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| May 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 **May 21, 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, Sarah Ritchie, Carol Walker, and Shawn Kiger *Not present*: Melissa White, Susan Gayle, and Bridgette Williams.

MINUTES, BOARD OF DIRECTORS, **April 16, 2024**   
  
The Board of Directors approved the minutes from the April 16, 2024 meeting.   
  
 ACTION TAKEN: The Board approved the April 16, 2024 minutes Moved by: Mr. Greg Sokolowski  
 Seconded by: Ms. Glenna Boerner

# PUBLIC COMMENT

No Action Taken

1. SERVICE AWARDS

Mr. Joe Wickens recognized all employees with awards:

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| 5 years  **Nichole Inbody,** MH Residential Specialist, Crisis Stabilization PRN  **Teresa Walker,** ID Support Coordination  10 years  **Raven Neal,** Assistant Coordinator, Day Support |

* BOARD PRESENTATION: ***Accessing Emergency Mental Health Services,*** *presented by: Ms. Jacqueline Kobuchi, and Ms. Natasha Randall*

Ms. Kobuchi took the Board through the different steps of accessing emergency mental health services.

* 24-hour emergency service number
* Voluntary access
* Emergency Custody Orders
* Legal Criteria for a Temporary Detention Order (TDO)
* Psychiatric Inpatient Care
* State Psychiatric Hospitals
* Commitment Hearings
* Differences for Minors

1. CONSENT AGENDA   
   RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE

May 14, 2024 **Boerner**

* 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 –Section 8 Vouchers
  6. Information Only – Sunshine Lady House Medically Managed Detox
  7. Information Only – April Waitlist
  8. Approved – Licensing Reports
  9. Information Only – Quality Assurance Report
  10. Information Only – Information Technology/Electronic Health Record Update
  11. Information Only –Legislative Priorities Report
  12. Information Only- Other Business

RECOMMENDED: FINANCE COMMITTEE May 14, 2024 **Lapin**

* 1. **Follow up Board** – *No Quorum Present* – Presentation- Financial Audit, Robinson, Farmer & Cox
  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. **Follow up Board** – *No Quorum Present* - Financial Summary
  12. Information Only – Workforce Classification & Compensation Update

RECOMMENDED: PUBLIC INFORMATION/PREVENTION COMMITTEE

May 14, 2024 **White**

* 1. Information Only – May Website Report
  2. Information Only – Social Media Report
  3. Information Only – Spark Report
  4. Information Only – Virginia Young Adult Survey Update
  5. Approved – Rotary Grant Application, Healthy Families
  6. Approved – City Arts Grant – Rappahannock Area Kids on the Block

RECOMMENDED: PERSONNEL COMMITTEE May 14, 2024 **Gayle**

D.1 Information Only - Summary –April 2024 EEO Report and Recruitment Update

D.2 Information Only – Summary – April 2024 Retention and Turnover Report

D.3 Approved – Cultural Competencies – Annual Demographics

D.4 Information Only – Open Enrollment 2024 Update

RECOMMENDED: EXECUTIVE COMMITTEE MEETING May 6, 2024 W**ickens**

E1. Information Only – Board Presentation

E2. Approved – FY2024 Work Plan Review

E3. Information Only – RACSB Bylaws Review

ACTION TAKEN: The Board approved the Consent Agenda with the exception of B.1 and B.11.

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

**FOLLOW UP**: The Board deferred approval of B.1 until June meeting when all members have had time to review the financial audit report.

Moved by: Mr. Matt Zurasky

Seconded by: Mr. Jacob Parcell

ACTION TAKEN: The Board approved B.11 of the consent agenda.

