

---

# January 2022 Board of Directors Meeting Minutes

---

## Call to order

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held online via Zoom on **January 18, 2022**. Attendees included Linda Carter, Ken Lapin, Matt Zurasky, Debbie Draper, Linda Ball, Greg Sokolowski, Melissa White, Susan Gayle, Nancy Beebe, Carol Walker, Jane Yaun, Brandie Williams, Michelle Wagaman, Tina Cleveland, Michelle Runyon, Jacquie Kobuchi, Amy Umble, Joe Wickens, and Teresa McDonnel. Lawrence Davies and Kheia Hilton were not present.

## November 16, 2021 Minutes Board of Directors

The Board approved the minutes from the November meeting.

**ACTION TAKEN:** The Board approved the minutes.

Moved by: Susan Gayle Seconded: Greg Sokolowski

## Employee of the Quarter

Jane announced Tameika Bradley, Developmental Services Support Coordination Supervisor as the Employee of the Quarter for FY 2022 2<sup>nd</sup> Quarter.

## Employee Service Awards

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

### Five Years:

Mary Ann Byrum – Mental Health Outpatient Nurse

Lauren Fulcrod – ID Residential Counselor, Ruffins Pond

Samantha Moore – Developmental Services Support Coordination Supervisor

Michaelene Precit – Developmental Services Support Coordinator

### Ten Years

Jennifer Hitt – Outpatient Services Nurse Manager

### Fifteen Years

Jacqueline Kobuchi – Director, Clinical Services

Scott Young, MD – Board Certified Child and Adolescent Psychiatrist

### Twenty-Five Years

Susan Larkin – RAAI Day Support Counselor

## Board Presentation: Social Media/Communication

Amy Umble presented the point of communication at RACSB and what it means. This included the different areas of communication at RACSB. She explained the different ways communication allows RACSB to be noticed and how important it is to be a brand ambassador. She also explained social media and how we can share information properly.

## Consent Agenda

### **I. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, January 11, 2022**

- A. 1. Information only – Extraordinary Barriers List – December 2021
- A. 2. Information only - Independent Assessment Certification and Coordination Team (IACCT) Update
- A. 3. Information only – Information Technology/Electronic Health Record Update
- A. 4. Information only – December 2021 Wait List
- A. 5. Information only – Quality Assurance Report – Chart Reviews
- A. 6. Information only – Data Dashboard – Behavioral Health and Developmental Services

### **II. RECOMMENDED: FINANCE COMMITTEE, January 11, 2022**

- B. 1 Approved – November 2021 Financial Report
- B. 2 Information Only – November 2021 Investment Report
- B. 3 Information Only – November 2021 Reimbursement Report
- B. 4 Information Only – November 2021 Health Insurance Account Report
- B. 5 Information Only – July 2021 Other Post-Employment Benefits Review
- B. 6 Information Only – COVID-19 Impact – Payroll Statistics

### **III. RECOMMENDED: PERSONNEL COMMITTEE, November 9, 2021**

- C. 1 Information Only – December 2021 EEO Report and Recruitment Update
- C. 2 Information Only – December 2021 Retention Report

**ACTION TAKEN:** The Board approved the consent agenda, including all recommended actions.  
**Moved by:** Ken Lapin **Seconded:** Linda Ball

## Items for full Board Discussion/Vote

Jane brought a recommendation for a one-time bonus based on years of service and a 1% cost of living salary adjustment, for all RACSB staff who, while managing their own stress and anxiety, have continued to provide services to the citizens of Planning District 16. Board Member recommended 2% increase for employees

**ACTION TAKEN:** The Board of Directors recommended a 2% salary increase.

Moved by: Nancy Beebe Seconded: Linda Ball

## Report from the Executive Director

Jane Yaun informed the Board that Debbie Draper is resigning from the Board of Directors. Jane thanked Debbie sincerely for everything she has done for RACSB employees.

General Assembly has started. New commissioner has been named - Commissioner Smith.

## Report of Directors and Coordinators

Michelle Runyon reported that she completed FMLA/Short-Term Disability/Long-Term Disability training for the managers and supervisors, Kari Norris will be conducting Compassion Fatigue Training for employees, and Tina, Teresa, and Michelle are working on the HRIS/Payroll system which is still on schedule to go live on April 1, 2022.

Jacque Kobuchi shared with the Board that they continue to struggle with a large amount of vacancies. They are currently working on the Fredericksburg waitlist and making sure individuals are being seen at other clinics. Jacque wanted to thank the board for the salary increase for staff.

Stephanie Terrell stated that QA has had an uptick in requests from MCOs regarding record reviews. QA welcomed a new staff member.

Amy Umble will have booklets for board members next month to go along with her presentation.

Michelle Wagaman stated they continue to conduct virtual trainings for Mental Health First Aid, ACES, Revive and Narcan Dispensing. Also continue to work with VCU on Gaming and Gambling Community Needs Assessment. Once this is done they will move on to the Community Needs Assessment for Marijuana prevention.

Joe Wickens reported to the Board that within the last two months they have hired 12 management level positions and 20 DSP level positions, going from 56 positions to 36 positions. He also stated that there are now 20 individuals being supported within the Permanent Supportive Housing Program.

Brandie Williams reported that we have a lot of exciting things happening to enhance our Electronic Health Records system. She also shared that we are entering State Reporting season and are working with Netsmart to make these changes.

## Board Time

Linda Ball stated she liked the idea of doing a video for staff. She also thanked Debbie for everything she has done for RACSB.

Matt Zurasky thanked Debbie for her dedicated advocacy. He also suggested that the board consider applying the money that would have been used for one-time bonuses toward rising health insurance costs.

**ACTION TAKEN:** The Board of Directors voted to consider applying funds to defray health insurance costs.

**Moved by:** Matt Zurasky **Seconded:** Melissa White

Susan Gayle wanted to thank Debbie for everything and also thanked everyone helping to get us through these hard times.

Carol Walker stated that she appreciated everyone for their assistance and understanding with explanations and background information of RACSB. She is honored to be a part of the caring environment of this Board and staff.

Greg Sokolowski thanked Debbie and wished her the best.

Linda Carter thanked Debbie and stated how much of a pleasure it has been working with her all these years.

Nancy Beebe stated it has been a pleasure getting to know her over the last few years and wanted to thank her for her support.

Melissa White wanted to thank Debbie for her service and for her kindness. She also wanted to thank Jane and the staff for always doing such great work helping our community.

Ken Lapin wanted to say thank you to the staff, the board, and the entire organization for all the hard work they are doing. He also stated he was going to miss Debbie and wished her the best.

Debbie Draper thanked everyone for their kind words. She stated that this is a wonderful organization that supports the community. She also wanted to wish Joe the best in his transition.

## Adjournment

The meeting adjourned at 6:09 p.m.