
September 2022 Board of Directors Meeting Minutes

Call to order

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held September 20, 2022 at 600 Jackson Street. Attendees included Sarah Ritchie, Melissa White, Susan Gayle, Claire Curcio, Kheia Hilton, Nancy Beebe, Ken Lapin, Matt Zurasky, Susan Muerdler, Glenna Boerner, Jacob Parcell, Greg Sokolowski, Joe Wickens, Brandie Williams, Amy Umble, Tina Cleveland, Amy Jindra, Michelle Wagaman, Jacque Kobuchi, Stephanie Terrell, Hosanna Gifford, Courtney Ross, and Steve Curtis. Linda Carter was not present.

August 16, 2022 Minutes Board of Directors

The Board approved the minutes from the August meeting.

ACTION TAKEN: The Board approved the minutes.
Moved by: Matt Zurasky **Seconded:** Kheia Hilton

Employee Service Awards

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

10 Years

Megan Hartshorn – Clinic Coordinator III

15 Years

Courtney Ross – Assistant Coordinator, ID Resident Services

20 Years

Timothy Alsfeld – Lead Landscape Technician

25 Years

Joe Wickens – Executive Director

Board Presentation: Strategic Plan

Brandie Williams presented the Strategic Plan. Ken Lapin asked if reviewing the Plan was a requirement for CARF. Brandie said it was, though its approval is not required. Nancy Beebe asked for a brief overview of CARF for new Board members. Stephanie Terrell shared that CARF will be October 17-19 and will survey services and programs.

Matt Zurasky expressed concern that Respite Services are absent from the Strategic Plan. Joe Wickens said that it was intentional, as it's something that's under review, and Brandie added that it's not something that has been included in specifics in the past, though it can be added. Matt said

that he was not prepared to approve the Plan without it, expressing concern that without it being included, it can't be strategized for. Ken Lapin suggested that, if it won't cause problems for CARF, the changes be made and then reviewed in the October Committee or Board Meetings.

Jacob Parcell asked how outcomes for the Strategic Plan are usually measured. Brandie said that traditionally the Strategic Plan doesn't have a data dashboard, as the goals are met and measured on smaller scales such as division plans, program goals, and even individual performance. She noted that if the Board wants those updates, that's something she can work to provide in the future. Jacob stated that if the Plan is just checking a box, there's no need for the dashboard, but the operational information could be beneficial to review. Joe Wickens added that we don't answer to anybody for the Strategic Plan but ourselves, and the nitty gritty information is already provided to Committees. He recommended that we proceed without a data presentation for the Strategic Plan, as that would be a large undertaking with a lot of data.

Consent Agenda

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

- A. 1 Information Only – Extraordinary Barriers List Update
- 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 – Crisis Intervention Team (CIT) Assessment Center Report
- A. 5 Information Only – Emergency Custody/ Temporary Detention Order Report
- A. 6 Information Only – Waitlist, August 2022
- A. 7 Approved – Licensing Reports (CAPs)
- A. 8 Information Only – Assertive Community Treatment Monthly State Report

II. RECOMMENDED: FINANCE COMMITTEE, September 13, 2022

- B. 1 Approved – Investment Options
- B. 2 Information Only – July 2022 Investment Report
- B. 3 Information Only – July 2022 Reimbursement Report
- B. 4 Information Only – July 2022 Health Insurance Account Report
- B. 5 Information Only – July 2022 Other Post-Employment Benefits Review
- B. 6 Information Only – Payroll Statistics
- B. 7 Information Only – Write Off Report

B. 8 Information Only – Additional Funding Summary

B. 9 Approved – Financial Report

III. RECOMMENDED: PUBLIC INFORMATION/PREVENTION COMMITTEE, September 13, 2022

C. 1 Information Only – Communication Goals FY 2022

C. 2 Information Only – Media Releases FY 2022

C. 3 Information Only – Prevention Programs FY 2022 Year-end Summary

C. 4 Information Only – Understanding Adverse Childhood Experiences Training FY 2022 Year-end Summary

C. 5 Information Only – Suicide Prevention Initiatives FY 2022 Year-end Summary

C. 6 Information Only – Prevention Efforts Related to Opioid Epidemic FY 2022 Year-end Report

C. 7 Information Only – Virginia Problem Gambling and Gaming Prevention

C. 8 Information Only – Healthy Families Rappahannock Area FY 2022 Year-end Report

C. 9 Information Only – Upcoming Events

IV. RECOMMENDED: PERSONNEL COMMITTEE, September 19, 2022

D. 1 Information Only – August 2022 Retention Report

D. 2 Information Only – August 2022 EEO Report and Recruitment Update

D. 3 Information Only – Recruitment and Retention Presentation

D. 4 Information Only – HR September Update

D. 5 Information Only – CSB Turnover and Vacancy Survey

D. 6 Approved – Annual Leave Payout

ACTION TAKEN: The Board approved the consent agenda, with the exception of B.1, which was pulled for further discussion/vote.

