
September 2024 Board of Directors Meeting Minutes

I. CALL TO ORDER

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held on September 17, 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 and Carol Walker. *Not present:* Melissa White, Susan Gayle, Bridgette Williams, Sarah Ritchie, Kenneth Lapin and Matthew Zurasky.

II. MINUTES, BOARD OF DIRECTORS, August 20, 2024

The Board of Directors approved the minutes from the August 20, 2024 meeting.

ACTION TAKEN: The Board approved the August 20, 2024, minutes

Moved by: Ms. Claire Curcio

Seconded by: Ms. Carol Walker

III. PUBLIC COMMENT

No Action Taken

IV. SERVICE AWARDS

Mr. Joe Wickens recognized all employees with awards:

5 years

Canan Gipson, Group Home Manager, Scottsdale Estates

Charnele Mardner, Dev. Services Support Coordinator,
Spotsylvania

10 years

Stacey Lawson, DSP, Spotsylvania, RAAI

France Lowndes, Lead Specialist, RAAI Split

Lixlia Planell Pabon, Family Support Specialist, Healthy
Families

Christina Rezendes, Supervisor, DD Support Coordination,
Spotsylvania

15 years

James Saunders, DSP, Stafford, RAAI

30 years

James Mackie, Licensed MH Jail Based Therapist, RRJ

Alison Standing, Manager, ICC & Part C Services

V. **BOARD PRESENTATION: Atlantic Union Bank, Wealth Investment Team, *Mr. Dante Jackson and Mr. Josh Cohen***

Mr. Jackson and Mr. Cohen presented on our cash management strategies. They went over the RACSB's investment portfolio and explained how the company's investment strategy is performing. Mr. Cohen elaborated on the specifics of the portfolio – buying US treasury bonds and US treasury bills and keeping the maturities short. Only 30% of the portfolio matures greater than one year, which has been advantageous in the current market. Since 2022, the total portfolio has earned an annualized 4.63% return on \$8.8 million just under \$400,000 annually.

Mr. Wickens asked if they had recommendations moving forward as the bonds matured. Mr. Cohen recommended continuing along with the same strategy as there is enough flexibility. He said should consider if advantageous to invest in strategies with slightly more risk like corporate bonds or some short-term commercial investments – to pick up portfolio spread. Mr. Wickens said that currently our policy restricts us from corporate bonds. Mr. Cohen said other similar organizations have adopted the Code of Virginia for Public Money Standard which allows for some corporate bonds. Mr. Wickens asked where they were with the Atlantic Union Bank version of the Local Government Investment Pool. Mr. Jackson said they were not there yet but they should have more information by next quarter.

VI. **PROGRAM REPORTS**

A. **FINANCE DEPARTMENT, *Ms. Brandie Williams***

1. Ms. Williams began by giving a program and staffing update noting that the Director of Finance, Adam Crews, resigned, his last day is Friday. There are now currently two open positions in the finance department.

Ms. Williams also gave highlights on spend down and some of the challenges with the Department of Social Services. This was a heavy lift for DSS staff during a time when they were already experiencing transition, attrition, turnover and the inability to hire staff to fill those positions.

2. Ms. Williams then took the Board through the Summary of Cash Investments.
3. Ms. Williams reviewed the Summary of Investment Portfolio.
4. Ms. Williams reviewed the Fee Revenue Reimbursement and Collections.
5. Ms. Williams reviewed the Summary of Write-Offs Report.
6. Ms. Williams reviewed the Health Insurance Account and Payroll Statistics.
7. Ms. Williams reviewed the Financial Summary Report.

ACTION TAKEN: The Board approved the Financial Summary as presented.

