
December 2022 Board of Directors Meeting Minutes

Call to order

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held December 20, 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, Kheia Hilton, Joe Wickens, Brandie Williams, Tina Cleveland, Amy Jindra, Michelle Wagaman, Jacque Kobuchi, Stephanie Terrell, Michelle Runyon, Carley Hurd, Lauren Dickinson and Hiter Davis. Linda Carter, Claire Curcio and Sarah Ritchie were not present.

November 15, 2022 Minutes Board of Directors

The Board of Directors approved the minutes from the November meeting

ACTION TAKEN: The Board approved the minutes as amended.

Moved by: Nancy Beebe Seconded: Susan Gayle

Employee Service Awards

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

5 Years

- Lauren Dickinson – ICC Case Manager, Spotsylvania
- Daniel Clark – MH Residential Specialist, Crisis Stabilization
- Olguyne Wilcox – Direct Support Professional ICF, Wolfe St.

10 Years

- George Hiter Davis IV – MH Residential Counselor I, Lafayette Boarding House

Consent Agenda

I. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, December 13, 2022

A.1 Information Only – Extraordinary Barriers List

A.2 Information Only – Independent Assessment Certification and Coordination Team Update (IACCT)

A.3 Information Only – Information Technology/Electronic Health Record Update

A.4 Information Only – Crisis Intervention Team Assessment Center Report

A.5 Information Only – Emergency Custody Order/Temporary Detention Order

- A.6 Information Only – Waitlist
- A.7 Information Only – QA Chart Review
- A.8 Information Only – CARF Overview
- A.9 Information Only – Data Highlights

II. RECOMMENDED: FINANCE COMMITTEE December 13, 2022

- B.1 Approved – Board Deck, Financial Reports

III. RECOMMENDED: PERSONNEL COMMITTEE December 13, 2022

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

V. ITEMS FOR FULL BOARD REVIEW

- A. Corrective Action Plans from PPE Committee Meeting
- B. Financial Summary from Finance Committee Meeting
- C. Cost of Living Adjustment from Finance Committee Meeting

ACTIONS TAKEN: The Board approved the corrective action plans and financial summary as presented; the Board approved a 5% cost of living increase for employees.

Moved by Ken Lapin, seconded by Susan Gayle

Report from the Executive Director

Joe Wickens 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 reminded the Board Members that the January meeting would be held Jan. 24. Joe told the Board that this would be Kheia Hilton’s last meeting as a representative of Stafford County. He said that he truly appreciated Kheia and all of the work she has done for RACSB. He said she would be missed.

Report of Directors and Coordinators

Michelle Wagaman thanked the Board for the 5% salary increase and told them about upcoming training opportunities.

Board Time

Kheia Hilton said that she had been honored to serve on the Board and that she would be traveling more and would not be able to remain on the Board of Directors. She said that she was continually impressed with RACSB staff and the way they served the community and she was grateful to be part of that work.

Susan Gayle thanked Kheia for serving on the Board and thanked RACSB staff for their hard work.

Melissa White also thanked Kheia and RACSB staff and said she was proud to be part of the Board.

Nancy Beebe said that she would really miss Kheia who had been an integral member of the Bard. She thanked Kheia for her help and support over the years.

Jacob Parcell thanked everyone for their dedication.

Matt Zurasky thanked Kheia for serving on the Board and wished her well. He said he continued to be impressed with RACSB's work.

Greg Sokolowski said that he appreciated the staff and the Board.

Ken Lapin wished Kheia well and thanked her for serving. He also said that he was very impressed with RACSB staff. He said that everyone expected things to get easier once the pandemic wound down but that now the CSB faced workforce shortages and more challenges. "You have really stepped forward and as head of the Board, I want you to know that we truly appreciate it," he said.

Adjournment

The meeting adjourned at 5:21 PM.