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| April 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 **April 16, 2024, at 600 Jackson Street** and called to order by Chair, Nancy Beebe. *Attendees included*: Glenna Boerner, Claire Curcio, Kenneth Lapin, Gregory Sokolowski, Matt Zurasky, Jacob Parcell, Susan Gayle, Carol Walker, Melissa White, and Bridgette Williams. *Not present*: Sarah Ritchie, and Shawn Kiger.

MINUTES, BOARD OF DIRECTORS, **March 19, 2024**   
  
The Board of Directors approved the minutes from the March 19, 2024 meeting.   
  
 ACTION TAKEN: The Board approved the March 19, 2024 minutes Moved by: Ms. Ken Lapin  
 Seconded by: Ms. Claire Curcio

MINUTES, BOARD OF DIRECTORS, **February 20, 2024**   
The Board of Directors recertified, with a full board present, the minutes from the February 20, 2024 meeting. *On February 20, 2024 the Board was reconstituted into a Committee of the Board under Section 6.*   
  
 ACTION TAKEN: The Board recertified, with a full board present, the February 20, 2024

minutes

Moved by: Mr. Ken Lapin  
 Seconded by: Ms. Melissa White

# PUBLIC COMMENT

No Action Taken

1. SERVICE AWARDS

Ms. Brandie Williams recognized all employees with awards:

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| Employee of the Quarter  **Kelli Lawrence-Byrd**, Purchasing Specialist  5 years  **Susan Calhoun Sousie,** Volunteer Peer Recovery Specialist  **Christina Leonard,** MH Specialist PACT  10 years  **Karla Lewis,** Therapist, Emergency Services |

* BOARD PRESENTATION: ***Rapid Revive Training,*** *presented by: Ms. Michelle Wagaman, Prevention Services Director*

Ms. Wagaman went over the uses for Naloxone, a Harm Reduction Strategy for Opioid Overdose. She began by defining Opioids, which are in a class of drugs that interact with nerve cells that have the potential to reduce pain. Ms. Wagaman described an opioid overdose, when too many opioids fit into too many brain receptors slows and stops the breathing. Naloxone is a medication designed to rapidly reverse opioid overdose. Ms. Wagaman shared a Naloxone sample with the Board for them to take home with them. She demonstrated how to use the Narcan nasal spray and the steps to respond to an opioid overdose and noted if you must leave an unresponsive person at any time, put them in the recovery position.

1. CONSENT AGENDA(S) MARCH 12. 2024 AND APRIL 9, 2024   
     
   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 recertified, with a full board present, the consent agenda with the exception of B.1 and B.11.

Moved by: Ms. Carol Walker  
 Seconded by: Mr. Jacob Parcell

ACTION TAKEN: The Board recertified, with a full board present, B.1 and B.11 of the Consent Agenda, Healthy Families Women and Girls Fund Grant and the Financial Summary.

Moved by: Mr. Matt Zurasky  
 Seconded by: Ms. Claire Curcio

1. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE

April 9, 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. Approved – Myers Update
  6. Information Only – March Waitlist
  7. Approved – Licensing Reports
  8. Information Only – Quality Assurance Report
  9. Information Only – Information Technology/Electronic Health Record Update
  10. Information Only – Data Highlights Report
  11. Information Only – Legislative Priorities Report
  12. Information Only – Other Business

RECOMMENDED: FINANCE COMMITTEE April 9, 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. Approved– Financial Summary
  11. Approved - Application for STEP-VA Enhancement Funds
  12. Approved – State Opioid Response (SOR) Supplemental Funding Request
  13. Approved – OBRA Reallocation Grant Opportunity
  14. Approved – DBHDS Crisis Funding Award
  15. Approved – DBHDS CB Substance Use Disorder Treatment Services Funding
  16. Approved – DAP Flexible Funding Award

RECOMMENDED: PERSONNEL COMMITTEE April 9, 2024 **Walker for Gayle**

* 1. **Follow Up Board** - *No Quorum Present* - USI Benefits Renewal Presentation
  2. Information Only –Summary –March 2024 EEO Report and Recruitment Update
  3. Information Only – Open Positions Report
  4. Information Only –Summary – Retention Report –March 2024

ACTION TAKEN: The Board approved the Consent Agenda with the exception of C.1.

Moved by: Mr. Matt Zurasky  
 Seconded by: Ms. Claire Curcio

ACTION TAKEN: The Board approved C.1 of the Consent Agenda, USI Benefits Renewal Presentation.

