
March 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 March 18, 2025, at 600 Jackson Street and called to order by Chair, Nancy Beebe at 3:00 p.m. Attendees included: Claire Curcio, Jacob Parcell, Matthew Zurasky, Susan Gayle, Glenna Boerner and Ken Lapin. Not Present: Bridgette Williams, Sarah Ritchie, Greg Sokolowski, Carol Walker, Shawn Kiger and Melissa White.

II. PUBLIC COMMENT

No Action Taken

III. SERVICE AWARDS

Mr. Joe Wickens recognized all employees with awards:

5 years

Jonathan Reese, MH Residential Specialist, Liberty/River

10 years

Grace Becker, Asst. Mgr., Myers Drive Respite Group Home

Caroline Bolawa, Direct Support Professional, Wolfe Street, ICF

Candace Lee, Direct Support Professional, Igo Road Group Home

25 years

Clarice Barker, Asst. Site Leader, RAAI, Kings Highway

IV. MINUTES, BOARD OF DIRECTORS, February 18, 2025

The Board of Directors approved the minutes from the February 18, 2025 meeting.

ACTION TAKEN: The Board approved the February 18, 2025 minutes.

Moved by: Mr. Jacob Parcell

Seconded by: Ms. Claire Curcio

V. BOARD CORE BEHAVIORS, Mr. Jacob Parcell

Mr. Parcell asked the Board to keep the core behaviors in mind throughout the discussions.

VI. PRESENTATION: PROBLEM GAMBLING “THE HIDDEN ADDICTION” BY MICHELLE WAGAMAN, PREVENTION SERVICES DIRECTOR: Ms. Wagaman presented to the Board on how the agency is responding to problem gambling. March is Problem Gambling Awareness Month which is designed to coincide with March Madness, when Americans are expected to wager over \$3 billion. For most adults, gambling can be fun but there are risks involved. She

covered the history of gambling, the definition of gambling, diagnosing a gambling disorder, statistics, signs and symptoms, at risk groups, various harms (mental, physical, social, financial and legal), as well as obstacles in prevention and making a change.

VII. FEBRUARY 2025 BOARD OF DIRECTORS WORK SESSION MINUTES

The Board of Directors approved the minutes from the February 27, 2025 work session meeting.

ACTION TAKEN: The Board approved the February 27, 2025 minutes.

Moved by: Mr. Jacob Parcell

Seconded by: Mr. Matt Zurasky

VIII. PROGRAM REPORTS

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

1. **Program Update** – Ms. Jindra highlighted that they are meeting at the end of this month for another 30 allotment of DD waivers for support coordination and then they are anticipating 30 or more in June as well. Mr. Zurasky asked if there is enough staff to cover case management. Ms. Jindra said they are working on that and assessing that as they go. They did add three positions in October to get ahead of the curve, so they are looking at reassessing staffing needs going forward. Ms. Beebe asked if any of the new waivers involve housing. Ms. Jindra said it depends on what type of waiver awarded. Ms. Beebe asked when will they know what services will be provided with each waiver. Ms. Jindra said it will vary based on the individual.
2. **Mental Health and Developmental Disabilities Residential Vacancies** – Ms. Jindra said they have been in a really good place with their referrals. Leeland and Galveston should have no vacancies by the end of April. They have a variety of individuals looking at placement at the ICF for DD residential. For mental health residential, half of the transition beds are filled and they have four referrals for transition beds that they are assessing currently. They have only two community beds available right now and they are both at Liberty.
3. **Sunshine Lady House** – Ms. Jindra said they accepted 88% of the prescreens they received. They served three individuals with detox in the month of February. They had six individuals who withdrew their interest in attending Sunshine and only four individuals that were denied due to medical reasons. Mr. Parcell said that there does not seem to be a consistent trend with utilization since we reopened SLH, are there any steps we can take to get on a positive trend towards increasing program utilization. Ms. Jindra said they are working closely with their partners to identify ways that they can increase their numbers. They have talked with other CSBs in the state and they are also struggling with meeting utilization.

