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# October 2024 Board of Directors Meeting Minutes

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## I. CALL TO ORDER

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held on October 15, 2024, at 600 Jackson Street and called to order by Chair Nancy Beebe at 3:00 p.m. *Attendees included:* Nancy Beebe, Glenna Boerner, Claire Curcio, Jacob Parcell, Shawn Kiger, Greg Sokolowski, Carol Walker, Melissa White, Susan Gayle, Bridgette Williams, Sarah Ritchie, and Matthew Zurasky. *Not Present:* Kenneth Lapin

## II. MINUTES, BOARD OF DIRECTORS, September 17, 2024

The Board of Directors approved the minutes from the September 17, 2024 meeting.

**ACTION TAKEN:** The Board approved the September 17, 2024, minutes

Moved by: Ms. Melissa White

Seconded by: Ms. Carol Walker

## III. PUBLIC COMMENT

No Action Taken

## IV. SERVICE AWARDS

Mr. Joe Wickens recognized all employees with awards:

### 5 years

**Portia Bennett**, Coordinator, MH/SA Jail/JUVDET RRJ

**Gifty Kubithrash**, DSP, Stonewall

**Monica Robinson**, Speech & Language Pathologist PEID

### 10 years

**Nathan Reese**, IT Coordinator

### 30 years

**Darcy Vinciguerra**, Developmental Services Support  
Coordinator

## V. EMPLOYEE OF THE QUARTER, **Tamra McCoy**, ACT Coordinator

## VI. BOARD CORE BEHAVIORS, Mr. Parcell reminded the members of the Board of the Board Core behaviors and that the group align as a Board on these core behaviors to champion throughout their time at the Board meeting, and also outside of it. Behaviors include: Being open and honest with each other, being candid with

candid conversations, making sure to ask the tough questions and finally, making sure all decisions are based on taking the organization to the next level.

## VII. BOARD PRESENTATION: RACSB Local Funding Request FY2026, *Ms. Brandie Williams*

Ms. Williams shared that every year we have a local funding application. Local funding serves as part of our budget and to receive this we do a joint application that is electronically submitted to all of our localities. We tie our additional request for local funding to a specific purpose. The purpose of her presentation is to outline RACSB's strategy or the request that is due October 21, 2024 to the localities for FY2026. Ms. Williams went over the priorities and gave the Board a platform to advocate for with their local Board of Supervisors and City Council, to continue to support our request.

Ms. Williams continued that RACSB requests local funding to support the Mental Health and Substance Abuse programs. RACSB request total funding of \$2,185,000 for fiscal year 2026, from the Counties of Caroline, King George, Spotsylvania, Stafford and the City of Fredericksburg. RACSB is requesting \$235,062 (12.5%) additional funding across all localities over last year's approved to maintain the current salaries.

## VIII. PROGRAM REPORTS

### A. COMMUNITY SUPPORT SERVICES, *Ms. Amy Jindra*

1. Ms. Jindra gave an overview of her program: DD Residential Services, MH Residential as well as the ACT Team have all transitioned to the use of the Altruix Pharmacy and it's going very well. They are expanding the Merchant's Square program to another two unit's total. Myer's hit 37.9% utilization in September (goal is 40%). Tamra and Steve have become PCT coaches which is a great resource for our Bachelor level and entry level positions, it offers great training. RAAI has hit 114 individuals in enrollment. RAAI's trunk and treat will be held on October 20<sup>th</sup> at 5pm at Kings Hwy. They are also doing a Fall plant sale right now. PEID hit 533 children enrolled in services currently.
2. Developmental Disabilities Residential Services Update- Ms. Jindra referred to report that gave overview of enrollment and vacancies of DD Residential Services.
3. Mental Health Residential Services – Ms. Jindra shared that this includes Permanent Supportive Housing, Supported Living as well as Transitional Beds (which is hospital transition). DBHDS has awarded us a certain amount of money to hold beds for people transitioning from the hospital. Ms. Jindra went over graph showing vacancies and referrals. Currently we have five beds that are for transition that are vacant. For Permanent Supportive Housing (PSH) we have 19 individuals that are waiting for housing 31 available slots and 60 individuals that are currently housed by PSH. Mr. Parcell asked why there were 19 individuals waiting if we have 31 available slots. Ms. Jindra said that the typically the biggest barrier is housing units. Many people on the waitlist have poor rental history, poor financial history, legal involvement, so it's the logistics of the matter that holds it up.
4. Sunshine Lady House Utilization – Ms. Jindra shared that the utilization for September was notably lower. There were less referrals. Their goal is 75%. Ms. Jindra said that October looks much better. Ms. Jindra said that the five day stay creates a totally different vacancy on rotation than the previous 14 day stay they used to have. They cycle much quicker with a five day stay and consequently the vacancy is higher.

