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| February 2024 Board of Directors  Meeting Minutes |

# CALL TO ORDER

A meeting of **the Board of Directors of Rappahannock Area Community Services Board** was held on **February 20, 2024, at 600 Jackson Street** and called to order by Chair, Nancy Beebe. *Attendees included*: Nancy Beebe, Glenna Boerner, Claire Curcio, Susan Gayle, Kenneth Lapin, Jacob Parcell, Sarah Ritchie, Gregory Sokolowski, Carol Walker, Melissa White, Bridgette Williams and Matt Zurasky. *Not present*: Shawn Kiger.   
  
MINUTES, BOARD OF DIRECTORS, **January 23, 2024**   
  
The Board of Directors approved the minutes from the January 23, 2024 meeting.   
  
 ACTION TAKEN: The Board approved the minutes  
 Moved by: Mr. Matt Zurasky   
 Seconded by: Ms. Carol Walker

# PUBLIC COMMENT

No Action Taken

1. SERVICE AWARDS

Mr. Joseph Wickens recognized all employees with awards:

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| 5 years  **Amy Cassell,** Therapist, Emergency Services (not present)  **April Ware,** Direct Support Professional (not present)  10 years  **Virginia Hinkle,** Supervisor, ID Supervised Apts. (not present)  15 years  **Jason Mcintosh,** Case Manager MH (not present)  **Patricia Newman,** Supervisor, Adult MH Case Mgmt.  20 years  **Barbara Brown,** Supervisor, Sponsored Placement  **Jennifer Quigley,** Direct Support Professional  35 years  **Julia Orrock,** Reimbursement Technician, III |

* BOARD PRESENTATION: ***Developmental Services Support Coordination (DSSC)****–* ***presented by Ms. Jen Acors***

Ms. Acors gave a presentation to the board focused on developmental services support coordination that provides case management services for individuals with a diagnosis of intellectual disability or developmental disability. She gave an overview of the DSSC staff (size and background) whose work is primarily completed in the community, individual homes, provider settings, work sites, day programs, group homes, etc.

Ms. Acors reported that Medicaid is the only funding source for support coordination and described the services included in support coordination. She outlined the process and criteria for eligibility to access support coordination. Further, she explained the eligibility process for accessing one of Virginia’s waivers. They must have a diagnosis of Intellectual or Developmental disability that meets the definition in the Code of Virginia. The individual must participate in a screening and meet the requirements of a functional assessment. Still there are many barriers for individuals. Individuals can wait years for a DD Waiver. Waiver allotment is based on urgency of need in comparison to others on the waitlist. If you’re offered a waiver, you have to accept it within 30 days. All DSSC services are overseen by DBHDS and Medicaid.

Due to the Department of Justice Settlement Agreement, there are great changes in services delivery which has resulted in a significant increase in documentation. An example is the creation of enhanced case management. For any individual eligible for enhanced case management, the support coordinator must see individuals in person every 30 days, one month in the home, one month in the community.

Ms. Beebe asked why someone would be on the waiver list for twenty years. Ms. Acors said because it’s not a chronological list, it’s based on urgency of need at the time that they are given the slots. There are three priority areas and the state must serve all the priority ones before moving to the other priority levels.

Mr. Parcell inquired if these were the priority waivers from the Governor’s budget. Ms. Acors confirmed that they are. Mr. Parcell asked what kind of impact is this going to have on the program and how they are going to deal with that expansion. Ms. Acors said they are adding staff as they go because thankfully Mr. Wickens knew this was going to be a need and encouraged them to get ahead of it. She said they currently have 819 people on the waiting list in our catchment area, of which 330 are priority one. If the agency receives an additional 330 waivers, it would indeed be a lot to handle or to even find the services for that many people.   
  
Mr. Lapin asked how many clients does each case manager currently have. Ms. Acors said anywhere from 30 to 32 (ideally, they would want them to have no more than 26).

Ms. White asked if Ms. Acors or her staff goes out to speak to families or special advisory committees about DSSC services. Ms. Acors confirmed she does. Ms. White said she will be sending her an invitation.

Mr. Zurasky asked that besides caseload, what is the biggest challenge for the program and how can the board help. Ms. Acors said staffing, finding a way to get staff in and trained so that our current staff doesn’t get burned out. She also said it would help if the rules stopped changing. She thanked the board for the recent pay increases, these have done a great deal to increase staff morale.

Mr. Lapin asked that Ms. Acors pass on to her staff directly how much the Board appreciates all that she and her team do on a daily basis.

1. CONSENT AGENDA

RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE

February 13, 2024 **Parcell**

* 1. Information Only – Extraordinary Barriers List
  2. Information Only – Independent Assessment Certification and Coordination Team Update (IACCT)
  3. Information Only – Crisis Intervention Team Report
  4. Information Only – Emergency Custody Order/Temporary Detention Order
  5. Information Only – Sunshine Lady House Update
  6. Information Only – January Waitlist
  7. Approved – Licensing Reports
  8. Information Only – Second Quarter Incident Summary Report
  9. Information Only – Information Technology/Electronic Health Record Update
  10. Information Only – Mid-Year CARF Executive Summary
  11. Information Only – Legislative Update

RECOMMENDED: FINANCE COMMITTEE February 13, 2024 **Zurasky**

* 1. Information Only –Summary of Cash Investments
  2. Information Only –Summary of Investment Portfolio
  3. Information Only – Fee Revenue Reimbursement
  4. Information Only – Fee Revenue Reimbursement-without credits
  5. Information Only – Fee Collection YTD and Quarterly
  6. Information Only – Write-Off Report
  7. Information Only – Health Insurance Account
  8. Information Only – OPEB
  9. Information Only – Payroll Statistics
  10. Follow Up Board – Financial Summary **(no quorum)**
  11. Information Only – Joe and Mary Wilson Community Benefit Fund of Mary Washington Hospital and Stafford Hospital Community Benefit Fund

RECOMMENDED: PERSONNEL COMMITTEE February 13, 2024 **Curcio for Gayle**

* 1. Information Only –Summary – Retention Report – January 2024
  2. Information Only –Summary – January 2024 EEO Report and Recruitment Update
  3. Information Only – Open Positions Report
  4. Information Only – CSB Workforce Reporting Overview

ACTION TAKEN: The Board approved the consent agenda with the exception of B.10 Financial Summary.