B. CLINICAL SERVICES, *Ms. Jacque Kobuchi*

1. **Program Update** - Ms. Kobuchi gave highlights of her programs. She said that they welcomed a new Women's Substance Abuse Therapist, a position that had been open for a very long time. Last month, the Substance Abuse Team began billing for Project Link services. There was an article in the Free Lance Star featuring their Specialty Dockets Coordinator and Lead Veterans Affairs Therapist.

2. **State Hospital Census Report** -Ms. Kobuchi shared that there are currently two individuals on the Extraordinary Barriers List. They have 36 individuals that are at state hospitals receiving treatment.
3. **Emergency Custody Order (ECO)/ Temporary Detention Order (TDO) Report – February 2025.** Ms. Kobuchi stated that Emergency Services staff completed 167 emergency evaluations in February. Fifty-three individuals were assessed under an emergency custody order and seventy total temporary detention orders were served. Staff facilitated one admission to Catawba State Hospital and one admission to Commonwealth Center for Children and Adolescent. A total of nine individuals were involuntarily hospitalized outside of our catchment area in February. Nine individuals were able to utilize alternative transport. Unfortunately, the alternative transportation program has transitioned to a new vendor this month and the pilot for acute care alternative transportation has ended.
4. **CIT and Co-Response Report-** Ms. Kobuchi reported that the CIT Assessment Center served 22 individuals in the month of February. 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. The Co-Response Team served 11 individuals in February. The therapist for the Fredericksburg team remains vacant. They had a 40-hour CIT training in February and 22 new law enforcement officers were trained in CIT.
5. **Outpatient Waitlist and Same Day Access** – Ms. Kobuchi stated that all waitlists were resolved in the month of February and all clinics are providing intakes through Same Day Access. Data report submitted showing a gradual incline in Same Day Access for the month of February.

ACTION:

Mr. Zurasky noted that the King George data on the chart was incorrect in comparison to what was given in the program update. Ms. Kobuchi said she would fix that for next time. Ms. Boerner asked if there were still virtual appointments for outpatient services available. Ms. Kobuchi confirmed they do still provide some telehealth services. Ms. Boerner asked what the policy was if someone wanted those services. Ms. Kobuchi said it depends on the individual, it is a case-by-case scenario and ultimately up to the clinician. Ms. Gayle asked if all psychiatrists are virtual. Ms. Kobuchi said not all of them.

Mr. Parcell asked Ms. Kobuchi to talk about her staff's participation in Operation Safe Schools. Ms. Kobuchi said it was a local drill for law enforcement and fire and rescue and two of the emergency services therapists participated and provided support.

ACTION:

Mr. Parcell asked if there was something they could do for the staff that worked on the clearing of the waitlist to recognize their hard work, maybe a complimentary lunch. Mr. Wickens agreed and said they would think of something.

ACTION:

Ms. Curcio asked if we could begin to recognize staff members that received their licenses while at RACSB by having them come to the Board meeting. Mr. Wickens agreed this was a good idea.

C. COMPLIANCE, Ms. Stephanie Terrell

1. **Program Update** - Ms. Terrell shared with the Board that in February the compliance team focused on two projects. The first project was Policy Pro which will allow for all company policies for staff to be in one repository. They had four meetings last month where they shared with staff ways to develop a policy. So far, they have had one program already update their policy and procedures into the system. The other project, as mentioned in last month's update, is the In-Time Project. This is a proactive approach that the compliance team is taking to monitor Quarterlies and Individual Service Plans. A pilot program is currently underway with ID/DD Residential. In the pilot, one of the compliance team members reviews all quarterlies and all plans prior to them actually being finalized. This way staff can go back and make revisions. In the month of February, 30 quarterlies and 7 individual service plans were reviewed.
2. **Quality Assurance Report** – Ms. Terrell stated the Quality Assurance staff completed chart reviews for the following programs: *Medication Assisted Treatment (MAT)*: Discrepancies noted with Assessments, Individual Service Plans, Quarterly Review, Progress Notes, General Documentation. No average score given. *Mental Health Case Management: Spotsylvania*: Discrepancies noted with Assessments, Individual Service Plans, Quarterly Reviews, Progress Notes, average score increased from 76 to 85 on a 100-point scale. *Mental Health Outpatient: Stafford*: Discrepancies noted with Assessments, Individual Service Plans, Quarterly Reviews, Progress Notes, the average score decreased from 81 to 68 on a 100-point scale. *Substance Abuse Outpatient: Stafford*: Discrepancies noted with Assessments, Individual Service Plans, Quarterly Review, Progress Note, the average score decreased from 92 to 73 on a 100-point scale.

