
April 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 April 15, 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, Bridgette Williams, Shawn Kiger, Carol Walker, Greg Sokolowski and Ken Lapin. *Not Present:* Glenna Boerner, Susan Gayle, Sarah Ritchie, and Melissa White.

II. MINUTES, BOARD OF DIRECTORS, March 18, 2025

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

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

Moved by: Mr. Matt Zurasky

Seconded by: Ms. Claire Curcio

III. MINUTES, BOARD OF DIRECTORS STRATEGIC PLAN WORK GROUP, April 7, 2025

The Board of Directors approved the minutes from the April 7, 2025 meeting.

ACTION TAKEN: The Board approved the April 7, 2025 minutes.

Moved by: Ms. Bridgette Williams

Seconded by: Mr. Jacob Parcell

IV. MINUTES, BOARD OF DIRECTORS STRATEGIC PLAN WORK GROUP, April 14, 2025

The Board of Directors approved the minutes from the April 14, 2025 meeting.

ACTION TAKEN: The Board approved the April 14, 2025 minutes.

Moved by: Mr. Ken Lapin

Seconded by: Ms. Bridgette Williams

V. PUBLIC COMMENT

No Action Taken

VI. SERVICE AWARDS

Mr. Joe Wickens recognized all employees with awards:

5 years

Stacey Broughton, Developmental Services Support Coordinator
(not in attendance)

30 years

Sherrie Johnson, Licensed Child & Adolescent Therapist

VII. Employee Recently Licensed, Kristyn Hunter, Child & Adolescent Therapist, Spotsylvania Clinic

VIII. Employee of the Quarter, Brandon Ashby, Direct Support Professional, RAAI, Kings Highway

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

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

X. **PRESENTATION: BENEFITS RENEWAL - THE USI ONE ADVANTAGE:** Mr. Scott Flora and Mr. Greg Snow from USI gave an overview of the agency's health and dental plans and contributions. They made the following recommendations:

- A. Renew Anthem self-funded program with no change to contributions. Remove 4th tier of prescription drug program and have all prescriptions fall into one of the three copay tiers.
- B. Renew the Symetra stop loss reinsurance at current level of \$125,000 specific and 120% aggregate level.
- C. Renew the Delta Dental self-funded dental program with no change to benefits or contributions. Add Special Health Care Needs benefit at no additional cost.

XI. **PROGRAM REPORTS**

A. **COMMUNITY SUPPORT SERVICES, *Ms. Amy Jindra, Mr. Steve Curtis & Ms. Allison Standing***

1. **Myers Respite Update** – Mr. Curtis went over some of the challenges for Myers Drive over the last quarter, January through March, to include weather and attrition. They also lost their program supervisor in March, who went to work for DBHDS. Overall, the Myers Respite team continues to implement improvement strategies to enhance the program's effectiveness, increase revenues, and manage expenses while also committing to offering valued services to individuals in our community.
2. **Part C Midyear** – Ms. Standing took the Board through our Part C Mid-Year Fiscal Report for State Fiscal Year 2025. Although the program is operating at a deficit, DBHDS required the local system to change report to reflect that revenue from other programs were being used to cover the deficit, resulting in a balanced-budget report. RACSB wanted to ensure that the Board of Directors had transparency with the report. Mr. Zurasky said it might be a good idea for the Board to have some examples of how DBHDS has recreated the program when a CSB has pulled out as the local lead agency, this way we can assess what that impact would be to our community. He said he is certainly not proposing we stop this service; he would just like to see what it might look like without us. We need to be able to present data around the return on investment of the service if we were to ask localities or other funding sources for additional financial support. Mr. Wickens clarified that this is just an information gathering exercise. Mr. Zurasky confirmed. Mr. Zurasky also wanted to know if we could quantify the increased costs specific to the requirements related to Trac-It. Ms. Beebe asked when we could expect the information to be presented to the Board. **Mr. Wickens said we are evaluating every program but that we could get this specific information on Early Intervention to the Board by June.**

