
January 2025 Board of Directors Meeting Minutes

I. CALL TO ORDER

A meeting of the Board of Directors of the Rappahannock Area Community Services Board was held on January 28, 2025, at 600 Jackson Street and called to order by Chair, Nancy Beebe at 3:00 p.m. Attendees included: Nancy Beebe, Claire Curcio, Jacob Parcell, Ken Lapin, Greg Sokolowski, Bridgette Williams, Carol Walker, Matthew Zurasky, Melissa White, Susan Gayle and Sarah Ritchie. Not Present: Glenna Boerner and Shawn Kiger.

II. MINUTES, BOARD OF DIRECTORS, December 17, 2024

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

ACTION TAKEN: The Board approved the December 17, 2024 minutes

Moved by: Ms. Carol Walker

Seconded by: Ms. Claire Curcio

III. PUBLIC COMMENT

No Action Taken

IV. SERVICE AWARDS

Mr. Joe Wickens recognized all employees with awards:

5 years

Dwayne Coleman, Asst Group Home Manager, Churchill

Tammy Miller, Nurse Manager, Crisis Stabilization

Britton Pickeral, Assistant Site Leader, Kings Hwy

Agnes Sabumuremyi, DSP, Scottsdale Estates

10 years

Sarah Davis, Clinic Coordinator, King George

V. **Employee of the 2nd Quarter** – Rachael Nieves – *announcement to be made next month when she is available to attend meeting.*

VI. BOARD CORE BEHAVIORS, *Mr. Jacob Parcell*

Mr. Parcell reminded the Board of the core board behaviors throughout the discussions.

VII. PRESENTATION, RAAI Program, *Ms. Lacey Fisher*

Ms. Fisher gave the Board a detailed overview of the services provided by RAAI ID/DD Day Support programming along with some of the challenges they face as a program. She covered the four different services they cover under their license: Group Day, Community Engagement,

Customized Rate and ICF services. Mr. Parcell asked where they chart individual's information. Ms. Fisher said that it is all inside the electronic health system, myAvatar. Mr. Parcell then asked what the biggest challenge for the program is. Ms. Fisher said funding. Given the kind of services they provide, they need more staff.

Mr. Wickens commented that Ms. Fisher did a good job of packing a lot of information into the presentation in a short period. She has done an incredible job of keeping the RAAI program operational, despite the deficits. He stated she has done everything from cutting costs to increasing revenue. A special thanks was given to Ms. Fisher.

VIII. PROGRAM REPORTS

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

1. **Program Update** – Ms. Jindra also thanked Ms. Fisher for her presentation. She noted that within the DD Residential program update she wanted to send along a special thank you to the Lions Club for hosting a Christmas party for the individuals. It was a great success.
2. **KOVAR Grant** – Mr. Curtis said that a KOVAR representative had gotten back to them regarding the Myers Drive grant application and they told them to look at something more tangible in their application request. The program adjusted and resubmitted the application to align with the request for review. The grant will be reviewed at KOVAR's February 1st Board meeting.
3. **Myers Drive Respite Update** – Mr. Curtis went over progress updates since last reviewed with the Board in late August 2024. He gave highlights saying that keeping the two staffing positions frozen has been effective. He also noted that the open house they hosted was very successful, they had eleven families stop by along with Stafford County Schools. He suggested doing another open house in the Spring. He stated that September was a good month for Myers. Overall, for the five months in the cycle, three of the five months hit higher targets than they previously had. He said that they are getting returns on the private pay individuals despite the rate increase because people are continuing to use the service.

Mr. Curtis said that their efforts to implement improvement strategies to enhance the program's effectiveness, increase revenues, and manage expenses are working. They are seeing it in their numbers, but inevitably they lose people to programs and also people move out of the area. Mr. Wickens reminded the Board that a vacancy in one of our group homes is \$140,000 annually and that Myers is a way for individuals to prepare to transition to a group home – inevitably alleviating vacancies.

Ms. Beebe asked if the 164 overnights from August was an increase. Mr. Curtis confirmed that it was.

4. **Title VI Policy Update** – Ms. Jindra stated this update was from last October's discussion during Board where it was agreed that there would be an updated version of the policy by January Board meeting. All edits have been made to the document and a copy of the tracked changes document along with a final version was submitted for the Board's review.

