June 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 June 17, 2025, at 600 Jackson Street and called to order by Chair, Nancy Beebe at 3:00 p.m. *Attendees included*: Claire Curcio, Matthew Zurasky, Bridgette Williams, Carol Walker, Ken Lapin Melissa White, Greg Sokolowski, and Jacob Parcell. *Not Present*: Susan Gayle, Sarah Ritchie, and Shawn Kiger.

II. MINUTES, BOARD OF DIRECTORS, **May 20, 2025**

The Board of Directors approved the minutes from the May 20, 2025 meeting.

ACTION TAKEN: The Board approved the May 20, 2025 minutes.
Moved by: Ms. Carol Walker
Seconded by: Mr. Matt Zurasky

III. MINUTES, BOARD OF DIRECTORS STRATEGIC PLAN WORK GROUP, **June 2, 2025**

The Board of Directors approved the minutes from the June 2, 2025 meeting.

ACTION TAKEN: The Board approved the June 2, 2025 minutes.
Moved by: Ms. Bridgette Williams
Seconded by: Ms. Melissa White

IV. MINUTES, EXECUTIVE COMMMITTEE MEETING, **June 2, 2025**

The Board of Directors approved the minutes from the June 2, 2025 meeting.

ACTION TAKEN: The Board approved the June 2, 2025 minutes.
Moved by: Mr. Matt Zurasky
Seconded by: Ms. Bridgette Williams

V. MINUTES, BOARD OF DIRECTORS STRATEGIC PLAN WORK GROUP, **June 16, 2025**

The Board of Directors approved the minutes from the June 16, 2025 meeting.

ACTION TAKEN: The Board approved the June 16, 2025 minutes.
Moved by: Ms. Claire Curcio
Seconded by: Mr. Jacob Parcell

VI. PUBLIC COMMENT

No Action Taken

VII. SERVICE AWARDS

Mr. Joe Wickens recognized all employees with awards:

<u>5 years</u>

Melissa Dannemiller, Licensed Outpatient Therapist, Spotsylvania

Suzanne Haskell, Coordinator, Early Intervention

Brittany Makufka, Licensed Outpatient Therapist, Fredericksburg
(not in attendance)

10 years

Stephanie Terrell, Director of Compliance

VIII. Employee Recently Licensed, **Portia Bennett**, Licensed Professional Counselor

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

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

X. BOARD PRESENTATION-FISCAL YEAR 2026 OPERATING BUDGET, *Ms. Sara Keeler*

Ms. Keeler took the Board through the fiscal year 2026 operating budget challenges and changes for all programs.

The Board of Directors approved the FY2026 Operating Budget.

ACTION TAKEN:
Moved by: Mr. Jacob Parcell
Seconded by: Mr. Matt Zurasky

XI. PROGRAM REPORTS

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

1. **Program Update** – Ms. Jindra noted that the Art of Recovery was a success that ran the month of May. No other additions to her program update.
2. **Sunshine Lady House** – Ms. Jindra said they received 54 prescreens for the month of May and accepted 46. Sunshine Lady House declined 2 prescreens for admission due to current violent and dangerous behaviors. In total, the program served 45 individuals for a 61% utilization rate.
3. **Mental Health and Developmental Disabilities Residential Vacancies** – Ms. Jindra shared that during the month of May, Mental Health and Developmental Disabilities Residential programs experienced a lot of momentum in program enrollment and vacancies. They have housed 7 individuals since January. Currently, there are 4 individuals interested in Myers and 3 to move in the next month. Programs actively seek referrals from support coordination, case management, hospital liaisons and other community members. Currently, Permanent Supportive Housing program has housed 72 formerly homeless individuals and they have 91 total that can be housed.

B. CLINICAL SERVICES, *Ms. Jacque Kobuchi*

1. **Program Update** – In addition to her program update, Ms. Kobuchi announced the exciting news that they received approval from the City of Fredericksburg for the Therapeutic Docket.
2. **State Hospital Census Report** -Ms. Kobuchi shared that there are currently three individuals on the Extraordinary Barriers List. They have 35 individuals that are at state hospitals receiving treatment.
3. **Emergency Custody Order (ECO)/ Temporary Detention Order (TDO) Report – May 2025**. Ms. Kobuchi stated that Emergency Services staff

completed 191 emergency evaluations in May. Seventy individuals were assessed under an emergency custody order and seventy-six total temporary detention orders were served. Staff facilitated one admission to Western State Hospital and one admission to Commonwealth Center for Children and Adolescents. A total of four individuals were involuntarily hospitalized outside of our catchment area in May. Data reports submitted.