Moved by: Ms. Susan Gayle  
 Seconded by: Ms. Carol Walker

1. REPORT FROM THE EXECUTIVE DIRECTOR
   1. On behalf of Mr. Wickens, Ms. Brandie Williams reminded the board that there is a board tour scheduled for Tuesday, April 23rd and encouraged all board members to participate. She said at this time we have only one board member signed up to attend. She asked that members please let us know if they are interested, if there is something we can do to make the tours more convenient for them, or if they have any suggestions for the tours. She said that the facilities and staff get very excited to receive the board for these tours.
   2. On behalf of Mr. Wickens, Ms. Brandie Williams announced that they are very excited at how many board members are planning on participating in the upcoming VACSB conference in May. Due to the large group, Joe will host only the board members for the first evening’s dinner at the conference. Reservations have been made at Capo Capo Restaurant located inside the Norfolk Waterside Marriott- where the conference is being held. Please meet Joe in the lobby at 6:15pm for a 6:30pm dinner reservation. Mr. Sokolowski asked that the agenda for the conference be forwarded to him.
   3. On behalf of Mr. Wickens, Ms. Brandie Williams provided an update on a construction concern that took place at one of our group homes, Devon Group Home. During a routine pest control visit, a representative was in the attic spraying for insects when they stepped on a pipe and caused it to burst. The burst pipe caused extreme water damage and the ceiling to collapse in two places. Repairs have begun, although all of the residents from the home had to be moved to hotel suites- which is at the cost of PermaTreat. Until the home is appropriately repaired, the residents will be cared for at the hotel suites.
   4. On behalf of Mr. Wickens, Ms. Brandie Williams provided an update on the 700 Kenmore Avenue renovation which is changing programs. She advised that the Early Intervention program (PEID) that has been at 700 Kenmore is now moving to Carr Drive (where Healthy Families used to be) and should be in place by 4/22/24. In the interim, construction is taking place at 700 Kenmore Drive to prepare for the incoming MH Case Management and the Emergency Services teams, construction to be completed by 5/5/24. Ms. Williams explained that as we have reached maximum capacity at 600 Jackson Street, we are using this opportunity to renovate and create new opportunities at 700 Kenmore. Ms. Williams reminded the board that we received funding to fund the complete renovation through one-time DBHDS-approved DAP flexible funding.

Mr. Zurasky asked if it’s a possibility and if we were going to use some of these renovations as a dry run for the CRC. Ms. Williams said it’s not just a possibility, it’s a plan. She added we are really excited to get into that space and explore different possibilities.

1. APPOINTMENT OF OFFICERS

Ms. Beebe announced that it was time to nominate officers of the Board. She said that historically, we have nominated officers for two years of service. She asked if the board wanted proceed with the current officers continue to serve another year. If not, we would need to elect a nominating committee. Mr. Lapin asked if the Executive Committee had met and put together a recommendation. Ms. Beebe said no. Ms. Curcio asked if the current officers were willing to serve another term. All members confirmed they were willing to serve another term. Ms. White said she believes the current officers have done a good job, and are continuing to do a job so they should continue. Ms. Beebe asked for a motion to nominate current officers to serve another year. **Ms. Williams said the vote on each officer is to be taken during the June Board meeting.**

ACTION TAKEN: The Board approved the renomination of officers of the board, Ms. Nancy Beebe, Chair, Mr. Jacob Parcell, Vice Chair, and Mr. Matt Zurasky, Secretary, for one more term.

Moved by: Ms. Melissa White

Seconded by: Ms. Susan Gayle

1. REPORT OF THE DIRECTORS AND COORDINATORS
2. **Clinical Services** – not present
3. **Human Resources**- Mr. Mestler said it was Ms. McDonell’s last board meeting and he thanked her for all of her hard work and support in the transfer of duties.
4. **Finance**- Ms. Cleveland announced it was her last board meeting because she is leaving the agency. She wished everyone well and thanked the board for all of their support. She said she will be on the lookout for great things from the agency.
5. **Compliance**-Ms. Terrell had nothing more to report.
6. **Public Information** – Ms. Umble reminded the board about the upcoming Garden party and fundraiser for RAAI on April 18, 2024. There is still time to get tickets.
7. **Prevention** – Ms. Wagaman reported on events attended over the past week and in the coming weeks.
8. **Community Support Services** – not present
9. **Deputy Executive Director –**Ms. Williams had nothing more to report.

1. BOARD TIME
2. Ms. White, thanked everyone, but in particular Michelle Wagaman, for getting Teen Mental Health First Aid into their school (Caroline High School) next year, all tenth graders will be trained. Thank you, Michelle!
3. Ms. Gayle, also thanked Michelle Wagaman for the Teen Mental Health First Aid in their school, she said that was a highlight for her day. She went onto thank everyone for all of their hard work.
4. Mr. Parcell thanked everyone for their hard work, in particular compliance**.** He said it was a great presentation by Ms. Wagaman and also thanked Ms. Cleveland for all of her professionalism and hard work.
5. Ms. Curcio said thank you to those willing to serve again as officers, and wished Ms. Cleveland the best of luck.
6. Ms. Walker echoed the same as Ms. Curcio and complimented those who worked on the insurance and benefits recommendations, she said it was huge and a great service to the staff.
7. Ms. Boerner said thank you to Ms. Wagaman for the presentation and wished Ms. Cleveland luck in her future endeavors.
8. Ms. Beebe said she always learns new information from Ms. Wagaman and she appreciated the presentation, thank you.
9. Mr. Sokolowski said he was sad to find out about Ms. Cleveland but wished her all the luck.
10. Ms. Williams wished Ms. Cleveland good luck in her new job, and said the team did a great job in providing for the employees when it came to the insurance and benefits recommendations.
11. Mr. Zurasky said thank you to Ms. Wagaman for the presentation and for the kits to take with us. He thanked Tina for her service and said one of the key accomplishments under her was having put our funds into actual money-making position. Also, the very strong relationship with our bank reflects strongly upon her.
12. Mr. Lapin said he is proud of the work Ms. Cleveland has done and said she has sincerely professionalized the accounting and finances in this organization and he thanked her for that. He wished her all the best and said he will miss her and her smiling face. He wished everyone else the best.

ADJOURNMENT

The meeting adjourned at 6:04 PM.

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Board of Directors Chair Executive Director