Moved by: Kheia Hilton **Seconded:** Greg Sokolowski

Items for Full Board Discussion/Vote

FINANCE COMMITTEE: Investment Options

Matt Zurasky reviewed the investment options as discussed in the September 13 Finance Committee Meeting. Tina Cleveland provided details on the 100% government/agency, 100% corporate, 60/40 and 70/30 government/agency investment options. Her ultimate recommendation was to go with

the 100% government/agency option, as RACSB policies require little to no risk. Nancy Beebe agreed with Tina's recommendation, stating we have a community responsibility to take the safe route. Ken Lapin echoed her opinion, suggesting that we can reevaluate when the market is less volatile. He asked for a recommendation from the Committee. Matt said that the Finance Committee's recommendation was to go 100% government/agency.

ACTION TAKEN: The Board approved a motion to reinvest \$11.25 million certificates of deposit into \$8.25 million investment portfolio (100% government/agency bonds) with \$3 million into reserve. Matthew Zurasky abstained from the vote as he had a relationship with one of the individuals who presented initial investment options, and the rest of the Board voted to approve the motion. Moved by: Matthew Zurasky Seconded: Claire Curcio

Closed Session

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

Ken Lapin requested a motion for a closed meeting.

It was moved by Matt Zurasky and seconded by Susan Gayle 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. The motion was unanimously approved.

Upon reconvening, Ken Lapin called for a certification from all Committee members that, to the best of their knowledge, the Committee 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:

Melissa White – voted aye	Susan Muerdler – voted aye
Nancy Beebe – voted aye	Sarah Ritchie – voted aye
Glenna Boerner – voted aye	Claire Curcio – voted aye
Matt Zurasky – voted aye	Jacob Parcell – voted aye
Susan Gayle – voted aye	Kheia Hilton – voted aye
Ken Lapin – voted aye	Greg Sokolowsky – voted aye

The motion was unanimously approved and no action was taken in Closed Meeting.

Report from the Executive Director

Joe Wickens highlighted the upcoming VACSB conference at the Westfield Marriott in Chantilly. Matt Zurasky asked if an agenda or start time information was available. Joe said he would send it out.

Joe noted that the next board meeting will be during CARF, so to keep things simple there will be no presentation for the month of October.

Program tours (formerly board tours) will be resuming, with the next available scheduled for October 27, start time 9:00 AM. The tour will be focused on Fredericksburg services. After brief discussion about rescheduling, due to several new board members being unable to attend, Ken Lapin suggested that we proceed with the original date. Joe agreed.

Lastly, Joe reviewed information regarding the ICF audit, noting that in prior years RACSB owed significant paybacks. This year, however, as a result of Tina and her team's hard work, we will be receiving a payback. Joe gave kudos to Tina and her team.

Report of Directors and Coordinators

Michelle Wagaman shared about Barbershop Talk and Photovoice, two events from the month of September. She also mentioned that there are several upcoming walks that RACSB will be attending.

Amy Jindra stated that equity training is upcoming for PSH (Permanent Supportive Housing) staff. Additionally, she noted that RAAI has begun autumn plant sales. Information is included in the packet.

Jacque Kobuchi said that the job fair was small, with only a few attendees. She also briefly mentioned difficulties with adequate staffing, highlighting the need for therapists.

Tina Cleveland issued her own thanks to her team, praising them for their hard work.

Amy Umble provided a handout that highlighted RACSB. She also noted that RACSB had been in the Freelance Star frequently throughout the month.

Board Time

Greg Sokolowsky said that he is always impressed by what the RACSB does. Melissa White and Susan Gayle echoed him, thanking the staff for everything that they do.

Sarah Ritchie and Claire Curcio both expressed that they are learning a lot about what RACSB offers.

Nancy Beebe congratulated Joe Wickens on his 25 years at RACSB.

Matt Zurasky thanked the Board for their investment decision, and thanked Tina Cleveland for all of her work. Jacob Parcell echoed Matt Zurasky's thanks and also thanked Stephanie Terrell for her efforts leading up to CARF.

Adjournment

The meeting adjourned at 7:22 PM.