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# October 2025 Board of Directors Meeting Minutes

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## I. CALL TO ORDER

A meeting of the Board of Directors of the Rappahannock Area Community Services Board was held on October 21, 2025, at 600 Jackson Street and called to order by Chair, Jacob Parcell at 3:00 p.m. *Attendees included:* Nancy Beebe, George Dallas, Susan Gayle, Tiffany Haynes, Ken Lapin, Greg Sokolowski, Carol Walker, Melissa White, Bridgette Williams, Matthew Zurasky. *Absent:* Claire Curcio, and Shawn Kiger.

## II. MINUTES, BOARD OF DIRECTORS, September 16, 2025

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

**ACTION TAKEN:** The Board approved the amended September 16, 2025 minutes.

Moved by: Mr. Matthew Zurasky

Seconded by: Ms. Nancy Beebe

## III. MINUTES, EXECUTIVE COMMITTEE, September 25, 2025

The Board of Directors approved the Executive Committee minutes from the September 25, 2025 meeting.

**ACTION TAKEN:** The Board approved the Executive Committee September 25, 2025 minutes.

Moved by: Ms. Bridgette Williams

Seconded by: Mr. Matthew Zurasky

## IV. PUBLIC COMMENT

No Action Taken

## V. SERVICE AWARDS

Mr. Joe Wickens recognized all employees with awards:

5 years

**Pamela Clifton**, Direct Support Professional, Merchant Square.

**Shirley Dunbar-Doka**, Licensed Emergency Therapist

**Estelita Keeler**, Direct Support Professional, Scottsdale

10 years

**Joy Allen**, Developmental Services Support Coordinator

**Angela Ball**, Direct Support Professional, Ruffins Pond

15 years

**John Swing**, Psychiatrist

## VI. LICENSURES

Hannah Smith, Co-Response Therapist, LPC

- VII. **Employee of the Quarter – First Quarter 2026- Sharon Spangler**, Office Associate, ACT Team

VIII. **BOARD CORE BEHAVIORS, Ms. Carol Walker**

Ms. Walker 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.

*Mr. Parcell took a moment out to recognize new Board members Mr. George Dallas, from Spotsylvania County and Ms. Tiffany Haynes, from King George.*

- IX. **BOARD PRESENTATION-Local Funding Presentation, Ms. Keeler** provided an overview of how local funding from the five participating localities supports RACSB's mental health and substance use programs. For Fiscal Year 2027, RACSB is requesting a total of \$2,472,865 in funding from the Counties of Caroline, King George, Spotsylvania, Stafford, and the City of Fredericksburg. This request represents an increase of \$445,926 over last year's approved funding. The additional funding is needed to address community demand associated with STEP-VA expanded code-mandated services and to maintain appropriate staffing levels to meet these requirements. Ms. Keeler further noted that increased funding is also necessary to ensure all localities meet the Virginia Code-mandated 10% minimum local match.

Mr. Zurasky asked that slide six be provided to him by jurisdiction.

**ACTION TAKEN: The Board approved the local funding request and application**  
Moved by: Mr. Greg Sokolowski  
Seconded by: Ms. Susan Gayle

X. **PROGRAM REPORTS**

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

1. **Program Update** – Ms. Fisher-Curtis provided her program update and noted that the Community Only Program is adopting a highway, specifically Caroline Street in Downtown Fredericksburg. She also reported that Myers received its license to operate as a four-bed group home, with two additional flex beds designated for respite services.
2. **Residential Vacancies** – Ms. Fisher-Curtis reported DD Residential homes at Galveston and Devon Drive are now full. Over the next sixty days, they anticipate filling the vacancies at Ross and Merchant. There are two remaining vacancies at Igo Road group home. Staff are working toward December 1st move-in dates for the four beds at Myers. For Mental Health Residential, there have been a few recent admissions and discharges. The transition beds remain open. In Permanent Supportive Housing, approval has been granted to open the remaining 12 slots with referrals now being accepted for all 91 individuals.

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

1. **Program Update** – Ms. Jindra reported that she attended the Crisis Con annual conference in Indianapolis, which included a tour of a psychiatric urgent care facility offering 23-hour observation and other emergency services. The conference also featured valuable sessions on crisis services, best practices, and leadership training specific to psychiatric crisis programs. She will next travel to Philadelphia and Kansas to visit additional Crisis Receiving Centers.
2. **Sunshine Lady House** – Ms. Jindra reported that the program received 65 prescreens, of which 57 were accepted. The eight not accepted were due to varying factors, including behavioral or medical acuity, and a few individuals who required a higher level of detoxification before entering the program. A total of 40 individuals were admitted, accounting for 181 bed days and a utilization rate of approximately 50%. The team is working to increase utilization, which had been higher in July. The program coordinator continues outreach efforts, meeting with other programs, attending weekly meetings with Snowden to discuss step-down opportunities, as well as reaching out to Spotsylvania Regional for step-down coordination.