5. Title VI Plan Updates for Transportation – Ms. Jindra began by explaining the document and how every year that we apply for the DRPT Transportation Grant where we get three to four vehicles at 80% of value. DRPT is under the Federal Transportation and consequently they require that we have policies in place that protect against discrimination. Title VI requires that we have policies and procedures that allow for us to protect individuals from any potential discrimination. This requires Board approval as well as the Chairpersons signature on the document.

Mr. Zurasky commented that he had a number of questions on the document. He asked if this plan and procedures is just for specialized transportation. Ms. Jindra said it was. Mr. Zurasky said that isn't made clear throughout the document. He said it fluctuates back between the agency and specialized transportation. He went on to say that if he reads the introduction correctly it doesn't say that Title VI needs to be just for the specialized transportation it just needs to know that specialized transportation falls under a Title VI procedures document. He said he believes we would better off if we had an agency policy that said here are policies and procedures and those procedures could be calling out specialized transportation, calling out housing and other things, so that we wouldn't be confused where the boundaries are.

Ms. Terrell gave some background of the creating of the document. Mr. Zurasky said that he believes the document needs to be reworked/rewritten. Mr. Wickens asked Ms. Terrell that given this is a federal document, is there room to make these kinds of accommodations in the document. Ms. Terrell said that this is how we received the document but that she believes changes could be made.

Mr. Zurasky said that he believes it would be best if we could have a Title VI plan and procedures for RACSB and then have transportation be able to refer to that. He believes it should be rewritten at the agency level.

Ms. Curcio asked that if we rewrite the document at an agency level will it have what it needs to meet the federal requirements.

Mr. Wickens asked when the document is due. It is assumed it's due this month. He asked if we have time to go through this but asked if we need an approval on this document first and then do the revision.

Ms. Walker asked if you could have an appendix that would address the revisions without having to rewrite the document.

Ms. White said if it is a deadline crunch, she recommends getting Mr. Zurasky's notes because he has a lot of good notes he has taken on the document and information that should be considered.

Mr. Zurasky said this needs to be done now. It shouldn't wait. He's uncomfortable with it the way it is. Other members of the Board agreed. It was decided to accept the current document with the understanding that the document would be revised in 90 days.

**ACTION TAKEN:** The Board approved the Title VI Plan Updates for Transportation with the intention of revising the document in 90 days.

Moved by: Ms. Claire Curcio  
Seconded by: Ms. Carol Walker

The Motion passed 8-4 (Voting yes: Ms. Beebe, Ms. Curcio, Ms. Walker, Ms. Ritchie, Ms. Boerner, Mr. Parcell, Mr. Kiger, Ms. Gayle; Voting no: Mr. Zurasky, Ms. White, Ms. Williams, Mr. Sokolowski)

**ACTION TAKEN:** The Board agreed that by the January 2025 Board meeting the Title VI document will be revised to be an RACSB agency plan and procedures document.

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

**B. CLINICAL SERVICES, Ms. Jacque Kobuchi, Ms. Donna Andrus, Ms. Nicole Bassing**

1. Ms. Kobuchi gave highlights of her program. Two clinicians from the children's services clinic and our clinic coordinator in Fredericksburg went to James Monroe High School to support mental health and suicide awareness event. They also had their very first hearing voices day celebration downtown which was very successful. They have filled a number of very hard to fill positions in their substance abuse programs. We have a new co-worker therapist who started on October 16<sup>th</sup>. We also filled our assistant coordinator for substance services who will work with our global MAT program that they are developing. They also filled their lead Veteran's therapist position and she will start in October.
2. Outpatient Waitlist and Same Day Access – Ms. Kobuchi shared that there are two clinics right now with waitlists. Stafford Clinic has 89 individuals on the waitlist and Spotsylvania has 31. They saw a significant increase in the number of individuals seen in same day access, Caroline starting picking up and they also saw an increase in the other clinics as well. Ms. Kobuchi said that their goal is to have no waitlist by January. Stafford biggest demand, not as many private providers and so they are seeing a big increase in people who have resources but can't find a provider.  
Mr. Zurasky asked how confident Mr. Kobuchi would be that the waitlist would be eliminated by January. Ms. Kobuchi said 90%. It depends on if we have any other individuals resign, which she doesn't foresee happening. Mr. Zurasky said he thinks that would help when we go to present to the Board of Supervisors because we're showing a negative number in the number of people so if we could have a timeline when we were really bad and now were working up, were back to our goal by then, it would help us in our negotiations.
3. State Hospital Census Report – Ms. Kobuchi took the Board through the report. She stated that we currently have 35 individuals residing at state hospital's receiving treatment. Nine of those are new this past month and twelve people were discharged. Then we have individuals that were civilly admitted there (that means that the ES team got a TDO for them to be admitted there). There are also individuals under NGRI (Not Guilty by Reason of Insanity) they tend to