The Board moved to approve the Title VI Policy Update.

ACTION TAKEN: The Board approved the Title VI Policy Update

Moved by: Mr. Matthew Zurasky
Seconded by: Ms. Bridgette Williams

5. **Sunshine Lady House Utilization** – Ms. Jindra shared that in December Sunshine served 22 individuals from RACSB catchment and 1 individual from outside the area, for a total of 81 bed days. Sunshine Lady House received 31 prescreens and accepted 26 for admission. Of the 26 individuals accepted into the program, 23 chose to participate in services. Only 4 individuals were denied due to medical needs and behavioral concerns exceeding program limitations. The program served 1 individual for medically managed detox.
6. **Mental Health and Developmental Disabilities Residential Vacancies** - Ms. Jindra covered residential vacancies for the month of December. She said they are doing some shifting and some moving in and out. For DD Residential, they are going to have Leeland filled. Charts were provided for DD Residential, Mental Health Residential and Permanent Supportive Housing indicating vacancies and placements.

Ms. Bridgette Williams asked about Permanent Supportive Housing and if we pay a percentage of the individual's housing. Ms. Jindra said that the PSH program is designed to permanently provide support for continued housing and that it is individually based. If an individual has an income, they are expected to pay a portion, but the program will pay to assist them if they need help.

B. CLINICAL SERVICES, Ms. Jacque Kobuchi

1. **Program Update** - Ms. Kobuchi gave highlights of her programs. She said that they filled several staffing positions in the month of December. She stated that the veterans lead therapist now has a caseload seeing veterans and their family members. The program has also been doing some coordination with the new Veterans Clinic to be able to help them manage their crises with ECOs and TDOs. Ms. Kobuchi also noted that the Fredericksburg Area Association of Realtors provided Christmas presents to Project Link members in December. This was a great success.
2. **State Hospital Census Report** -Ms. Kobuchi shared that there is currently no one on the Extraordinary Barriers List. They have 37 individuals that are at state hospitals receiving treatment. There are a variety of hospitals where they are receiving treatment. Western State Hospital is our main hospital where we send people.
3. **Emergency Custody Order (ECO)/ Temporary Detention Order (TDO) Report – December 2024**. Ms. Kobuchi stated that Emergency Services staff completed 151 emergency evaluations in December. Forty-five individuals were assessed under an emergency custody order and sixty total temporary detention orders were served of the 151 evaluations. Staff facilitated two admissions to Piedmont Geriatric Hospital. A total of twelve individuals were involuntarily hospitalized outside of our catchment area in December.

Twelve individuals were able to utilize alternative transport. Data reports were submitted.

4. **CIT and Co-Response Report-** Ms. Kobuchi reported that the CIT Assessment Center served 16 individuals in the month of December. 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.
5. **Outpatient Waitlist and Same Day Access** – Ms. Kobuchi said that they have had a goal over the past several months to eliminate all of their wait lists and increase assessments through same day access. Stafford Clinic still has a waitlist but is down to 48 individuals on the waitlist. They did have someone unexpectedly go out early on maternity leave and one of the new therapists chose not to continue in their position therefore, they do have vacancies at the Stafford Clinic. This week they are starting same day access, so they will be bringing people in as they continue to decrease Stafford’s waitlist.
6. **C&A Case Management Residential Placement Quarterly Report** - Ms. Kobuchi reported that for the second quarter there are 22 children and/or adolescents that are in out-of-home placements which was an increase of two children from the first quarter. They had five admissions and six discharges.
7. **Specialty Docket Graduation Rate Report, Quarter Two** – Ms. Kobuchi reported that specialty dockets had a goal of 75% graduation rate and they are currently collectively, between all four dockets, at 83.5% graduation rate. She said they continue to work with Fredericksburg City developing a behavioral health docket.

