

**Rappahannock Rapidan Community Services  
Program Committee Meeting  
May 28, 2019 at 1:00 PM**

**MINUTES**

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

Staff Present: Jim LaGraffe, Anna McFalls, Ryan Banks, Ray Parks, Paula Stone, Valerie Sparks, Laurie Dodson, Jeanette Nord

Others present: Pat Balasco-Barr

1. Call to order: Ann Baumgardner, Chair  
*Ann Baumgardner called the meeting to order at 1:05 pm.*
2. Review of Agenda for additions/deletions  
*The committee consented to adopt the agenda.*
3. Updates on Recent Activities  
*Jim LaGraffe, Executive Director, updated committee members on the following:*
  - *On May 21, 2019, he spoke to the members of LOWLINC (Lake of the Woods Living Independently in our Community) about RRCS' wide array of programs and services.*
  - *RRCS has received interim funding for substance use services in the Fauquier County Jail and we will apply for annual funding in September.*
  - *After attending the recent HPR-1 meeting, he has been asked to meet with PATH's Social Responsibilities Board.*

4. Quality Assurance Report

- Closed Session – Discussion Relating to Medical Records

**ACTION:** *Donalda Lovelace moved that the Board enter closed session for the purpose of discussing issues relating to medical and mental health records. This motion is made pursuant to Virginia Code Section 2.2-3711, Paragraph A, Subsection 16.*

*After reconvening the open session, committee members were polled, "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:*

*Ann Baumgardner Yes  
Dawn Klemann Yes  
Jack Ledden Yes*

*Donalda Lovelace Yes  
Valerie Ward Yes*

*Anna McFalls, Director, Finance & Administrative Services Division, briefed committee members on the QA (Quality Assurance) staff health and safety responsibilities, after which Valerie Sparks, Quality Analyst, spoke at length on it. Laurie Dodson, Quality Analyst spoke about quality assessments addressing client satisfaction with services.*

5. Division Leadership reports

a. Clinical

*Ryan Banks, Director, Clinical Division, provided an update on services in her division. She briefed participants on highlights over the last month, notably the high turnout for Revive training in Madison County and a request for Kristi South, CIT Coordinator to provide crisis intervention training to others who would subsequently provide such training. In addition, she noted that on May 15<sup>th</sup>, Alan Rasmussen, Prevention Specialist, was recognized by the Culpeper Police Department for life saving actions taken during 2018.*

b. Community Support

*Paula Stone, Director, Community Support Division, provided an update on services in her division, noting that Katherine Lindsay was promoted to the position of Hospital Liaison. When it was noted that community engagement appears to have improved, Paula acknowledged that is has, the result of improved scheduling and an increase in the number of interested individuals.*

c. Aging

*Ray Parks, Director, Aging & Transportation, provided an update to committee members on services in his division.*

d. Human Resources

*Henry Eggleston briefed members on activities in human resources, noting new hires and vacancies.*

6. Other

*Jim noted that a health & wellness fair will be held in Madison County, at the Antioch Baptist Church, on June 6<sup>th</sup> from 3:00 pm to 7:00 pm.*

*There being no further business, the meeting was adjourned at 2:11 pm.*