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

1. REPORT FROM THE EXECUTIVE DIRECTOR
   1. Mr. Wickens updated the Board on the city tours. Since the last meeting they have had two more tours for a total of three tours that involves four city council members: Mr. Will Mackintosh, Mayor Kerry Devine, Ms. Jannan Holmes and Mr. Tim Duffy. He thanked Board members Ms. Curcio, Mr. Parcell and Mr. Lapin for their participation in the tours. Mr. Wickens felt the tours gave an excellent overview of many of the services we offer. The goal is to establish relationships and we are doing that. He said that the councilors knew a lot about RACSB already, which is good.
   2. Mr. Wickens informed the Board that we have put in a Request for Proposal (RFP) for architectural services for a 5-year term contract because the current contract is expiring. There were ten applicants. We interviewed four, narrowed it down to two that we are going with; one is Worley & Associates which employs Mr. Bill Loving, a long-time architect of the agency. The second is PF&A. We are currently negotiating the contract. Mr. Wickens said we also put an RFP for pharmacy services. He said we have been using Genoa downstairs for a number of years and the rider contract with Fairfax CSB expired so we decided to take another look at it and see what other options there are that could better meet our current and future needs. Current contract expires June 30th.
   3. Mr. Wickens gave an update on the open finance director position. He said they’ve screened approximately 80 applicants, scheduled interviews for six of them, met with four of the candidates and they are down to one final one that they are checking references on to pursue.
   4. Mr. Wickens announced that 700 Kenmore Avenue renovation has been completed. Both emergency services and mental health case management have successfully moved there from the Fredericksburg Clinic. This has opened up approximately 17 additional work spaces at the Fredericksburg Clinic.
   5. Mr. Wickens proposed that this year’s summer break for the Board be in the month of July (no committees or Board meeting). All were in agreement.

A further discussion about committee/Board meetings ensued. Mr. Zurasky asked if we could combine Prevention/Public Information with Program Planning meeting. He said that if we do that, can we have them after hours, or in conjunction with the Board meeting. He said there are several options and proposed a discussion on the best way forward. Mr. Wickens added that one idea was an earlier start time of 9:00am. Mr. Zurasky said they also used to have meetings on alternate days. Mr. Kiger said it’s just difficult for him during the daytime to be available, he also has a long commute. Mr. Lapin asked if we are required to meet every month as a Board. Mr. Wickens said he needs to check the bylaws and code for the minimum number of Board meetings. Ms. Curcio stated she feels she is getting a lot of useful information currently and she would really be hesitant to cut back on meetings. She said she would be happy to start earlier if that’s what was decided. Mr. Wickens noted that the main concern is attendance, and the main focus that results in any change should be to increase attendance. Mr. Zurasky said that the bylaws say the Board meets monthly but they don’t say anything about the committee meetings. Ms. Beebe said we will have to look into the codes. Mr. Wickens said that the codes have specific requirements of which sometimes the bylaws do not have.

Ms. Walker said another suggestion is that since we do not have enough people normally (a quorum) to vote on the financial package at the committee meetings, maybe if we include finance with the Board that will alleviate some of the issues. Ms. Beebe replied that they plan to increase the number of members on the committees so that should help. Mr. Wickens said the bylaws are also going to be updated by the executive committee and they are going to rewrite what a quorum is therefore, it should be easier to vote. Mr. Zurasky said that Ms. Walker had a good point about having the finance committee happening during the Board meeting. Ms. Ritchie said that having a virtual option would be helpful for her. Mr. Parcell agreed and said is there a way to listen and hear the information but not be a part of the quorum. Mr. Wickens said we could set that up easily. Mr. Kiger asked if we have ever had the committee meetings and the Board meeting on the same day. He said that it would be easier for him to attend if it were all in one day/evening.

Mr. Zurasky suggested we put an email together to all members proposing the meetings be held on one day beginning at 3pm and see what the feedback is. Mr. Zurasky also added that for program planning and evaluation we follow more the financial summary flow of programs to review- so we hear from everybody. Mr. Wickens to put together an email for Board members not present asking them about their preference for Board meeting time/dates and whether they would prefer to have July or August off. Mr. Wickens suggested that we do not make any changes with meeting structure until August, all agreed.

