

**Rappahannock Rapidan Community Services
Program Committee Meeting
January 22, 2019 at 1:00 PM**

MINUTES

Members Present: Anne Baumgardner, Dawn Klemann, Jack Ledden, Donalda Lovelace, Valerie Ward

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

Others present: Pat Balasco-Barr, Eve Brooks, Elizabeth Davis, Amber Foster, Dawn Klemann, Demaris Miller, Robert Weigel

1. Call to order: Elizabeth Davis, Board Chair

Elizabeth Davis called the meeting to order at 1:01pm.

2. Election of Committee Chair

Ann Baumgardner was nominated to be the Committee Chair.

ACTION: *A motion to approve the nomination of Ann Baumgardner for Committee Chair was made by Jack Ledden and seconded by Donalda Lovelace. There being no further discussion, the committee voted unanimously to approve the motion.*

3. Review of Agenda for additions/deletions

The Committee unanimously consented to accept the agenda as presented.

4. Executive Director Updates

- Step-VA: Step 2, Primary Care Screening

Jim LaGraffe, Executive Director, reported that, beginning July 1, 2019, primary screening will be required as the second step of STEP-VA. He added that a proposed plan for implementation of this step has been submitted to the Virginia Department of Behavioral Health & Disability Services (DBHDS) and said a response is expected by February 1, 2019.

5. Review of Divisional Report process: Programmatic Summaries and Overview Forms

Jim briefed committee members regarding the monthly RRCS Service Programmatic Summaries and overviews, initiatives originating at the July 2018 Board Retreat. He reiterated that these are first-time reports and the discussions therein will help provide improved reports in the future. In addition, he reminded members that the goal of the reports is to provide a better understanding of the

services provided by RRCS, thereby allowing Board members and senior leadership to make decisions and provide guidance on available and existing programs.

6. Division Leadership reports

a. Aging

Ray Parks, Director, Aging and Transportation, provided a summary on the services provided by his division, including the Area Agencies on Aging (AAA) plan under the Older Americans Act, transportation, housing, food services, and other services for seniors.

Ray noted that the summaries and overviews include services in our entire service area. He noted that the Care-A-Van program is a volunteer program, adding that the report includes the number of active volunteers. He further noted that the highlights on the beginning page will differ from month to month as appropriate. Additionally, he explained that key factors in program decision-making include requirements by AAA, as well as the Aging Advisory Council, which are publicly accessible.

Ann expressed concern about chronic pain and its relationship to the opiate crisis. Ray explained that a new program, Chronic Pain Self-Management Program, an extension of the Chronic Disease Self-Management Education (CDSME) program, is specifically targeted toward that audience.

Responding to questions from committee members, Ray explained that his programs were contractually mandated by the Area Agencies on Aging Annual Plan. He added that the overview regarding congregate nutrition referred to the senior centers. He further noted that while we are encouraged to promote programs, there are those that are largely sustained by grant monies. Jim added that the aging programs are more susceptible to budget fluctuations and are therefore better structured for grant funding. Robert suggested adding current challenges at the end of the report to inform committee members of current activities.

Ray noted that the Virginia Association of Area Agencies on Aging (VAAAA) would be holding its quarterly meeting this week, adding that he and Jim would be meeting with Virginia Legislators on Thursday, January 24th, to advocate for RRCS.

b. Clinical

Ryan Banks, Director, Clinical Services, provided a summary on the services provided by her division, including Boxwood residential services and outpatient services. She explained that SDG (Sex, Drugs, & God) is a non-profit peer recovery organization that we've partnered with. She noted that this is a paid service and is Medicaid reimbursable. Discussion continued regarding regional peer support

programs and RRCS' relationship to them. Ryan noted that the service is expected to grow as more individuals become certified.

Addressing Fauquier LINK, Ryan reported that Orange and Rappahannock Counties have committed to providing LINK programs. She explained that LINK, through an interagency collaboration with the Fauquier County Department of Social Services, provides community-based services for children and their families affected by a parent(s)' substance use, with a goal of reducing the number and/or length of foster care placements associated with parental substance use. Funding for LINK is provided by Fauquier County Children's Services Act (CSA). She also noted that she will be meeting next week with representatives from Rappahannock County to discuss LINK services.

Ryan described RRCS' Crisis services and processes, which include assistance with crisis de-escalation, initial assessment, safety planning, crisis intervention plans and counseling, pre-admission screening for crisis stabilization programs, and crisis supervision.

c. Community Support

Paula Stone, Director, Community Support Services, provided a summary on the services provided by her division, including Intellectual and Developmental Disabilities (ID/DD) support services, ID/DD Community Homes, mental health support coordination, and day support programs. She pointed out that an Administrative Assistant has been hired to support ID/DD support coordinators, performing clerical/transactional based duties which allow coordinators to focus on individual specific goals and services. Jim stressed the importance of this position as it will help ease an otherwise onerous administrative workload.

Paula explained that ensuring a good client/coordinator balance is paramount in making sure individuals receive appropriate service. She further noted that new hires and continued training for current staff help provide continued coverage for individuals. Robert suggested adding information on gaps in staffing, to which Jim responded that that information will be part of the financial summaries provided for the Finance/Administrative Services Committee.

Committee members discussed incident reporting and state mandates for reporting. Several members suggested receiving monthly reports to better identify potential challenges in providing services. Jim noted that QA (quality analyst) staff will be providing data at future meetings.

Referencing RRCS' Bridges Day Support Program, Ann asked how progress is measured for those receiving services. Paula explained that success is measured on an individual basis, depending on

the level of care/help that is needed. Thus, while one individual may transition to employment or more independent living within a short period of time, others may take longer.

7. Feedback and suggestions

Jim said he took notes from committee members' feedback on the divisional reports and said that staff will continue to refine the process for future meetings.

There being no further business, the meeting was adjourned at 2:32pm.

The next regularly scheduled Program Committee meeting will be held on February 26, 2019.