

**Rappahannock Rapidan Community Services
Executive Committee Meeting
Tuesday, April 3, 2018 – 1:00 pm**

MINUTES

Members Present: Elizabeth Davis, Robert Legge, Robert Weigel

Members Excused: Marcia Brose, Demaris Miller

Staff Present: Anna McFalls, Laura Wohlford

1. Call to order: Robert Legge, Chair
Robert Legge, Chair, called the meeting to order at 1:02pm.
2. Review of agenda: Additions / Deletions
There were no additions or deletions to the agenda.
3. Audit - Preliminary Results and Feedback
 - Department of Aging and Rehabilitative Services (DARS)
 - Department of Behavioral Health and Disability Services (DBHDS)*For the past two weeks, we have been undergoing audits by DARS and DBHDS. Many man-hours went into both prepping for the audits and during the audits. The staff did a great job. The final reports will be presented to the board once they are received.*
4. Fauquier Renovation Project Update
The architect has prepared two potential floor plans for consideration based upon reusing the existing building. They are working on the budget details now. There doesn't seem to be any zoning issues based upon the proposed use. The site is currently zoned as medical.
5. REACH Homes Updates
There are two properties. The one on Mt. Zion Road is progressing; however, VDOT has raised some concerns regarding the Guinn Lane property. There are questions regarding potential demand on the existing road – between the existing properties and potential new construction. The construction contract should be issued this week for both properties, but we can't proceed until this has been resolved.
6. Discuss Meet and Greet for New Executive Director
Initially, we should have a casual dinner at one of the board member's home within the first three weeks after Jim starts. Elizabeth has volunteered to host this dinner at her house.

We will hold on a larger meet and greet with stakeholders later.

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7. Discuss Executive Director Evaluation Process and Retreat
(tentative date of Tuesday, May 22)

Based upon the discussion at the last administrative services committee meeting, board members and senior management would submit their suggestions and edits of the Rappahannock Area CSB evaluation instrument to selected individuals from the board. These selected individuals would compile the suggestions/edits and send them to Laura. The suggestions/edits would be reviewed at the April 24th administrative services committee meeting.

These reviewed suggestions/edits will be further refined at the May 1st executive committee meeting. There will be a facilitated board retreat on May 22nd to finalize the evaluation instrument.

In the first year, the board needs to be realistic. There is a lot to learn before Jim can start making an impact on the agency. The board can develop both a first and second year evaluation instruments at the same time.

The role of the retreat facilitator is to take the board's and senior management's ideas and convert them to "smart and measurable" goals. The facilitator will have the suggested evaluation topics before the retreat.

The Culpeper Country Club is reserved from 11:00am – 3:00pm on May 8, but this is still tentative. The retreat will include a working lunch. Senior staff are invited to attend.

8. Discuss Board Evaluation Plans, PATH Presentation on May 8
Elizabeth and Robert will review the proposed presentation with PATH between now and the board meeting.
9. Other
Which board member(s) is/are meeting with Jim and how often? Robert and Elizabeth can meet with Jim on May 18 at 1:00pm. Robert Weigel may be able to attend this meeting, if not he can attend future meetings. For the initial stakeholder meetings, shouldn't the county appointees introduce Jim to selected stakeholders within their counties?

The meeting adjourned at 2:40pm.