3. **Sunshine Lady House** – Ms. Jindra said they received 44 prescreens for the month of March and the acceptance rate was 80%. One individual was declined due to recent violent behavior. There were eight individuals who, due to their initial medical assessments, Rappahannock Creative Health Care referred them out for additional medical clearance. They had no individuals participate in medically-managed detox this month.
4. **Mental Health and Developmental Disabilities Residential Vacancies** – Ms. Jindra shared that during the month of March, Mental Health and Developmental Disabilities Residential programs experienced changes in program enrollment and vacancies. Programs actively seek referrals from support coordination, case management, hospital liaisons and other community members. Permanent Supportive Housing has a total of 91 available placements. Currently, the program has housed 67 formerly homeless individuals.
5. **B101.5 Radio Kindness Grant** – Ms. Jindra announced that the RAAI program was selected as the first recipient of \$25,000 as part of the Centennial Broadcasting \$100K of Kindness Initiative.

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

1. **Program Update** - Ms. Kobuchi gave highlights of her programs. She said that several programs noted success stories and compliments they received this past month.
2. **State Hospital Census Report** -Ms. Kobuchi shared that there are currently two individuals on the Extraordinary Barriers List. They have 37 individuals that are at state hospitals receiving treatment.
3. **Emergency Custody Order (ECO)/ Temporary Detention Order (TDO) Report – March 2025**. Ms. Kobuchi stated that Emergency Services staff completed 195 emergency evaluations in March. Fifty-seven individuals were assessed under an emergency custody order and sixty-four total temporary detention orders were served. Staff facilitated two admissions to Western State Hospital. A total of five individuals were involuntarily hospitalized outside of our catchment area in March. The alternative transportation contract ended on 3/15/25. Data reports submitted.
4. **CIT and Co-Response Report**- Ms. Kobuchi reported that the CIT Assessment Center served 17 individuals in the month of March. 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 20 individuals in March. The therapist for the Fredericksburg team remains vacant. Stafford therapist position has been filled. RACSB held a Train the Trainer Class and 5 attendees were newly certified as CIT Instructors.
5. **Outpatient Waitlist and Same Day Access** – Ms. Kobuchi stated that all waitlists were resolved in the month of March 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 March.
6. **C&A Case Management Residential Placement Quarterly Report** – Ms. Andrus presented third quarter data for the number of out of home placements, number of admissions, number of discharges, length of stay information and number of cases per locality.

C. COMPLIANCE, *Ms. Stephanie Terrell*

1. **Program Update** - Ms. Terrell provided her program update to the Board for March 2025.
2. **Quality Assurance Report** –Ms. Terrell stated the Quality Assurance staff completed chart reviews for the following programs: *Substance Abuse Case Management (SACM) Fredericksburg*: Discrepancies noted with Assessments, Quarterly Reviews, Progress Notes; the average score increased from 93 to 94 on a 100-point scale. *Substance Abuse Outpatient (SAOP) King George*: Discrepancies noted with Individual Service Plans, Quarterly Reviews, Progress Notes, average score increased from 64 to 68 on a 100-point scale. *Rappahannock Adult Activities, Inc (RAAI) Kings Hwy*: Discrepancies noted with Individual Service Plans, the average score increased from 92 to 99 on a 100-point scale.
3. **Licensing Reports** – Ms. Terrell said we received two licensing reports. One report related to late reporting of a serious incident into the DBHDS Computerized Human Rights Information System (CHRIS) at Spotsylvania Mental Health Outpatient Clinic and the other related to a human rights allegation at Stonewall Estates Group Home. Submitted Corrective Action Plans provided additional details regarding the citation and RACSB's response.

The Board moved to approve the Licensing Reports

ACTION TAKEN: The Board approved the Licensing Reports

Moved by: Mr. Ken Lapin

Seconded by: Ms. Claire Curcio

D. COMMUNICATIONS, *Ms. Amy Umble*

1. **Program Update** – Ms. Umble referred to her program update and had one correction to make under “Community Engagement”. Jen Acors did not give the presentation on Medicaid Waivers at the Fredericksburg Area Transition Counsel Event, it was Tameika Bradley. Ms. Umble also highlighted the upcoming events at RAAI as well as the Art of Recovery.

