RACS BOARD of DIRECTORS

Meeting Minutes June 24, 2026

Rockbridge Area Community Services Board of Directors meeting on
Wednesday, June 24, 2026, 3:30 p.m.

MEMBERS PRESENT

Mr. Steve Funkhouser, Chair
Ms. Hannah Becker
Mr. Rich Hastings
Mrs. Gail Mason
Dr. Michael Gilmore
Mrs. Virginia Cameron
Mrs. Carolyn Kendall

MEMBERS ABSENT

Ms. Lori Hicks
Mr. Christopher Plogger
Ms. Karla Sprouse

ADMINISTRATION, STAFF and GUESTS PRESENT

Kim Shaw, Executive Director
Don Sherman, Director of Operations
Samantha Hoke, Director of Community-Based Services and Prevention
Greg Hornback, Director of Clinical Services
Michele Mathis, Director of Financial Services
BreAnne Rogers, Executive Assistant and Communications Coordinator
Alison Rose Clark, Community Member

CALL TO ORDER

The meeting was called to order by Board Chair, Steve Funkhouser, at 3:35p.m. and there was a quorum. Introductions were made by all.

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. Dianne Preece met a 5-year milestone, Patricia Floyd met a 10-year milestone, Alicia Miller met a 20-year milestone, and Brandi Fitzgerald-Wills met a 20-year milestone. Cards were signed by board members.

MINUTES

The minutes from the April 22, 2026 meeting of the RACS Board of Directors were reviewed by the board. Dr. Gilmore noted that RAISE is misspelled on the 2nd page. Chair Funkhouser asked for a motion to waive the reading of the minutes. Hannah Becker made a motion to approve the minutes and Rich Hastings 2nd the motion - carried unanimously.

PUBLIC COMMENTS

- Alison Clark shared that she is a local community member advocating for a methadone clinic in Rockbridge County. She also shared data and research on methadone clinics and that her goal is to start a taskforce to bring a local clinic and hoping to work with the city and county to bridge that gap.
- Dr. Gilmore asked for a copy of her presentation to share with the board. BreAnne or Kim will share the presentation with the board members once it is received.

- Hannah asked if she has done research on the success from other rural settings, she shared that she would have to look into that.

BOARD EDUCATION

- None

COMMITTEE UPDATES

- Program Committee - Did not meet this month.
- Resource Committee – Did not meet this month.
- Policies for review – Don noted that with the updates to the salary scale, the following changes needed to be made to align:
    - 3-04 Performance Evaluation –changed to say raises instead of grades and steps
    - 3-05 Compensation of Staff – changed to just say increases or salary pay
    - 3-08 Salary Increases – changes made to align to the new language
    - 5-08 Military Leave - Don shared that the change noted is to align with the new salary scale that is going into effect on July 1st but that if more changes need to be made outside of that, they can be made later and brought back to the board. Don will talk to Chair Funkhouser to make sure the policy wording is up-to-date and will be brought back to the board later.
    - Any questions asked were answered by Kim and Don.
        - Question raised about salary studies. Kim shared that a salary study has been done and if changes occur in the future, board members will be notified.

Chair Funkhouser requested a motion from the board to accept the agency policy changes as presented. Policy 3-08 Carolyn Kendall moved to accept and 2nd by Dr. Gilmore – carried unanimously. Policy 3-04 - Rich Hastings moved to accept. and Dr. Gilmore 2nd - carried unanimously. Policy 3-05 - Rich Hastings moved to accept and Dr. Gilmore 2nd - carried unanimously. Policy 5-08 - Ginny Cameron moved to accept and Carolyn Kendall 2nd - carried unanimously.

The board unanimously accepted changes to the agency polices 3-04 Performance Evaluation, 3-05 Compensation of Staff, 3-08 Salary Increases, and 5-08 Military Leave.

- April 2026 Financial Reports: The financial reports were reviewed.
    - Any questions asked were answered by Michele.

Dr. Gilmore moved to approve the April report and Carolyn Kendall 2nd – carried unanimously. April reports approved.

- May 2026 Financial Reports: The financial reports were reviewed.
    - Any questions asked were answered by Michele.