C. COMPLIANCE, *Ms. Stephanie Terrell*

1. **Program Update** - Ms. Terrell shared with the Board that in December they began doing real time audits. She said that most of their audits for charts are done after the documentation has been added to charts. In this instance, for residential services, they are doing some auditing prior to the information being finalized into the chart. They are looking at quarterlies and plans because of documentation issues in the past. For the month of December, they have one utilization specialist doing the auditing. This specialist has reviewed 26 quarterlies and 2 individual service plans during the month of December. This will continue for six months and then they will see how documentation is after that time.
2. **Quality Assurance Report** – Ms. Terrell said that they reviewed 2 programs; Intellectual Disability Group Home-Myers Respite and Developmental Services Support Coordination-Fredericksburg. For Myers there were discrepancies with the Documentation and Quarterly Reviews. For Developmental Services Support Coordination-Fredericksburg there were discrepancies with Documentation, Individual Service Plans, Quarterly Reviews and Progress Notes. Corrective Action Plans were identified for each of the discrepancies.
3. **Licensing Reports** – Ms. Terrell said we received seven licensing reports: one licensing report for Mental Health (MH) Center-Based Psychosocial Rehabilitation Services for Adults-Kenmore Club related to a licensing renewal

inspection on two personnel records; one licensing report for Fredericksburg Substance Abuse Case Management related to a licensing renewal inspection on one personnel record; one licensing report for MH Residential Supervised Living Service for Adults-Home Roads Apartments related to a licensing renewal inspection on two personnel files and on two individual records; one licensing report for MH Support Services for Adults (Skill Building) related to a licensing renewal inspection on two individual records; one licensing report for MH Case Management Service for Adults related to a licensing renewal inspection on two personnel records; one licensing report for Fredericksburg Outpatient MH Clinic related to a licensing renewal inspection on two personnel files; one licensing report for Fredericksburg Developmental Disability (DD) Case Management related to a Human Rights Investigation concerning an allegation of Neglect: failure to provide a service necessary to the health, safety and welfare of the individual. Corrective Action Plans were provided and reviewed for each of the citations along with RACSB's response.

The Board moved to approve the Licensing Reports

ACTION TAKEN: The Board approved the Licensing Reports

Moved by: Ms. Claire Curcio

Seconded by: Ms. Carol Walker

D. COMMUNICATIONS, Ms. Amy Umble

1. **Program Update** - Ms. Umble shared that she gave the Board the latest issues of the employee newsletter, the RACSB's Annual Report, and VACSB's Annual Report. She also shared that the RAAI Valentine's Day flower bouquet sale is now available on the RACSB website.

E. PREVENTION, Ms. Michelle Wagaman

1. **Program Update** - Ms. Wagaman shared that January was filled with trainings. She said that the Save One Life Coalition – a two-year project to get bus signs posted on Fred buses – has finally happened, raising awareness of the life saving medicine Narcan. The Youth First event is coming up which involves school staff, nonprofits, providers, and several hundred staff from the community. Prevention will be there as a sponsor and hopes to bring back the best vendor award. Ms. Wagaman added that DBHDS is providing CSBs with some scholarships for the Creating Trauma-Sensitive Schools conference. There is an in person three-day conference in Atlanta and also a two-day virtual conference. They have been able to partner with their local school divisions and a few other community partners to provide scholarships for the virtual component.
2. **Prevention Dashboard** - Ms. Wagaman shared that she plans to share the prevention dashboard data quarterly with the Board. This dashboard looks at their data, their strategies, what prevention departments are going to do to address some of the substance misuse, suicide rates etc.

F. FINANCE, Ms. Brandie Williams

1. **Program Update** – Ms. Brandie Williams announced that she wanted to update the Board on the events over the last fifteen hours given the announcement of the Presidential Executive Order. She shared that there was an Executive Order that paused federal funding, federal assistance, federal grants, and scholarships. She said that currently everyone is trying to figure out what this means for their organization. She said that for the RACSB federal funding makes up about 8-9% of the budget. This means that there will be a pause in disbursing money for federal funds after 5pm today. This has an immediate impact on many of our programs. Such as, substance abuse programs, PEID program, Healthy Families program, and many of the Prevention activities.

Ms. Williams provided an overview of report from DBHDS on their plans including federal funding and pivot of state funds as needed. State funds represent about 25% of RACSB's budget. Medicaid represents about 68% of the budget. Currently, with the Executive Order, Medicaid is still the biggest unknown. Although it is state-operated, it relies heavily on federal dollars.

Mr. Lapin asked if we will have to shut down the prevention programs if we don't get funding. Mr. Wickens said he didn't know at this time. Mr. Zurasky asked if we are informing our Senators and Representatives letting them know what impact this has on us, or are we waiting for DBHDS to do that. Mr. Wickens said things were moving fast at the moment, but it was a good question. He said that most likely CSBs will step up if DBHDS does not.

