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| March 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 **March 19, 2024, at 600 Jackson Street** and called to order by Chair, Jacob Parcell. *Attendees included*: Glenna Boerner, Claire Curcio, Kenneth Lapin, Gregory Sokolowski, and Matt Zurasky. *Not present*: Nancy Beebe, Susan Gayle, Sarah Ritchie, Carol Walker, Melissa White, Bridgette Williams and Shawn Kiger.

Jacob Parcell stated that in the absence of a quorum for Board meeting this evening, then he would present Section six of the Bylaws for Rappahannock Area Community Services Board for consideration;

Section 6. *In the event a quorum is not present at a Board meeting, five or more Board members may reconstitute into a Committee of the Board to act for the Board and to perform official acts on behalf of the Board, subject to ratification by a quorum of the Board.*

Jacob requested the Board enact section six for this evening.

ACTION TAKEN: The Board approved enacting Section 6 of the Rappahannock Area Community Service Board’s Bylaws to reconstitute into a Committee of the Board. Moved by: Mr. Matt Zurasky   
 Seconded by: Mr. Greg Sokolowski

MINUTES, BOARD OF DIRECTORS, **February 20, 2024**   
  
The Board of Directors approved the minutes from the February 20, 2024 meeting.   
  
 ACTION TAKEN: The Board approved the February 20, 2024 Minutes Moved by: Ms. Claire Curcio  
 Seconded by: Mr. Ken Lapin

# PUBLIC COMMENT

No Action Taken

1. SERVICE AWARDS

Mr. Joseph Wickens recognized all employees with awards:

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| 5 years  **Karen McDonald,** Volunteer Peer Recovery Specialist  **Sequoria Morrell,** ID Residential Counselor  **Gina Piro,** Volunteer Peer Recovery Specialist  **Tracy Ringquist,** Volunteer Peer Recovery Specialist  **Carla Sears,** Volunteer Peer Recovery Specialist  10 years  **Jessica Cooper,** Utilization Review Specialist  **Anita Curley,** Nurse LPN  **Sumonia Howard,** ID Residential Counselor  **Holly Tallent,** Physical Therapist |

* BOARD PRESENTATION: ***Alternative Transportation Program Development, presented by: Gayle Paysour, Coordinator***

Ms. Paysour and Mr. Fry gave an overview of the Alternative Transportation program. They shared how alternative transportation is a relatively new concept for individuals under a temporary detention order (TDO). For many years, the responsibility for transporting individuals under TDO has fallen to law enforcement. Very long distances are traveled taking individuals to the accepting facilities. A timeline was given and showed how DBDHS started to study this issue in 2015 to see if there was an alternative workforce capable of doing this type of transport, safely and effectively. After a pilot in 2017, some initial funds became available in 2018 through the Appropriations Act. A contract was then signed with Allied Universal Security for transportation services. Today, over 7,000 transports have been completed since October 2019. Region 3 is the highest utilizer of the service (18% of TDOs in the Region are transported by Alternative Transportation). Ms. Paysour outlined two new pilot programs for alternative transportation. RACSB will be participating in the pilot specifically for transporting individuals with high acuity. Mr. Fry gave a demonstration on the types of restraints used in the high acuity pilot for the board. The board took a fifteen-minute break to view one of the transport vehicles that was on site.

1. CONSENT AGENDA

RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE

March 12, 2024 **Parcell**

* 1. Information Only – Extraordinary Barriers List
  2. Information Only – Independent Assessment Certification and Coordination Team Update (IACCT)
  3. Approved – Wolfe Street ICF Recertification Survey
  4. Approved – Wolfe Street ICF Life Safety Code Inspection Survey
  5. Information Only – February Waitlist
  6. Information Only – Information Technology/Electronic Health Record Update
  7. Information Only– Data Highlights Report
  8. Information Only –Legislative Priorities Report
  9. Information Only –Crisis Intervention Team Report
  10. Information Only –Emergency Custody Order/ Temporary Detention Order
  11. Information Only –Healthy Families Accreditation
  12. Information Only- Other Business

RECOMMENDED: FINANCE COMMITTEE March 12, 2024 **Zurasky**

* 1. Approved –FY2024 Women and girls Fund Grant, Healthy Families
  2. Information Only – Summary of Cash Investments
  3. Information Only –Summary of Investment Portfolio
  4. Information Only – Fee Revenue Reimbursement
  5. Information Only – Fee Revenue Reimbursement-without credits
  6. Information Only – Fee Collection YTD and Quarterly
  7. Information Only – Write-Off Report
  8. Information Only – Health Insurance Account
  9. Information Only – OPEB
  10. Information Only – Payroll Statistics
  11. Approved – Financial Summary

RECOMMENDED: PERSONNEL COMMITTEE March 12, 2024 **Curcio for Gayle**

* 1. Information Only –Summary – February 2024 EEO Report and Recruitment Update
  2. Information Only – Open Positions Report
  3. Information Only – Summary – Retention Report – February 2024

ACTION TAKEN: The Board approved the consent agenda with the exception of B.1 and B.11.

Moved by: Mr. Ken Lapin  
 Seconded by: Ms. Claire Curcio

ACTION TAKEN: The Board approved B.1 of the Consent Agenda, Healthy Families Women and Girls Fund Grant.

Moved by: Mr. Matt Zurasky  
 Seconded by: Mr. Greg Sokolowski

ACTION TAKEN: The Board approved B.11 of the Consent Agenda, the Financial Summary.