take a longer time to get out because it's a strenuous process to get them discharged. There are nineteen individuals there right now that are under forensic admissions, those are individuals admitted through the jail but were not able to be maintained in the jail system so they will be medically stabilized and then returned to the jail for those criminal charges they have waiting for them. There are two individuals on the extraordinary barriers list who are hospitalized at Western State Hospital and Northern Virginia Mental Health Institute.

4. Emergency Custody Order (ECO)/ Temporary Detention Order (TDO) Report – September 2024. Ms. Kobuchi stated that Emergency Services staff completed 155 emergency evaluations in September. Sixty-eight individuals were assessed under an emergency custody order and sixty-eight total temporary detention orders were served of the 155 evaluations. Staff facilitated two admissions to the state hospital, which was one admission to Southern Virginia Mental Health Institute and one admission to Western State Hospital. A total of twenty individuals were involuntarily hospitalized outside of our catchment area in September. Eighteen individuals were able to utilize alternative transport. Two individuals were unable to utilize alternative transport due to post-commitments. Data reports submitted.
5. CIT and Co-Response Report- Ms. Kobuchi reported that the CIT Assessment Center served 20 individuals in the month of September. She took the Board through a chart indicating the number of Emergency Custody orders by locality, those that were able to be transferred into CAC custody, and those who could have used the assessment center if there was additional capacity.
6. C&A case Management Residential Placement Quarterly Report – Ms. Andrus presented that the Child and Adolescent Case Management has set the goal of tracking data and outcomes for children placed in out of home placements with the goal of reducing the number of children placed in out of home placements and decreasing the length of stay. Data reports for a number of out of home placements, number of admissions this quarter, number of discharges this quarter, length of stay information and numbers per locality were provided.
7. Specialty Docket Graduation Rate Report – Ms. Bassing, reported that during the period of July 1 to September 30 the Specialty Dockets programs set the goal of 75% graduation rate for all programs. Collectively between the four dockets (Adult Recovery Court, Juvenile Recovery Court, Spotsylvania Behavioral Health Docket, and Rappahannock Veterans Docket), there was a 90% graduation rate this quarter.

#### C. COMPLIANCE, Ms. Stephanie Terrell

1. Ms. Terrell said that she wanted to add to her program update that we receive a triangular license from the office of licensing for our licensed programs and we are coming up for our annual reviews.
2. Licensing Report – Ms. Terrell said that we received approval for one licensing report last month. It was for an allegation at the Galveston Group Home. Ms. Terrell went over the details.

**ACTION TAKEN:** The Board approved the licensing report.

Moved by: Ms. Carol Walker

Seconded by: Ms. Bridgette Williams

3. Quality Assurance Report – Ms. Terrell took the Board through the audit report for internal audits. The team reviewed three programs. Mental Health Outpatient: King George, Mental Health Outpatient: Stafford, and Permanent Supportive Housing. The Permanent Supportive Housing is a new program they just started auditing. Discrepancies primarily within Individual Service Plans and Quarterly Reviews.
4. Point in Time Survey – Ms. Terrell shared that this survey is designed to document the experience and satisfaction of individuals receiving services from RACSB. The survey is distributed at each of the six outpatient clinics. The results are used to evaluate staff performance, identify gaps in services, and key items that are causing dissatisfaction so that action can be taken to improve the experiences of individuals served.

*The Board took a ten-minute break at this time.*

#### D. COMMUNICATIONS, Ms. Amy Umble

1. Ms. Umble added some additional points to her submitted program update. She reported that the organization website was recently down and was attacked by Chinese bots but is fixed now and is running well. She also noted that on the website you can shop for poinsettias and bulbs which are both fundraisers for RAAI, just go to the shop page on the website. Last week there was an employee engagement activity that was really well attended, a lot of new hires at the event. Also, the Halloween door decorating contest has begun and there is some fierce competition.