Ms. Brandie Williams reminded the Board that we have six months of operating expenses in reserve, so we have some time to pivot if the situation calls for it.

Ms. Curcio asked for a fact sheet to be sent to the Board, when things were slightly more stable, so they know what to say to their state representatives when they write to them. Ms. Brandie Williams confirmed she would do so as more was revealed.

2. Ms. Williams provided the November Financial Summary.

The Board moved to approve the November Financial Summary

ACTION TAKEN: The Board approved the November Financial Summary

Moved by: Mr. Matthew Zurasky

Seconded by: Ms. Bridgette Williams

3. Ms. Williams reviewed the December Financial Summary.

The Board moved to approve the December Financial Summary

ACTION TAKEN: The Board approved the December Financial Summary

Moved by: Mr. Matthew Zurasky

Seconded by: Ms. Bridgette Williams

4. **Meal Reimbursement Proposed Revision to Policy** - Ms. Williams stated reimbursement rates for staff meals have remained unchanged for many

years and no longer reflect the true cost staff are incurring within the scope of their duties on behalf of the RACSB. It was recommended to revise the employee handbook policy to allow the per diem rates to adjust in accordance with the U.S. General Services Administration (GSA) established rates for our catchment area. The current GSA rates for our catchment area for 2025 are \$16 for Breakfast, \$19 for Lunch, and \$28 for Dinner. This change would allow the rate to adjust with the GSA rate each year, removing the need to re-evaluate the rate for potential needed changes.

The Board moved to approve the revision to Employee Handbook and Financial Policy 7.11 Travel.

ACTION TAKEN: The Board approved the revision to Employee Handbook and Financial Policy 7.11 Travel

Moved by: Ms. Carol Walker

Seconded by: Mr. Matthew Zurasky

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

G. HUMAN RESOURCES, Mr. Derrick Mestler

- 1. Program Update** – Mr. Mestler went over program highlights for December. HR had a bit of a slow down during December, although they still hired 30 employees and onboarded 14. A big project for the agency, that HR assisted in, was getting through the mid-year evaluations, all of them were turned in for 100% compliance.
- 1. Inclement Weather Policy Update** – Mr. Mestler said that the executive leadership team reviewed the policy and found that it needed to be updated. The goal of this update was to simplify the policy so that the process was clear and to make clear how employees would be compensated during a closure due to inclement weather. The executive leadership team recommended that the Board of Directors approve the updated policy.

Ms. Curcio asked a question about 7.4 B paragraph three, regarding *if a full-time employee is scheduled to be on leave on a day that the agency is officially closed, the employee will remain on the respective leave status for the number of hours scheduled to be on leave*. Ms. Curcio stated that she didn't think she would like that if she were an employee, she perhaps could understand it from a bookkeeping perspective but didn't think it was fair otherwise. Ms. Brandie Williams said historically the policy specifically referenced medical leave and disability. Ms. Curcio said that if she was an employee, and she was on vacation and there is no work that day, it doesn't seem like she should be charged a vacation day. It was discussed amongst the group and agreed that Mr. Mestler would adjust the wording in the policy that specifies this is only for staff on medical disability leave.

Mr. Zurasky asked about paragraph A. and said that he would list RACSB's website and Facebook page first. He then asked if we send text alerts to employees regarding inclement weather updates. Ms. Kobuchi said they are working on that. Currently, they don't have the capability to do that. Ms. Jindra

added that we do send internal text messages to coordinators who in turn send to program managers who notify employees. Ms. Brandie Williams said that we are hoping to manage the text alerts through the client portal but we need to be very mindful of protected health information when we are implementing it. Mr. Zurasky said that currently we have a system where the employee has to pull the information as opposed to the information being pushed to them. That needs to change. Mr. Wickens said the practice is antiquated and they are looking at making changes.