Dr. Gilmore moved to approve the May report and Carolyn Kendall 2nd – carried unanimously. May reports approved.

- FY27 Budget - The budget for FY27 was reviewed.
    - There were questions asked around healthcare percentages paid for by the agency, committee expenses, and HUD follow-up. Any questions asked were answered by Michele, Kim and Don.

Dr. Gilmore moved to approve the FY2027 Budget and Carolyn Kendall 2nd – carried unanimously. FY2027 Budget approved.

SECURITY REVIEW UPDATES

- Don shared that the new email filtering software has been inconsistent and has been working with IT vendors to find a fix. The IT company is piloting new software with other companies and will let Don know how it is going before anything new is implemented at RACS.

EXECUTIVE DIRECTORS' REPORT

- Kim highlighted several pieces in her report. In addition to Kim's report, she noted that Phil Jerman accepted the DD Director position and will start next Monday in the new role.
- Kim shared that the Marcus alert conversations are back on the table and that she has already sent out an email to determine if the initial conversation will be in person or virtual.
- Kim has several meetings coming up with other community leaders.
- Kim shared that she was able to attend the Prevention Forum this year and gave an acknowledgement of the prevention team and all of their hard work.
- Kim highlighted that Homestead offered their first MHFA for staff.
- Dr. Gilmore asked about an update about Maple Hall. Kim shared that RACS is still in the negotiating phase with the current owner based on the things that were revealed in the inspection.

UNIT DIRECTOR'S UPDATES

- All of the directors who were present gave updates in addition to their written reports.
- Greg shared that the ES department is still in need of a manager, but the team is doing well in spite of that. He also mentioned that most of the CSB portion of the Marcus alert would be run out of the ES department and noted that department is already hard to staff.
- Greg highlighted that RACS has good working relationships with law enforcement officers and that when RACS staff attends conferences they often hear about the difficulty in relationships between CSBs and Law Enforcement agencies, but that our area is very fortunate to have a positive collaborative relationship.
- Don shared that RACS hosted the DBHDS Commissioner last week and shared with him all of the services that RACS is currently doing.
- Don also shared that there was also a DBHDS multi-site review on the block grants and the programs along with state and performance measures. He highlighted that RACS did well on the performance measures and may not need a review next year.
- Don shared that board members were provided with a new copy of the salary scale at the meeting and wanted to make sure everyone received a copy.
- Sam shared that PSH's first referral was successfully housed and has 3 more referrals. She also shared that she received resignations from both PSH staff.
- Sam noted that Eagle's Nest will be holding a recognition event on Monday around 11am. She also mentioned that all clients in that program have been linked with a case manager or psychosocial rehabilitation and some will be participating in community socialization groups at Eagle's Nest to help with the transition.
- Sam also reiterated that the Prevention Forum continues to grow each year and that next year will be the 10th annual.

BOARD MEMBERS' COMMENTS

- N/A

CHAIRPERSON'S COMMENTS

- Board Policy Update – Chair Funkhouser shared that the changes reflect the removal of the standing committees and board chair term length. Dr. Gilmore made a motion to accept the bylaws as amended and Hannah Becker 2nd the motion – carried unanimously.
- New Proposed Board Meeting Time – Carolyn Kendall made a motion to move the meeting time to 4pm and Rich Hastings 2nd the motion – carried unanimously. Will take effect during the next meeting.
- Elect Vice-Chair – Chair Funkhouser asked for some nominations for vice chair – Hannah Becker volunteered. Dr. Gilmore nominated Hannah for the vice chair and Gail Mason 2nd the motion – carried unanimously.

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: Rich Hastings and seconded by Carolyn Kendall.

Recorded Vote:
AYES: 7
NAYES: 0

The board approved going back into open session
motion by Ginny Cameron and seconded by Hannah Becker.

Recorded Vote:
AYES: 7
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: 7
NAYES: 0

OPEN SESSION:

Chair Funkhouser adjourned the meeting at 5:25 p.m. The next meeting of the Rockbridge Area Community Services Board will be at 4:00 p.m. on August 26, 2026 at **Rockbridge Area Community Services, 241 Greenhouse Road, Lexington, VA 24450.**