D. COMMUNICATIONS, Ms. Amy Umble

1. **Program Update** - Ms. Umble said that the Fredericksburg Free Press has been covering RAAI's Spring plant sale that is now going on. Also, this year the plant sale will have its own page on our website. Ms. Umble passed out the latest newsletter to Board members.

E. PREVENTION, Ms. Michelle Wagaman

1. **Program Update** - Ms. Wagaman shared that Spanish Mental Health First Aid was taking place this afternoon, and it's going really well. They had their ACE Interface Cohort at the end of February, it went really well- much appreciation to Amy Jindra for co-facilitating that with Ms. Wagaman. April is Child Abuse Prevention Month so they will be sending around information in the coming weeks.
2. **CounterTools Report** - Ms. Wagaman took the Board through the Tobacco Merchant (and Beyond) State Presentation.

3. **RAKOB- Creative Communities Partnership Grant** – The Rappahannock Area Kids on the Block (RAKOB) plans to apply to the City of Fredericksburg for the Government Challenge Grant. It is a matching grant program that combines local monies with state monies to support 501c3 Arts Organizations with operating funds. (The Rappahannock Area Community Services Board is not responsible for providing any additional funding.)

ACTION TAKEN: The Board approved the proposal to apply for the Creative Communities Partnership Grant.

Moved by: Mr. Claire Curcio

Seconded by: Ms. Susan Gayle

4. **HFRA – Women and Girls Fund Grant** - Healthy Families Rappahannock Area (HFRA) seeks approval to apply to the Women & Girls Fund through The Community Foundation of the Rappahannock River Region. The maximum award is \$50,000. The program seeks support for their initiative titled “The Motherhood Bridge: Connecting Moms to Care & Community” as outlined in data submitted.

ACTION TAKEN: The Board approved the proposal to apply to the Women & Girls Fund.

Moved by: Mr. Claire Curcio

Seconded by: Ms. Susan Gayle

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

F. FINANCE, Ms. Sara Keeler

1. **Program Update** – Ms. Keeler shared that one of the biggest items of note in the reports is a Medicaid issue—Medicaid deleted out all of our authorizations; therefore, we did not receive approximately \$1 million in revenue for our ID/DD programs. This has now been corrected, we have received the money, although the January numbers reflect the deficits. The reimbursement department is heavily working on cleanup of really old balances and a lot of them have bad addresses. On the accounting side, they completed the mid-year reporting to DBHDS. They are in the process of the HUD audits for the group homes. They are still wrapping up the RCS and RACSB audit, Ms. Keeler hopes to report that this is complete by next Board meeting. They have been actively providing information to Directors around salaries and benefits of all of their programs so they can make projections of where they are going to fall at the end of the year, and to prepare for the upcoming budget process. There is also an audit coming up from Social Security next week for the Rep Payee program.
2. Ms. Keeler reviewed the Summary of Cash Investments and Health Insurance.
3. Ms. Keeler reviewed the Summary of Investments.

ACTION:

Mr. Zurasky said that we need to reach out and talk to the Bank regarding the reinvestments they made after the recent maturity due to the short length and low

interest. Ms. Keeler confirmed she would speak to the Bank.

4. Ms. Keeler reviewed the Fee Revenue Reimbursement and Collections.
5. Ms. Keeler reviewed the Write-Off Report.
6. Ms. Keeler reviewed the Payroll Statistics.
7. Ms. Keeler reviewed the Financial Summary.

The Board moved to approve the financial summary.

ACTION TAKEN: The Board approved the financial summary.