#### E. PREVENTION, Ms. Michelle Wagaman

1. Ms. Wagaman went through her program updates. She stated that October 10<sup>th</sup> was World Mental Health Day, and October is recognized as National Substance Abuse Prevention month. She gave appreciation to Ms. Umble for an excellent media release and coordination with the Free Lance Star on an article about offering Mental Health First Aid in Spanish. It was released on the front page. This past Saturday Prevention spent the day with thirty students from James Monroe High School Deca Club, they planted 600 bulbs at our group homes. They also assembled Narcan kits. In September they did their Ask the Expert for Fredericksburg Parent Magazine article on Vaping and the publication said it's been the highest viewed page for the month.

Ms. Beebe asked if Ms. Wagaman can report back to the Board on how the Mental Health First Aid in Spanish class goes. She wants to know the numbers of people who sign up. Ms. Wagaman confirmed she would do so. Ms. Wagaman said the goal is to offer the class three times annually. Currently they only have two people signed up. Ms. Beebe and Ms. Ritchie asked Ms. Wagaman to email them the details so they can circulate the details further.



Ms. Wagaman asked all to save the date for Healthy Families Home Visiting graduation on November 9, 2024. Also, on December 14, 2024 please save the date for the Annual Holiday Drive Thru. More details to come.

2. Opioid Epidemic Response, FY2024 Year-end Report, Ms. Wagaman went through the numbers of participants covered by initiatives to prevent opioid use, abuse, and overdose. Revive!/Save One Life- 1,713 participants, Naloxone Dispensed (doses) 3,328, Medication Deactivation Kits 2,500 and Operation Medicine Cabinet 2,808 pounds collected. She covered the number and rate of Office of the Chief Medical Examiner's Fatal Drug/Poisoning Overdoses by Locality of Residence 2019-2022. Ms. Wagaman also gave data on prevention efforts regarding the following: Opioid Overdose Reversal Training, Naloxone Dispensing, Prescription Drug Drop Boxes, Drug Deactivation Kits, Drug Take Back Events, Opioid Workgroup, and Hidden in Plain Sight Events.

Ms. White gave a special thanks to Ms. Wagaman and her team for coming out to train her staff during Professional Development, it was well received and they have scheduled her to come back and do some sessions with the students and the importance of vaping and why not to do it.

#### F. FINANCE, *Ms. Brandie Williams*

1. Ms. Williams gave a program update stating that the Finance Department continues to recruit for two open positions, Director of Finance and Financial Analyst. She said that reimbursement team has worked to resolve all of the credentialing issues that have been spoken about for the past couple of months with Anthem and Aetna. That will trickle back in slowly about \$39,000 they are looking to recover. Also, they are looking at streamlining their processes in reimbursement, accounting and payroll to create some redundancy so that when staff leave, we have other staff trained to do what they were doing. As well as all of the reporting for the end of the year became due and DBDHS required six reports due.
2. Ms. Williams reviewed the Summary of Cash Investments.
3. Ms. Williams reviewed the Summary of Investment Portfolio.
4. Ms. Williams reviewed the Fee Revenue Reimbursement.
5. Ms. Williams reviewed the Write-Off Report.
6. Ms. Williams reviewed the Health Insurance.
7. Ms. Williams reviewed Payroll Statistics.
8. Ms. Williams reviewed the Financial Summary.
9. Joe and Mary Wilson Community Benefit Fund and Stafford Hospital Community Benefit Fund Memo, Ms. Williams shared that the RACSB has the opportunity to submit a proposal for potential funding through this fund targeted at funding behavioral health initiatives in rural locations. RACSB submitted an application for \$100,000 for one therapist in Fredericksburg City Schools.

**ACTION TAKEN:** The Board approved the financial summary.

Moved by: Ms. Matt Zurasky

Seconded by: Ms. Glenna Boerner

**ACTION TAKEN:** The Board approved the application for the Joe and Mary Wilson Benefit Fund.

Moved by: Ms. Claire Curcio  
Seconded by: Ms. Carol Walker

#### G. HUMAN RESOURCES, *Mr. Derrick Mestler*

1. Mr. Mestler went over program highlights for September. HR continued their hiring trend. They hired 22 new employees, one of them being a HR Office Associate who has already started to contribute greatly to the team. Mr. Mestler said that currently on the open positions list there are 36 full time and 13 part time. In addition to hiring, HR initiated the annual DMV checks for all staff- individually ran 600 DMV checks for employees to ensure they were aligned with that policy. Mr. Mestler attended the annual fall Virginia Risk Sharing Association – our insurance carrier for workers compensation- fall meeting. HR also coordinated the annual COVID and Flu vaccine clinic for all employees.
2. Applicant and Recruitment Update – Mr. Mestler noted that we continue to see a good applicant flow. Our highest resource are job boards, but employee referrals continue to stay steady and grow which is a good sign of people wanting others to work here. It is a positive indication that our culture is headed in the right direction. Applicant Data Report provided.
3. Turnover Report – Mr. Mestler shared that HR processed a total of eight employee separations for the month of September. Of the eight, three separations were voluntary, five separations were involuntary.

