May 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 May 20, 2025, at 600 Jackson Street and called to order by Vice Chair, Jacob Parcell at 3:00 p.m. *Attendees included*: Claire Curcio, Matthew Zurasky, Bridgette Williams, Carol Walker, Ken Lapin and Nancy Beebe. *Not Present*: Glenna Boerner, Susan Gayle, Sarah Ritchie, Shawn Kiger, Greg Sokolowski and Melissa White.

II. MINUTES, BOARD OF DIRECTORS, **April 15, 2025**

The Board of Directors approved the minutes from the April 15, 2025 meeting.

ACTION TAKEN: The Board approved the April 15, 2025 minutes.
Moved by: Ms. Bridgette Williams
Seconded by: Ms. Carol Walker

III. MINUTES, BOARD OF DIRECTORS STRATEGIC PLAN WORK GROUP, **May 12, 2025**

The Board of Directors approved the minutes from the May 12, 2025 meeting.

ACTION TAKEN: The Board approved the May 12, 2025 minutes.
Moved by: Mr. Ken Lapin
Seconded by: Ms. Claire Curcio

IV. MINUTES, BOARD OF DIRECTORS STRATEGIC PLAN WORK GROUP, **May 19, 2025**

The Board of Directors approved the minutes from the May 19, 2025 meeting.

ACTION TAKEN: The Board approved the May 19, 2025 minutes.
Moved by: Mr. Ken Lapin
Seconded by: Ms. Claire Curcio

V. PUBLIC COMMENT

No Action Taken

VI. SERVICE AWARDS

Mr. Joe Wickens recognized all employees with awards:

<u>5 years</u>

Melinda Moore, Special Educator, PEID

Melissa Scott, MH Nurse RN, Outpatient, Fredericksburg, (not in attendance)

<u>25 years</u>

Tiffany Williams, Asst. Group Home Manager, Merchant Square (not in attendance)

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

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

VIII. BOARD TOUR -MOBILE RECOVERY UNIT: Ms. Eleni McNeil and Ms. Brittani Saunders gave the Board a tour of the Opioid Abatement Authority-funded Mobile Recovery Unit.

IX. PROGRAM REPORTS

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

1. **Program Update** – Ms. Jindra provided her program update to the Board for their review and said she had nothing else to add.
2. **DRPT Grant Award** – Ms. Jindra shared that RACSB received grant funding for five wheelchair accessible minivans. We are responsible for 10% match for the vans. Total grant award is $386,520. The vans are assigned to Rappahannock Adult Activities Inc. (RAAI) to support Community Engagement programming.
3. **Sunshine Lady House** – Ms. Jindra said they received 56 prescreens for the month of April and the acceptance rate was 93%. Sunshine Lady House declined 1 prescreen for admission due to current violent and impulsive behaviors. In total, the program served 42 individuals for 183 days of 51% utilization.
4. **Mental Health and Developmental Disabilities Residential Vacancies** – Ms. Jindra shared that during the month of April, 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 68 formerly homeless individuals.
5. **Myers Drive Respite** – Mr. Curtis shared with the Board a proposal of an alternative arrangement for Myers to help lower the deficit while still being able to provide respite services. He proposed pursuing a flexible license with DBHDS for the Myers program, the purpose of which would be to accommodate 4 permanent individuals there in Group Home services, while utilizing the remaining 2 beds for continuing guest respite services. He noted that filling the 4 permanent beds quicker and filling those beds with a combination of individuals that may require more intensive supports would increase the revenue projections, as daily rates are based on individualized acuity. Mr. Curtis said they already have three prospects they believe would move in today to the permanent beds at Myers.

   Mr. Parcell asked what would prevent those three people now, because we have some capacity in other residential homes now. Mr. Curtis said it has to do with the staff at Myers and the family and individuals know and love the staff at Myers. They have made it a home away from home for people. The other thing is that it would be a quick turnaround. Mr. Parcell asked if the two remaining beds would be able to serve the number of people that are looking for respite services. Mr. Curtis confirmed it would. Ms. Jindra said it might compel higher utilization and they will have to book it a little differently.

   Mr. Zurasky asked what are the chances of the getting the flexible license from DBHDS. Ms. Jindra said the chances are good, they have communicated with the licensing specialist who gave the green light. Mr. Zurasky asked if we should do this for all of our homes. Ms. Jindra said that HUD does not allow us to do that. Mr. Zurasky asked about the day respite and whether or not that program could continue. Mr. Curtis said they will have to look at staffing and patterns not only at Myers but across residential to look to sustain the capacity for day respite. They have a very adaptable staff to accommodate the needs.