Moved by: Mr. Matthew Zurasky

Seconded by: Ms. Susan Gayle

G. HUMAN RESOURCES, *Mr. Derrick Mestler*

1. **Program Update** – Mr. Mestler went over program highlights for February which was a very busy month, especially for payroll. He said they recognized they had some deficiencies with training in payroll and that it was time to retrain staff on the system and everything that has been learned over the past two years. The payroll specialist put together a great training which was rolled out in March and they are continuing to make sure everyone is up to speed. This will help ensure that HR can process payroll correctly and effectively. They are also working on their vendor management process and creating some efficiencies for them. They submitted an RFP for voluntary benefits for the upcoming plan year, more to follow on that next month in the benefits presentation. They have rescheduled the all-staff In-Service Day for April 23rd.
2. **Applicant and Recruitment Update** – Mr. Mestler noted that for the month of February, RACSB received 629 applications. Of the applications, 79 applicants listed the RACSB applicant portal as their recruitment source, 31 stated employee referrals as their recruitment source and 519 listed job boards as their recruitment source. At the end of February, there were 35 open positions, 27 full-time, 8 part-time.
3. **Turnover Report** – Mr. Mestler shared that HR processed a total of 8 employee separations for the month of February. Of the separations, 6 were voluntary and 2 were involuntary. Mr. Mestler referred to the graph and said there has been a fair amount of movement in many directions over the past months. They are continuing to get more detail on voluntary data to hone in on some of the voluntary turnover.

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

1. **Program Update** – Ms. Williams shared that they are moving forward with the work on the new data exchange and they are really excited about it although Netsmart continues to have its challenges in meeting our expectations.
2. **DBHDS Audit Reports**– Ms. Williams presented the results of three audits from the DBHDS multi team site visit. All results were very positive. There were four findings that were reviewed with the Board along with a Corrective Action Plan for Board approval.

The Board moved to approve the Corrective Action Plan.

ACTION TAKEN: The Board approved the Corrective Action Plan.

Moved by: Mr. Claire Curcio

Seconded by: Ms. Ken Lapin

3. **DBHDS Funding Application** – Ms. Williams shared that the Office of Crisis Services offered us the ability to apply for funding to support an automated medication dispensing device in our crisis stabilization unit. They're offering this opportunity to any CSB that has a CSU or a CRC. After working with our on-site pharmacy provider, RACSB has received multiple quotes for automated dispensing devices at significantly reduced cost for similar equipment and support. They submitted the application in response to the open DBHDS funding opportunity to cover BD Pyxis MedBank Tower and support from Altruix.

The Board moved to approve the DBHDS application for funding.

ACTION TAKEN: The Board approved the Application for Funding.

Moved by: Ms. Susan Gayle

Seconded by: Mr. Jacob Parcell

4. **Joe and Mary Wilson Community Benefit Fund of Mary Washington Hospital and Stafford Hospital Community Benefit Fund** – Ms.

Williams said that we had the opportunity to submit a proposal for potential funding through the Joe and Mary Wilson Community Benefit Fund of Mary Washington Hospital and Stafford Hospital Community Benefit Fund targeted at funding behavioral health initiatives in rural locations. RACSB applied to support funding the one full-time school-based therapist placed within Fredericksburg City School. We received \$40,000 from the Joe and Mary Wilson Community Benefit Fund of Mary Washington Hospital Foundation and \$50,000 from the Stafford Hospital Board of Trustees. Letters of Agreement were submitted for consideration and Board approval.

Mr. Lapin said he thought we already had a plan to provide a therapist to the schools. Ms. Williams said we had planned to do that when Medicaid had planned to fund it sooner but there is a barrier to bill right now therefore our sustainability plan has not materialized yet. Mr. Lapin said we want to do it but we cannot bill for it. Ms. Williams confirmed.

ACTION:

Mr. Zurasky asked if the dollars received represent two separate positions. Ms. Williams stated it was one position. Mr. Zurasky asked where the position served. Ms. Williams said Fredericksburg. Mr. Zurasky said that in the letter of agreement for the Stafford Board of Trustees it references for a rural location. He asked if we were meeting the true intent of the grant in that case. Ms. Williams said she could reach out for them to change the wording because our application, as submitted, was clear it was for one therapist in Fredericksburg City. Mr. Zurasky said he wanted to raise his concern that we were not in compliance. Ms. Williams said she agreed and it was noted and that she would go back and ensure

it was clarified with the grant administrator before our Board chairperson was asked to sign the letters.

