



## Rappahannock Rapidan Community Services

Regular Board Meeting  
January 8, 2019 at 1:00pm

### MINUTES

Members Present: Pat Balasco-Barr, Ann Baumgardner, Eve Brooks, Elizabeth Davis, Amber Foster, Chris Jenkins, Dawn Klemann, Jack Ledden, Clare Lillard, Demaris Miller, Valerie Ward, Robert Weigel

Members Excused: Marcia Brose, Donalda Lovelace, William Hepler

Staff Present: James LaGraffe, Ryan Banks, Anna McFalls, Ray Parks, Paula Stone, Jeanette Nord

Others Present: Amanda Woodward, Psychiatric Nurse, Charlottesville, VA

1. **Call to Order** — Board Chair, Elizabeth Davis – 1:01pm

2. **Moment of Silence**

3. **Agenda Review** — Board Chair, Elizabeth Davis

- Resolution

**ACTION:** *A motion was made by Jack Ledden and seconded by Demaris Miller to approve the agenda with the addition of the motion to approve the refinancing for the Dumfries Road property. There being no further discussion, the Board voted unanimously to approve the agenda with the addition of the motion.*

4. **Board Chair Remarks / Announcements**

*Elizabeth Davis introduced Mr. Chris Jenkins, Board Member, Culpeper County, after which Mr. Jenkins shared his background.*

5. **Public Comment**

*Amanda Woodward, a psychiatric nurse working in Charlottesville, VA explained that she is working on her masters in nursing, specializing in public health. She added that she wanted to see what we're doing in mental health in her community. Furthermore, she said that she wants to specialize in prevention for individuals with serious mental illness.*

6. **RRCS Service Awards**

*Jim LaGraffe presented service awards to formally acknowledge the contributions employees have made to the organization.*

## 7. Corrections / Review / Approval of Minutes

- December 11, 2018 Board Meeting Minutes

**ACTION:** *A motion to approve the December 11, 2018 Board meeting minutes was made by Demaris Miller and seconded by Pat Balasco-Barr. There being no further discussion, the Board voted unanimously to approve the motion.*

## 8. Training on Freedom of Information Act (FOIA) – Megan Rhyne

*Megan Rhyne, Virginia Coalition for Open Government, gave a presentation on the Freedom of Information Act (FOIA).*

## 9. Executive Director Report

### Fauquier Facility Update

*We have heard from Don Gray of SWSG Architects regarding the proposed recommendations. The initial recommendations have been deemed feasible and Don and his staff are reviewing with the local building inspector for final approval. Once approval of the plans is received, the plans will go out for bid.*

### REACH Homes

*The following updates to the Reach Homes has been provided by Brian Duncan, who is managing the project.*

*During the month of December the following activities have been completed:*

- *Construction is ongoing and on the planned schedule for completion in early March. Rough-in plumbing, electrical, and low voltage is complete and drywall is in progress at this time.*
- *Walk-through inspection and review was conducted with DBHDS, Easter Seals, and RRCSB on December 6. Comments from that visit have been incorporated into the plans and a second walk-through has been scheduled for February 5.*
- *Lease and Funding Agreement are currently in final edits with plans for signatures to take place in January.*
- *Neighborhood questions have been addressed successfully. One meeting was held at the Mt. Zion site with a neighboring property owner which went well.*

### Virginia Association of Community Service Boards Executive Meeting and the DBHDS Regional Advisory Workgroup

*Jim LaGraffe attended the Regional Advisory Group meeting on December 6<sup>th</sup> in Charlottesville. He has been selected to represent the newly proposed Region 1b sub-region on the workgroup.*

*The meeting was called by DBHDS Commissioner Dr. Hughes Melton detailing a proposed change to the current CSB Regional structure to better facilitate the implementation of the STEP-VA plan to improve behavioral health services in Virginia.*

