September 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 September 16, 2025, at 600 Jackson Street and called to order by Chair, Jacob Parcell at 3:00 p.m. *Attendees included*: Claire Curcio, Matthew Zurasky, Bridgette Williams, Carol Walker, Ken Lapin, Nancy Beebe, Susan Gayle, Susan Slyer, Shawn Kiger and Tiffany Haynes. *Absent*: Melissa White, and Greg Sokolowski.

II. MINUTES, BOARD OF DIRECTORS, **August 19, 2025**

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

ACTION TAKEN: The Board approved the August 19, 2025 minutes.
Moved by: Ms. Bridgette Williams
Seconded by: Ms. Claire Curcio

III. PUBLIC COMMENT

No Action Taken

IV. SERVICE AWARDS

Mr. Joe Wickens recognized all employees with awards:

<u>5 years</u>

Mario Anthony-Williams, ICF Manager, Ross

Lori Zuniga, Licensed Outpatient Therapist, Fredericksburg

<u>25 years</u>

Amy Wanderer, Case Manager, Adult MH, Fredericksburg

V. LICENSURES

Kyle Mathis, Emergency Services Therapist, LCSW

VI. BOARD CORE BEHAVIORS, *Ms. Claire Curcio*

Ms. Curcio reminded the Board that we want to have open, honest and respectful communications with each other – we want to ask the tough questions while we are in the room and not afterward, and then move onto to the next level of decision making.

VII. BOARD PRESENTATION-Atlantic Union Bank, Investment Fund Proposal, *Mr. Dante Jackson and Mr. Josh Cohen,* Cash Reserves Recommendation.

Mr. Dante Jackson and Mr. Josh Cohen provided a comprehensive review of RACSB’s current investment portfolio. They discussed the organization's cash position and analyzed its liquidity needs. Following this, they presented alternative cash management solutions aimed at optimizing returns while maintaining appropriate access to funds. Their recommendations focused on strategies to enhance yield without compromising safety or liquidity.

VIII. PROGRAM REPORTS

A. COMMUNITY SUPPORT SERVICES, *Ms. Lacey Fisher-Curtis*

1. **Program Update** – Ms. Fisher-Curtis gave her program update. She noted there were two coordinator changes: Raven Neal is the new RAAI Coordinator, and Courtney Ross is the new DD Residential Services Coordinator. She also mentioned that the Trunk or Treat for RAAI will be on October 12th – more information is available on the website.
2. **Residential Vacancies** – Ms. Fisher-Curtis reported that the Galveston Group Home is now filled and a move-in for Devon is planned, with both expected to be removed from the vacancy list next month. The only vacancies which remain are in the apartment programs, Ross ICF, and Myers Drive.

   For Mental Health Residential, there were a few September moves in and out but no significant changes. PSH also reported no major changes.

   Regarding Respite at Myers once it becomes partially residential, Ms. Fisher-Curtis stated it will continue as both an overnight and day program. Two beds will remain reserved for respite. Residents will not participate in respite day support and will continue with their own daytime activities.
   When asked about filling the remaining vacancies, Ms. Fisher-Curtis said they are confident they will be filled within the next few days.

B. CRISIS INTERVENTION SERVICES, *Ms. Amy Jindra*

1. **Program Update** – Ms. Jindra provided her program update.
2. **Sunshine Lady House** – Ms. Jindra said they had a total of 190 bed days for 58% utilization. The program had 68% utilization in the month of July, so they are hopeful they will keep moving towards the 75%. The house provided medically managed detox for 3 individuals for a total of 17 days. They also admitted 37 individuals and they had quite a few referrals from outside the area that they had to deny.

C. CLINICAL *Ms. Jacque Kobuchi*

1. **Program Update** – In addition to her program update, Ms. Kobuchi announced that it is National Co-Responder Recognition week. Ms. Umble has made some online posts (that the group is more than welcome to go and like) for them and they celebrated with Spotsylvania County yesterday and will do some celebrating with Stafford as well. In August, they had one of their peers present at the VA Peer Conference on Hearing Voices Network. They are beginning to screen people for the new Fredericksburg Therapeutic Docket in the Specialty Dockets program – and they expect to have the first participant this month.
2. **State Hospital Census Report** -Ms. Kobuchi shared that there are currently three individuals on the Extraordinary Barriers List. They have 31 individuals that are at state hospitals receiving treatment.

