel about engagement and partnerships with the Virginia Cooperative Extension. She also said that RACSB had submitted a grant to expand its school-based mental health services. Additionally, she has met with Abigail Spanberger's team to discuss workforce challenges.

Board Time

Jacob Parcell thanked everyone for their hard work and requested a list of legislative priorities so Board Members could help advocate for CSB needs. He also asked about metrics for evaluating the strategic plan.

Matt Zurasky said he was struck by the wording in the nominations for Employee of the Quarter, where coworkers noted Tammy Grymes' care for the SLH "guests." He said that showed commitment and empathy to the individuals served at the Sunshine Lady House.

Greg Sokolowski said that he hoped everyone would have a good Thanksgiving. He also thanked staff for serving the community.

Nancy Beebe stated that she appreciated Board Members coming out to the meeting despite bad weather.

Claire Curcio said she was grateful for the program and facilities tour and that she learned a lot.

Glenna Boerner thanked staff for their hard work.

Susan Gayle thanked everyone for everything they do.

Sarah Ritchie thanked the staff for all that they do and said she was eager to bring information back to the King George Board of Supervisors.

Adjournment

The meeting adjourned at 6:12 PM.