The Board moved to approve the proposal for potential funding.

ACTION TAKEN: The Board approved the proposal for potential funding with the clarification requested by Mr. Zurasky.

Moved by: Mr. Jacob Parcell

Seconded by: Ms. Glenna Boerner

5. Health Insurance Premium Holiday for both Employee and Agency Contributions – Ms. Williams shared that RACSB leadership would like the Board to consider granting both an employee and an Agency premium holiday for the remainder of this fiscal year. This would apply to all employees' health insurance contributions. No further amount would be deposited into the health insurance account this fiscal year. Not only would this continue to provide a benefit to employees, but would benefit agency programs as well by minimizing expenses charged to the program. This change would be in place for the next 7 pay periods. This would result in approximately \$1,463,000 not being deposited in the account, with \$1,253,000 cost savings to the programs. Our average monthly claims for the fiscal year are \$286,832 per month. We anticipate our health insurance account balance to decrease by \$1,003,912, leaving a health balance of \$2,899,673 at the start of the new fiscal year. Ms. Williams said this is not a risk, this is still a very healthy position. We do have stop loss in place for high claimants.

Mr. Zurasky asked if we wanted to cap it somewhere by having a date plus a dollar amount. After further discussion, it was agreed to extend the premium holiday to both employee and agency to the end of the fiscal year or until our health insurance account balance reaches an amount of \$2.5 million, at which time, we would reinstate premium contributions and notify the Board.

Ms. Beebe asked that a regular update be given to the Board on this account. Ms. Williams said she would ensure to do so.

The Board moved to approve the premium holiday for employee and agency with a budgeting cap of the end of the fiscal year or until our health insurance account balance decreases to \$2.5 million whichever occurs first.

ACTION TAKEN: The Board approved the premium holiday for employee and agency with a budgeting cap.

Moved by: Mr. Ken Lapin

Seconded by: Ms. Jacob Parcell

6. Strategic Planning Process & Project Timeline – Ms. Williams took the Board through a strategic planning presentation covering Step 1 of the strategic planning process: vision, values, vector. She told the Board that each month they will be receiving a deliverable similar to this one. She advised that she will follow

up with a detailed email asking for various levels of on-going Board participation.

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

- A. Mr. Wickens announced that Delegate Phillip Scott from Spotsylvania will be visiting RACSB for a program discussion and tour on March 31, 2025 at 4:00pm. Both Ms. Beebe and Mr. Parcell plan to participate.
- B. Mr. Wickens shared that it's time for another VACSB Conference May 7-9th in Norfolk, VA with a focus on Training and Development. Please let us know if you plan to attend so we can get you registered and get your rooms reserved.

X. BOARD TIME

- A. Ms. Gayle said thank you.
- B. Mr. Parcell said thank you for the great reports and congratulations on no waitlist. Thank you for all the staff for their hard work on the strategic planning process.
- C. Ms. Curcio said thank you also, I'm so pleased that the numbers seem to get better every month, its clear improvements are being made and it's appreciated, and I appreciate the clarity of the financials.
- D. Ms. Boerner said thank you.
- E. Ms. Beebe said thank you.
- F. Mr. Zurasky said I also am encouraged and looking forward to the strategic planning process, we've laid out a wonderful plan and started it quite strongly.
- G. Mr. Lapin said thank you, good presentation Brandie, and thank you to all of you for what you 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:

Claire Curcio – Voted Aye

Nancy Beebe – Voted Aye

Susan Gayle – Voted Aye

Glenna Boerner _ Had to leave prior to certification

Jacob Parcell – Voted Aye

Matthew Zurasky – Voted Aye

Ken Lapin – Voted Aye

The motion was unanimously approved.

XII. ADJOURNMENT

The meeting adjourned at 6:46 PM.

Board of Directors Chair

Executive Director