1. REPORT OF THE DIRECTORS AND COORDINATORS
2. **Clinical Services** –Ms. Kobuchi shared that the new renovation/expansion of 700 Kenmore has been good for the medical team and outpatient therapy, much more room for them to do their work. They are excited about that. Ms. Kobuchi said that other good news is that they are seeing an increase in applicants and have filled some positions that have been vacant for a very long time. Emergency Services was one of their least staffed programs and they will have all of their ES therapist positions filled after orientation next week.
3. **Human Resources**- nothing more to add
4. **Finance**- not present
5. **Compliance** – Ms. Terrell said her new compliance coordinator started and is already commenting how busy the department is. She also said they are in round six of an audit done by DBDHS and so this is the sixth time this audit is being done since 2020, different clients, same audit. They have been working hard on that.
6. **Public Information** – Ms. Umble said that the fiscal year will be ending soon and the annual report will be due, she is going to be asking Board members what their “why statement” is - what they might want to say. Stay tuned.
7. **Prevention** – Ms. Wagaman said she handed out family conversation card packs that they are doing as part of their connectedness campaign – *screens down eyes up* – there has been other social media about this and other deliverables such as yard sides, coasters, chalks, stencils, other things to put up in the communities. Ms. Wagaman also announced that it is event season and her team are very busy attending events. A lot of community events and a lot of good engagement and thoughtful conversations with individuals in the community. Lastly, Ms. Wagaman shared that the grey machines/the skill machines in the convenience centers remain illegal at this time according to the Governor although she does anticipate additional legislature being proposed next session of the General Assembly. If you see the machines call the state police because they are illegal at this time.
8. **Community Support Services** – Ms. Jindra highlighted Kenmore Club’s Art of Recovery is on now at the downtown library. Friday is the last day. It’s from 5pm-9pm. Artwork will also be on sale. Additionally, Ms. Jindra shared that Stafford schools is adding a career technical pathway that is focused on mental health and behavioral health. Ms. Jindra had an opportunity to go out to California with them to tour three high schools with them that had implemented a behavioral health track. It changed the entire tone of the high schools, she said it truly changed everything. Students are presenting to other students on behavioral health, and mental health, 988 call line, substance use. They have wellness rooms in the high schools for students to have access to QMHP staff or staff that were working on their licensing for residents and counseling. She said it was a really nice way of integrating mental and behavioral health into the school culture. She continued that Stafford is looking at adding something like that and its through the Claude Moore foundation which is the same foundation that supports Germanna’s behavioral health program. She said this will be an interesting overlay with our agency and an opportunity for us on educating and supporting students there. It’s starting at Brook Point.   
     
   Mr. Wickens added that he wanted to also mention that Ms. Jindra recently graduated from Leadership Fredericksburg which is through the Chamber of Commerce. It’s a nine- month program. The group congratulated Ms. Jindra.
9. BOARD TIME
10. Mr. Lapin, thank you for all you do.
11. Mr. Parcell said thank you Joe and staff for setting up the city council meetings with the City of Fredericksburg council members and the mayor. All the facilities were clean and staff were a good representation. He thought it went very well. Welcome back Sarah. Thank you all for all the work you do.
12. Mr. Shawn Kiger thank you for all you do.
13. Ms. Beebe great job everyone.
14. Mr. Zurasky apologized for being late. He asked about the other city councils and if we wanted to meet with them since the meetings with Fredericksburg went so well. Mr. Wickens said that is the plan. Mr. Zurasky said thank you all for what you do and also welcomed Sarah back.
15. Mr. Sokolowski very proud of you guys.
16. Ms. Walker thank you for all you do.
17. Ms. Curcio apologized for being late, and she told Ms. Umble she really liked her article in the newspaper.
18. Ms. Ritchie thanked the prevention team for participating in the career discovery day at her school. All the kids really liked it, it was well received, the kids wore their stickers the rest of the day.

ADJOURNMENT

The meeting adjourned at 6:41 PM.

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Board of Directors Chair Executive Director