4. **CIT and Co-Response Report**- Ms. Kobuchi reported that the CIT Assessment Center served 32 individuals in the month of May. 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 19 individuals in May. The therapist for the Fredericksburg team remains vacant.
5. **Outpatient Waitlist and Same Day Access** – Ms. Kobuchi stated that waitlists remain resolved in the month of May and all clinics are providing intakes through Same Day Access. Data report submitted. Ms. Kobuchi asked the Board if they wanted to continue to receive this report as it was a fiscal year goal and we are now at the end of the fiscal year. The Board said they would like to continue to receive the graph of percentage of intakes completed through same day access in order to continue to see the trends (pg. 47).

C. COMPLIANCE, *Ms. Stephanie Terrell*

1. **Program Update** – Ms. Terrell reported that in addition to her program update her department is currently in the middle of a DMAS Quality Management Review audit. There are four auditors on site. They are looking at a total of 128 records.
2. **3rd Quarter FY 2025 Incident Report Review** – Ms. Terrell said the compliance team triaged 852 Incident Reports from January 1, 2025 through March 31, 2025 (an overall increase of 138 reports from last quarter). Of those 852 incident reports received, 117 incidents were reported to the Department of Behavioral Health and Development Services (DBHDS).
3. **Quality Assurance Report** – Ms. Terrell said the Quality Assurance staff completed chart reviews for the following programs: Mental Health Outpatient, Spotsylvania; Mental Health Outpatient, King George; Developmental Disability Support Coordination, Spotsylvania; Developmental Disability Support Coordination, Stafford; and Mental Health Outpatient, Caroline. Corrective Action Plans were submitted for all discrepancies within the charts.
4. **Licensing Report** – Ms. Terrell said we received three licensing reports relating to human rights allegations in May: Ross Drive Intermediate Care Facility (ICF), Spotsylvania Day Support, and Wolfe Street (ICF). Submitted Corrective Action Plan's provided additional details regarding the citations and RACSB's responses.

The Board moved to approve the Licensing Reports
ACTION TAKEN: The Board approved the Licensing Reports
Moved by: Ms. Bridgette Williams
Seconded by: Ms. Claire Curcio

D. COMMUNICATIONS, *Ms. Amy Umble*

1. **Monthly Update** – Ms. Umble pointed out that she changed this report format to give more highlights of how we are telling our story.
2. **Social Media Analysis** – Ms. Umble provided social media analysis on performance overview for top performing content on Facebook, LinkedIn and Instagram.

The Board took a ten-minute break

E. PREVENTION, *Ms. Brandie Williams*

1. **Program Update** – Ms. Williams presented the Prevention program update and focused on the Top 5 Prevention Services for June.
2. **Notice of Award** – Ms. Williams shared that we were selected for another Behavioral Health Wellness Initiative Grant with DBHDS' Office of Behavioral Wellness. The project will be funded in the amount of $11,960.

F. FINANCE, *Ms. Sara Keeler*

1. **Program Update** – Ms. Keeler provided her program update and highlighted exciting news, that they have filed the FY24 Financial Audit. The auditors will present at the next Board meeting in August.
2. Ms. Keeler reviewed the Summary of Cash Investments.

ACTION Mr. Parcell asked if we were still on track for August/September to take a look at our investment portfolio options. Ms. Keeler said yes, and that we will find out which meeting we will have the bank attend to give us an overview.

3. Ms. Keeler reviewed the Other Post Employment Benefit.
4. Ms. Keeler reviewed the Health Insurance.
5. Ms. Keeler reviewed the Summary of Investments.
6. Ms. Keeler reviewed the Fee Revenue Reimbursement and Collections.
7. Ms. Keeler reviewed the Write-Off Report.
8. Ms. Keeler reviewed the Payroll Statistics.
9. Ms. Keeler reviewed the Financial Summary.

The Board moved to approve the financial summary.
ACTION TAKEN: The Board approved the financial summary.
Moved by: Ms. Carol Walker
Seconded by: Ms. Bridgette Williams

10. **Proposed revision to Financial Policies and Procedures** – Ms. Keeler provided a recommendation to the Board regarding the removal of no-show fees from Medicare insured clients.