E. PREVENTION, *Ms. Michelle Wagaman*

1. **Program Update** – Ms. Wagaman referred to her update and said they delayed implementation of teenMHFA at James Monroe High School given the events of last week. They are moving forward with the implementation of Caroline High School teenMHFA as well. April is Child Abuse Prevention Month so Healthy Families is hosting a diaper drive along with some other events. Next Friday, there is a live jazz performance at Hillcrest United Methodist Church, all of the funds raised go to Healthy Families.
2. **Prevention Dashboard** - Ms. Wagaman provided the prevention dashboard for FY2025.

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

F. FINANCE, Ms. Sara Keeler

1. **Program Update** – Ms. Keeler provided her program update.
2. Ms. Keeler reviewed the Summary of Cash Investments and Health Insurance.
3. Ms. Keeler reviewed the Summary of Investments.
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, Ms. Katherine Grove

1. **Program Update** – Ms. Grove briefly reviewed the program highlights.
2. **Applicant and Recruitment Update** – Ms. Grove noted that for the month of March, RACSB received 382 applications. Of the applications, 76 applicants listed the RACSB applicant portal as their recruitment source, 42 stated employee referrals as their recruitment source and 264 listed job boards as their recruitment source. At the end of March, there were 28 open positions, 23 full-time, 5 part-time. Mr. Zurasky asked that of the 382 applications were they all applying for the same position. Ms. Grove said no, it was spread out amongst the 28 positions. Mr. Zurasky then asked if we were getting the right number of applicants for those positions. Ms. Grove said we are getting a good number of applicants for those positions. Ms. Brandie Williams added that HR has been good about providing the leadership team with that information by position of how many applications each position has had in the last thirty days. HR is also trying to start teasing out, of those, how many were actually qualified to apply for the job. The HR department provides this information to Executive Team each week.
3. **Turnover Report** – Ms. Grove shared that HR processed a total of 10 employee separations for the month of March. Of the separations, 7 were voluntary and 3 were involuntary. Ms. Bridgette Williams asked the reason why the staff resigned. Ms. Grove said most of them went onto other job opportunities.
4. **Benefits Recommendations for FY2026** – Ms. Williams took the Board through the comprehensive benefits package for employees that has been reevaluated. Each year, the Executive Leadership Team evaluates benefit experience and offerings to expand and strengthen our benefit portfolio. RACSB leadership made recommendations for the Board of Directors' consideration regarding the pharmacy plan adjustment, dental plan additional special health care benefit, voluntary plan additions, Roth investments, employee assistance program increase of visits, YMCA Benefit, and Tickets at Work discount program. One exception to the report included in original package was the recommendation to pursue voluntary life insurance with Colonial Life and not CHUBB as indicated. CHUBB was unable to adjust broker commission to meet

the expectation of the RFP.