**C. CLINICAL** *Ms. Jacque Kobuchi and Ms. Donna Andrus*

1. **Program Update** – In addition to her regular program update, Ms. Kobuchi announced that the Mobile Recovery Unit (MRU) is now officially operational. Services have begun in Spotsylvania and King George Counties, with plans to expand to Stafford and Caroline Counties soon. She noted that the team is very excited about this progress. Ms. Kobuchi also reported that the Fredericksburg Therapeutic Docket, the newest specialty docket, welcomed its first participant in September.
2. **State Hospital Census Report** -Ms. Kobuchi shared that there are currently two individuals on the Extraordinary Barriers List. There are 29 individuals that are at state hospitals receiving treatment from our catchment area.
3. **Emergency Custody Order (ECO)/ Temporary Detention Order (TDO) Report – September 2025.** Ms. Kobuchi stated that Emergency Services staff completed 195 emergency evaluations in September. Fifty-three individuals were assessed under an emergency custody order and sixty 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 five individuals were involuntarily hospitalized outside of our catchment area in September. Data reports were submitted.
4. **Crisis Intervention Team (CIT) and Co-Response Report-** Ms. Kobuchi reported that the CIT Assessment Center served 18 individuals during the month of September. She presented a chart detailing the number of Emergency Custody Orders (ECOs) by locality, the number of individuals transferred into Crisis Assessment Center (CAC) custody, and those who could have utilized the Assessment Center if additional capacity had been available. The Spotsylvania Co-Response Team served 27 individuals in September, while the Stafford Co-Response Team served 32. Recruitment efforts continue for the Fredericksburg Co-Response Therapist position. Additionally, nine local dispatchers completed Crisis Intervention Training (CIT) during the month.
5. **Same Day Access** – Ms. Kobuchi reviewed data on outpatient clinic intakes and the percentage completed through Same Day Access (SDA). She reported a slight increase in both total assessments and those completed the same day in September. Stafford showed notable improvement, attributed to the addition of

a new office manager and recent staff trainings that have streamlined their processes. She highlighted a graph focused on adult intakes, noting that most scheduled intakes continue to be for children, as families often need to plan around work and school schedules. Among adult assessments, Spotsylvania and King George are nearing 100% completion through Same Day Access, while Fredericksburg is slightly lower, and Caroline and Stafford have room for growth. These latter clinics have been paired with larger sites to share best practices and improve efficiency. Ms. Kobuchi emphasized that individuals not seen the same day are still provided with a scheduled appointment to ensure timely access to services.

6. **Child & Adolescent Case Management Quarterly Report**- Ms. Andrus reviewed the Quarterly Child and Adolescent Case Management Residential Placement Report, noting that this data has been tracked since the previous fiscal year to monitor the number of out-of-home placements facilitated by RACSB. These placements involve children residing in residential group homes arranged through RACSB. For the period July through September 2025, there were a total of 25 children in out-of-home placements, with 9 new admissions and 5 discharges during the quarter.

#### **D. COMPLIANCE, Ms. Stephanie Terrell**

1. **Program Update** – Ms. Terrell informed the Board that the compliance team has observed an increase in external oversight from the Department of Licensing, particularly regarding incidents involving individuals who have experienced falls. She noted that while these incidents are reported routinely, the Department of Licensing has requested 30 days' worth of incident reports depending on the submitted information. Ms. Terrell indicated that she expects this heightened level of review to continue.
2. **Quality Assurance Report September** – Ms. Terrell stated the Quality Assurance staff completed chart reviews for the following programs for September: Healthy Families: Mental Health Case Management- Stafford: Assertive Community Treatment. Corrective Action Plans were submitted for all discrepancies.
3. **Licensing Reports** – Ms. Terrell reported that we received approval for two Corrective Action Plans during the month of September. One of the Corrective Action Plans was related to inconsistencies in support coordination documentation and monitoring of individuals' services (Spotsylvania DD Case Management). The other Corrective Action Plan was related to cited transportation safety issues resulting in a neglect citation (RAAI, Fredericksburg). Corrective Action Plans were provided with additional details regarding the citation and RACSB's response.

