
June 2022 Board of Directors Meeting Minutes

Call to order

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held June 21, 2022 at 600 Jackson Street. Attendees included Nancy Beebe, Linda Ball, Kheia Hilton, Matt Zurasky, Greg Sokolowski, Lawrence Davies, Susan Gayle, Melissa White, Hosanna Gifford, Brandie Williams, Joe Wickens, Teresa McDonnel, Amy Jindra, Tina Cleveland, Stephanie Terrell, Amy Umble, and Michelle Runyon. Linda Carter and Ken Lapin were not present.

Employee Service Awards

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

5 Years

Colleen Wainwright – Direct Support Professional – RAAI Kings Highway

10 Years

Sarah Allison Hayden – Office Manager I – King George
Thomas Novak – Direct Support Professional – RAAI Kings Highway

25 Years

Mary Thompson – Direct Support Professional – Belmont SAP

Board Presentation: FY 2023 Budget

Tina Cleveland presented the budget for FY 2023. Matt Zurasky asked how things look going forward. Tina stated that once RAAI is fully operating revenue should increase. Transportation has been suspended for now, but may reopen in the future.

ACTION TAKEN: The board approved the FY 2023 budget.
Moved by: Linda Ball **Seconded:** Nancy Beebe

April 26, 2022 Minutes Board of Directors

The Board approved the minutes from the April meeting.

ACTION TAKEN: The Board approved the minutes.
Moved by: Susan Gayle **Seconded:** Lawrence Davies

Consent Agenda

I. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, May 19, 2022

- A. 1 Information Only – Extraordinary Barriers List – April 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 – April 2022 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 – March 2022 Financial Report
- B. 2 Information Only – March 2022 Investment Report
- B. 3 Information Only – March 2022 Reimbursement Report
- B. 4 Information Only – March 2022 Health Insurance Account Report
- B. 5 Information Only – March 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 – April 2022 EEO Report and Recruitment Update
- C. 2 Information Only – April 2022 Retention Report
- C. 3 Information Only – Health Insurance – Renewal Meeting Update

ACTION TAKEN: The Board approved the consent agenda, including all recommended actions.
Moved by: Lawrence Davies **Seconded:** Greg Sokolowski

May 17, 2022 Minutes Board of Directors

The Board approved the minutes from the May meeting.

ACTION TAKEN: The Board approved the minutes.
Moved by: Linda Ball **Seconded:** Lawrence Davies

Consent Agenda

I. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, June 14, 2022

- A. 1 Information Only – Extraordinary Barriers List – May 2022
- A. 2 Information Only – Independent Assessment Certification and Coordination Team (IACCT) Update
- A. 3 Information Only – CSB Performance Reviews
- 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 Information Only – May 2022 Wait List
- A. 8 Information Only – Corporate Compliance
- A. 9 Information Only – Data Highlights Report
- A. 10 Approved – RAHD Funding Opportunity

II. RECOMMENDED: FINANCE COMMITTEE, June 14, 2022

- B. 1 Approved – April 2022 Financial Report
- B. 2 Information Only – April 2022 Investment Report
- B. 3 Information Only – April 2022 Reimbursement Report
- B. 4 Information Only – April 2022 Health Insurance Account Report
- B. 5 Information Only – April 2022 Other Post-Employment Benefits Review
- B. 6 Information Only – Payroll Statistics
- B. 7 Information Only – Write Off Report
- B. 8 Approved – OBRA Grant Funds

B. 9 Approved – Behavioral Health Equity Grant

III. RECOMMENDED: PUBLIC INFORMATION/PREVENTION COMMITTEE, June 14, 2022

C. 1 Information Only – Communication Plan

C. 2 Information Only – Board Tours

C. 3 Information Only – Prevention Training Updates

C. 4 Information Only – Young Adult Survey

IV. RECOMMENDED: PERSONNEL COMMITTEE, May 19, 2022

D. 1 Information Only – May 2022 EEO Report and Recruitment Update

D. 2 Information Only – May 2022 Retention Report

ACTION TAKEN: The Board approved the consent agenda, including all recommended actions.
Moved by: Lawrence Davies **Seconded:** Matt Zurasky

Items for Full Board Discussion/Vote

FINANCE COMMITTEE: COLA Increase for All Employees

Matt Zurasky suggested that the motion be approved with the plan in mind to provide a 3% increase this summer and a 1% increase in January.

ACTION TAKEN: The Board moved to approve the COLA Increase for All Employees.
Moved by: Nancy Beebe **Seconded:** Lawrence Davies

Report from the Executive Director

Joe Wickens reminded the Board that there are no meetings in the month of July. He also announced committee chairs for the new fiscal year: Executive Committee, Ken Lapin; Program Planning and Evaluation Committee, Nancy Beebe; Finance Committee, Matt Zurasky; Personnel Committee, Susan Gayle; Public Information and Prevention Committee, Melissa White.

Joe told the Board that three new members have been confirmed.

Lastly, Joe presented Linda Ball and Lawrence Davies with plaques commemorating their time on the Board.

Linda thanked him and the team, and stated that she admires everyone for their handling of difficult situations. She expressed her respect to the Board for their commitment.

Lawrence said that he was grateful to have been part of the team and thanked the staff for their commitment and determination.

Report of Directors and Coordinators

Tina told the Board that a few new faces have joined accounting, which should enable them to start to achieve equilibrium. Joe gave Tina kudos for all of her hard work in the past few months.

Michelle Runyon reported that the employee picnic in May went well and several social events are upcoming. Dominion integration continues and she and Tina anticipate that will be the case for the next six months.

Stephanie shared that QA is currently gearing up for CARF.

Brandie Williams provided a Trac-It update, stating that she and Joe are working to find an acceptable agreement with DBHDS that will adequately mitigate agency risk.

Board Time

Melissa White thanked the directors for their hard work, and thanked the Board.

Matt Zurasky said that it was an honor to serve with Linda Ball and Lawrence Davies, thanking them for their guidance.

Greg Sokolowski thanked the staff and Board.

Lawrence Davies expressed his thanks for the opportunity to serve on the Board.

Kheia Hilton thanked Linda and Lawrence, and said that she hopes to see them again. She said that she is thankful for the opportunity to serve.

Adjournment

The meeting adjourned at 6:02 PM.