3. **Emergency Custody Order (ECO)/ Temporary Detention Order (TDO) Report – August 2025**. Ms. Kobuchi stated that Emergency Services staff completed 181 emergency evaluations in August. Sixty-three individuals were assessed under an emergency custody order and seventy-five total temporary detention orders were served. Staff facilitated two admissions to Western State Hospital, one admission to Catawba, two admissions to Northern Virginia Mental Health Institute along with one admission to Piedmont Geriatric Facility. A total of eight individuals were involuntarily hospitalized outside of our catchment area in August. Data reports were submitted.
4. **CIT and Co-Response Report**- Ms. Kobuchi reported that the CIT Assessment Center served 23 individuals in the month of August. 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 Spotsylvania Co-Response Team served 27 individuals in August and the Stafford team served 32. They are still recruiting for the Fredericksburg Co-Response Therapist position. They also had 9 local dispatchers who were trained in our Crisis Intervention Training.
5. **Same Day Access** – Ms. Kobuchi reviewed data on outpatient clinic intakes and the percentage completed through Same Day Access. She noted significant increases at the Caroline and Stafford clinics, which had struggled in the previous month. She suggested that most other clinics may be approaching their capacity for Same Day Access, with many clients opting for scheduled appointments instead. At the Spotsylvania Clinic, all adult intakes were completed through Same Day Access, while children's intakes were primarily scheduled. Ms. Kobuchi explained that parents often prefer scheduled appointments for their children due to school and work schedules, making Same Day Access less effective for that population. She emphasized the need to balance intake capacity with the ability to provide ongoing services.

   Mr. Parcell observed that a 60–80% Same Day Access rate appears to be the new normal, with any increase requiring additional staff positions. Ms. Kobuchi agreed, noting that expanding Same Day Access for children would require significantly more staffing to allow walk-ins at any time, which is not currently feasible.

   Mr. Zurasky asked whether Spotsylvania's experience was unique in terms of children and Same Day Access. Ms. Kobuchi clarified that it was not unique, but that Spotsylvania had excelled in serving adults exclusively through Same Day Access, with no scheduled adult appointments in the past month. She confirmed that beginning next month she will report Same Day Access data for adults only.

D. COMPLIANCE, *Ms. Stephanie Terrell*

1. **Program Update** – Ms. Terrell informed the Board that she received a call earlier today from the licensing specialist. A site visit to the Myers location is scheduled for tomorrow. Based on this timeline, she anticipates that the Myers

facility will receive its license for the group home respite program by the end of the month.

2. **Quality Assurance Report August –** Ms. Terrell stated the Quality Assurance staff completed chart reviews for the following programs for August: Substance Abuse Outpatient: Spotsylvania, and Mental Health Outpatient: Fredericksburg. Corrective Action Plans were submitted for all discrepancies.
3. **Licensing Reports –** Ms. Terrell said we received approval for nine CAPs during the month of August. Six of the CAPs were related to the annual Office of Licensing inspections of Developmental Disability (DD) Services. (Galveston Group Home, RAAI (group day and community engagement services), Myers Respite, DD Support Coordination, and Sponsored Placement). Two were related to late reporting (Emergency Services and Act South) and one (Galveston Group Home) was the result of a substantiated allegation of abuse. CAPs were provided with 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: Ms. Carol Walker
   Seconded by: Mr. Shawn Kiger

E. COMMUNICATIONS, *Ms. Amy Umble*

1. **Communications Update –** Ms. Umble distributed the VACSB Legislative Priorities and the September Employee Newsletter to the Board. She also introduced the *Get to Know a Hopestarter* questionnaire, which she intends to send to each Board member. The purpose of the questionnaire is to help RACSB staff become more familiar with the Board members and strengthen internal connections.