The Board moved to approve the Corrective Action Plans

**ACTION TAKEN: The Board approved the Corrective Action Plans**

Moved by: Ms. Bridgette Williams

Seconded by: Mr. Matthew Zurasky

#### **E. COMMUNICATIONS, Ms. Amy Umble**

1. **Communications Update** – Ms. Umble reported that the agency hosted an employee picnic since the last Board meeting, which was very well received. She also noted that the agency is currently in the midst of community event season with many activities taking place across the region.

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

1. **Program Update** – Ms. Wagaman reported that September and October were very busy with activities for Recovery Month, Suicide Prevention Month, and Domestic Violence Awareness Month. The agency partnered with the Sheriff's Office and a coalition to host its first Recovery Month vigil, which was well attended, and received continued State Opioid Response funding to support coalition work. She noted a successful statewide Fall Prevention Forum with 39 CSBs participating, and preparations underway for the Young Adult Survey launching in February. She also reported a well-attended workshop with the Department of Criminal Justice Services and gave a reminder to the Board about the donut fundraiser benefiting Healthy Families.
2. **Part C Monitoring Report-** Ms. Standring reported on the second of the monitoring reports for Part C Early Intervention Services covering July 1, 2024 through June 30, 2025.

**G. FINANCE, Ms. Sara Keeler**

1. **Program Update** – Ms. Keeler reported that she now has an accounting coordinator, Mr. Kerlos Amir, joined the team in September.
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.

*Reminder that the Health Insurance Premium Holiday ends at the end of this month.*

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 August.

**ACTION TAKEN: The Board approved the financial summary for August.**

**Moved by: Mr. Matthew Zurasky**

**Seconded by: Ms. Bridgette Williams**

10. **Investment Strategy Update Memo** – Ms. Keeler referred to the previous Board meeting and the proposal from Atlantic Union to invest agency funds in the newly formed LGIP Virginia Mint. After internal consideration, management recommended holding off for a year, noting that the fund is new, has not yet undergone a formal audit, and offers only slightly higher rates. Instead, management suggested increasing the amount in the existing LGIP account. Ms. Keeler further recommended maintaining a balance in the operating account sufficient for daily operations, allowing flexibility to adjust as needed.

Mr. Parcell stated he was not overly concerned about the Mint option. Mr. Zurasky asked if the lack of an audit was the primary reason for delaying participation. Ms. Keeler noted that the Virginia Mint also has higher fees and does still require wire costs to move money. Mr. Zurasky shared that he had spoken with one of the trustees of VA Mint, who did not view it as a high-risk option. He therefore suggested monitoring performance monthly rather than waiting a full year. He agreed it was best to postpone investment until all associated fees are understood.

Motion to approve amended investment strategy with no specified dollar amount and to receive regular updates on performance of VA Mint.

**ACTION TAKEN:** The Board approved the amended investment strategy.

Moved by: Ms. Nancy Beebe

Seconded by: Ms. Carol Walker

#### **H. HUMAN RESOURCES, *Mr. Derrick Mestler***

- 1. Program Update** – Mr. Mestler gave his program update on training and compliance, employee engagement and recruitment notes.
- 2. Applicant and Recruitment Update** – Mr. Mestler noted that for the month of September, RACSB received 701 applications. Of the applications, 91 applicants listed the RACSB applicant portal as their recruitment source, 19 stated employee referrals as their recruitment source, and 591 listed job boards as their recruitment source. At the end of September, there were 27 open positions, 20 full-time, 7 part-time.
- 3. Turnover Report** – Mr. Mestler shared that HR processed a total of 6 employee separations for the month of September. All the separations were voluntary.

Mr. Zurasky referred to the vacancy report and noted four positions listed for Myers Respite. He asked for clarification on whether the program is called Myers Respite or Myers Group Home. Ms. Fisher-Curtis clarified that it is the Myers Respite Group Home, a combined program operating out of the same facility. Mr. Zurasky asked how it would be listed, noting the importance of maintaining both the respite and day components. Mr. Wickens acknowledged that the programs have not yet been formally differentiated and that work is ongoing to address this, adding that the negative balance is expected to continue shrinking. Ms. Brandie Williams confirmed that the ongoing utilization report for Myers Respite—which tracks usage, availability, and the breakdown between overnight and respite services—aligns with what Mr. Zurasky requested. Mr. Zurasky agreed that would be helpful.