*A follow-up meeting was scheduled for January 4, 2019.*

*There have been significant concerns voiced by CSB Executive Leadership regarding the process and decisions made by DBHDS regarding these plans. Executive Directors from Region 1 held a special meeting on December 20, 2018 in Glen Allen, VA to further strategize our regions' response to the proposed actions of DBHDS.*

*Gift from Piedmont United Way*

*We received a final gift of \$8,000 from the Piedmont United Way. The gift was from the proceeds of the sale of the United Way office property as it closes its operations.*

**10. Amendments to By-Laws**

*Jim explained proposed changes to the by-laws, as follows:*

- Article VIII, Permanent Committees of the Board, Section 1, Paragraph b, Program Committee, will read as follows: "A Program Committee which shall be a Standing Committee of the Board and shall elect its own Chair from those members of the committee formally appointed by the Board at the first meeting of each calendar year and be educated about Community Services Board (CSB) and Area Agency on Aging (AAA) programs and services. Formal Membership on the Program Committee is appointed by the Board Chairperson with representation from each county served. Meetings of the Program Committee are open to all Board Members of the organization, but voting is limited to those members of the committee formally appointed by the Board Chair."*
- Article VIII, Permanent Committees of the Board, Section 1, Paragraph b, Finance/Administrative Services Committee, will read as follows: A Finance/Administrative Services Committee which shall be a Standing Committee of the Board and shall elect its own Chair from those members of the Committee formally appointed by the Board Chair at the first meeting of each calendar year and be educated about CSB and AAA programs and services. Formal Membership on the Finance/Administrative Services Committee is appointed by the Board Chairperson with representation from each county served. Meetings of the Finance/Administrative Services Committee are open to all Board Members of the organization, but voting is limited to those members of the committee formally appointed by the Board Chair.*

*Jim explained that Article XI - Process of Amendment addresses the amendment process for the by-laws, adding that the Board will vote to adopt the changes at its February 12<sup>th</sup> meeting. He added that each committee will have official voting members. The committee meetings are open to all members.*

**11. Discussion on Executive Committee membership**

*Jim reminded participants of the by-laws regarding committee chairpersons serving on the Executive Committee to ensure representation of all five counties in RRCS' service area.*

**12. Committee Reports to the Board of Directors**

- Executive Committee: Chair's report
  - Action Items: None
- Administrative Services Committee: Chair's report
  - Action: None
- Program Committee: Chair's report
  - Action: None

**13. Other Business**

- Resolution: Refinancing the loan for 6067 Dumfries Road, Warrenton  
*A resolution was presented to approve the refinance of the property at 6067 Dumfries Road in Warrenton with Union Bank & Trust for the loan amount of \$295,000 for a term of 7 years at a rate of 5.25%, amortized over 15 years, to be used for the purpose of refinancing the real property located at 6067 Dumfries Road in Warrenton, Virginia. The resolution also grants authority to Jim LaGraffe, Executive Director and Anna McFalls, Director, Finance and Administration Services, to sign all documents on behalf of RRCS for the purpose of refinancing the property located at 6067 Dumfries Road in Warrenton. Furthermore, it grants authority to Security Title, L.C. to issue the lender's title insurance for said transaction based on a reissue rate using the previously issued Owner's Title Insurance Policy dated September 2013. Elizabeth Davis has an ownership interest in Security Title, L.C.*

**ACTION:** *Chris Jenkins moved to approve the resolution for refinancing the loan for 6067 Dumfries Road in Warrenton as presented. Amber Foster seconded the motion. Elizabeth Davis abstained from the vote. There being no further discussion, the Board voted to approve the resolution for refinancing the loan for 6067 Dumfries Road in Warrenton as presented.*

- RRCS Division Directors  
*Jim explained that Division Directors will be providing program summaries at the Finance/ Administrative Services and Program Committee meetings. He reminded Board members that the reports are the result of initiatives set at the July 2018 Board Retreat and reminded everyone that these are new reports and changes will most likely be necessary as reporting is refined.*

**14. Announcements (members and staff)**

*None.*

**15. Call to Adjourn**

*There being no further business, the meeting was adjourned at 3:04pm.*