

RACS BOARD of DIRECTORS

Meeting Minutes February 25, 2026

Rockbridge Area Community Services Board of Directors meeting on
Wednesday, February 25, 2026, 3:30 p.m.

MEMBERS PRESENT

Mr. Steve Funkhouser, Chair
Ms. Hannah Becker
Mrs. Virginia Cameron
Mr. Rich Hastings

Ms. Karla Sprouse
Dr. Michael Gilmore
Mrs. Gail Mason

MEMBERS ABSENT

Ms. Lori Hicks
Mrs. Carolyn Kendall

Mr. Christopher Plogger

ADMINISTRATION, STAFF and GUESTS PRESENT

Don Sherman, Director of Operations
Samantha Hoke, Director of Community-Based Services and Prevention
Greg Hornback, Director of Clinical Services
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 3:35 p.m. and there was a quorum. Introductions were made by all in attendance.

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. Dana Pritt met a 5-year milestone and a card was signed by board members.

MINUTES

The minutes from the January 14, 2026 meeting of the RACS Board of Directors were reviewed by the board. Chair Funkhouser noted an update for the financial report date change from 2026 to 2025. Karla Sprouse motioned to approve the minutes with the amended date and Dr. Gilmore 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.
 - 5-14: Staff Development – Don shared that the update to the guidelines is to remove references to a defunct staff committee.

- 6-01: Internal Communication - Don shared that the language has been updated remove unnecessary information since there is now a board member policy that speaks to this.
- 8-06: IT Disaster Recovery - Don shared that the IT backup plan policy was already updated and this policy is now redundant and no longer needed
- 10-13: Performance Contracting - Don shared that the performance contract is part of the Code of Virginia so having a policy that states the same is unnecessary.
 - No questions were raised.

Chair Funkhouser requested a motion from the board to accept the policy changes as presented. Dr. Gilmore moved to accept and 2nd by Karla Sprouse – carried unanimously. **The board unanimously accepted changes to Polices 5-14: Staff Development, 6-01: Internal Communication, 8-06; IT Disaster Recovery, and 10-13: Performance Contracting.**

- November and December 2025 and January 2026 Financial Reports: The financial reports were reviewed. Any questions raised were answered by Michele.
- Mural – BreAnne and Don highlighted the memo from Kim about removing the request for a mural on the large side of the building. The memo also shared the desire to move forward with getting design from the artist for the small space outside of the building and potentially some spaces inside the building. Chair Funkhouser shared that the board would like to see some designs for the outside wall area at the next board meeting.

SECURITY REVIEW UPDATES

- Don shared RACS has a new email filtering system that has already been launched which should help to manage emails more efficiently.
- He also shared that RACS made changes to phone system and that has already been implemented as well.

EXECUTIVE DIRECTORS' REPORT

- Chair Funkhouser asked if anyone had any questions about Kim's report
- Don shared, on behalf of Kim, some insight on the goals and priorities that the leadership team discussed during their strategic planning session. Don informed the board members that once the plan is finalized, it will be will brought to the board. Any questions that were raised were answered by Don and Lisa.
- Dr. Gilmore asked if staff have received any resolutions from HUD. Lisa said there hasn't been any communication as of late. Hannah suggested contacted the congressional office to help speed up the process and open an investigation. Don shared that RACS has also discussed potentially seeking guidance from an attorney for next steps.

UNIT DIRECTOR'S UPDATES

- All of the directors who were present gave updates in addition to their written reports.
- Lisa shared that she has some positions that she is hiring for. She also shared that a group of staff are planning an event on May 16th at Glen Maury Park from 4-7pm with lots of fun and entertainment in recognition of Developmental and Intellectual Disabilities.
- Greg shared that ES manager position is still vacant, but that things are still operating smoothly. He also shared that a PRN staff turned in his notice due to a request/new information from his full-time employer.

- Sam shared that the Mental Health Walk is May 22nd at Jordan’s Point Park and the Prevention Forum is June 18th. Sam encouraged everyone to attend. Chair Funkhouser shared some history of the speakers from past forum years and that the keynote speaker this year is highly sought after.
- Karla asked about the spike in school services for January in relations to November/December – Sam shared that the numbers may be impacted due to the holidays and not as many school days.

BOARD MEMBERS’ COMMENTS

- Karla asked about the total number of staff – Michele shared that the number comes from approved positions.
- Dr. Gilmore shared that he noticed an article in the paper where RACS is mentioned as being on the VHC committee. Chair Funkhouser shared some insight on what the community has already done - finding and identifying resources and opening community conversations on the topic of homelessness and what it looks like in Rockbridge County.
- Ginny shared a thank you to all of the leadership team members for the board orientation.
- Gail shared some concerns about the number of clients in Bath County and shared that she believes there is a huge need. Gail also gave some ideas for outreach. BreAnne, Sam, and Chair Funkhouser shared what has historically and is currently being done for outreach and also shared some challenges. Chair Funkhouser thanked Gail for sharing.
- Karla shared that, if anyone is getting meals from community table, they are “pick up meals” on Monday and Wednesday for at least one more week.

CHAIRPERSON’S COMMENTS

- Chair Funkhouser requested a small break before heading into the closed session.
- Upon returning from the break, Chair Funkhouser requested a motion to go into a closed session to discuss personnel matters.

CLOSED SESSION

A motion was made to go into closed session for the following reason:

Personnel Matters: Pursuant to Code of Virginia 2.2-3711, paragraph 4 of the Virginia Freedom of Information Act, to discuss Personnel matters not related to public business and to protect the privacy of individual(s).

Motion by: Karla Sprouse and seconded by Rich Hastings.

Recorded Vote:

AYES: 6
NAYES: 0

The board approved going back into open session motion by Karla Sprouse and seconded by Hannah Becker.

Recorded Vote:

AYES: 6
NAYES: 0

The board by roll call vote certified that only the issues for which they went into closed session were discussed. All members confirm?

Roll Call Vote:

AYES: 6

NAYES: 0

OPEN SESSION:

Chair Funkhouser requested a motion. Karla Sprouse made a motion to renew the contract for the RACS Executive Director as stated but with an increase in salary. Motion seconded by Dr. Gilmore - carried unanimously.

Chair Funkhouser adjourned the meeting at 5:37 p.m. The next meeting of the Rockbridge Area Community Services Board will be at 3:30 p.m. on April 22, 2026 at **Rockbridge Area Community Services, 241 Greenhouse Road, Lexington, VA 24450.**