Mr. Lapin shared that in all the years we have been talking about respite, he has never thought of this angle and he applauds both Steve and Amy for the really good solution to the financial difficulty that we've had with respite services. He hopes it works.

Ms. Bridgette Williams asked how much is respite really used. She would like to know how the program plans to accommodate periods where there is overflow in need. Ms. Jindra said that they identified that their utilization is less than 40% in general. Mr. Zurasky asked for clarification if that is for overnights or in general. Ms. Jindra said in general. Mr. Curtis said that historically holidays periods of significantly lower utilization. Ms. Bridgette Williams asked what the charge is going to be per bed. Ms. Jindra said that there is a waiver rate, the rates are set. Ms. Bridgette Williams said it sounds like this proposal is going to help them make up for the deficit they have been getting all along and the paperwork. Mr. Curtis said they are trying to balance the budget.

The Board moved to approve the proposal to pursue the flexible license with DBHDS to accommodate 4 permanent beds at Myers, while utilizing the remaining 2 beds for continuing guest respite services
ACTION TAKEN: The Board approved the proposal for Myers Drive
Moved: Ms. Claire Curcio
Seconded: Ms. Bridgette Williams

6. **KOVAR Grant Update, Myers Drive** – Mr. Curtis said Myers Drive received the grant for KOVAR. Total funding for the grant award totaled $10,818. They are in the process of placing orders for a portable lift and furniture for the home.
7. **Ross Drive ICF Recertification Survey**- Mr. Curtis shared that on April 23rd to April 25th the Virginia Department of Health conducted an on-site visit (survey) at Ross Drive Intermediate Care Facility. The survey was conducted as an annual requirement for the program's recertification as an ICF. Out of the 401 total regulations that the programs are surveyed for, 7 deficiencies were noted for Ross Drive ICF. Mr. Curtis took the Board through the 7 deficiencies.

ACTION

Mr. Parcell noted that his only ask would be that for deficiency W153, and the discussion point about possibly changing the current policy around this, it should also be brought to the attention of the medical director and our legal counsel.

B. CLINICAL SERVICES, *Ms. Jacque Kobuchi*

1. **Program Update** - Ms. Kobuchi gave highlights of her programs and said there were lots of community involvement and trainings this month.
2. **State Hospital Census Report** -Ms. Kobuchi shared that there are currently two individuals on the Extraordinary Barriers List. They have 34 individuals that are at state hospitals receiving treatment.
3. **Emergency Custody Order (ECO)/ Temporary Detention Order (TDO) Report – April 2025**. Ms. Kobuchi stated that Emergency Services staff completed 197 emergency evaluations in April. Sixty-one individuals were assessed under an emergency custody order and sixty-six total temporary

detention orders were served. Staff facilitated one admission to Western State Hospital and one admission to Northern Virginia Mental Health Institute. A total of eight individuals were involuntarily hospitalized outside of our catchment area in April. Data reports submitted.

4. **CIT and Co-Response Report**- Ms. Kobuchi reported that the CIT Assessment Center served 28 individuals in the month of April. 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 22 individuals in April. The therapist for the Fredericksburg team remains vacant. In April, new Stafford County Co-Responder for RACSB CIRT was trained weekly on the CIRT model on community crisis response, in collaboration with Spotsylvania Sheriff Department BHU.
5. **Outpatient Waitlist and Same Day Access** – Ms. Kobuchi stated that all waitlists were resolved in the month of April and all clinics are providing intakes through Same Day Access. A good number of their appointments are for children. Data report submitted showing a gradual incline in Same Day Access for the month of April. Caroline had a slight decline.

C. COMPLIANCE, *Ms. Ruth Peters*

1. **Program Update** – Ms. Peters had nothing further to add to the update.
2. **Licensing Report** – Ms. Peters said we received one licensing report relating to a human rights allegation of neglect in April at Rappahannock Adult Activities Inc. (RAAI) ICF Day Support King's Hwy. This allegation was investigated by the compliance department and was substantiated for neglect. A submitted Corrective Action Plan provided additional details regarding the citation and RACSB's response.

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

D. PREVENTION, *Ms. Michelle Wagaman*

1. **Program Update** – Ms. Wagaman provided her program update.