Moved by: Mr. Matt Zurasky  
 Seconded by: Ms. Carol Walker

ACTION TAKEN: The Board approved the Financial Summary.

Moved by: Mr. Matt Zurasky  
 Seconded by: Mr. Ken Lapin

1. REPORT FROM THE EXECUTIVE DIRECTOR
   1. Mr. Wickens announced an update on the Memorandum of Understanding (MOU) from the localities regarding the Opioid Abatement Authority Agreement that was pulled for further review by the attorneys mentioned last board meeting. All redlines have been accepted and today Stafford is voting to give its consent to allow RACSB to receive funding through Stafford as a Fiscal Agent. This means we can move forward with our projects to include the Mobile MAT program as well as detox services at Sunshine Lady House.
   2. Mr. Wickens informed the board that Mr. Curt Gleeson, from Crisis Services at DBHDS, called and announced that the RACSB will be receiving $6.0 million for the Crisis Receiving Center (CRC) project. The Virginia Governor to do a press release in coming weeks.
2. REPORT OF THE DIRECTORS AND COORDINATORS
3. **Clinical Services** – Ms. Kobuchi announced they have a new Asst Emergency Services Coordinator starting today, she will be overseeing Marcus Alert and the Crisis Intervention Team, very excited to have her. Also, they have filled a Stafford school-based therapist position and a Fredericksburg city school-based therapist position.
4. **Human Resources**- Ms. McDonnell announced they hired a Benefits Specialist, so there are now three staff members in HR.
5. **Finance**- Ms. Cleveland announced the Finance department has a new hire starting today as well.
6. **Compliance**- Ms. Terrell announced they should have a compliance coordinator starting next week. Most of her time is spent working on corrective action plans (CAPs).
7. **Public Information**- not present
   1. **Prevention** – Ms. Wagaman shared that she left tote bags for everyone on the table. They are left over from the Youth First Conference; she hopes everyone enjoys. They trained 80 people in Narcan, but did not win best booth this year.   
      Healthy families are now 100% telework. Don’t forget about their Gala coming up.   
      The first salon talk took place last night and it went very well. Next event is at Diced, the Barber next Monday from 6-8pm.
8. **Community Support Services** – nothing more to add, please see report.
9. **Deputy Executive Director –**Ms. Williams touched upon the last class and celebration/presentation of RACSB’s first Cohort of Behavioral Health Technician Interns held at Germanna Community College. Representatives from the Claude Moore Foundation, Dr. Bill Hazel and Ms. Shirley Bazdar, along with Ms. Williams, were pleased by the amazing feedback given by the participating students expressing their satisfaction with the program specifically about their experience at RACSB, their why statements, and how their experience has changed from day one. Ms. Williams said that RACSB staff were present to show their support for the interns because they appreciated what the interns brought to the program(s). You can look to social media for more information on this and the upcoming cohort in March.   
     
   Ms. Williams reminded the Board of the upcoming VACSB conference on Training and Development May 1-3rd in Norfolk, Virginia. Please let Ms. Williams know if you’d like to attend.
10. BOARD TIME
11. Ms. White, thank you to all, great news all the way around, aloha.
12. Ms. Ritchie, thank you for all the good news, much appreciated.
13. Mr. Parcell, thank you all for all your good work.
14. Ms. Curcio, glad to hear all the good staffing news, and thank you for the bag.
15. Ms. Walker, thank you for the bag, I was impressed with the awards, congrats.
16. Ms. Boerner, thanks to everybody.
17. Ms. Beebe, thank you, I’m proud to be on the Board.
18. Mr. Zurasky, thanks to everyone for what you’re doing. The internship program, I’m pleased to death about that. I’m so glad the first cohort has worked out so well. In the Navy, when you’re first crew of a ship you get a plank, perhaps we could think of something to give to the folks who were part of our first cohort group. The next step is going to be expanding opportunities to high schools.
19. Ms. Williams, thank you for the work you’re doing, glad to see the raises are beneficial.
20. Mr. Lapin, you guys understand how much we appreciate what you do, please ensure you pass this onto your staff.
21. Mr. Sokolowski, thank you for all that you do.
22. Ms. Gayle, thank you for all you do.
23. CLOSED MEETING – VA CODE § 2.2 – 3711 A (4), A (7), and A (15)

Ms. Beebe requested a motion for a closed meeting.

It was moved by Ms. Curcio and seconded by Ms. Walker 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, Ms. Beebe called for a certification from all members that, to the best of their knowledge, the Board discussed only matters 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:

Nancy Beebe – Voted Aye Sarah Ritchie – Voted Aye

Glenna Boerner – Voted Aye Greg Sokolowski – Voted Aye

Claire Curcio – Voted Aye Carol Walker – Voted Aye

Susan Gayle – Voted Aye Melissa White – Voted Aye  
 Kenneth Lapin – Voted Aye Bridgette Williams – Voted Aye

Jacob Parcell – Voted Aye Matt Zurasky – Voted Aye

The motion was unanimously approved.

ADJOURNMENT

The meeting adjourned at 6:00 PM.

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Board of Directors Chair Executive Director