F. PREVENTION & EARLY INTERVENTION, *Ms. Michelle Wagaman*

1. **Program Update –** Ms. Wagaman provided her program update. Top 5 for September include: a) another successful ACE Interface train-the-presenter was held August 27-29, 2025 with 19 new certified presenters. b) Healthy Families Rappahannock Area is gearing up for a graduation carnival being hosted by Jubilation 55+community on September 13, 2025. c) Stafford County Board of Supervisors recognized RACSB with proclamation for efforts to address the opioid epidemic. d) RACSB trained a record 335 in REVIVE in August! e) September is Suicide Prevention Awareness Month, special Lock and Talk Campaign.
2. **Suicide Prevention Initiatives-** Ms. Wagaman reported that RACSB continues to lead suicide prevention efforts through a variety of initiatives. These include ongoing trainings, safe messaging campaigns, and the distribution of lethal means safety devices as part of the Lock and Talk Virginia program. She also presented the Board with the Fiscal Year 2025 Year-End Summary, highlighting key accomplishments and program impacts.

The Board took a ten-minute break

G. FINANCE, *Ms. Sara Keeler*

1. **Program Update** – Ms. Keeler reported that she had a productive interview for the accounting coordinator position this week and is hopeful the position will be filled soon.
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 for July.
ACTION TAKEN: The Board approved the financial summary for July.
Moved by: Mr. Matt Zurasky
Seconded by: Ms. Bridgette Williams

H. HUMAN RESOURCES, *Mr. Derrick Mestler*

1. **Program Update** – Mr. Mestler reviewed information requested by a Board member on performance evaluations and bonuses.
2. **Applicant and Recruitment Update –** Mr. Mestler noted that for the month of August, RACSB received 520 applications. Of the applications, 80 applicants listed the RACSB applicant portal as their recruitment source, 20 stated employee referrals as their recruitment source, and 420 listed job boards as their recruitment source. At the end of August, there were 15 open positions, 11 full-time, 4 part-time.
3. **Turnover Report** – Mr. Mestler shared that HR processed a total of 13 employee separations for the month of August. Of the separations, 9 were voluntary, and 4 were involuntary. In FY 2026, the top three positions for turnover are Direct Support Professionals, LPNs and RNs, and Support Coordinators. The top three programs for turnover are Residential, Day Support, and Crisis Stabilization.

Mr. Parcell requested historical annualized averages for the data on page 134, comparing last year's running average to this year's.

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

1. **Program Update** – Ms. Williams referred to her report and highlighted a new initiative: VACSB is leading efforts to map all CSB data requirements. While the Governor has discussed a 25% reduction in administrative burden, this has not been reflected in state reporting requirements. A CSB subgroup is currently mapping required data elements, as new and disparate reporting requirements continue to be introduced.
2. **Performance Contract-**Ms. Williams reported on the DBHDS Performance Contract previously discussed at the August Board meeting. The contract was posted for the required 30-day public comment period, with no comments

received, and sent to all localities for approval. Four of the five localities have approved; King George has not yet acted. If King George does not respond by September 30, 2025, approval will be assumed per Virginia Code.

Ms. Williams requested Board approval to enter into the contract with DBHDS as the next step following local review. In response to Mr. Parcell's question, she confirmed that the contract becomes effective September 30, 2025, regardless of King George's action per Virginia Code.

The Board moved to approve the DBHDS Performance Contract.

ACTION TAKEN: The Board approved the DBHDS Performance Contract.
Moved by: Ms. Claire Curcio
Seconded by: Mr. Shawn Kiger

3. **Legislative Updates & Priorities –** Ms. Williams reported on items expected to bring large-scale changes, focusing on DBHDS Funding Actions, the impacts of recent federal-level actions, and most importantly, the Virginia DMAS Behavioral Health Redesign. She explained that the Behavioral Health Redesign is a Virginia-specific Medicaid change that will completely end some long-term services previously offered under community mental health and rehab and significantly change expectations for others.