*The Board took a ten-minute break*

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

- 1. Program Update** – Ms. Williams provided the report for September 2025. She highlighted ongoing involvement in the DMAS Behavioral Health Redesign, coordination of internal public comment efforts, and participation in the DBHDS Charter Finance Group to improve fiscal flexibility. She



continues to serve on the VACSB CCBHC Steering Committee and was selected as chair of the Data and Outcomes sub-workgroup. Ms. Williams reported continued work on multiple state-level committees and workgroups, including the FY26 HL7 Expansion and VACSB DMC Data Mapping efforts to streamline reporting requirements. She also noted several partnership activities, including hosting executives from Altruix for a facility tour, participating in local community events, and supporting the Behavioral Health Commission's review of STEP-VA implementation.

Ms. Williams reported that the Community Consumer Submission 3 (CCS3) replacement project went live on June 30, 2025, with ongoing system optimization and the launch of a new data quality dashboard.

The Information Technology Department completed 995 tickets, hosted 2,041 Zoom meetings, and recorded 4,451 total participants during September 2025.

2. **Legislative Updates & Priorities** – Ms. Williams provided a legislative update, noting that RACSB continues to monitor and engage in advocacy on issues impacting community services at the federal, state, and local levels. She highlighted the VACSB's 2026 Legislative Priorities and recent actions of the Behavioral Health Commission related to STEP-VA implementation. Ms. Williams reported on recent DBHDS funding actions, including the temporary reduction and reinstatement of certain STEP-VA funds under a reimbursement model and RACSB's successful advocacy opposing the rescission of Policy 6005(FIN)94-2 regarding unspent funds. She also noted ongoing federal budget uncertainty affecting grant programs and Medicaid. Lastly, she provided an overview of the DMAS Behavioral Health Redesign, which will replace several current services with the new Community Psychiatric Support and Treatment (CPST) model effective July 1, 2026.

*Ms. Bridgette Williams departed*

#### XI. REPORT FROM THE EXECUTIVE DIRECTOR, *Mr. Joseph Wickens*

Mr. Wickens asked for RSVPs for the upcoming event with Governor Youngkin, Board members who have not sent their RSVP were asked to do so as soon as possible. He went over the logistics of the event with the Board.

#### XII. BOARD TIME

- A. Ms. Gayle, thank you, the food was fabulous.
- B. Ms. White, thank you for all you do, I attended the School Board meeting yesterday evening for Caroline County Public Schools, and Jennifer Bateman presented. She did an amazing job!
- C. Ms. Walker, I appreciate all of your work and all of your patience in all that you do, God Bless you all. It's hard to have that patience and I appreciate your ability to wait.
- D. Mr. Dallas, I feel like I'm drinking from a fire hose but will join everyone in thanking you for all that you do, we know it's worth it.
- E. Ms. Beebe, I'm looking forward to Friday, thank you.
- F. Ms. Haynes, just processing all of the numbers and the dollars and how it represents households and families and the people that without this program would be lost, and for all you do thank you, and if I can help in anyway let me know.

- G. Mr. Zurasky acknowledged the passing of Charles Cooper Jr. and asked that everyone keep his family in their thoughts. He also noted that, at the September Executive Committee meeting, it was reported that due to budgetary constraints, there will be no staff holiday party this year. In keeping with this, **he moved** that the Board also dispense with its holiday party this year to recognize contributions in a different manner. **Mr. Lapin seconded the motion.**
- H. Mr. Sokolowski, I'm astounded by what you do. You've done a good job of getting this thing shorter, you do a great job with your reports.
- I. Mr. Lapin, thank you for the food, Brandie thank you for the information. Matt thank you for the intensity in which you go after this stuff.
- J. Mr. Parcell shared on behalf of Ms. Curcio who was absent and said that she was very grateful for the success stories included in the packets, they are very helpful. Mr. Parcell said thank you overall for the great reports, we are doing well financially as an organization, and I think performance is going great. Thank you for taking the feedback from past Board meetings and incorporating it in there. Thank you for all the work you do each and every day.

### 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:

- Roxbury property and potential leaser

It was moved by Mr. Parcell and seconded by Ms. Beebe 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:

Greg Sokolowski – Voted Aye  
Nancy Beebe – Voted Aye  
Susan Gayle – Voted Aye  
Tiffany Haynes – Voted Aye  
Melissa White – Voted Aye

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

The meeting adjourned at 5:48 PM.

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Board of Directors Chair

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Executive Director