Moved by: Ms. Glenna Boerner

Seconded by: Ms. Claire Curcio

B. **DEPUTY EXECUTIVE DIRECTOR, *Ms. Brandie Williams***

1. Ms. Williams gave her monthly update and said that she has been able to provide some input in the structure and recommendations around the new

credentials for the behavioral health technician and assistant that are currently at the Board of Counseling level. They are currently in draft and the final version will be presented October 4, 2024. Ms. Williams said that they continue to work through state reporting. They are progressing quickly with replacing the community consumer submission 3 (CCS3) with the new enterprise data exchange. They continue to meet weekly with all parties concerned. Ms. Williams said that there were huge changes made with WAMS this year and the go live date was pushed back until Sunday. Ms. Williams announced that the Altruix pharmacy is being onboarded. Programs are experiencing great responsiveness during the transition. There will be a pharmacy open house on October 22nd at 3:00pm and all Board members are invited.

2. Ms. Williams took the Board through the DBHDS Workforce Funding Plan Submission. The RACSB has been allocated \$255,134 of this funding for this fiscal year. 53% of the funding will be used to fund clinical supervision hours for licensed-eligible staff, 12% of the funding will be used to fund tuition reimbursement and educational supplements and 35% of the funding will be used to fund paid internships. DBHDS is required to approve the plan prior to distributing the funding.

3. Ms. Williams announced that she and Mr. Wickens have attended all but one of the Board of Supervisors meetings in regards to our biennial Performance Contract. She will attend the last meeting this evening. Our current contract is in its amendment cycle and approval is needed for specific changes which were summarized on pages 2 and 3 of document submitted. The performance contract needs to be approved by our governing bodies, by RACSB, and by the Department, on or before September 30th in order for us to continue to receive state-controlled funds.

ACTION TAKEN: The Board approved the signing of the FY 24-25 Amended Community Services Performance Contract.

Moved by: Ms. Carol Walker
Seconded by: Mr. Shawn Kiger

4. Ms. Williams took the Board through the STEP-VA Update Report Submission. This is a required report by DBHDS. We reported on our implementation of each step of the STEP-VA services. Consistent barriers crossed our ratings of each service to include workforce shortages, increased administrative burden, and insufficient funding to match requirements.

5. Ms. Williams reported on the DBHDS STEP-VA Cost Report Submission. This required 50-60 hours of man hours to complete. The DBHDS required all community services boards to complete a cost report specific to the STEP-VA initiative.

C. COMMUNITY SUPPORT SERVICES, Ms. Amy Jindra

1. Ms. Jindra shared that several of their programs hit full staffing, the first time in years. In addition to all the other updates provided, she shared that Ms. Tamra

McCoy, the ACT Coordinator, will be retiring soon, which will be a loss, and a hard position to fill.

2. Mr. Curtis gave an overview of the current status of Myers Drive Respite. He took the Board through improvement strategies that the team has adopted to enhance the program's effectiveness, increase revenues, and manage expenses. It is their recommendation that Myers continues operations, concentrating on the areas of focus highlighted in the presentation. It is noted that the implementation of the new flat rate in May coupled with initiatives in January to commit to daily outreach have made a difference. The Board asked for another update in December 2024.
3. Mr. Curtis provided an explanation of the grant application that Myers Drive submitted to the Virginia Knights of Columbus Charity, also known as KOVAR. This is for a request of funds to replace a portable lift in the home.

ACTION TAKEN: The Board approved the KOVAR grant application.

Moved by: Mr. Greg Sokolowski

Seconded by: Ms. Claire Curcio

The Board took a fifteen-minute break at this time.

D. COMPLIANCE, Ms. Stephanie Terrell

1. Ms. Terrell took the Board through her program update. She covered the following: Incident Reports, Human Rights Investigations, Internal Reviewers, External Reviewers, Complaint Call Synopsis and Trainings and Meetings.
2. Ms. Terrell then took the Board through the four licensing reports received for Igo Road Group Home and Outpatient MH Services Spotsylvania related to human rights allegations, and Mental Health Psychosocial Rehabilitation Kenmore Club and MH Case Management Service-Fredericksburg for late reporting of an incident. Each program received approval for the CAPs submitted.