The Board moved to approve the updated Inclement Weather Policy with the aforementioned revisions

ACTION TAKEN: The Board approved the updated Inclement Weather Policy with the aforementioned revisions

Moved by: Ms. Claire Curcio

Seconded by: Mr. Matthew Zurasky

- 2. Applicant and Recruitment Update** – Mr. Mestler noted that for the month of December, RACSB received 306 applications. Of the applications, 53 applicants listed the RACSB applicant portal as their recruitment source, 39 stated employee referrals as their recruitment source and 214 listed job boards as their recruitment source. At the end of December, there were 34 open positions, 27 full-time, 7 part-time.

Mr. Parcell asked about the open Psychiatrist position and whether one position had already been filled. Mr. Mestler confirmed that they had filled two positions and both doctors start in June. Ms. Kobuchi said they have left the Psychiatrist position open on the open position list to see what other candidates they might get.

- 3. Turnover Report** – Mr. Mestler shared that HR processed a total of nine employee separations for the month of December. All the separations were voluntary.

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

- 1. Program Update** – Ms. Williams said that March 1st is the Go Live date for the transition to the new statewide data exchange. This has been a two-year project with DBHDS and we are excited. It moves our data and state reporting to a modern process. Kudos to IT for the hard work on this project. She announced that we have procured our Mobile MAT Vehicle and we anticipate having it customized within 90 days. In addition, the Administrative Policy Committee, which works to negotiate changes to the DBHDS Performance Contract, has met every two weeks to discuss upcoming changes.
- 2. New DBHDS Public Dashboard**– Ms. Williams provided the new DBHDS Public Dashboard that aggregates CSB context and performance data to inform executive-level analysis and decision-making. The main objective of the dashboard is to have some public accountability for meeting different outcomes from CSBs and is part of the Commissioner’s strategic plan.

3. Legislative Priorities Report - Ms. Williams gave an update of the 2025 legislative updates and priorities. She spoke of the Public Policy Committee that she is on that meets monthly to review all of the bills to maintain updates on them. She gave kudos to Alison Standing for her work on that Committee. She included items of note from the Governor's Introduced Budget. She then drew attention to bills related to CSBs that we need to keep an eye on. The first one is HB1730 and SB894 which is around liability for agencies who serve vulnerable individuals. If this law went into effect, it would change the burden of proof to assumed guilty unless we are able to prove beyond a reasonable doubt that we did everything we could to prevent negligent activity.

Ms. Williams noted that HB1827 is another bill of interest for RACSB. It would require localities to include and support access to social determinates of health in their comprehensive plan.

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

- A. Mr. Wickens shared that we are hosting an all staff *In Service Day*, February 12, 2025. It will be held at Salem Fields Community Church. We will have all the staff in one location for a day. It will be a great event.
- B. Mr. Wickens updated the Board regarding the DOJ settlement stating that a federal judge signed a permanent injunction to end the settlement. This is a big deal for the entire system because we have been dealing with this for over 12 years. There is an independent reviewer that will follow it for the next two years. Mr. Lapin said he knows they terminated the lawsuit but they still had some conditions. Mr. Wickens said the conditions are that we keep moving forward, and the independent reviewer is going to make sure that we continue to follow those steps.

X. BOARD TIME

- A. Mr. Parcell said thank you for everything, a lot of hard work, we appreciate it.
- B. Ms. Ritchie said she agreed and thank you for the transparency.
- C. Ms. Curcio said thank you because it looks like we get better and better each month when she reads the reports.
- D. Ms. Walker said she's glad we raised the rates for travel especially since our competition is right down the street, that is going to be critical to our survival as well. Thank you for looking out for us and for your staff.
- E. Mr. Lapin thank you for everything you're doing in this relatively tumultuous time we have right now.
- F. Ms. Beebe thank you, you all do a great job.
- G. Ms. Gayle, thank you.
- H. Ms. White, thank you.
- I. Ms. Williams, thank you.
- J. Mr. Zurasky, I appreciate all the work you do. I think the next six weeks are going to be stressful on everyone so be aware of that, take the time to take a deep breath. Just know that the Board is behind you. We are a strong organization and we're actually well positioned during this tumultuous time.
- K. Mr. Sokolowski, I'm impressed with Brandie and the way she voices her passion for the work she does. Thank you.

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:

Bridgette Williams – Voted Aye
Claire Curcio – Voted Aye
Nancy Beebe – Voted Aye
Melissa White – Voted Aye
Carol Walker – Voted Aye
Ken Lapin – 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 6:02 PM.

Board of Directors Chair

Executive Director