

RACS BOARD of DIRECTORS

Meeting Minutes January 14, 2026

Rockbridge Area Community Services Board of Directors meeting on
Wednesday, January 14, 2026, 3:30 p.m.

MEMBERS PRESENT

Mr. Steve Funkhouser, Chair
Mr. Christopher Plogger
Dr. Michael Gilmore
Mrs. Virginia Cameron

Ms. Karla Sprouse
Mrs. Carolyn Kendall
Mrs. Gail Mason

MEMBERS ABSENT

Ms. Lori Hicks

Ms. Hannah Becker

ADMINISTRATION, STAFF and GUESTS PRESENT

Kimberly Shaw, Executive Director
Don Sherman, Director of Operations
Lisa Zwecker, Director of Developmental Services
Michele Mathis, Director of Financial Services
BreAnne Rogers, Executive Assistant and Communications Coordinator

CALL TO ORDER

The meeting was called to order by Board Chair, Steve Funkhouser, at 3:41 p.m. and there was a quorum. Introductions were made by all in attendance. He also noted a few additions to the agenda to include 2 more policies. Chair Funkhouser requested a motion from the board to accept the amended agenda. Dr. Gilmore made a motion to amend the agenda and Chris Plogger 2nd the motion – carried unanimously.

RECOGNITION OF STAFF ANNIVERSARIES

Staff are formally recognized during all staff events during the year. Board members were encouraged to sign a card that would be given to staff that have met a milestone anniversary this year. Hollie Martin and Alaina Chittum both met 20-year milestones and cards were signed for each individual.

MINUTES

The minutes from the October 22, 2025 meeting of the RACS Board of Directors were reviewed by the board. Dr. Gilmore motioned to approve the minutes and Karla Sprouse 2nd the motion – carried unanimously.

PUBLIC COMMENTS

- None

BOARD EDUCATION

- None

COMMITTEE UPDATES

- Program Committee - Did not meet this month.
- Resource Committee – Did not meet this month.
- Policies for review: Don referenced shared some insight on the policy updates.

- Two policies specific to board members
 - 1-01: Board Member Roles and Responsibilities – Don shared that he received examples from other boards. This policy talks about the role of the board members as well as what board members should do if they receive complaints from staff.
 - 1-03: Communication With the Public – Don shared that board members are bound by FOIA and also have to adhere to HIPAA and other patient privacy issues. This policy recognizes those pieces.
- Two agency policies
 - 6-24: Business Meal Expenses – Don shared that this new policy addresses meals outside of travel meals.
 - 8-01: Inclement Weather and Emergency Closings – Don shared that this is a change to an existing policy due to the ability to telework for most positions. Changes reflect the role of telework in the case of inclement weather. Changes also introduce a new term – continuity of operations.
 - Any questions raised were answered by Don.

Chair Funkhouser requested a motion from the board to accept the board policies as presented. Dr. Gilmore moved to accept and 2nd by Karla Sprouse – carried unanimously. **The board unanimously accepted changes to Polices 1-01: Board Member Roles and Responsibilities, 1-03 Communication with the Public.**

Chair Funkhouser requested a motion from the board to accept the agency policy changes as presented. Karla Sprouse moved to accept and 2nd by Dr. Gilmore – carried unanimously. **The board unanimously accepted changes to the agency Polices 6-24 Business Meal Expenses, and 8-01 Inclement Weather and Emergency Closings.**

- October 2025 Financial Reports: The financial reports were reviewed. Any questions raised were answered by Michele. The board determined that there wasn't an ongoing need for a vote to accept the monthly financial reports once the annual budget is approved but the information will still be shared and reviewed at each board meeting.
- Mural – Kim presented an idea of painting a mural on the outside of the building on Greenhouse Road Any questions raised were answered by Kim. After much discussion, the board members decided to move forward with seeing design mockups.
 - Dr. Gilmore made a motion to allocate funds to move forward to do mockups. Chris Plogger 2nd. The motion carried by a vote of 6 in favor and 1 opposed.

SECURITY REVIEW UPDATES

- Don shared that the RACS current IT vendor was able to reduce costs.
- He also shared that RACS will be making a change to the office phones but that it should not have an impact on operations.

EXECUTIVE DIRECTORS' REPORT

- In addition to Kim's report, she shared that the renovations for the floors at the building on GHR are starting next week and will be done in zones. 2nd floor will be done during

the work week since staff can telework, 1st floor will be done during the weekends. Recognized that there could be disruptions, but aiming to make it as minimal as possible.

- Kim shared insight from some support given to a group home at Christmas time and the community partners will be recognized on social media in the near future.
- Kim informed the board members that she will not be at the February meeting – she will be at the Dominican Republic.
- She also shared that there are changes happening at the state level with new appointments and that the new commissioner is Daryl Washington who comes from the Fairfax Falls Church CSB.
- Kim shared that she just received notice that there have been large cuts to SAMSHA, however, we aren't aware if that will affect our agency.
- Kim informed the board about the upcoming Sensory Friendly Concert – January 31st at Wilson Hall – 5:30pm-7pm with Rockbridge Symphony.
- Kim shared that there were discussions between the leadership team about how to address the potential changes – Kim shared she will include more details in the next board report on what was discussed at the LT retreat.

UNIT DIRECTOR'S UPDATES

- All of the directors who were present gave updates in addition to their written reports.
- Lisa shared that she is getting ready to hire a new support coordinator and that there are about 110 clients for support coordination
- Lisa also mentioned that residential is down 1 staff at each home, but hoping to hire soon.
- Magnolia Center is doing great and that there is a potential to be looking to hire another staff member. Lisa also mentioned that the Magnolia Players' Christmas play was a huge success!
- Michele shared RACS migrated financial software went live on January 2nd.
- Don shared that RACS will be implementing new system for staff safety which may include a handful of wearable badges to trigger alarm. He shared that the same platform will also provide some “alert buttons” that can be placed in different places in the building. Also looking at some keyboard shortcuts for front desk staff. Looking at setting up some team responses as well as giving law enforcement access to the portal. This platform covers several other functionalities that might contribute to future cost savings for RACS. Don shared that testing will most likely begin in February and go live in the Spring. The name of the company is 911 cellular.
- Kim shared an update from ES - that Jordan is back from maternity leave.

BOARD MEMBERS' COMMENTS

- Gail shared some concerns about the redesign and was asking if any funds have been located. Kim shared that she is fairly certain that the redesign will be delayed.
- Dr. Gilmore encouraged everyone to attend the Sensory Friendly Concert if they are able.

CHAIRPERSON'S COMMENTS

- Chair Funkhouser handed out the conflict of interest form and board characteristics form and shared that they are completed yearly and to turn them in to BreAnne.
- He also shared that the jurisdiction financial disclosure form is an annual form for each jurisdiction and not through RACS.
- Chair Funkhouser asked if anyone is interested in serving as the board chair for 2026 as well as who is interested in serving on the program and resource committees. Steve asked if Dr. Gilmore is willing to serve as chair this year. Dr. Gilmore agreed.

- Karla requested to formally nominate Steve Funkhouser to serve as the board chair and Dr. Gilmore serve as the Resource Committee chair, Chris Plogger 2nd the motion – unanimously approved.
- Chair Funkhouser shared that the board will need to review ED position in a closed session during the February meeting.

CLOSED SESSION

- N/A

Chair Funkhouser adjourned the meeting at 4:58 p.m. The next meeting of the Rockbridge Area Community Services Board will be at 3:30 p.m. on February 25, 2026 at **Rockbridge Area Community Services, 241 Greenhouse Road, Lexington, VA 24450.**