ACTION TAKEN:

Moved by: Ms. Carol Walker

Seconded by: Mr. Greg Sokolowski

3. Ms. Terrell shared with the Board the 4th Quarter FY 2024 Incident Report Review which provided an overview of incident reports submitted by RACSB staff during the months of April through June 2024.
4. Ms. Terrell went through the Quality Assurance Report for Mental Health Outpatient: Fredericksburg, Psychosocial Rehabilitation: Kenmore Club, and Mental Health Residential: River Place.

E. COMMUNITY SUPPORT SERVICES (CONTINUED), Ms. Amy Jindra

1. Ms. Jindra took the Board through the Waiver Allocation and Support Coordination memorandum. She explained that a waiver is the source of payment for specific types of services for individuals with developmental disabilities. In order to receive a waiver, there is a priority-based wait list. Currently, we have 884 individuals that are on our waitlist. Those are individuals that are awaiting

services, have already been assessed and have an assigned priority. With the state's efforts to eliminate the priority one waitlist, we are potentially looking at an additional caseload of another 407 individuals. We are anticipating 25 new waivers each quarter for the rest of the year.

2. Ms. Jindra gave an update on the Sunshine Lady House utilization. During the month of August, Sunshine Lady House received a total of 60 referrals via prescreens from 4 different CSBs. SLH served 42 individuals for a total of 209 bed days. Of the 60 referrals, 7 individuals did not medically clear for admission. In addition, 11 individuals declined services post-prescreen.

F. CLINICAL SERVICES, *Ms. Jacque Kobuchi*

1. Ms. Kobuchi went over her program update highlighting a few key items. The pharmacy transition is underway and going well. Her staff are working really hard with the new pharmacy to ensure there are no gaps in service and individuals are getting what they need. She also pointed out that they have seen a significant increase in the filling of clinical positions. The Child Adolescent ES therapist position is one in particular that they have had vacant for quite some time so they are happy to get that filled. The position provides community-based crisis stabilization for children. Also mentioned was that specialty docket staff went to a conference called All Rise and were able to learn more about what is happening around the state in other programs.
2. Ms. Kobuchi went over the outpatient waitlist and same day access report. This is a monthly report to assist in their goal of eliminating all waitlists and increase intakes that are happening through same day access. Currently, the Caroline Clinic has resolved their waitlist and are now seeing people through same day access. The Fredericksburg, King George, Caroline and Children's Clinic also have no waitlist. The Stafford and Spotsylvania locations still have waitlists.
3. Ms. Newman went through the State Hospital Census Report. She covered the extraordinary barriers list that had six individuals on it. All of the individuals were discharged except for two, which are scheduled for discharge in the coming weeks.
4. Ms. Kobuchi then went over the Emergency Custody Order (ECO) /Temporary Detention Order (TDO) Report for August where emergency services staff completed 181 emergency evaluations.
5. Ms. Kobuchi shared the CIT and Co-Response Report with the Board. Thirty-nine individuals were assessed in the month of August. Ms. Kobuchi noted it is National Co-Response week, so they are celebrating their Co-Responders.

G. COMMUNICATIONS, *Ms. Amy Umble*

1. Ms. Umble gave a program update covering digital content and metrics and why it matters. She also focused on social media posts that RACSB has once a week on Facebook, Instagram, LinkedIn or Twitter that is recruitment-specific. She thanked Board member, Ms. Boerner, for sharing those posts widely. She noted that this week's post is on Co-Response in honor of Co-Response Week.
2. Ms. Umble supplied the Board members with copies of the latest Newsletter released. It will also be sent to them electronically.

3. Ms. Umble shared that regarding employee engagement this past week, we celebrated Direct Support Professional (DSP) week and they had two different activities for the staff. All DSP's received t-shirts and a visit from the Executive Director.