#### H. DEPUTY EXECUTIVE DIRECTOR, *Ms. Brandie Williams*

1. Ms. Williams shared that with the Waiver Management System a lot of changes this year, still working through a lot of those changes with DBHDS. Nathan Reese has really worked hard to make that go as smoothly as possible. That update has gone Live and they are still working through that. Ms. Williams said that they are still very excited, and still leading the effort, on the transition to the new Data Exchange. In regards to Trac-It, they continue to work with DBHDS. Altruix Pharmacy Grand Opening will be October 22<sup>nd</sup> at 3:00pm, the entire Board is invited to join, there will be a cupcake truck. They will be more than just an onsite pharmacy; it will be whole care!
2. Ms. Williams covered the Combined Information Technology and Dashboards Data Report.
3. Board of Counseling BHT-A and QMHP Update- Ms. Williams provided update on her attendance at the Board of Counseling where they had the update on setting the credentials for the Behavioral Health Technician, Assistant, and Qualified Mental Health Professional. The Board of Counseling voted to approve all of the VACSB's recommendations with the exception of hours of experience for QMHPs. A summary of recommendations and final decisions was provided.
4. Legislative Updates and Priorities – Ms. Williams shared that the VACSB presented and voted on their budget priorities for the upcoming session at the VACSB conference. She provided a copy of the VACSB Budget Priorities for 2025-2026 State Budget as well as the VACSB 2024 Public Policy Brochure.
5. Strategic Plan Final End of Year Executive Summary – Ms. Williams stated that this gives an update of where we are currently and what were working towards.



**IX. REPORT FROM THE EXECUTIVE DIRECTOR, *Mr. Joseph Wickens***

- A. Mr. Wickens asked the Board to save the date of December 17, 2024 for the Annual Board Holiday Dinner. Invitations will be mailed in the coming week. He asked the Board to please send their RSVPs in as soon as possible.
- B. Mr. Wickens recognized Ms. Cindy Lamb who was in attendance from the DBHDS Board of Directors.

**X. BOARD TIME**

- A. Ms. Ritchie said she really enjoyed the new pieces presented and especially appreciated the Dockets presentation by Ms. Bassing.
- B. Mr. Parcell said thank you to staff and the Board, definitely seeing good successes in the new format, it's good to see the voice of customer included, also good to see success stories. He thanked the Board members that were able to attend the VACSB conference and also to the staff members, he said he sees everyone working hard at the conference, thank you.
- C. Ms. Curcio said thank you for the simplified explanations when we ask questions, and thank you for all that you do. She enjoyed speaking to everyone at the conference.
- D. Ms. Walker said thank you for all the details and appreciate the way everyone answers our questions. Thank you.
- E. Ms. Boerner said that everyone has so much grace and patience with us, thank you. A special thanks for taking care of our rooms at the conference.
- F. Ms. Beebe said great job.
- G. Mr. Kiger said thanks to staff for all that you do.
- H. Ms. Gayle said thank you for all you do, for all the details. We should understand it after all that.
- I. Mr. Zurasky said excellent reports, he likes the new structure.
- J. Ms. White said thank you and ditto and thank you to Brandie for taking on that extra, and feel free to have the cupcake truck stop by my place on its way home.
- K. Mr. Sokolowski said thank you and it seems like each time there is more and more that you are adding to it. It opens our eyes up to what you do and he thinks they are only seeing the tip of the iceberg of what the staff really do.

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

Ms. Beebe requested a motion for a closed meeting. Matters to be discussed:

- CRC Update

It was moved by Ms. Beebe and seconded by Ms. Curcio 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:

Glenna Boerner – Voted Aye  
Claire Curcio – Voted Aye  
Nancy Beebe – Voted Aye  
Melissa White – Voted Aye  
Carol Walker – Voted Aye

Greg Sokolowski – Voted Aye  
Jacob Parcell – Voted Aye  
Matt Zurasky – Voted Aye  
Susan Gayle – Voted Aye  
Sarah Ritchie – Voted Aye

The motion was unanimously approved.

## XII. ADJOURNMENT

The meeting adjourned at 6:39 PM.

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Board of Directors Chair

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Executive Director