The Board moved to approve the recommendation.
ACTION TAKEN: The Board approved recommendation.
Moved by: Ms. Bridgette Williams
Seconded by: Ms. Claire Curcio

G. HUMAN RESOURCES, *Mr. Derrick Mestler*

1. **Program Update** – Mr. Mestler provided his program update and said that benefits open enrollment has been completed for 540 eligible staff, the new selections start July 1st. Also, performance evaluations for all employees have been completed as of the end of May.
2. **Applicant and Recruitment Update –** Mr. Mestler noted that for the month of May, RACSB received 395 applications. Of the applications, 43 applicants listed the RACSB applicant portal as their recruitment source, 13 stated employee referrals as their recruitment source, and 339 listed job boards as their recruitment source. At the end of May, there were 8 open positions, 6 full-time, 2 part-time.
3. **Turnover Report** – Mr. Mestler shared that HR processed a total of 10 employee separations for the month of May. Of the separations, 9 were voluntary and 1 was involuntary.
4. **DBHDS Workforce Reporting Overview –** Mr. Mestler provided the Board with workforce data for certain position categories for reporting vacancy rate, turnover rate, and salary information submitted to the Department of Behavioral Health and Developmental Services (DBHDS) for the third quarter of FY2025.

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

1. **Program Update** – Ms. Williams shared that the RACSB performance contract has been posted on our website for public comment. It will be there for 30 days. She will have a report for the Board next meeting and go into more detail prior to asking the Board for approval. Ms. Williams said that we are also on track to transition to the new data exchange for the July 1 deadline.
2. **Combined Dashboard Data Report** – Ms. Williams reviewed the data report and noted there were still discrepancies in the services sent and received by DBHDS for some of the measures. The IT teams are working with Netsmart to identify the issue and resolve the technical error.
3. **Legislative Updates and Priorities–** Ms. Williams provided an overview of the legislative updates and priorities. She focused on DBHDS funding actions, with estimated allocations for one-time funding support to build I/DD Support Coordination. RACSB is estimated to receive $1,000,000 in these one-time funds. We were also awarded funding of our application for an automated dispensing device for Sunshine Lady House. Ms. Williams went over the latest on Federal Medicaid Cuts.
4. **State of the Workforce and Compensation Update FY2025** – Ms. Williams took the Board through the update in order to evaluate the agency recruitment, retention, and compensation actions since June 2024. She covered the barriers and threats to the RACSB workforce, living wage criteria, financial position and consideration, followed by a recommendation for the Board to approve a merit-based one-time bonus. She said the approximate $268,635 in FY26 state funding restricted to salary actions will be used to cover the majority of expected cost.

The Board moved to approve the merit-based one-time bonus.
ACTION TAKEN: The Board approved merit-based one-time bonus
Moved by: Mr. Ken Lapin
Seconded by: Ms. Bridgette Williams

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

Mr. Wickens reminded the Board that there would be no board meeting in the month of July. The next board meeting will be on August 19, 2025.

XIII. APPOINTMENT OF OFFICERS, *Ms. Nancy Beebe*

Ms. Beebe called a vote on the new officers nominated at the May Board of Directors meeting.

Chairman, Jacob Parcell
Vice Chairman, Matt Zurasky
Secretary, Claire Curcio

The Board moved to approve the new officers.
ACTION TAKEN: The Board approved the new officers as listed above.
Nominated by: Mr. Ken Lapin
Seconded by: Ms. Carol Walker

XIV. BOARD TIME

A. Ms. Curcio, thank you for electing me. I am overwhelmed at the amount of work you all do, it amazes me every month, thank you.
B. Ms. White, thank you staff, thank you Nancy for taking the role as Chairman, I appreciate your time. Congratulations to everyone else and thank you to the team.
C. Ms. Walker, you all have done a phenomenal job with budget and finance and hiring, waitlist, the things presented at this meeting shows you are going in the right direction and I appreciate staff and leadership of this Board as well, thank you.
D. Ms. Beebe, thank you very much.
E. Ms. Williams, everyone is doing a great job.
F. Mr. Zurasky, thank you for your two years of service, Nancy, also thank you for picking Jacob. I'd like to say that the Board made a decision earlier this year to raise salaries and it was the right thing to do and the fact that we are only a $1 million in the hole at the end of the year is amazing. Everyone really did a great job in watching what we we're doing and thank you for preparing a budget that reflects that in still uncertain times, we are preparing for this next year with a conservative estimate on revenues and we'll do well. Thank you.
G. Mr. Lapin, excellent budget presentation and thank you to all for what you're doing.
H. Mr. Sokolowski, thank you all for what you're doing.

XV. 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, Mr. Sokolowski 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
Greg Sokolowski – Voted Aye
Melissa White – Voted Aye

Jacob Parcell – Voted Aye
Matthew Zurasky – Voted Aye
Ken Lapin – Voted Aye
Carol Walker – Voted Aye

XVI. ADJOURNMENT

The meeting adjourned at 6:11 PM.

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Board of Directors Chair Executive Director