
May 2022 Board of Directors Meeting Minutes

Call to order

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held May 17 at 600 Jackson Street. Attendees included Kheia Hilton, Matt Zurasky, Nancy Beebe, Ken Lapin, Lawrence Davies, Stephanie Terrell, Brandie Williams, Amy Jindra, Hosanna Gifford, Joe Wickens, Teresa McDonnel, Amy Umble, Michelle Wagaman, and Jacque Kobuchi. Craig Camidge and Patty Samuels from DBHDS also attended. Greg Sokolowski, Linda Carter, Melissa White, Susan Gayle, Carol Walker, and Linda Ball were not present.

April 26, 2022 Minutes Board of Directors

There was not a quorum therefore the board was unable to approve the minutes.

Employee Service Awards

Joe Wickens announced that the following employees have celebrated an anniversary for years of service:

Five Years

Michael Demmie, Direct Support Professional, Scottsdale Estates

Kari Grant, Team Leader, ACT North

Board Presentation: Data Streamlining Process

Brandie Williams, Craig Camidge (DBHDS, Director, Enterprise Management), and Patty Samuels (DBHDS, Manager of Project Management Office) described data and how they are working to streamline our processes to work across other platforms. The undertaking will likely require several years of work.

Matt Zurasky commented that he is aware that the current system is not sustainable, but wants to make sure that a project of such large scope has tangible benefits and doesn't simply capture unnecessary data. Brandie and Craig agreed, and noted that a convergence of many different needs started the update process.

Consent Agenda

I. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, May 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, May 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, May 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

There was not a quorum therefore the board was unable to approve the consent agenda.

Items for Full Board Discussion/Vote

Closed Meeting.

CLOSED MEETING – VA CODE § 2.2 – 3711 A (4), A (7), and A (15)

Kheia Hilton requested a motion for a closed meeting.

It was moved by Kheia Hilton and seconded by Ken Lapin that the Board of Directors of the Rappahannock Area Community Services Board convene in a

closed meeting pursuant to Virginia Code §2.2 – 3711 A (4) for the protection and privacy of individuals in personal matters not related to public business; and Virginia Code § 2.2 – 3711 A (15) to discuss medical records excluded from 2.2 – 3711 pursuant to subdivision 1 of 2.2 – 3705.5.

The motion was unanimously approved. Upon reconvening, Kheia Hilton called for a certification from all members that, to the best of their knowledge, the Board discussed only matter lawfully exempted from statutory open meeting requirements of the Freedom of Information Act; and only public business matters identified in the motion to convene the closed meeting. A roll call vote was conducted:

Matt Zurasky – voted aye

Lawrence Davies – voted aye

Nancy Beebe – voted aye

Ken Lapin – voted aye

The motion was unanimously approved.

Report from the Executive Director

Joe Wickens shared that a compensation report had been made available with information regarding CSBs and the broader field in Virginia. As expected, the report showed that salary ranges in Fredericksburg are lower than Northern VA, but higher than other CSB's in our region. The RACSB will conduct their own compensation study, which will take a few months. Additionally, a merit increase will be provided to staff this year. Ken Lapin asked if it would apply to all staff. Joe clarified that it would be limited to individuals who have evaluations in good standing.

Joe also informed the Board that the state still hasn't finalized their budget. There is a possibility that the state will be providing funding for CSBs.

Lastly, Joe asked the Board what month in the summer they would like to take off. Everyone agreed upon July.

Report of Directors and Coordinators

Jacque Kobuchi shared with the Board that they still continue to struggle with vacancies. She mentioned that Clinical Services is working on putting together a job fair for sometime in the coming months to help recruit applicants.

Michelle Wagaman told the Board that at the events on April 30 there were 97 doses of Narcan dispensed. Prevention is now preparing for Fredericksburg Pride. Additionally, she mentioned that Prevention continues to attend St. George's Table, which provides an opportunity to interact with the community regularly.

Amy Jindra stated that CSS is also having staffing issues. She shared that Steve Curtis is graduating from Leadership Fredericksburg on Friday.

Brandie Williams said that on June 27 the ITOTS change is going live.

Board Time

Ken Lapin thanked staff for all that they do.

Nancy Beebe thanked Brandie for the Data Streamlining Process presentation.

Kheia Hilton thanked staff for their hard work.

Adjournment

The meeting adjourned at 6:20PM.