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

1. REPORT FROM THE EXECUTIVE DIRECTOR
   1. Mr. Wickens introduced the new HR Director, Mr. Derrick Mestler, to the board.
   2. Mr. Wickens announced there will be another board tour on April 23, 2024, from 9:30am to 2:00pm and invited all board members to join. The tour will focus on our programs and facilities in Spotsylvania County.
   3. Mr. Wickens shared that currently we have eight board members and ten staff members joining the VACSB Conference in May. Given the large number of people attending, he reviewed alternative dinner plans for both evenings.
   4. Mr. Wickens shared that last month he reported we will be receiving $6 million dollars from DBDHS for the CRC, but in actuality it will be $6.5 million dollars.
2. REPORT OF THE DIRECTORS AND COORDINATORS
3. **Clinical Services** – Ms. Kobuchi shared that they have had a lot of success in hiring therapists and she believes it is due to the compensation study so she thanked the board. She went on to say that they have a new person at the jail and they filled the Caroline County therapist position, which have both been very hard positions to fill. It’s also graduation time and they have interns applying so they are very happy.
4. **Human Resources**- Mr. Mestler thanked Teresa for the very heavy load that she has been carrying in the absence of an HR Director.
5. **Finance**- Ms. Cleveland said they hired a new accounting specialist that will start April 1st. They are still actively looking to hire an accounting manager/coordinator that will take a lot of stress off of Ms. Cleveland’s position but they are not going to fill it with just anyone. It’s taking some time to fill the position and it’s deliberate because they want to find the right person.
6. **Compliance**-Ms. Terrell shared that the team is excited because they have made their root cause analysis form electronic.
7. **Public Information** – Ms. Umble had nothing to add.
8. **Prevention** – Ms. Wagaman not present
9. **Community Support Services** – Ms. Jindra shared that the Leeland group home is reopening and they are very pleased. They are still in need of staffing for that program but they do have a manager, and an assistant manager. There will be two new residents. Also, RAAI has its upcoming Garden Party on April 18th please come and join us. PSH expansion request was adjusted, although they will still plan on adding 25 additional beds which will bring them up to 90 beds. ACT moved to using Altruix Pharmacy in the last month and they are very pleased so far, very responsive. Art of Recovery kicks off in May.
10. **Deputy Executive Director –**
    * Ms. Williams touched on prevention in the absence of Michelle Wagaman. She mentioned the upcoming Healthy Families Gala on April 26th and encouraged all to join. She also shared the success we are having with the Youth Survey that the State is doing. We have received over 300 responses, the highest number in the state. Congratulations to Michelle and her team.
    * With Trac-It, we continue to work through providing suggestions and guidance to CCS, there have been other credible CSBs who have been told they are putting the trac-it E.H.R. extract on the back burner in lieu of other state reporting. Systems are starting to recognize the crunch that Trac-It data requirements are causing.
    * There are now four CSBs active or in transition to using Netsmart’s myAvatar. We have started our own Virginia User Group. For the data exchange project DBDHS is funding this but asked for one CSB to take the lead for vendor and we are going to do that. We are meeting with the other CSBs and with Netsmart to ensure they have had all their questions answered and we remain ahead of the game.
    * Ms. Williams shared that we graduated our first cohort of interns in February and on Monday we started our second group. The final number of participants is twelve, so we doubled the first group.
    * Mr. Lapin asked if there is a training plan for these interns. Ms. Williams said the interns are placed in various programs within the organization. In order to reduce administrative effort on supervisors, they just provide the work experiences and tailor those experiences to the desires of the student. There is a full curriculum which ties each one of the curriculum modules to their experience so that the students get the full perspective. Mr. Sokolowski asked if they are paid. Ms. Williams confirmed they are paid.
11. BOARD TIME
12. Ms. Boerner, welcome to Mr. Mestler and thank you for the presentation it was wonderful.
13. Ms. Curcio, welcome to Mr. Mestler and thank you for the presentation it was wonderful.
14. Mr. Zurasky believes it is time to revisit our bylaws, we are referencing a department that doesn’t exist any longer, and there is terminology we don’t use anymore on top of that we don’t function like we did fifteen or twenty years ago. **Mr. Parcell said this would be best discussed in the Executive Committee, he said that he would take the suggestion to Chairwoman, Ms. Beebe, and then they can discuss it.**
15. Mr. Sokolowski, glad to hear the second group of interns has started and also happy to hear that we found an extra $500k for the CRC. Mr. Sokolowski asked that the phone list in the board room is updated to current names and numbers.
16. Mr. Lapin, welcome to Mr. Mestler. Mr. Lapin was at a police function last night and the police officer that works the CRT program with our person was very effusive about the program and the way it was working. He also saw the CRT counselor as well.. Also, I’m very happy about the Germanna Intern program, a big kudos to Brandie because Germanna speaks very highly about her. Good job.
17. Mr. Parcell thank you staff for all of your hard work, we appreciate it. To the other board members, thank you for your occasion these past months for great recommendations for things to approve.
18. CLOSED MEETING – VA CODE § 2.2 – 3711 A (4), A (7), and A (15)

Mr. Parcell requested a motion for a closed meeting.

It was moved by Mr. Parcell and seconded by Mr. 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, Mr. Parcell 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:

Glenna Boerner – Voted Aye Greg Sokolowski – Voted Aye

Claire Curcio – Voted Aye Kenneth Lapin – Voted Aye Jacob Parcell – Voted Aye Matt Zurasky – Voted Aye

The motion was unanimously approved.

ADJOURNMENT

The meeting adjourned at 6:55 PM.

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Board of Directors Chair Executive Director