

**Rappahannock Rapidan Community Services
Executive Committee Meeting
Tuesday, October 2, 2018 – 1:00 pm**

MINUTES

Members Present: Elizabeth Davis, Marcia Brose, Demaris Miller, Valerie Ward, Robert Weigel

Staff Present: James LaGrafte, Jeanette Nord

1. Call to order: Elizabeth Davis, Chair

Elizabeth Davis called the meeting to order at 1:03 pm.

2. Review of agenda: Additions / Deletions

Additions:

1. Visit by DBHDS Commissioner, Hughes Melton, on October 11
2. VACSB Conference in Roanoke; AAA Conference in Virginia Beach
3. November Board meeting

With these additions, the Board consented to adopt the new agenda.

3. Title VI Plan & Procedures

- Board Resolution

Jim discussed the Title VI Plan and Procedures for Title VI of the Civil Rights Act of 1964, Rappahannock Rapidan Community Services (RRCS), and requested that members sign the resolution to present to the Board at its October 9, 2018 meeting.

4. Appointment of Judith Kimpflen, CSAC, to RRCS Advisory Council

Jim noted that Ray had spoken at the last meeting for the Aging & Advisory Council and received a request from Ms. Kimpflen to serve on the Council. He has therefore submitted her application for this appointment for the Executive Committee to present at the next Board meeting.

It was also noted that the presentation on talking with your legislators will be rescheduled for either November or December.

5. Review of Board Retreat Priority Implementation Plan

Jim explained that Division Directors continue working on their Division Overview Reports and noted that each would meet with him to discuss vitality measures. He added that they should be ready for presentation to the Board in November.

6. RRCS Giving Proposal

Jim explained that he often receives requests for sponsorship of community organizations and events and noted that our budget allows for us to do so. He requested authorization to utilize \$7,500 to sponsor these groups and their initiatives as follows:

- *Jim would have authority to authorize sponsorships for requests of \$1 to \$500 and will maintain a spreadsheet of the events sponsored.*

- *The Executive Committee would authorize requests for \$501 to \$2,500.*
- *The full Board would authorize all requests over \$2,500.*

Committee members agreed that such efforts not only help the community, but also lets everyone know that RRCS is a resource.

7. Discuss Nominations Committee

Elizabeth noted that she had contacted Board members regarding Board member nominations, committee preferences, and community priorities, and said that after having received responses from members, a nominating committee will be formed. She said that Jack Ledden agreed to chair the committee and will be contacting one member from each county to meet next week and begin the process for electing officers for the Board and its committees.

After a brief discussion on suggested committee structures, Elizabeth said that she would send a summary of the discussion with the aforementioned request for information from Board members.

8. Discuss FOIA Board Training

Jim noted that Board members would receive Freedom of Information Act (FOIA) training at its January meeting to ensure that everyone understands the act and works accordingly. Committee members discussed possibly getting RRCS email accounts specifically for board-related business.

9. Fauquier Renovation Project Update

ACTION: Elizabeth Davis moved that the Board enter closed session for the purpose of discussing issues relating to property acquisition. This motion is made pursuant to Virginia Code Section 2.2-3711, Subsection A, Paragraph 3.

After reconvening the open session, the Chair polled each Board member, asking, "To the best of your knowledge, do each of you certify that only public business matters lawfully exempted from the open meeting requirements under existing Virginia law, and only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered by the Board in the closed session just held?" Each Board member present responded as follows:

<i>Demaris Miller</i>	<i>Yes</i>
<i>Marcia Brose</i>	<i>Yes</i>
<i>Elizabeth Davis</i>	<i>Yes</i>
<i>Valerie Ward</i>	<i>Yes</i>
<i>Robert Weigel</i>	<i>Yes</i>

10. REACH Homes Updates

Jim updated committee members on construction of the REACH homes, adding that the work is moving forward on both properties.

11. Other

1. Visit by DBHDS commissioner: Jim noted that Dr. Hughes, Commissioner of DBHDS, would be visiting RRCSB on October 11, 2018 for lunch with senior management and to visit one or two of our facilities, such as Boxwood and/or Bridges.

2. Conferences: Jim said he would be attending the VACSB (Virginia Association of Community Service Boards) 2018 Public Policy Conference in Roanoke, VA on October 3-5, 2018. Additionally, he will be attending the AAA (Area Agency on Aging) Conference in Virginia Beach, VA, on October 16, 2018.

3. November board meeting: Upon learning that several board members will be unable to attend the scheduled Board meeting in November, the Executive Committee agreed to reschedule it from November 13 to November 20, 2018 at 1:00 pm.

Jim noted that group has been formed to discuss a mobile treatment center for our community, adding that he and RRCS staff members, along with representatives from the PATH Foundation and Genoa Pharmacy, are included.

Also noted is that for the Program Committee meeting scheduled for October 23, 2018, Alan Rasmussen, Prevention Services, will be giving a presentation to the Board on prevention activities in the community.

There being no further business, the meeting adjourned at 2:08 pm.