   Locally, this impacts several of our programs. Psychosocial Rehabilitation, which is our Kenmore Club, Mental Health Residential, which is built under MHSS Services, and Case Management Services will all be directly affected by the redesign. These services are proposed to be replaced by a new model called Community Psychiatric Support and Treatment Services. This new service relies heavily on licensed professionals, requires licensed coverage around the clock, and limits each licensed professional to supervising no more than nine staff members. Our current programs employ minimal licensed professionals, which makes compliance with these requirements particularly challenging.

   The VACSB has made this issue its top advocacy priority and is working to push for a delay in implementation. Mr. Zurasky asked if representatives have been briefed, and Ms. Williams confirmed that they have. She noted that there has been targeted advocacy with members of the Behavioral Health Commission as well as with the Appropriations Committee. Ms. Curcio requested that Ms. Williams send the Board a short paragraph of talking points. Mr. Parcell asked if it would be beneficial for the Board to send a letter to the Behavioral Health Commission and other relevant committees. Ms. Williams agreed that a letter would be helpful, but advised waiting for guidance from VACSB so that the language used remains consistent across organizations. The VACSB draft policy and advocacy document was released on September 9 and will remain open for informal comment until September 21.

   Ms. Williams added that the system is mobilizing to "divide and conquer" by creating sample comments. She will share those resources with the Board and, for anyone who wishes to participate directly, she will also provide brief instructions on how to submit comments through the Townhall website.

4. **DBHDS CSB Operational Review Update –** Ms. Williams reported on the second follow-up review. The DD Waiver "Active Without Services" remains an outstanding issue and will be reviewed again in one year to confirm corrective action.

   Mr. Zurasky clarified that this involves 14 consumers with waivers but no services, not partial services. Ms. Williams confirmed. He asked how long individuals have been in that status. Ms. Williams noted it varies: some are due to valid reasons, such as a death requiring administrative steps before removal, while others should have been updated more promptly.

5. **Joe and Mary Wilson Community Benefit Fund of Mary Washington Hospital and Stafford Hospital Community Benefit Fund** – Ms. Williams announced that the RACSB has the opportunity to apply for $99,554 in funding through these funds targeted to continuing to provide a therapist within the Fredericksburg City Public Schools.

   The Board moved to approve the application for funding.
   ACTION TAKEN: The Board approved the application for funding.
   Moved by: Mr. Ken Lapin
   Seconded by: Ms. Nancy Beebe

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

Mr. Wickens announced the purchase of the RGI building at 4701 Market Street. Work is underway with the architect, and a consultant specializing in crisis services, TBD Solutions, has been hired to ensure a strong final plan. The project remains on track for an April 2027 completion. He noted that Senator Durant's office has reached out regarding a ceremony, with potential dates in mid-October, including October 17. The Senator's office is coordinating with the Governor's office to confirm availability. Further details will follow.

X. BOARD TIME

A. Ms. Gayle, thank you all, this was a busy night and very good.
B. Ms. Slyer, thank you for all the hours behind the scenes it took to put all the reports together, it's really great for our community we appreciate it, thank you.
C. Mr. Kiger, thank all the staff for a good job.
D. Ms. Curcio, I appreciate the detailed reports and the concise summaries.
E. Ms. Beebe, I always liked to have the meetings in the morning because it gave me time to decompress. Thank you, you're all doing a great job.
F. Mr. Zurasky, thank you for all your inputs, and in particular, please let us know Brandie what we can do to help – data just for data sake makes absolutely no sense – and so I would personally like to help to resolve that.
G. Mr. Lapin, thank you all for what you do, as always.
H. Ms. Haynes, it's hard work all that you do, I was a social worker for a number of years so I know the heart and hard work that goes into it to show up every day, and also

caring for yourselves in the process, so thank you.

XI. 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
Nancy Beebe – Voted Aye
Susan Gayle – Voted Aye
Tiffany Haynes– Voted Aye
Shawn Kiger – Voted Aye

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

The meeting adjourned at 6:30 PM.

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Board of Directors Chair Executive Director