H. PREVENTION SERVICES, *Ms. Michelle Wagaman*

1. Ms. Wagaman gave her program update listing a top 5 for September.
 1. September is Suicide Prevention Month.
 2. 25 new ACE Interface Presenters
 3. 66 unduplicated individuals registered for Pathway for Prevention Mental Health Trainings
 4. Save 1 Life harm reduction initiative new website launched
 5. Upcoming events announced
2. Ms. Wagaman covered the Suicide Prevention Initiatives for FY 2024 Year-end Summary. RACSB continues to facilitate suicide prevention initiatives to include trainings, safe messaging campaigns, and distribution of lethal means safety devices through Lock and Talk Virginia. It was another record year for training for mental health first aid. There were 609 participants which brings them to 4,291 total trained participants in over ten years. They will be offering mental health first aid in Spanish. Also, they are doing teen mental health first aid for all tenth graders at Caroline High School. Ms. Wagaman shared that next month, she will have a dashboard to go with the monthly update to give more metrics.

I. HUMAN RESOURCES, *Mr. Derrick Mestler*

1. Mr. Mestler began his program update stating that staffing has been taking up a lot of time in the HR department. He stated they made 27 job offers in the month of August and in that same month they facilitated 28 new hires. Key positions are being filled which takes a level of stress off of our staff. He said we are 12% above headcount from where they were last year at this time. They are filling positions, but also keeping staff which is good. He stated that his team has been focused on getting staff trained. In the month of August, they held just over 1,000 trainings. Mr. Mestler also reported that they had some turnover in his department this month, they lost one staff member, hired one staff, and they still have one opening.
2. Mr. Mestler reported that RACSB continues to receive a significant number of applications through the hiring portal. For the month of August, 725 applications were received. Of the applications received, 72 stated employee referrals as their recruitment source and 515 listed job boards as their recruitment source. At the end of August, there are currently 56 open positions. A summary of recruitment data was provided.
3. Mr. Mestler shared that the HR department processed a total of ten employee separations for the month of August 2024. Of the ten, eight were voluntary and two were involuntary.

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

- A. Mr. Wickens shared that RACSB is collaborating with Mary Washington Hospital and Snowden on a Psychiatric Residency Program. The doctors will spend time in one of

our many programs as part of their rotations. There will be more to come on this program as the project is developed in the coming months.

- B. Mr. Wickens updated the Board on the Performance Contract. He shared that the Board of Supervisors for each locality have put it on their agendas. King George is the last one. After today, we should have all of them approved. The performance contract needs to be approved by our governing bodies, by RACSB, and by the Department, on or before September 30th in order for us to continue to receive state-controlled funds.

VIII. BOARD TIME

- A. Mr. Parcell, thank you for all the hard work, I think this second round of updates looks great, really much more refined, much more streamlined, we have better information, thank you.
- B. Ms. Boerner, I loved it, I loved the information and how it was given, and let Steve know, all the work at Respite is becoming clearer to me and I appreciate that.
- C. Ms. Curcio, I love the new format, and Diana thank you for getting the packet ready for me ahead of time, I love being able to pick it up and write my notes on it. Also, thank you, Joe, for speaking to our senior's group at church, we had 35 people and they are still talking about it.
- D. Ms. Beebe, great job, love you all.
- E. Mr. Sokolowski, I wasn't here for the last one, but what I've seen here is top notch and I see a lot of work has gone into it. I feel like a broken record but each time I come I find out more and more about what's really being done through you, your staff and leadership. I commend you all. Thank you.
- F. Mr. Kiger, thank you for all the work you do, every month I learn about a new service I didn't know you did before. All of it is so impressive. I know some of the people you're caring for, you mentioned these waivers, and these people that are on the waiver lists, we have some of those in our church and I know them and their families and the impact those waivers have is huge.

IX. 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:

- An individual in services
- Staffing
- CRC

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

Jacob Parcell – Voted Aye

The motion was unanimously approved.

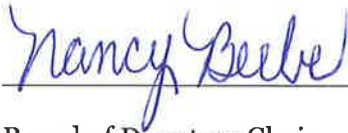
Greg Sokolowski – Voted Aye

Shawn Kiger – Voted Aye

Nancy Beebe – Voted Aye

X. ADJOURNMENT

The meeting adjourned at 6:07 PM.



Board of Directors Chair



Executive Director