E. FINANCE, *Ms. Sara Keeler*

1. **Program Update** – Ms. Keeler provided her program update.
2. Ms. Keeler reviewed the Summary of Cash Investments.
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: Mr. Matthew Zurasky
Seconded by: Ms. Carol Walker

F. HUMAN RESOURCES, *Mr. Derrick Mestler*

1. **Program Update** – Mr. Mestler provided his program update touching on open enrollment that is now underway and the all staff in-service day that took place which 349 employees attended.
2. **Applicant and Recruitment Update –** Mr. Mestler noted that for the month of April, RACSB received 199 applications. Of the applications, 42 applicants listed the RACSB applicant portal as their recruitment source, 15 stated employee referrals as their recruitment source and 142 listed job boards as their recruitment source. At the end of April, there were 9 open positions, 5 full-time, 4 part-time.
3. **Turnover Report** – Mr. Mestler shared that HR processed a total of 14 employee separations for the month of April. Of the separations, 11 were voluntary and 3 were involuntary. Ms. Bridgette Williams asked about the ones who said they went for other employment did they give any other details. Mr. Mestler said no.
4. **4.4 Holiday & 6.1 Benefits Program Policy Memo – Recommended Change –** Mr. Mestler took the Board through the memo recommending the following changes to our holiday policy to align it with our current business practices effective July 1, 2025:

   1. Removing language regarding part-time employees being eligible for holiday pay.
   2. Adding language that clarifies that full-time employees have a choice of either holiday pay or a floating holiday when they work on a holiday. Correcting the timeframe during which a floating holiday can be used. These reflect current practice.
   3. Adding language that clarifies that approved leave is approved in advance in accordance with the requirements of their program. Removing the language of any amount of unpaid leave negates holiday pay. These reflect current practice.

   The Board moved to approve the holiday and benefit program policy change
   ACTION TAKEN: The Board approved the holiday and benefit program policy change
   Moved: Mr. Ken Lapin
   Seconded: Ms. Claire Curcio

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

1. **Program Update** – Ms. Williams shared that Netsmart is currently in a place where they are going to be able to meet the data exchange requirements and the Go Live date is June 30th. They have finalized the exceptions document after

significant effort to insist on meeting the requirements without significant administrative impact on our service providers

2. **Combined Dashboard Data Report** – Ms. Williams reviewed the data report and noted there were significant 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. **Award for STEP-VA Enhancement funds**- Ms. Williams shared that we applied for extra funds for Step-VA in the amount of $215,656, and we got full award for that funding.
4. **Legislative Updates and Priorities–** Ms. Williams provided an overview of the legislative updates and priorities. She focused on DBHDS funding actions, the governor's action on legislation of interest, items of note from the governor's budget actions, impacts of recent federal-level actions (programs eliminated), and, future impacts of potential federal-level actions.
5. **Strategic Plan Update –** Ms. Williams took the Board through Step 3: Strategic Priorities and Objectives of the Strategic Plan. She said that the objective of Step 3 was to gather information from workgroup members around priority areas, incorporate responses from a targeted stakeholder survey, employee survey, and community inputs review, use the information to narrow 3-5 top strategic priorities, and then define strategic goals for each strategic priority which was accomplished. The next steps include defining specific Key Performance Indicators (KPI)/Actions; making each action time-specific and map out across three-year plan; assign lead for each KPI/Action; develop out governance and accountability of plan; and develop out evaluation and continuous improvement.

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

a. Deferred to Closed Session

XI. APPOINTMENT OF OFFICERS, Mr. Parcell

Mr. Parcell said it was time to nominate officers of the Board. He opened it up for general nominations from the full Board:

Chairman Nomination
Jacob Parcell, Chairman
Nominated by: Nancy Beebe
Seconded by: Mr. Zurasky

Vice Chairman Nomination
Matt Zurasky, Vice Chairman
Nominated by: Ms. Carol Walker
Seconded by: Ms. Claire Curcio

Secretary Nomination
Claire Curcio, Secretary
Nominated by: Ms. Nancy Beebe
Seconded by: Mr. Matt Zurasky

XII. BOARD TIME

A. Ms. Curcio said thank you for all of your work and I'm impressed at all the work being done on the strategic plan.
B. Ms. Walker thank you for all of your work on the strategic plan and thank you Brandie and everybody else who participated.
C. Mr. Lapin as always thank you for what you do.
D. Ms. Williams thank you for what you do.
E. Mr. Zurasky we are all still impressed with all the work that goes into all of our programs and seeing the mobile unit today was cool and exciting. Being able to go and address community concerns in the community is important.
F. Ms. Beebe you all do a great job and I love you all.
G. Mr. Parcell thank you all for all the great reports, a lot of great progress, I think also our Monday meetings we've had a lot of good discussions, it has been good to see thank you.

XIII. CLOSED MEETING – VA CODE § 2.2 – 3711 A (4), A (7), and A (15)

Mr. Parcell requested a motion for a closed meeting. Matters to be discussed:

- CRC Update

It was moved by Mr. Parcell 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. Parcell 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
Bridgette Williams – Voted Aye	Ken Lapin – Voted Aye

XIV. ADJOURNMENT

The meeting adjourned at 5:33 PM.

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Board of Directors Chair | Executive Director