The Board moved to approve the Benefits Recommendations for FY2026

ACTION TAKEN: The Board approved the Benefits Recommendations

Moved: Ms. Claire Curcio

Seconded: Ms. Carol Walker

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. Netsmart continues to have challenges in meeting both DBHDS and CSB expectations. They have not yet executed the required design exceptions document and have continued to bring up barriers to timely implementation. Ms. Williams is working very closely with DBHDS to address these concerns. Netsmart has been identified as the only vendor at risk for the project.
- 2. Legislative Updates and Priorities**– Ms. Williams said that this update is given because much of what we do is impacted by changes in regulations and political decisions. Normally, this time of year she gives her wrap up presentation for the year because the General Assembly session is over and typically, we have ideas about the budget. This year, you will be receiving legislative updates every month due to the frequency of changes occurring that we need to keep an eye. We need to make sure there is transparency on impacts to our agency. She then presented on the Governor's Action on legislation of interest; Items of note from the Governor's Budget actions; Impacts of recent Federal-level actions; and Future impacts of potential Federal-level actions.
- 3. Strategic Plan Update** – Ms. Williams took the Board through the Step 2: Stakeholder Input and SWOT Analysis Presentation. She thanked the Board members who have participated thus far in the planning meetings and said she looked forward to the next steps and reviewed the strategic plan project outline and timeline. She said that the planning committee will now shift to Step 3 to developing out and focusing on what are our key strategic performance areas and our key strategic overarching goals. Mr. Zurasky said interactions with our governments needs to be added to the weaknesses section. Ms. Williams confirmed that was important and that it would be added to the discussion.
- 4. Individuals Served by Locality** –Data was submitted for Mental Health, Intellectual Disability, and Substance Abuse Services for Individuals Served by Locality between July 1, 2024 – March 27, 2025 in order to provide a level of transparency to various other localities and to prevent on-going ad hoc requests.

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

- A.** Mr. Wickens shared a draft Community Outreach Funding Agreement for the Board's review. It covers the desire of the city to have persons knowledgeable with respect to available homeless services in the area to provide outreach to the homeless persons, especially those experiencing behavioral health concerns within the area, in an effort to meet goals of the city and reduce the number of unhoused persons in the area.

RACSB is willing to partner with the city to provide a community outreach case manager that will be funded by the city. Ms. Curcio asked about the two people we already have working at Micah. Ms. Jindra said this position would not be limited to the SMI population. Mr. Parcell said that under Position Objectives under Exhibit A the sentence should read: *Provide navigation to individuals experiencing homelessness to enable them to access stable housing, **mental health services and substance use services***. Ms. Beebe asked who the position would report to. Mr. Wickens said the position would report to Community Support Services under Permanent Supportive Housing (PSH). They will be the RACSB's permanent employee. Ms. Jindra added that we do not want to hire someone we cannot continue to fund and should the city pivot, Permanent Supportive Housing has the funding to absorb this position, if needed.

Mr. Lapin suggested to add Mr. Parcell's additions of mental health services and substance use services to the second bullet point instead of the first. Mr. Parcell agreed. Ms. Jindra said she would add developmental disabilities as well to the text.

The Board moved to approve the Community Outreach Funding Agreement with the above-mentioned edits.

ACTION TAKEN: The Board approved the Community Outreach Funding Agreement
Moved: Ms. Claire Curcio
Seconded: Mr. Jacob Parcell

XIII. BOARD TIME

- A.** Mr. Parcell, thank you for the reports, and for the hard work on the strategic plan work group, thank you for engaging the Board, good results so far.
- B.** Ms. Curcio said thank you for involving us in this strategic planning process and for the strength of the leadership team.
- C.** Ms. Walker, thank you, I appreciate your transparency, you're looking ahead, being realistic about our situation federally and statewide, and appreciate the realism.
- D.** Mr. Kiger, thank you for all that you do, I'm looking forward to this new position for the homeless that can make a big difference.
- E.** Ms. Beebe said thank you, and that this new position could go to the other jurisdictions too.
- F.** Mr. Zurasky thank you for the reports and for digging deeper into the financial reports, and appreciate the recommendations for the health coverage, and also, I do recognize the stress of the staff and we are trying to do what we can for that.
- G.** Mr. Lapin thank you for all that you do.
- H.** Mr. Sokolowski, I believe the staff we have are second to none here in the state, so thank you.

XIV. 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 Mr. Lapin and seconded by Mr. Zurasky 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	Jacob Parcell – Voted Aye
Nancy Beebe – Voted Aye	Matthew Zurasky – Voted Aye
Shawn Kiger – Voted Aye	Ken Lapin – Voted Aye
Greg Sokolowski – Voted Aye	Carol Walker – Voted Aye
Bridgette Williams – Had to leave prior to certification	

The motion was unanimously approved.

XV. ADJOURNMENT

The meeting adjourned at 7:19 PM.

Board of Directors Chair

Executive Director