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# April 2022 Board of Directors Meeting Minutes

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## Call to order

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held April 26 at 600 Jackson Street. Attendees included Melissa White, Susan Gayle, Carol Walker, Kheia Hilton, Linda Ball, Nancy Beebe, Matt Zurasky, Joe Wickens, Michelle Wagaman, Amy Jindra, Jacque Kobuchi, Stephanie Terrell, Amy Umble, Tina Cleveland, Michelle Runyon, Jennifer Hitt, Hosanna Gifford, and Teresa McDonnel. Scott Flora and Greg Snow from USI and Glenna Boerner also attended. Greg Sokolowski, Linda Carter, Ken Lapin, and Lawrence Davies were not present.

## March 15, 2022 Minutes Board of Directors

The Board approved the minutes from the March meeting.

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

Moved by: Linda Ball Seconded: Nancy Beebe

## Employee Service Awards

Joe Wickens congratulated the Employee of the Quarter, Jennifer Hitt, presenting her with a certificate, then announced that the following employees have celebrated an anniversary for years of service:

### Ten Years

Kimberly Ehinmiakhena, SAP Manager I, Belmont SAP

### Fifteen Years

Shawn Brown, PSH Case Manger

### Twenty Years

Rufous Gbordzi, Direct Support Professional-Residential, Belmont SAP

## Board Presentation: Benefits

Scott Flora and Greg Snow with USI (RACSB's benefit broker) reviewed the proposal and recommendation for our benefits plans for FY 2023. The proposal projects a 6.2% increase which will be split between both the employee and agency. They recommended staying with Anthem and Delta Dental of Virginia. They also suggested changes in our Stop Loss and Rx plans to minimize the increase while still continuing to provide quality insurance options for our employees.

**ACTION TAKEN:** The Board approved the benefits plan renewal proposal as presented.

Moved by: Nancy Beebe Seconded: Susan Gayle

## Consent Agenda

### **I. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, April 19, 2022**

- A. 1 Information only – Extraordinary Barriers List – March 2022
- A. 2 Information only – Independent Assessment Certification and Coordination Team (IACCT) Update
- A. 3 Approved -Community Foundation Grant – Anne Felder Fund
- 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 Approved – Project LINK Supplemental Federal Substance Abuse Block Grant
- A. 8 Information only – March 2002 Wait List
- A. 9 Information only – Quality Assurance Report Review
- A. 10 Approved – DBHDS Diversity, Equity, and Inclusion ARPA Grant
- A. 11 Approved – Community Project Funding Application
- A. 12 Information Only – Data Dashboard

### **II. RECOMMENDED: FINANCE COMMITTEE, April 19, 2022**

- B.1 Approved – February 2022 Financial Report
- B.2 Information Only – February 2022 Investment Report
- B.3 Information Only – February 2022 Reimbursement Report
- B.4 Information Only – February 2022 Health Insurance Account Report
- B.5 Information Only – February 2022 Other Post-Employment Benefits Review
- B.6 Information Only – COVID-19 Impact – Payroll Statistics

### **III. RECOMMENDED: PERSONNEL COMMITTEE, April 19, 2022**

- C. 1 Information Only – March 2022 EEO Report and Recruitment Update
- C. 2 Information Only – March 2022 Retention Report
- C. 3 Information Only – Health Insurance – Renewal Meeting Update

**ACTION TAKEN:** The Board unanimously approved the consent agenda, including all recommended actions.

Moved by: Linda Ball Seconded: Matt Zurasky

## Items for Full Board Discussion/Vote

### Report from the Executive Director

Joe Wickens reminded the Board that there are multiple seats available on the Board. Three seats currently available in King George, one seat available in Spotsylvania. There are two seats that will become available beginning July 1, 2022 in both Spotsylvania and Fredericksburg City. One additional seat will be come available in Fredericksburg City due to one of the Board Members moving out of the area.

Joe also informed the Board that the conference and hotel rooms have been booked for all members that wanted to attend the VACSB conference May 4 – 5.

Joe also asked the Board how they felt about having the Board of Director meetings at 600 Jackson Street again. Overall consensus was good.

### Report of Directors and Coordinators

Jacque Kobuchi shared with the Board that they still continue to struggle with vacancies. She just submitted two hiring packets for an Emergency Services Co-Response Therapist and a Diversion Case Manager. She also asked if anyone knew of any qualified candidates to please pass our information along.

Tina Cleveland also shared with the Board that accounting has multiple vacancies. She is currently looking for a strong Accounting Coordinator and Accounting Specialists.

Michelle Runyon stated that Dominion Payroll, the new HR/Payroll system, is going live May 15. Prior to this, the HR team will be going to individual department staff meetings to help train all employees on how to use the new system, including clocking in/out and how to enroll in their benefits for open enrollment.

Stephanie Terrell stated that the Quality Assurance team is getting ready for CARF.

Michelle Wagaman shared with the Board that RACSB will be participating in multiple events happening on Saturday, April 30<sup>th</sup>. They include Caroline School Fair, Operation Medicine Cabinet, and King George Family Day. Prevention will be conducting RAPID Revive and Narcan Dispensing at Spotsylvania Regional, Mary Washington Hospital, and Stafford Hospital during Operation Medicine Cabinet. Additionally, LAMA Motorcycle Club will be sponsoring a poker chip run to support Healthy Families.

Amy Jindra stated the Plant Sales will wrap up this Saturday. There are still a lot of beautiful plants available to purchase.

## Board Time

Matt Zurasky stated in regards to the vacancies the agency is strong and he is confident that we will attract the right people for the agency.

Linda Ball introduced Glenna Boerner. Her application will be going before the Spotsylvania Board of Directors as the recommendation to fill Linda's seat beginning July 1, 2022. Glenna is former military, has a Master's in Social Work, and currently a volunteer at CASA.

Kheia Hilton thanked everyone for the great job they do.

## Adjournment

The meeting adjourned at 5:43 p.m.